

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

Total Deleted Page(s) = 5
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Page 85 ~ Referral/Consult;
Page 133 ~ Referral/Consult;
Page 135 ~ Referral/Consult;
Page 272 ~ Duplicate;

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MR. TOLSON

7/11/51

MR. CLEGG

JOINT COMMITTEE MEMORANDA

88659

Whenever the Joint Committee recommends unanimously unfavorable relative to a suggestion, the write-up is prepared in the form of a memorandum from the Joint Committee for the Director. They are routed first to the Assistant Director primarily concerned with the suggestion and second to Mr. Tolson. These memoranda do not go to the Executives Conference. Normally there is nothing of interest therein worth the Director's time.

RECOMMENDATIONS:

(1) Unanimously unfavorable memoranda be prepared as memoranda for Mr. Tolson.

(2) All other Joint Committee memoranda continue as memoranda for the Director and Executives Conference consideration be added underneath Joint Committee consideration as in the past.

EDM:FMB

file

RECORDED - 120

166-2554
AUG 1 1951
78

ORIGINAL FILED IN 66-19347-64

B

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/25/94 BY SP-5 CBJ/MLF

M

INITIALS ON ORIGINAL

56 AUG 2 1951 -225

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

THE DIRECTOR

7/7/51

JOINT COMMITTEE

SUGGESTION #730
EMPLOYEE: SA HAROLD H. HAIR
WASHINGTON FIELD OFFICE
DESIGNATION OF BUREAU AS OFFICE OF ORIGIN
IN SPECIAL CASES

MEMBERS PRESENT:

E. S. Scheidt
S. K. McKee
E. D. Mason
R. F. Harbo
J. A. Robey

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/81 BY SP-5 CJS/BTK

That consideration be given in certain special cases to having the Bureau carried as the office of origin in the interest of saving time and work.

Mr. Hair pointed out that in the COLE case, relating to the coil strike in 1949, this investigation was commenced upon Departmental request, and the Washington Field Office was made the office of origin. Most of the work occurred in other areas, in the coal fields; however, a copy of every communication was sent to the Bureau. The file in the Washington Field Office consisted of 24 volumes, totaling 2537 serials.

The Internal Security Section of the Security Division pointed out that in the particular case cited by Mr. Hair the Washington Field Office was made office of origin because court action was taken in the District of Columbia. The Washington Field Office was expected to follow and report results of this court action. Field Offices are also made origin so that one office will be in possession of all pertinent information in the event summary reports have to be prepared.

JOINT COMMITTEE CONSIDERATION:

On 6/30/51, the joint committee felt that the present practice of the Bureau should be continued without change, it being noted that wherever possible the Seat of Government does follow the practice of designating the Bureau as office of origin. Therefore, the joint committee recommended unannually unfavorable as to this suggestion.

Executive Conference

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

59 SEP 27 1951

RECORDED - 35

INDEXED - 36

cc-Messers. Mr. & Messrs.
EDM:DMG

EX-141

REC- RECORDED
45 AUG 2 1951

INITIALS ON ORIGINAL - 8

66-2554-892
J. A. Robey

ORIGINAL FILED IN 66-16297-129

TO : THE DIRECTOR
FROM : JOINT COMMITTEE
SUBJECT: SUGGESTION #790
EMPLOYEE: MISS [REDACTED]

DATE: 7/5/51

b6
b7c

53 71

WASHINGTON FIELD OFFICE
CONSERVATION OF PAPER - PROPOSED REVISION
IN FORM FD-36 (Field Teletype Form)

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

(1) That the heading "Federal Bureau of Investigation, U. S. Department of Justice" be eliminated from the form used by the Field in preparing teletypes and that the heading "Transmit the following teletype message to:" be moved up to the top of the form.

This will permit 4 or 5 more lines of typing to be added, thus often making unnecessary the use of a second page.

(2) The employee also suggested that the form be supplied to the field in half size since many teletypes are short enough to be handled on such a form.

VIEWS OF THE ADMINISTRATIVE DIVISION AND OF THE RECORDS AND COMMUNICATIONS DIVISION:

Assistant Director Nichols believes that the teletype form is satisfactory as it is. Mr. Glavin concurs.

JOINT COMMITTEE CONSIDERATION:

On 6/3/51, the above suggestions were considered by the Joint Committee and it was recommended unanimously favorably that this be done when next a supply of the forms is prepared.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on July 13, 1951, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Ladd, Rosen, Sizoo, Laughlin and Clegg, unanimously recommended.

cc - Mr. Mohr
Mr. Clegg
EDM:DMG

HANDLED BY
STON DESK
8/25/57

66-2554
AUG 20 1951

63 SEP 25 1951

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-CC/DM

62-14744-1447
ORIGINAL COPY FILED IN

THE DIRECTOR

7/6/51

JOINT COMMITTEE

b6
b7c

SUGGESTION #763

5273

EMPLOYEE: MISS [REDACTED]

LOS ANGELES OFFICE

MAINTAINING PERMANENT LOG BOOK OF CASES.

MEMBERS PRESENT: Hedora, E. Scheidt, E. T. Harbo
S. K. McKee, J. A. Robey
E. D. Mason

SUGGESTION:

That a permanent log book of cases be maintained on the New Case Desk in Field Offices, listing identifying data, such as, the name of the subjects on whom new cases are opened, along with the file number assigned.

The present practice is to maintain only a record of file numbers as they are assigned. However, there is a supplemental record in the nature of an assignment card retained for a period of 1 year after the case has been closed. This suggestion would entail the maintenance of a separate book on each classification, which would be very cumbersome.

JOINT COMMITTEE CONSIDERATION: Unanimously unfavorable.

The Joint Committee felt that although the suggestion has merit in that it would provide a system for determining the contents of missing files, nevertheless the work involved would greatly outweigh the advantages. The minimum benefits would be outweighed by considerable extra work, maintenance of 150 separate loose-leaf books, and a cumbersome process. The benefits would be derived only in occasional searches for files. Therefore, the Committee recommended unanimously unfavorably as to this suggestion.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/21/91 BY [REDACTED]

RECORDED - 28

66-2554-2423

JUL 30 1951

EX - 32

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

cc - Mr. Mohr
Mr. Clegg

EDM:DMG

HANDLED BY
STOP DESK

ORIGINAL FILED IN

C. H. [unclear] [unclear]

ORIGINAL COPY FILED IN 66-2554-2423

THE DIRECTOR

July 20, 1951

THE EXECUTIVES CONFERENCE

Jm

The Executives Conference of July 24, 1951, consisting of Heacro, Ladd, Tracy, Parsons for Harbo, Mohr, Belmont, Rosen, Mason for Clegg, Sizoo, Nease, Nichols and Glavin considered a communication submitted by the SAC at Butte concerning the Field Office Number Three Registers.

The SAC at Butte points out that SAC Letter Number 25, dated November 22, 1950, a copy of which is attached hereto under the caption of Voluntary Overtime Reports, instructs that each Special Agent utilizing a Number Three Card should show as a first entry thereon his hour of arrival for duty each morning, and it was also noted that the Manual of Rules and Regulations change dated November 22, 1950, specified information to be included on the Number Three Register had failed to list the instructions of the referenced SAC Letter, namely, that the first entry on this register reflect the hour of arrival for duty each morning. It was pointed out that the SAC Letter of November 22, 1950, was prepared after the Manual changes in question, and was sent to the field prior to the time the Manual changes were printed and the Manual changes concerning this particular subject were inadvertently not changed.

The Conference recommends that the appropriate Manual change be made in connection with this particular matter at this time, reflecting that in every instance where the Number Three Card is used, an Agent show as first entry the time of arrival for duty each morning.

Should the Director approve, the attached Manual change will be printed and disseminated. There is attached hereto a copy of a letter to the SAC at Butte in connection with this particular matter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/26/99 BY SP-5 CJD/DF

Respectfully,
For the Conference

Jm
Clyde Tolson

WB9:JC

Attachments

CC - Mr. H. H. Clegg

50 AUG 8 1951

RECORDED - 67

X-62

66-2554-8924
AUG 7 1951

16

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- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Mohr
- Belmont
- Mason
- Sizoo
- Nease
- Glavin
- Gandy

THE DIRECTOR

July 25, 1951

THE EXECUTIVES CONFERENCE

* INTERVIEWS - DEVELOPMENT OF INFORMANTS IN THE COMMUNIST PARTY *

The Executives Conference on July 24, 1951, consisting of Messrs. Ladd, Mason for Clegg, Glavin, Parsons for Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Sizoo and Belmont, considered the advisability of allowing the field to conduct certain interviews with Communists without prior Bureau authority.

From time to time the Bureau has considered and re-considered its policy as to the extent to which we should go in interviewing Communists who are or have been under investigation by the Bureau, the purpose of the interview being to develop informants and/or to ascertain the current activities and attitude of the subject.

By SAC Letter No. 55 dated May 17, 1949, and Bureau Bulletin No. 37 dated July 21, 1949, we initiated a program of interviewing subjects of security investigations who we had reason to believe have defected from the Party or were otherwise susceptible to approach for purposes of developing informants. As of July 1, 1951, we have interviewed 654 such persons with the following results:

Number of persons interviewed: 654

Those who appeared cooperative: 453

Those who appeared uncooperative or hostile: 201

Those who denied Communist Party membership or association, past or present: 159

Those who admitted their own Communist association: 413

Those who furnished information regarding others in the Communist movement: 320

Interviews which were completely negative: 141

Those who indicated they still believe in the Communist movement: 47

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/91 BY SP-5 CIB/...

66-2584-8925

RECORDED - 36
EX 31

AUG 9 1951

INDEXED - 36

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
- Harbo
- Alben
- Belmont
- Laughlin
- Mohr
- Nease
- Gandy

Attachment to Mr. Clegg Mr. Mohr

[Handwritten signature]

It will thus be seen that the program has been highly effective. While it was realized there was a risk in this program, we have had no major incidents arising from these interviews, and, in fact, have experienced no difficulty to speak of. Of the persons interviewed, 79 have been utilized as sources of information and confidential informants and 90 are being recontacted in an effort to develop them as sources of information or to reactivate them in the Communist movement.

At the Internal Security - Espionage Conference held in April, 1951, the field representatives strongly urged that the Bureau allow more leeway to the field in interviewing Communists. They felt that the requirement that the Bureau authorize each interview was unwieldy, caused undesirable delay and retarded the value of the interview program. They pointed out that other Government agencies, such as Immigration and Naturalization Service, freely interviewed Communists with what appear to be good results in matters within their jurisdiction, and the Bureau might well be missing lucrative sources of information through its restrictive policy on interviews.

From time to time various field offices have likewise suggested that the Bureau take advantage of the current international situation and the disfavor of the Communist Party in the eyes of the American public to extend our interview program.

By SAC Letter No. 32 dated April 7, 1951, the field was authorized to approach present Communist Party members on a selected basis under pretext after Bureau authority had been obtained. If the subject appeared cooperative, Bureau authority again must be obtained before a direct approach is made. SAC Hoag of Los Angeles pointed out a definite possibility exists that through the requirement that Bureau authority be obtained after pretext has been used it can well result in loss of favorable opportunities to develop these subjects as informants. He suggested that after Bureau authority has once been obtained to utilize the pretext that the Agents be authorized to follow through if the subject appears cooperative.

In summation, our present policy concerning interviews with subjects of security cases is as follows. It is noted that in all cases prior Bureau authority is required.

1. Subjects may not be removed from the Security Index without being interviewed unless a good reason exists to the contrary.

2. Certain active Communists, who are not in a position to furnish information of value, may be interviewed, first under pretext and, if cooperative, then by direct approach, the purpose being to develop high-level informants presently engaged in Communist activities.
3. When investigation discloses past Communist membership but not current membership, the subject must be interviewed to determine his present attitude and activities unless there is a good reason to the contrary.
4. Communists who have defected or who we have reason to believe will cooperate may be interviewed.

The Security Division recommended:

As to class one - that we continue to require prior Bureau authority to conduct interviews.

As to class two - that we continue to require Bureau authority to approach these subjects. However, once we have authorized the approach under pretext, that the Field be allowed to follow up immediately without further Bureau authority if the interview indicates this to be desirable.

As to class three - that the field be allowed to conduct interviews with subjects after investigation of the subject's activities has been sufficiently developed and the interview is warranted, and that no prior Bureau authority be required except in instances where controversial or public figures are involved.

As to class four - that the field be authorized to conduct interviews without prior Bureau authority of subjects who have defected or have indicated that cooperation may be expected. In cases of controversial or public figures, Bureau authority would still be required.

Instructions to the field should contain the qualification that wherever a subject is a controversial or

public figure or is active in labor circles, etc., Bureau authority must first be obtained regardless of the classification into which the subject falls.

The Security Division felt that it is necessary and desirable to liberalize our policy of interviews along the above lines because:

1. It is not believed that in view of public antipathy to the Communist Party that unfavorable reaction will occur to such a program.
2. The pending case load of Communist cases has sharply increased.
3. We are further increasing the pending case load by requiring the field to open cases on Communist Party members as far back as January 1, 1949 (as required by the McCarran Act).
4. Additional interviews will enable us to more rapidly close these pending cases through arriving at a decision as to the potential dangerousness of the subject and whether he should be placed on the Security Index.

5. We need informants badly and the liberalization of our interview program will energize our program for securing additional informants.

EXECUTIVES CONFERENCE RECOMMENDATION:

After careful discussion of this matter, the Executives Conference unanimously recommended that we liberalize our interview program of Communists as suggested by the Security Division. In the event your approval, the attached SAC Letter will be sent to the field so instructing.

Respectfully,
For the Conference

Glyde Tolson

*Should agree, I
will agree to any
recommendation being
given to all SAC offices*

RT

July 12, 1951

Mr. R. T. Harbo

Mr. I. W. Conrad

Radio Frequency Mic-Tel

Reference is made to my memorandum of July 10, 1951, attaching a proposed curriculum for use in the three-day sound-retraining, the resumption of which was recently approved by the Bureau.

Since a primary objective of resuming this three-day refresher training for sound men is to acquaint them with recent developments, it is felt that the Bureau should advise these men of the existence and general nature of the radio frequency mic-tel equipment.

RECOMMENDATION:

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/21/91 BY 50-30107

Accordingly, it is recommended that this technic be approved for discussion with the Bureau sound trained agents during the course of the refresher session.

IWC:AB

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ADDENDUM:

The Executives Conference on July 13 disapproved. Present were Messrs. Tolson, Ladd, Callahan, Tamm, Mohr, Rosen, Clegg, Sizoo, Laughlin, McGuire and Parsons. DJP:VH

458

RECORDED - 90
INDEXED - 90

66-2554-8926
NOT RECORDED
45 AUG 6 1951

ORIGINAL FILED IN

THE DIRECTOR

August 7, 1951

THE EXECUTIVE CONFERENCE

53075

The Executive Conference of July 30, 1951, consisting of Messrs. Ladd, Trotter, Mason, Rosen, Belmont, Mohr, Harbo, Tracy, Nichols, Nease and Glavin considered a communication received from Special Agent Frank F. Staab of the Louisville Office with which he enclosed a photograph of an assembling machine prepared by one Major J. E. Richards of the Transportation Office, Louisville Medical Depot, Louisville, Kentucky. The photograph in question is attached hereto. Staab stated that the machine was observed in operation at which time it was noted that the assembling of large reports, particularly mimeographed reports, was greatly simplified and according to Major Richards the device is a time saver. The apparatus was built by Major Richards at a cost of approximately \$25 and will handle a 50 page mimeographed reports.

Staab stated that the device operates as follows. As each page of the report is mimeographed, the pages are placed in a tray marked page 1, then page 2 is placed in tray 2 until the 50 trays are filled. A small electric motor operates the device and after the mimeographing is complete, one employee will start the apparatus and remove a sheet in order from each tray as the trays come along the table. According to Major Richards, reports consisting 2,000 pages have been assembled in this manner, and in view of the large volume of assembly work being done in the Medical Depot, Major Richards indicated that this apparatus had resulted in a saving of 40 man hours per report for the Medical Depot in Louisville. Agent Staab pointed out that while it is realized that the assembling work of Bureau reports is not as extensive as the assembling of reports at the Medical Depot, this photograph and brief description is being furnished to the Bureau for consideration.

The Conference, after careful consideration of this matter does not feel that the device would be needed in our various divisional offices since the assembling of reports is not so extensive as to make a device of this type necessary. Should the Director agree, there is attached hereto a communication to Mr. Staab thanking him for advising the Bureau concerning this particular device, but pointing out it is not felt necessary at this time.

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WFS:JC
Attachment

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

53 AUG 13 1951

RECORDED - 28

EX - 80

HANDLED BY
EPP/MSK

Respectfully
For the Conference

AUG 20 1951

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/17/94 BY SP-5 BTJ

INDEXED - 28 66-2554-8928

The Director
The Executives Conference

July 31, 1951

INDOCTRINATION OF NEW AGENTS

53-33

The Executives Conference on July 31, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Belmont, Rosen, Trotter, Nichols and Clegg considered the following matter.

In an effort to get new Agents better acquainted with each other, to inspire the feeling that they belong to the FBI family, to help make them feel at home, and to give the Training and Inspection Division a further opportunity to evaluate trainees relative to poise, conversational ability and related social factors, a short social will be held sometime during the first or second week of training for each New Agents' Class.

The social will consist of the class of New Agents gathering in the classroom during the last half hour of one work day along with available Training Division Instructors and personnel. Coke and salted peanuts alone will be served.

The Executives Conference raised no objection to trying this for two or three weeks, after which it will be further considered.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/77 BY SP-5CJ/DAF

RECORDED - 28

INDEXED - 23

EX - 80

EX

66-2554-8929
AUG 21 1951

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

53 AUG 13 1951

MR. TOLSON

8/4/51

JOINT COMMITTEE

SUGGESTION #810
EMPLOYEE: SA J. VERNON TUCKER
PHOENIX DIVISION
SELECTIVE SERVICE RECORDS

57

MEMBERS PRESENT: Messrs. E. Scheidt E. T. Harbo
S. K. McKee E. D. Mason
B. D. Auerbach

Executive Conference

SUGGESTION:

In those cases where no record of a person's registration is available in a city, the office to which the inquiry was directed should check with State Selective Service Headquarters and if Headquarters is located in another field office's district, a teletype should be sent to the pertinent office.

The Investigative Division advised that the above procedure would not be feasible except in specific instances, inasmuch as it has been ascertained that locator files are maintained by Selective Service Headquarters in only 13 states. Further, they advised that an over-all check, such as is envisioned in the suggestion, is practical only in those instances in which such a locator file is maintained.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/81 BY SP-5 CIB/TJ

JOINT COMMITTEE CONSIDERATION:

SAC Auerbach advised that the suggested procedure is impossible in the State of Virginia because the records are not kept alphabetically by the registrant's name, but instead are merely filed by order number and birth date in the individual counties and not as a consolidated system.

SAC Scheidt of New York advised that the suggestion could not be put into execution in New York City or New York State inasmuch as there are no consolidated indices of all registrants within the city or state. If the Local Board, covering the registrant's reported address has no record of him, the only way to establish his registration with some board is to make a board by board check until such registration is located.

SAU McKee of Newark advised the suggestion is not workable in New Jersey for the reason that no consolidated index is maintained at state headquarters.

The Joint Committee on 7/31/51, recommended unfavorably as to the suggested procedure.

cc-Messrs. Mohr & Glegg
BDI:DMG

59 SEP 29 1951
F333

RECORDED - 41
INITIALS ON ORIGINAL - 3

THE DIRECTOR

August 8, 1951

THE EXECUTIVES CONFERENCE

88643

The Executives Conference of August 3, 1951, consisting of Messrs. Ladd, Nichols, Egan, Harbo, Belmont, Rosen, Clegg, Trotter, Tracy, Mohr, and Glavin considered the attached suggested letter to all investigative employees concerning expense vouchers.

It was pointed out to the Conference that even though communications have gone forward in the recent past pointing out the errors made in Agents' expense vouchers, a number have been noted and it is felt that an additional communication should go forward to all investigative employees at this time again calling attention to errors being made in their expense accounts.

Respectfully,
For the Conference

Clyde Tolson

JGH

WDG:JC
Attachment

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/91 BY sp-scj/baf

RECORDED - 153

INDEXED - 153

66-2554-8931
AUG 11 1951

EX-138
SEP 11 1951

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AUG 16 1951

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The Director

August 2, 1951

The Executives Conference

Supervision - ITSMV

DEVELOPMENT AND INVESTIGATION OF INTERSTATE
TRANSPORTATION OF STOLEN MOTOR VEHICLE CASES

gm

The Executives Conference today with Messrs. Trotter, Tracy, Harbo, Mohr, Belmont, Clegg, Ladd and Rosen, in attendance, unanimously approved the attached proposed SAC Letter which transmits to each field office five copies of a memorandum entitled "Development and Investigation of Interstate Transportation of Stolen Motor Vehicle Cases." This memorandum includes a detailed discussion of the following points:

- Sources of ITSMV cases.
- Examination of automobile.
- Tracing of the automobile to determine if stolen.
- Interviews with the owner.
- Filing complaints.
- Auto theft rings.

The memorandum is designed to point out possible new sources of ITSMV cases to the field and to offer certain other suggestions which, it is believed, will result in an increase in accomplishments in each office.

Respectfully,
For the Conference

gm

tr

JG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/91 BY SP-8 *ajp*

Attachment

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

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

RECORDED - 23

INDEXED - 22

62-2554-8932
AUG 13 1951

62 AUG 15 1951 EX - 63

R

MR. TOLSON

8/4/52

JOINT COMMITTEE

SUGGESTION #338

EMPLOYEE: SA GILTON D. CREASON
MOBILE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

REFERENCE BE ELIMINATED FROM INVESTIGATIVE
REPORTS CONTAINING BUREAU FILE NUMBERS

Executive Conference

MEMBERS PRESENT: Messrs. E. Scheidt F. T. Harbo
S. K. McKee E. D. Mason
B. D. Auerbach

SUGGESTION:

That the reference be eliminated from those investigative
reports which contain Bureau file numbers.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY Sp-5 CJB/HP

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the fact that the FBI
Handbook, Part I, page 33, requires that the reference be
the last item on the last page of investigative reports
and that in no instance should it be included on any of
the investigative pages except in Applicant-type cases.

The Committee also considered Part I, page 37, of the FBI
Handbook which requires that the Bureau file number, where
known, should appear immediately to the right of the
designation of copies to the Bureau on the first page of an
investigative report.

The Committee also considered the views of the Records
Section, Records and Communications Division, to the effect
that the inclusion of the reference in a report is desirable
as an aid to the classifiers in the Records Section in
marking the report for the correct file. The reference
enables Records Section employees to utilize abstracts on
file in the Service Unit as a means of obtaining the
correct file number.

File numbers themselves are subject to error and if an
error arises the classifier would have to search the mail
in the general indices which is a considerable waste of time.

References make possible the establishment of continuity
in the file and without references it would be sometimes
difficult to determine which serial in the file comes before
or after other serials, for dates are not always reliable
in the establishing of this order.

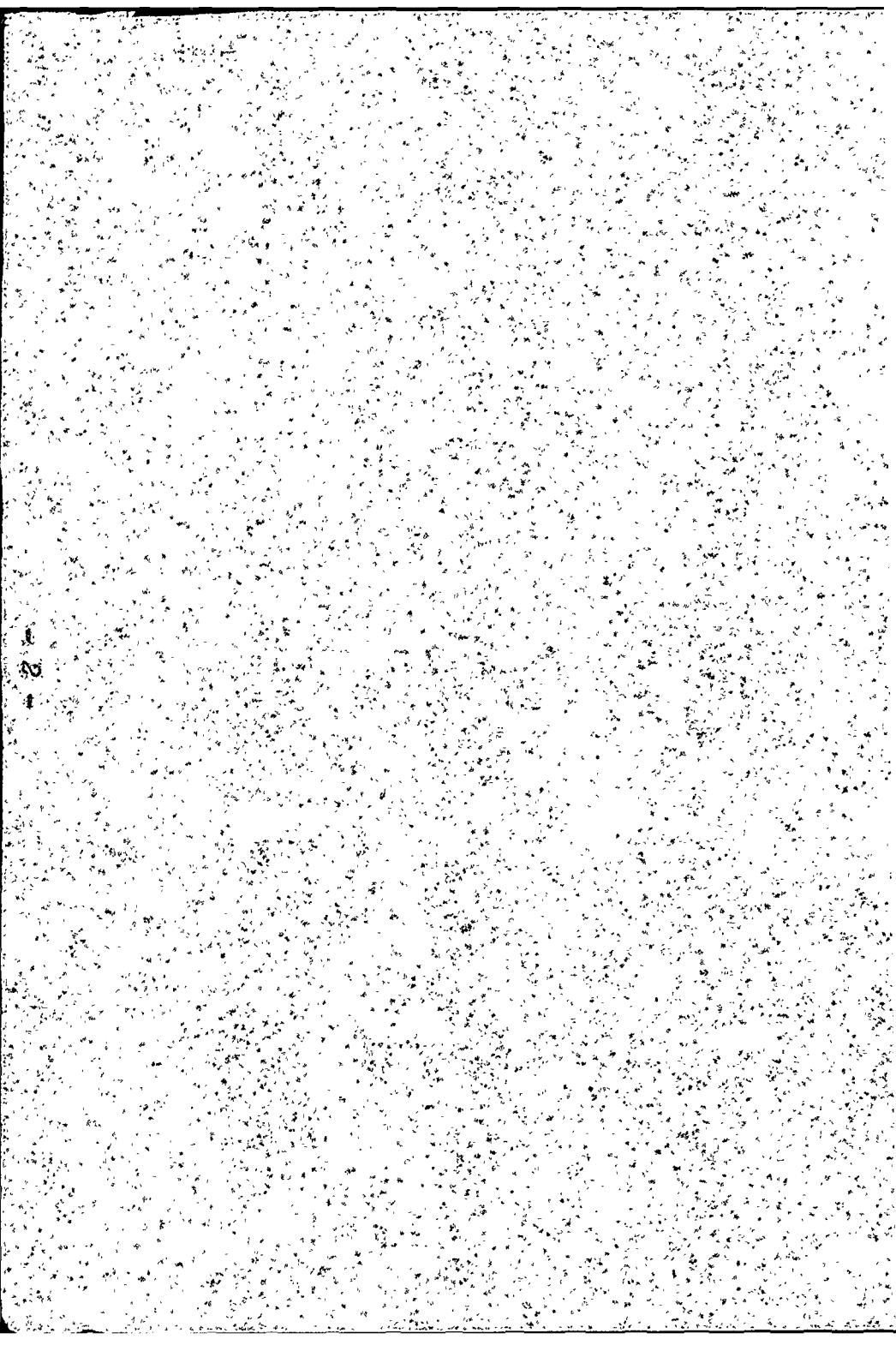
66-2554-89133

AUG 18 1952

RECORDED 20
INDEXED 23

cc-Mr. Mohr
Mr. Clegg
ED:DLG

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



JOINT COMMITTEE CONSIDERATION (continued)

The reference in a communication is a signal to the Supervisor handling that classification of case. It makes it unnecessary in many instances to have the file reviewed. The elimination of references would place additional demands on the Filing Unit.

In view of these objections alone, the Joint Committee felt that it had sufficient evidence at hand to indicate that any change in the current procedure would put undue hardships on the Records Section and, therefore, recommended unannimously unfavorably relative to the suggestion.

*Referenced are notes to Lead Officer's and Officer
of copies
A. J. P.
8-10-51*

MR. TOLSON

8/3/51

JOINT COMMITTEE

b6
b7c

SUGGESTION #303
EMPLOYEE: MR. [REDACTED]

5373

MOBILE DIVISION
REVISION OF FORM FD-161
(DAILY REPORT OF STAMPS USED)

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

EXECUTIVE CONFERENCE

PURPOSE PROCEDURE:

Administrative Division pointed out that the Bureau's practice of taking daily inventory of stamps in Field Divisions and in Resident Agencies resulted from a visit to the El Paso Office by a General Accounting Office auditor a number of months ago. This auditor recommended stamps be placed under lock during the night hours and a perpetual inventory record be kept. Under current rules a daily tabulation is prepared in each Field Division and in each Resident Agency where stamps are kept.

SUGGESTION:

That the tabulation and balancing of stamps used and stamps on hand be prepared weekly, and that Form FD-161 (Daily Report of Stamps Used) be revised in order that spaces will be provided for the listing of the daily use of stamps; however, weekly summary tabulation will be made rather than daily.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY SP-501/BJF

OBSERVATIONS OF ADMINISTRATIVE DIVISION:

Administrative Division pointed out there was no set rule of the General Accounting Office as to whether stamps should be reconciled daily or weekly and if the Director desired to have this done weekly it would be perfectly acceptable and the Bureau would be on firm ground.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 7/31/51 took cognizance of the fact that the new form would save a little paper and would reduce filing spaces (only 1/6 as many documents would be on file) but felt that these advantages were outweighed

cc-Mr. Ladd
Mr. Clegg
ED: [initials]
AUG 1951

HANDLED BY
STOP DESK
8/17/51

66-2554-1
NOT RECORDED
AUG 16 1951
INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-1

53079

JOINT COMMITTEE CONSIDERATION:

by the disadvantages of a more complex accounting procedure. The Committee felt that it is preferable to make a daily reconciliation as is presently being done rather than doing this on a weekly basis as proposed, and that the present form is simpler to prepare. Therefore, it was unanimously recommended that this suggestion not be adopted.

8/3/51
NR

THE DIRECTOR

8/4/51

JOINT COMMITTEE

b6
b7c

SUGGESTION #819

EMPLOYEE: MRS. [REDACTED]

RECORDS AND COMMUNICATIONS DIVISION
FORM CC-217 (PERSONNEL STATUS FORM) BE
CAPTIONED "F.B.I. PERSONNEL STATUS FORM"

MEMBERS PRESENT: Messrs. E. Scheidt, R. T. Harbo,
S. K. McKee, E. L. Tison,
R. D. Auerbach

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/81 BY SP-5 CBJ/MP

Executive Conference

SUGGESTION:

That Form CC-217 (Personnel Status Form) be given a caption
"F.B.I. Personnel Status Form."
The suggestion arose because employees in the Records Section
of the Bureau have had difficulty distinguishing these
forms from the numerous other forms received at the Bureau
from other agencies.

At present these forms are not marked with a heading and
there is no indication that they belong to the FBI.
The Records Section of the Bureau feels that this
suggestion is desirable and the Training and Inspection
Division concurs.

JOINT COMMITTEE CONSIDERATION:

On 7/31/51, the above suggestion was considered by the
Joint Committee which voted unanimously that when Form CC-217
(Personnel Status Form) is next printed the heading
"F.B.I. Personnel Status Form" be printed thereon.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on August 8, 1951, with Messrs.
Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols, Laughlin, Nease
and Glegg being present, unanimously approved.

Respectfully,
For the Conference

Clyde Tolson

65-2554-8934

RECORDED - 28

AUG 13 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Alton _____
- Selton _____
- Laughlin _____
- Mohr _____
- Nease _____
- Gandy _____

cc-17, Mr. Harbo
cc-17, Mr. Glegg

EDM:DEC

3 AUG 15 1951

EX - 63

THE DIRECTOR

8/6/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 C/DF

The Executives Conference of August 6, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Ladd, Clegg, Nease, Rosen, Laughlin, Nichols and Mohr, considered the present Bureau policy of employing clerical employees for three months during the summer.

The Conference discussed this matter at considerable length and the various pros and cons of summer employees were given very careful consideration. During the Conference it was pointed out by Mr. Tracy that the summer employees serve a very useful purpose in the Bureau assisting during the summer months when so many of the regular employees are on vacation. Mr. Clegg pointed out, however, that if the Bureau obtained all of the regular personnel it needed in accordance with its appropriation it would appear to be unnecessary to employ summer employees to help out during vacation periods when the Bureau was expected to take up the slack during periods of annual leave with its regularly assigned personnel. It was also pointed out that if such temporary summer employees were replaced by permanent employees during the fall of the year, the Bureau is put to added expense by investigating and processing these summer employees and again going through the same procedure in the fall to obtain permanent employees to replace them.

The observation was made that many of the summer employees did a very splendid job and were reliable, conscientious young people who could be depended upon to perform the maximum amount of work for the Bureau. Conversely, it was pointed out we just had an illustration of some of the summer employees in the Records Section who were loafing and sleeping on the job. The Conference was advised that in connection with the recent situation, three summer employees were detected loafing on the eighth floor of the Department of Justice Building and one summer employee it was alleged slept at her desk and another summer employee was censured when she awakened the other individual without reporting the sleeping activity to her supervisor. It was also noted in connection with the recent incident in the Records Section one of the clerical supervisors stated that the summer employees seemed to lack interest and enthusiasm in their work because when it was necessary to call to their attention an error, these summer employees would repeat the error without making any effort to improve the quality of their work.

EX-63 RECORDED-28 AUG 12 1951 66-2854-8935

The majority of the Conference was of the opinion that judging from the summer employees they had observed around the building, they were doing an above average job. Mr. Rosen specifically made the observation about the outstanding job some of the summer employees were doing as messengers. He said he had observed they were alert, on their toes and virtually ran about their duties in

CC - Mr. Clegg

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

order to perform them in the most conscientious manner.

The total clerical employees assigned to the Seat of Government as of August 2, 1951 was 5,574. Summer appointments were made as follows: Records and Communications Division, 167; Identification Division, 34; Administrative Division, 9. The total summer employees appointed during 1951 was 210. The figure 210 represents the total number appointed this year and not the total now on duty since some of the summer employees have already resigned in spite of the fact that they had assured the Bureau they would work for a full three months.

The Conference was divided into three views with respect to the employment of summer employees as follows:

Messrs. Flavin and Parsons were of the opinion that we should restrict the employment of summer employees in future years to employ only those summer employees who previously worked for us and had good records.

Messrs. Ladd, Clegg and Mohr are of the opinion that we should discontinue the employment of summer employees because they do constitute an additional supervisory problem, it is difficult to assign them to responsible positions because of the training involved and the short period in which they are employed and if they are employed during the summer months and vacancies still remain in our permanent clerical staff, it is necessary to recruit and train replacements for them in the fall of the year, all of which is a costly and expensive procedure. This group of the Conference was of the opinion it would be far more economical to employ permanent employees in the first instance and train them as they go along.

The majority of the Conference consisting of Messrs. Laughlin, Nease, Tracy, Rosen and Nichols recommended the continuation of the present policy of employing summer clerical employees each year. They thought that such summer employees in the majority made a real contribution to the Bureau's work and it would be manifestly unfair to discontinue this project simply because a few summer employees did not go about their duties in a sincere and conscientious manner. They felt much good accrued to the Bureau by employment of summer employees and that this project should be continued as in the past.

Should the Director agree with the majority views of the Conference, we shall continue the project of employing clerical employees in the future during a three-month period in the summer.

*I agree with minority.
Try to recruit up to our quota
now & keep it there so by
next summer we will not be
forced with need for summer clerks*

Respectfully,
For the Conference

VP
Clyde Tolson

THE DIRECTOR

August 7, 1951

The Executives Conference

SUGGESTION

Door on D Street side, Typing Section,
to be left open during summer at night.

~~IDENTIFICATION DIVISION~~

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Rosen, Harbo, Belmont, Nease, Mohr, Laughlin, and Tracy on August 7, 1951, considered a suggestion from an employee in the Identification Division that an outside door in the Typing Section on the D Street side (center wing) be left open during the summer months at night.

Windows are open to permit adequate ventilation in this room; therefore, it is felt that the door should not be opened even though there is a heavy screen on the outside door. The matter of closing or opening this door has been discussed in the past, and it has been felt that for security reasons, this door should remain securely locked. The Guard Force does not desire to assume responsibility for the security of the building if this door is left open during the nighttime hours. There is also a further objection to opening the door and that is because of the nature of the neighborhood. It is felt that persons on the street would take the opportunity of stepping up to this door and looking in. They are prevented from stepping in close to the windows because of a deep moat.

The Conference unanimously recommends that the door not be opened during the evening hours, during which time there are approximately 19 employees on duty in this section.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/27/82 BY SP-7/BJP

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

RECORDED - 5
INDEXED - 5

66-2554-8936

AUG 12 1951

TO: JTT:cdm
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
Tele. Room
Nease
Gandy

EX-92

735
53 AUG 14 1951

THE DIRECTOR

August 6, 1951

THE EXECUTIVES CONFERENCE

88658

The Executives Conference of August 1, 1951, consisting of Messrs. Ladd, Hennrich, Parsons (for Harbo), Tracy, Mohr, Rosen, Mason (for Clegg), and Glavin, considered the suggestion made by SA Vincent E. Drain of the Dallas Office that the Bureau give consideration to the use of a new chemical called Frestone Motor Oil in Bureau vehicles. The Agent pointed out that this new synthetic motor oil is claimed by its manufacturers to be a new discovery which will eventually replace the motor oils presently used in automobiles. He states that this product needs changing only at intervals from 20,000 to 30,000 miles and sells at a wholesale price of 70¢ a quart. The manufacturer claims that this new product will not only preserve automobile engines better but is substantially more economical. This product supposedly eliminates carbon, spark plug fouling and gives better lubrication.

The Conference was advised that appropriate inquiry had been made at the National Bureau of Standards and Mr. Cummings, automotive expert at the National Bureau of Standards, advised that this synthetic motor oil is in an experimental stage and is being sold in certain areas of the country to test public reaction. He stated that inasmuch as this oil is in the experimental stage, he would not recommend its use in Government-owned vehicles at the present time. He thinks, however, that this type oil has possibilities.

It was suggested to the Conference that we again check with the Bureau of Standards in a period of three months to determine whether the experts there feel that this oil is a desirable type of oil to use. The Conference recommended that we not use it at this time since it is in the experimental stage. There is attached hereto a communication to SA Drain concerning his suggestion.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/81 BY SP4-~~_____~~

RECORDED - 5

66-2554-8937

AUG 18 1951

INDEXED - 5

Attachment

cc: Mr. Mohr
Mr. Clegg

URG:nie 7 35

26 AUG 15 1951

- lson _____
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- est _____
- avin _____
- chols _____
- isen _____
- scy _____
- arbo _____
- luen _____
- elmont _____
- aughlin _____
- our _____
- ele. Hood _____
- nease _____
- andy _____

EX 52 *ley*

The Director
The Executives Conference

August 9, 1951

The Executives Conference on August 7, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Laughlin, Ladd, Nichols, Rosen, Nease and Clegg, unanimously approved the attached form for use by the Firearms Instructors at Quantico in advising Field Offices of the qualifications of Special Agents as administrative and expert firearms instructors.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 CIP/PTF

ENC: 10

RECORDED - 5

INDEXED - 5

66-2554-8938

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- Ladd _____
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- Harbo _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Andy _____

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2 AUG 15 1951

The Director

August 3, 1951

The Executives Conference

COMMUNIST COVERAGE ALONG THE MEXICAN BORDER ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 11/27/01 BY 9-5010

The Executives Conference, consisting of Messrs. Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Ladd, Mohr, Trotter, and Belmont, on August 3, 1951, considered the request of the San Antonio Division that three experienced Resident Agents be assigned to handle the Communist coverage along the Mexican border which has previously been handled by Special Agent William E. Oglesby, now transferred to the SOG.

By letter dated May 3, 1948, to the Mexican border offices, the Bureau instructed that Communist coverage be set up along the Mexican border and that the project be maintained with absolute secrecy. The appropriate offices each designated an Agent, and the project has been carried on since that time on a very confidential basis.

The SAC at San Antonio points out that from the standpoint of confidential handling, it is an unusual procedure for an Agent from the office to go into the areas of the various resident agencies making confidential inquiries. He feels that the secrecy of this project can be maintained by assigning this project to an Agent in three of the four resident agencies along the border of the San Antonio district. These Agents are well acquainted in the area, have established numerous contacts and sources of information, and are well acquainted with local activities. The SAC feels that the secrecy of the project can be adequately protected by making these Agents acutely aware of the need for absolute secrecy. He feels that the suggested procedure will develop better coverage than is in effect and at the same time afford complete security of operation.

The SAC has recommended that SA Clay Zachry handle the project out of Brownsville, as well as the area covered by the Resident Agency at McAllen; that SA [redacted] handle it in the area covered by the Resident Agency at Laredo; and that SA Bruno F. Dreyer handle it in the Del Rio area. Each of these Resident Agents is mature, speaks Spanish, and is well acquainted with the area. In addition, SA Taylor has previously handled this project as an assignment. The SAC recommends that SA Zachry cover the Resident Agency at McAllen, as well as Brownsville, because the present Resident Agents at McAllen are not qualified for the project. The SAC points out that the San

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

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

RECORDED - 132 AUG 11 1951

INDEXED - 132

66-2554-8439
A

AHB:LL
Attachment

Antonio Office covers approximately 600 miles of the Mexican border, from Brownsville to Sanderson, Texas, and there are several cities along the border line. It was further noted it would not appear to be necessary to designate additional Agents in other field offices along the border, inasmuch as the other offices are not faced with the same problem as San Antonio. The other offices do not have a number of cities along the border line covered by them, and one Agent appears to be sufficient to handle the project in the other offices.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that the San Antonio Office be authorized to utilize the services of the three above-mentioned Agents on this project, with the understanding that they be carefully briefed as to the need for secrecy. If you agree, a letter is attached hereto to the San Antonio Office.

Respectfully,
For the Conference

Clyde Tolson

*Do I understand
well we are going to have
3 men do what
one man previously did.
If so I don't approve. If
on the other hand they are
going to only work a part time
on it I will approve. But
who is going to coordinate it.
This memo is typical of the
incompleteness of presentation
about which I have again
again complained.*

Mr. Nichols

7-12-51

L. R. McCoy

SURVEY
AIR MAIL SERVICE FROM BUREAU TO FIELD OFFICES

RE SAC LETTER NO. 57, DATED 6-8-51, SECTION (C)

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 CIP/STP

The 30-day trial period for dispatching non-bulky first class mail from the Seat of Government to the Field Divisions via Air Mail Special Delivery rather than regular mail Special Delivery has been completed and the comments of the SAC's have been evaluated with the following results:

(1) 33 offices recommended Air Mail service be continued and estimated a savings in time over regular mail from one to four days. Seven of these offices further recommended continuance of Special Delivery service, saving additional time ranging from three hours to three days (including week ends and holidays).

(2) Nine offices recommended discontinuance of Air Mail service and suggested regular Special Delivery service as all offices normally received regular mail within 24 hours after dispatch. Houston, being the only exception in the group, takes two days for regular mail as against one day for Air Mail.

(3) The remaining ten offices were not included in the survey as the seven near-by offices do not benefit from Air Mail service and always receive their mail via regular Special Delivery service. In addition, Air Mail is automatically used in dispatching mail to the three insular possession offices due to their extended distance from Washington.

The survey shows that a majority of the offices would definitely benefit from Air Mail service and that additional time is saved with Special Delivery service. Therefore, it is recommended that all non-bulky first class mail emanating at the Seat of Government be dispatched via Air Mail Special Delivery to the 33 offices which recommended continuance of Air Mail service, plus the Houston Office; that the remaining 8 offices and the 7 local offices receive their mail via regular Special Delivery. All mail dispatched by other service will be Registered as in the past.

ORIGINAL COPY FILED IN 144

Mc:mas
Attachment

HANDLED BY
STOP DESK

RECORDED - 28

EX. - 119

66-2554-8940

AUG 15 1951

INITIALS ON ORIGINAL

Memorandum for Mr. Nichols
Re: SURVEY - AIR MAIL SERVICE

7-12-51

The average cost for mail dispatched under the old system is approximately \$55 daily. Mail dispatched under the proposed system will cost approximately \$74 daily. In addition to the saving of time with Air Mail service, the Field Divisions point out that the additional cost for Air Mail service would be more than offset by the increased speed and efficiency gained in their investigative work, particularly in meeting dead lines. Under the old system it was often necessary to place long distance telephone calls and to dispatch teletypes to assign cases promptly and to meet dead lines due to the delayed arrival of regular mail.

RECOMMENDATION:

(1) That all non-bulky first class mail be dispatched Air Mail Special Delivery Registered to all offices with the exception of Baltimore, Newark, New York, Philadelphia, Quantico, Richmond, Pittsburgh, Albany, Boston, Cincinnati, Cleveland, Louisville, New Haven, Milwaukee, Savannah and, of course, Washington Field Office.

(2) That the excepted offices continue to receive their mail as previously, namely, via Registered Special Delivery.

The cost for the proposed system is estimated at \$74 daily as against \$55 daily for the old system.

Should you approve, a suggested SAC Letter is attached.

ADDENDUM: LBN:mb 7/26/51 Approved by the Executives Conference consisting of Messrs. Tracy, Parsons, Mohr, Rosen, Ladd, Hennrich, Clegg, Sizoo, Nease and Nichols.

The Director

July 26, 1951

The Executives Conference

14-WEEK NEW AGENTS' TRAINING COURSE

88657

The Executives Conference on July 13, 1951, consisting of Messrs. Tolson, Callahan, Quinn Tamm, Parsons, Mohr, Ladd, Rosen, Sizoo, Laughlin and Clegg, unanimously recommended that a copy of the present list of subjects given to New Agents during the 14-week training period, together with the amount of time devoted to each subject, be sent to the Field Offices. The purpose of transmitting this program to the Field is to enable the Special Agents in Charge and Field Supervisors to make an analysis of the subjects to be covered in the six weekly conferences, when New Agents are given further training in the Field, and to make suggestions that occur to the SACs which might be made with reference to the program as the varying needs change.

If approved, there is attached an SAC Letter for the purpose of transmitting this to the Field.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5 cjp/ATF

Respectfully,
For the Conference,

OK

Clyde Tolson

Attachment

ENCLOSURE
filed with orig.

cc - Mr. Mohr
Mr. Clegg

HED: IGS

I hope Training Div sent depending too much on the Field offices to give training which should be given while agts are at Wash. The case of the agt. [circled] to re-sign at Minneapolis who states he was told at Wash much would be taught here in the field makes me wonder H.

RECORDED - 25

166 255.4 - 8941

AUG 16 1951

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

HANDLED BY
STOP DESK
8/16/51

63 SEP 27 1951 F 323

ORIGINAL FILED IN

OFFICE MEMORANDUM

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 07-15-2011

TO : THE DIRECTOR
FROM : The Executives Conference
SUBJECT: FOREIGN INVESTIGATIONS
LOYALTY OF GOVERNMENT EMPLOYEES

~~CONFIDENTIAL~~

DATE: August 7, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

At a meeting of the Executives Conference on August 7, 1951, attended by Messrs. Glavin, Tracy, Harbo, Mohr, Rosen, Clegg, Nichols, Nease, Belmont, Laughlin and Ladd, the manner in which leads in foreign countries are handled under the Loyalty of Government Employees program was discussed. It was pointed out that, as a result of a conference at the White House, it was agreed that:

- (1) the Bureau would be responsible for investigations in the United States, Hawaii, Alaska, Puerto Rico and the Virgin Islands;
- (2) the Commanding General of the Armed Detachment in occupied countries, (with the exception of the Island of Guam where the Navy would assume responsibility) would be responsible for investigations therein;
- (3) IDA, ONI, OSI and the State Department would investigate their own employees in all other foreign localities;
- (4) the State Department would handle all investigations outside the continental limits, with the exception of the foregoing provisions, of those civilian employees, of agencies other than the defense establishments (for example: Agriculture, Interior and Commerce); and
- (5) in the event of martial law within the continental limits or the possessions the Area Commander would then assume responsibility for these investigations.

The Conference was advised that in some rare instances, for the purpose of protecting an informant, leads have been sent directly to the Legal Attaches in those countries where the Bureau has such representatives, but that in the great majority of the cases the leads have been directed as above indicated. The Conference was further advised that considerable delay is encountered in having some of these leads handled by the State Department and other agencies. The Conference was further advised, however, that as soon as the Bureau completes its investigation in the United States, the reports are submitted to the Civil Service Commission, with a statement that the Bureau's investigation is complete and that the closing of the case is pending the results of foreign investigation by another agency.

~~CONFIDENTIAL~~

50 AUG 17 1951

HANDLED BY
STOR DESE
S/16A

RECORDED - 104 66-2554-8943

AUG 15 1951

INDEXED - 104

Classified by SP-5 CBT
Declassify on: OADR 11/25/91

~~CONFIDENTIAL~~

The Conference was further advised that it would be difficult for the Legal Attaches to handle these cases, inasmuch as it would in some cases require extensive travel throughout the country, whereas most of their work as liaison agents is confined to their headquarters cities (for instance, in the case of England, most of the work is confined to London proper); that it would be difficult for the Legal Attaches to interview nationals of a foreign country; and the Conference was further advised that at the present time there are pending the following loyalty cases in those countries where the Bureau has representation: (S)

France	13	Brazil	2
England	28	Panama	36
Canada	6	Spain	0
Mexico	5	Germany	57
Cuba	0		

It was pointed out to the Conference that if the procedure of assigning these cases to other agencies were continued, a copy of the letter requesting the State Department or appropriate agency to conduct such foreign investigation could be directed to the Bureau's Legal Attache in order that he might attempt to follow this matter; however, it was pointed out that the Legal Attache would have difficulty in determining who had the lead for handling in that country, inasmuch as, in the case of the Army, the case might be assigned to G2, CIC, the Area Commander, or PMG, and it was felt it would be better to maintain the contact at the seat of government with these agencies for the purpose of expediting the leads.

RECOMMENDATION

The Conference was unanimously of the opinion that it would be more desirable to continue to assign leads in foreign countries to the various departments, as originally agreed upon at the Conference at the White House. If you approve the action of the Conference, the Bureau will continue to handle these leads as at present.

Ag *Yme*

~~CONFIDENTIAL~~

The Director

5-11-51

The Executives Conference

**SECURITY INDEX -
GENERAL POLICY AND PROCEDURES**

The Executives Conference on May 11, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Nichols and Clegg, considered suggestions arising as a result of a survey of policy and procedures in handling the Security Index files of the Bureau.

BACKGROUND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/97 BY SP-5 C. J. [signature]

There are over 15,300 names in the Security Index. At the Seat of Government there is a General Section and a Special Section. The Special Section is made up of cards on 230 individuals. There is attached a sample of a Security Index card and a sample alias card on blue.

In the Field, all names on the Security Index are maintained in an Alphabetical Section. A duplicate card is maintained in a Geographical Section, from which it is expected that the Field will make the arrests when the time comes. In the Field, there is a duplicate of the cards in the Special Section for special handling in keeping with Bureau instructions.

Approximately 100 new cards are added weekly. From 8 to 12 cards are removed weekly. The Department is furnished a list of the Security Index subjects (except subjects in Espionage cases for security reasons) each month, and as the new list is furnished, the old list is picked up.

In reply to an inquiry from the Department, the Bureau advised the Department on 9-16-49 as to the standards used by the Bureau in placing an individual's name in the Security Index. No word has been received as to whether these standards were agreed to or were unacceptable. The Bureau applies these standards to the individuals, decides what cases to open and investigate, and determines what names are to be placed in the Security Index. In the event of war, the Bureau would make the arrests, and the Bureau would place the individuals in a place of confinement. By virtue of the fact that the Bureau told the Department what the standards were for Security Index listing, and as the Bureau is judging all the other matters involved, it is almost as if one agency were legislating.

Attachment
cc: Mr. Mohr
Mr. Clegg
EHC:EHW

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

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EX-52
HANDLED BY
STORER
11/2/51

66-2554-8943

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136 AUG 15 1951

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investigating, prosecuting, judging, arresting and placing in confinement. This places the Bureau in a very undesirable position as far as its own interests are concerned, and since the majority of those on the Security Index are American citizens, there is a great deal of danger to the Bureau's prestige involved.

In the event of a war and the arrest of those on the Security Index list, if the war should be reasonably short due to atomic weapons, we could soon thereafter expect everyone who had a grievance because they were picked up, as well as all their relatives and friends to raise a hue and cry and the Bureau would have to bear the entire brunt of the attack if the present status were continued. On the other hand, if there was a person believed by the Bureau to be dangerous who was not picked up because the Department had not approved the name being on the Security Index, the public would hold the Bureau at fault for not taking proper security measures.

The following recommendations were therefore made:

RECOMMENDATION #1

Mr. Belmont recommended that a letter which he had prepared and read to the Conference be approved which calls upon the Department to express approval specifically of the Bureau's standards for placing individuals on the security list or if they did not approve to say so. Mr. Belmont is reporting this matter separately and the Conference unanimously approved.

RECOMMENDATION #2

It was recommended that the Bureau go on record again with the Department requesting specifically that there be a review of the reports previously submitted to the Department in order to obtain the Department's approval for those names which the Bureau has already listed on the Security Index, a copy of which is furnished to the Department monthly.

Although it was felt that the Bureau could not afford to wait or delay its compilation of the Security Index for a decision by the Department, it was felt that just as soon as the Department had approved a name being on the list, the card on such subject would be moved to a Special Section of the file labeled "Approved by the Department." It was recommended that the Bureau continue the present policy of building up the Security Index files, but it was realized that for each name the Department approves, the responsibility for the

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inclusion shifts from the Bureau to the Department and it was hoped that eventually the Department would approve all or practically all of the names on the list. In the event there was some dangerous individual whose name was not approved by the Department, it was felt that the Bureau should continue to keep this name on a card (but deleted from the list furnished the Department), so that at the time the emergency comes, we can request blanket authority for picking up all that group not previously approved by the Department following its specific review of reports. It was pointed out that for each name approved by the Department, there is less responsibility on the Bureau in connection with such arrests and detentions.

This recommendation was unanimously approved.

RECOMMENDATION #3

Once the Department has approved a name for the Security Index, before this name could be removed therefrom it was recommended that the approval of the Department be obtained.

Names are removed for several reasons, including death, disaffection and public disavowal, induction into the Armed Forces, imprisonment, and the development of some of these individuals as confidential informants and other reasons.

Mr. Ladd and Mr. Belmont were opposed as they felt that the Bureau was better able to judge the desirability of removing a name from the list; because the Bureau places the names on the list to start with and thus in applying the standards it is in position to remove the names when deemed logical; because before a name is removed, a memorandum is prepared showing the reasons therefor; and approval of at least the Division Chief must be obtained.

Messrs. Harbo, Mohr, Tracy, Glavin, Rosen and Sizoo recommended that Departmental approval be obtained in each instance as suggested prior to removal, except in the case of those developed into Bureau confidential informants. It is not believed that the names of informants should be furnished to the Department where they might be harassed, subpoenaed, or in turn furnished to the I&NS for use. They further recommend that the names of such informants be removed from the list furnished to the Department but that a card be

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retained on such informants for the Bureau's information and these cards put in a Special Section so that they will not be automatically picked up at the time other arrests are made.

Clegg recommended that the suggestion be adopted that no name once approved by the Department be removed without Departmental approval for removing it. As for confidential informants, an oral conference would be held with the proper and trustworthy contact handling such matter to obtain authorization for the removal, following which a memorandum would be prepared showing the oral authority for such removal. Otherwise, it would be obvious when the new list is furnished the Department that some name previously approved was no longer there and an explanation would have to be made any way. Clegg thus recommended that all names be approved by the Department before removal after the Department once has approved the name for inclusion in the Security Index.

SPECIAL SECTION OF THE SECURITY INDEX

BACKGROUND

There are 230 names in this Section including Espionage Subjects 62, Prominent Individuals 33, Pro-Tito Yugoslavs 10, Foreign Government Employees 27, United Nations Employees 34, Atomic Energy Program Employees 10 and U. S. Government Employees 54.

Under existing instructions, the Field may not pick up those individuals in the Special Section except upon Bureau authority.

Copies of reports on all Special Section subjects have been sent to the Department except the subjects of Espionage cases concerning whom reports have not been sent to the Department for security reasons. The Department has authorized the immediate arrest at the same time others in the Security Index list are arrested, of United Nations employees, Atomic Energy Program employees, and U. S. Government employees whose names appear in the Special Section.

Espionage Subjects: Security of operations. Premature apprehension might jeopardize investigations under way at time emergency is declared. The reason is sound and no change should be made in procedure.

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Pro-Tito Yugoslavs: Status of these individuals can probably be determined only at the last minute by the policy of Yugoslavia or the conduct of the individual. Yugoslavia now appears to be anti-Russian, and nothing would be gained by picking up Yugoslavs on the basis of nationality alone.

* * * * *

Foreign Government Employees: Their status changes from time to time, from a diplomatic standpoint. The action taken may depend upon the relations existing between the employing government and the United States at the time of the emergency. Consultation with the State Department or clarification of status should precede arrests.

RECOMMENDATION #4

The Executives Conference approved the above conclusions with reference to Espionage subjects, Pro-Tito Yugoslavs and foreign government employees in the Special Section of the Security Index.

* * * * *

United Nations Employees: Departmental authority now exists for immediate pickups of United Nations employees under the Detcom Program, although the State Department must be advised of their apprehension.

Mr. Belmont is of the opinion that the Bureau should advise the State Department in advance of the apprehensions of United Nations employees in order to avoid possible international complications. These United Nations employees do not have diplomatic status, which is the reason the Department authorized their being picked up promptly without advance notice to the State Department. In order that the pickup program might be effective, those United Nations employees on the Security Index should especially be picked up promptly so that they could not give direction to a program of sabotage or subversiveness prior to their being picked up.

Mr. Clegg favored the suggestion that they be picked up promptly and the State Department notified just as quickly as possible thereafter. If the State Department was notified coincident with the pickups, there would be no objection, but there should be no delay occasioned by the necessity of advanced conferring with State Department officials.

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All other members of the Conference present were opposed to picking up United Nations employees until after the State Department had been advised. It was pointed out that on Pearl Harbor night, a State Department representative called at the Bureau and worked with the Bureau and there was no delay in the detention program. They pointed out the desirability of advanced notice in order to avoid diplomatic conflicts.

* * * * *

Atomic Energy Program Employees: These employees are listed in the Special Section primarily so that the AEC can be notified prior to the apprehension of employees of this organization. The majority of the Conference was of the opinion that since we were working so closely with AEC and since the apprehension of one key man might seriously interfere with their plans in the production of Atomic Energy, that there would not be any appreciable delay, but as a matter of courtesy we should advise an appropriate official of AEC prior to the arrest of any AEC employee on the security list.

Messrs. Belmont, Ladd, Rosen, Sizoo, Harbo, Glavin and Mohr favored this procedure.

Mr. Clegg favored the prompt and immediate pickup especially of any AEC employee on the security list without any necessary preliminary of having to first notify someone at AEC. If during a working day, there would naturally be automatically a simultaneous notification with the arrest, but on a week end or at night, there should be no occasion for any delay in picking up these key potential saboteurs although courtesy would call for a reasonable prompt notification afterwards. Mr. Tracy favored a notification simultaneous with the arrest.

* * * * *

U. S. Government Employees: Mr. Belmont believes that U. S. Government employees on the security list should be picked up after notification of an appropriate official of the Government agency by which they were employed. As a matter of courtesy, to prevent protest from Cabinet Officers and agency heads, and the fact that Government employees already investigated under the Loyalty Program are still at work are considerations to support this view. For the Bureau to pick up someone already approved by the Loyalty Board would be tantamount to overruling the Loyalty Board. Messrs. Glavin, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo and Nichols favored prior notification of an appropriate representative of the Government agency by whom employed.

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Mr. Tracy recommended prior notification only of intelligence agency officials where employees of their agencies are to be picked up.

Mr. Clegg favored picking up these individuals especially and quick, and the notification of the Government agency as a matter of courtesy promptly thereafter. If they are to be picked up after notification of the Government agency, we would be overruling the Loyalty Board just as well as prior to such notifications. These are people who ought to be handled promptly because of their strategic location in the Government.

* * * * *

Prominent Individuals: Due to expected publicity in the event of the arrest of prominent individuals, the Field Offices have been instructed to prepare prosecutive-type summaries on each individual in this part of the Special Section of the Security Index and to submit reports each 6 months thereafter.

Mr. Belmont advised that to require the Department to review the reports on these individuals prior to their being picked up would indicate indecision on the part of the Bureau, particularly since our position has been that we are better fitted to say what names should be in the Index. The names of these individuals at present are included on the list which is furnished to the Department monthly. Copies of reports have also been furnished the Department on the Prominent Individual group.

RECOMMENDATION #5

unanimously

The Executives Conference was of the opinion that these names should continue on the list and as heretofore recommended, the Department should be requested to review the reports concerning these individuals for the purpose of indicating their approval.

RECOMMENDATION #6

It was unanimously recommended by the Executives Conference that the present procedure of maintaining a Special Section be continued in order to facilitate supervision at the Bureau; in order to enable the Bureau to notify the various Government agencies and State Department as to Government employees, or United Nations employees or ALC employees who are picked up, and it has been found more convenient to administer this file by maintaining this Special Section.

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Mr. D. M. Ladd

June 4, 1951

Mr. A. H. Belmont

**SECURITY INDEX
GENERAL POLICY AND PROCEDURES**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-5C/pm

PURPOSE

To advise of action taken in line with the recommendations of the Executives' Conference.

DETAILS

The Executives' Conference memorandum dated May 22, 1951, is attached.

The following action is being taken in regard to the seven points covered in that memorandum:

1. No action is being taken until the Executives' Conference reconsiders the matter of summary reports in all Security Index cases, after the Joint Committee has considered the matter.

2.(a) A proposed No Number SAC Letter is attached reinstructing the Field to be certain the procedures and plans in connection with the Emergency Detention Program have been reviewed with all Agents including all new Agents who have recently gone to the Field.

For your information, No Number SAC Letter dated October 4, 1950, instructed all Special Agents in Charge to advise Agents concerning pertinent instructions then available to the Field by No Number SAC Letters dated July 11 and August 15, 1950, and No Number SAC Letter dated April 4, 1951, instructed SACs to have conferences with all Agents to thoroughly discuss the contents of that letter.

(b) It is recommended that this memorandum be routed to the Training and Inspection Division in regard to the Executives' Conference recommendation that the Inspector be requested to check into the adequacy of instructions to all Agents during each inspection in regard to the Emergency Detention Program.

(c) The Executives' Conference recommended that the Security Index Emergency Detention Program be listed on the agenda for Regional SAC Conferences, however by SAC Letter Number 54, Series 1951, dated May 29, 1951, under (A), plans for holding regional conferences were cancelled.

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Attachment

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No action is being taken on this point.

3. Should the Field be required to submit current reports on all Security Index subjects at this time?

In accordance with the Executives' Conference recommendation, this matter will be re-surveyed September 1, 1951, and recommendations will then be resubmitted to the Executives' Conference on this point.

4. Should we retain persons on the Security Index where no activity has been shown for several years?

The attached proposed SAC Letter includes instructions that when it is not possible to develop positive evidence of current Communist Party activity on the part of a subject presently carried on the Security Index, the name should be continued in the Security Index unless there is positive development justifying contrary action.

5. Should we refer to the Department Security Index cases for specific decisions where we do not have evidence of activity for several years?

The Bureau has called upon the Department to review the reports on all Security Index cases and no additional action is necessary on this point.

6. Should we interview individuals carried on the Security Index on which we have developed no current activities?

The Executives' Conference recommendation against automatically interviewing subjects carried on the Security Index on whom we have developed no current activities during current investigations is a continuation of existing policy and present instructions to the Field and no further action is necessary on this point. If a justifiable reason exists for interviewing the subject presently on the Security Index, the Field submits a request to conduct the interview but this is not presently done on an automatic basis.

7. Should we interview individuals to determine their present attitude, cooperativeness and potential dangerousness when current investigations develop information of routine Communist activities several years ago but no current Communist Party activities and the individuals are not placed on the Security Index because they do not meet out standards in that matter?

The proposed SAC Letter includes instructions on the Executives' Conference recommendation that a subject not presently on the Security Index should be interviewed after prior Bureau authorization with a view to developing pertinent information as to attitude, cooperativeness and potential dangerousness when the investigation develops information that the subject engaged in routine Communist Party activities several years ago but there is no evidence of current Communist Party activity.

ACTION

If you approve,

1. There is attached a proposed SAC Letter in accordance with the recommendation under 2, 4 and 7 above.
2. It is recommended that this memorandum be routed to the Training and Inspection Division in connection with the Executives' Conference recommendation under 2 (b) above.
3. That the point raised under 1 above be referred to the Joint Committee for consideration.

THE DIRECTOR

7/6/51

JOINT COMMITTEE

SECURITY INDEX
POLICY AND PROCEDURES

ALL INFORMATION CONTAINED
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DATE 1/22/91 BY SP-5 a/b/t

MEMBERS PRESENT: Messrs. E. Scheidt B. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

The Executives Conference on 5/22/51, recommended that the Joint Committee of Field and Seat of Government Representatives consider the advisability of the Field being requested to submit summary reports on Security Index subjects.

It was pointed out that Security Index cards do not contain a summary of substantive information concerning subjects. There are more than 15,000 persons contained in the Security Index. Some of the more complicated cases already have summary reports prepared. On a percentage basis, the number of Security Index subjects contained in summary reports is virtually negligible.

After Security Index subjects are arrested it is the plan of the Department that the facts will be presented to any Administrative Board by the U. S. Attorney. U. S. Attorneys do not now receive copies of Bureau reports on Security Index subjects. Thus, the Bureau will be faced with the proposition of furnishing thousands of reports to U. S. Attorneys in such fashion that they may compile a summarization of pertinent data for presentation to a Hearing Board for a determination as to the subject's continued detention.

The Executives Conference was of the opinion that nothing should be done to appreciably slow down the present rate of production in the Field and the addition of names to the Security Index.

JOINT COMMITTEE OBSERVATIONS:

The Joint Committee considered the above on 6/30/51, and felt that it would require a staggering amount of work to prepare the summaries at this time; that it would be uneconomical to do this because in many instances such summary reports would not be needed, and a provision has already been made for the preparation of summary reports where necessary later; and in view of the large volume of work which Field Offices are confronted with at the present time, the Joint Committee unanimously felt the preparation of summary reports at this time would not be justified. Of course, if any specific reason exists why a summary report is necessary in an individual case, such report will be prepared and this is now being done.

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SEP 25 1951
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cc-Mr. Mohr
Mr. Clegg

EDM:DMC
OCT 5 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 that there be no change in the current procedure. Mr. Tolson reluctantly agreed. The Conference felt that efforts should be concentrated on investigation and preparing individuals for inclusion in the Security Index and the preparation of summary reports in those specific instances where a definite need immediately arises. The ultimate hope is, as expressed by Mr. Belmont, to clear up investigative delinquencies, get current investigative reports in file in all security cases and then recommend the preparation of summary reports.

Respectfully,
For the Conference

Clyde Tolson

Director's Notation:

I disagree. This project
should be started now.
It can be done on a
select & staggered basis
until it is entirely com-
pleted.

H.

THE DIRECTOR

August 9, 1951

The Executives Conference

SUGGESTION TO AID LECTURERS
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5 CA/BTC

The Executives Conference consisting of Messrs. Ladd, Clegg, Nichols, Harbo, Belmont, Laughlin, Nease, and Tracy on August 3, 1951, considered a suggestion from an employee of the Identification Division that lecterns used by student instructors in teaching fingerprint classes be adjustable in order to fit the height of the instructors, that lecturers who must stand on their feet should be reasonably comfortable because if he is at ease, he will be able to put his lecture across as clearly as possible and students will get as much out of the lecture as possible.

For the Director's information, this question has been the subject matter of prior studies with the result that the Training Division has ordered portable microphones which can be suspended around the neck of the lecturer allowing him to move with ease from lectern to blackboard and to stand away from the lectern if it is not of a comfortable height.

The Conference unanimously recommends an amended suggestion from the Identification Division that portable microphones be approved for use by lecturers in the Identification Division.

If the Director approves, a supply of portable microphones will be ordered.

Respectfully,
For the Conference,

cc

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Glyde Tolson

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AUG 16 1951

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cc - Mr. Clegg
Mr. Mohr

- Tolson
- Ladd 5/1/edm
- Clegg
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The Director

July 31, 1951

The Executive Conference

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On 7-20-51, the Executive Conference, consisting of Messrs. Ladd, Mason for Clegg, Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Nease, Trotter, and Belmont, considered the problem of installing and utilizing miniature radio transmitters in the automobiles registered personally to [redacted] which automobiles are known to be used in [redacted] to permit more effective physical surveillance. *

One of the automobiles in question is a 1949 Ford Deluxe two-door sedan, personally registered to [redacted]

and second automobile is a 1947 Dodge four-door sedan, personally registered to [redacted]

The Ford and Dodge have in recent months been utilized in [redacted]

The Dodge has not only been used by [redacted] but also by [redacted]

It is also known that the Ford has been used by [redacted] on out of town trips, the purpose of which were unknown. *

The Washington Field Office has experienced great difficulty in maintaining continuous physical surveillance on these cars because of the acute possibility of being detected, a precaution which is extremely necessary. At the present time the only effective surveillance wherein complete security can be maintained is that which can be done from a stationary location in the form of a lookout located in a house or a building wherein automobiles are not used. *

It is vital that the Washington Field Office ascertain the activities of [redacted] and his associates when making espionage contacts wherein the person contacted is not cooperative with the Bureau. To assist in

cc - Mr. H. J. Clegg RECORDED - 3
Mr. E. T. Harbo INDEXED - 3

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~~CONFIDENTIAL~~

this matter the Washington Field Office has requested authority to install miniature radio transmitters in the Ford and the Dodge automobiles which emit distinctive tone signals and which operate on radio frequencies regularly assigned to Bureau mobile and stationary transmitters. It is the opinion of the Washington Field Office that such installations would materially assist in conducting more effective physical surveillance of these cars in and out of Washington, D. C. for counter-espionage purposes. X

The Washington Field Office has given the problem of the installation of the transmitters careful preliminary attention and facilities are available to make the installations without detection. The transmitter on the Ford will be completely concealed as it will be installed inside the rear side panel of the Ford which is the space between the outer and inner walls just below the rear side windows. The transmitter on the Dodge will be completely concealed as it will be installed inside the sheet metal footrest in the rear portion of the car. This footrest is hollow and spot-welded to the metal floor of the car. X

The Washington Field Office has also consulted with the Laboratory as to technical problems involving the secure installation, operation and effectiveness of such transmitters. The Laboratory is of the opinion that working with the cooperation of the Washington Field Office the installation can be made successfully. Tests have also been successfully conducted by the Laboratory to assure that there would not be a noticeable degree of radio interference with television, FM, and regular broadcast receivers through operation of the under-car transmitters in various localities of operation. It is further planned to have the Laboratory install the under-car transmitters so that they are turned on and off with the ignition switch of the car. In addition, each car will be equipped with a manually-controlled On-Off switch concealed in the car frame and accessible to Agents who may wish to place the under-car transmitter equipment out of service periodically. X

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The above-described problem was discussed and the Conference unanimously recommended that the under-car radio transmitters be installed on the Ford and Dodge automobiles, in view of the real and urgent necessity for more effective physical surveillance to [redacted]

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[redacted]. In the event that you approve the necessary action will be taken to effectuate the installations. &

KAX

Respectfully,
For the Conference

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Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

The Director

JULY 27, 1951

The Executives Conference

B
* CIVIL RADIO NETWORK
BUREAU WAR PLANS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 [signature]

53062

On July 24, 1951, the Executives Conference, consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Mason, Sizoo, Nease, Nichols and Parsons, considered the proposed plan for the moving of the Bureau's main radio station presently located at Clinton and Waldorf, Maryland.

The Conference was advised that the Committee of the Executives Conference, consisting of Messrs. Clegg, Glavin, Nichols and Parsons, recommended and the Director approved a survey to find suitable sites for the Bureau's radio station on private land in view of the fact that a prior survey of Government owned land had revealed no land technically suitable for our radio stations. The Conference was advised that the Laboratory has now completed the survey of all areas within a technically suitable distance from Washington and has selected four sites, all on privately owned land, which are technically suitable and desirable as locations for the Bureau's main radio station. Two sites are necessary, one for the transmitting station and one for the receiving station.

These sites are all within two to seven miles of each other and located in the immediate vicinity of the town of Herndon, Virginia, which is twenty miles from Washington, D. C. The sites are more accessible than our present radio stations and are located on or near Route 50, which is the main road to Winchester, Virginia, from Washington. Power and telephone lines are available on Route 50. One of the sites marked P on the attached map is particularly suitable for our transmitter location and any one of the other three would be entirely satisfactory for the receiving site.

The Conference was advised that an area of approximately seventy to one hundred acres would be necessary at each site to accommodate the poles which are erected for the antenna structures. There are no suitable buildings on any of the sites. However, it should be noted that original plans contemplated the erection of quonset huts or prefabricated structures.

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

No inquiries have been made concerning the cost of the land or the fact that the Bureau was interested in the acquisition of land pending the Director's approval. The Conference unanimously favors the purchase of two of these sites to relocate our radio

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

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Memorandum for the Director

33033

station. The Conference considers that the purchase of this land is desirable because (1) our Clinton station adjoins the Andrews Field Air Force Base and is, therefore, a definite security risk and in addition the property is in the direction of one of their longer runways and planes taking off right over our facilities constitute a constant hazard; (2) other vital installations in the general area constitute additional security risks; (3) our tenure of occupancy is uncertain because we are renting month to month and the property owner has been selling lots on which houses have been erected surrounding our facilities and some of the homes have actually been built under our antenna structures; (4) the house at Clinton is old and a constant expense of repairing and maintaining private property.

The Conference further feels that immediate action should be taken because of the importance of the radio system to our war plans and because we have a pending inquiry from the National Security Resources Board for information as to where they can tie the Bureau in to the President's emergency communications network. The Conference feels that if immediate purchase is not possible, we should seek a lease with option to purchase or other means of quickly acquiring title.

If the Director approves, Mr. Glavin will immediately determine the necessary steps to make this purchase, the cost and quickest means of acquiring title so that a final plan may be drawn up for the consideration of the Executive Conference and the Director.

Respectfully,
For the Conference

Ym

Clyde Tolson

A. Please send me hereafter a readable map & not just a scrap. I would like to have seen its relation to Wash. This shows lack of intelligent responsibility upon which I prefaced this & cleared it. H.

66-2554-8946

mlm
OFFICE MEMORANDUM

53084

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: August 8, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/97 BY SP-5/BJ

In view of the approval by the Director of the recommendation that a conference of Field Supervisors of applicant cases might well be worthwhile, a date has been selected, namely, August 24th and 25th, which will be on Friday and Saturday.

1951
This conference which will last two days will be for the purpose of going over the applicant work in the Bureau in view of the large number of cases being handled in this type of classification, including Bureau applicants. An agenda is partly prepared and suggestions are being viewed in order to approve all matters which will be submitted to the conference.

A wire has been prepared to all Field Offices, indicating that such a conference will be held on August 24th and 25th, lasting for two days. All Field Offices are included except Anchorage and Honolulu. The Anchorage Office, it is felt, should not be included in view of the small number of cases pending. The Honolulu Office will not be included in this conference inasmuch as SAC Logue, previously scheduled to come in after his conference with the USA at Guam, will now probably be called in during the early part of September. We will then be able to go over in detail with him the applicant matters.

The wire will instruct that those Offices having applicant Supervisors will have those Supervisors attend the conference. Some Offices divide the applicant work with other violations, some Offices have no applicant Supervisors as such, some Offices have Supervisors who merely handle Bureau Applicants, some Offices have Supervisors who handle Atomic Energy cases and applicant type investigations, and there are other variations of these assignments.

In view of the aforementioned, a wire has been prepared instructing that a conference will be held at the Bureau on Friday, August 24, and Saturday, August 25, for discussion of policies, procedures and problems relating to applicant type investigations, including Bureau Applicants. Those Offices having applicant Supervisors should designate one to attend the conference. Offices not having regularly designated applicant Supervisors should designate the individual directly responsible for the supervision of applicant cases to attend the conference. While all applicant matters will be covered in the conference, the majority of the discussion will concern itself with applicant investigations for other Government agencies. The Field Offices have been instructed to advise not later than the close of business August 15, and identity of the individual to attend from each Office.

RECORDED - 38 66-2554-8947
INDEXED - 38 AUG 16 1951
Respectfully,
For the Conference
Clyde Tolson

62 AUG 18 1951
2441

53085

August 8, 1951

THE DIRECTOR

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/81 BY SP-3/BJD

The Executives Conference of August 8, 1951, consisting of Messrs. Ladd, Nichols, Nease, Harbo, Belmont, Clegg, Trotter, Tracy, Mohr, and Glavin, was advised that Labor Day falls on Monday, September 3, 1951, and is a National holiday and employees instructed to work on that day are paid holiday pay, that is, double pay.

It was suggested that the In-Service Class which would usually convene on Monday, September 3, be convened on Tuesday, September 4, and that the New Agents Class which would regularly convene on the Monday also be convened on Tuesday. In this way, these classes will not be in session over a holiday and the Bureau's appropriations will not be charged for double time for the number of employees attending these particular training sessions.

Should the Director agree, the appropriate instructions will go forward advising that In-Service Training will begin on Tuesday, September 4, rather than Monday, September 3, 1951, to orders have gone out for Special Agents to report for In-Service on either of these dates up to the present time. Further appointments for new Agents will go out for September 4, rather than September 3, 1951, should the Director approve.

Respectfully,
For the Conference

Clyde Tolson

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

WAG:JAC

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

RECORDED - 28

INDEXED - 28

66-2554-8948

~~66-2554-5448~~

AUG 17 1951

HANDLED BY
STON DUMEX

65 AUG 21 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 8, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5 cjb/hf

The Executives Conference of July 31, 1951, consisting of Messrs. Ladd, Nease, Nichols, Tracy, Harbo, Mohr, Belmont, Rosen, Mason, Trotter, and Glavin, considered the automobile accident involving SA [redacted] of the Charlotte Division, damage approximately \$100.

b6
b7c

The facts in the accident are as follows. Agent [redacted] advised he was proceeding to Charlotte, North Carolina on June 28, 1951, travelling east on U. S. Highway 74, about 50 miles an hour.

At the crest of a hill he saw the third party driving a tractor about 250 feet in front of him. The Agent did not sense any danger until he travelled 250 feet beyond the crest of the hill and noticed oncoming traffic. He started to apply the brakes as he could not pass the third party because of oncoming traffic. He started to pull off the road and as he did, the third party started to pull off the road in front of the car. 120 feet beyond the point where he started applying his brakes, the Agent collided with the rear end of the third party's tractor. The cultivating equipment that was attached to the rear of the tractor was damaged, and the grille, hood and left front fender of the Bureau car were damaged.

The third party stated he was travelling at about 15 miles per hour, heard the brakes of an automobile being applied, looked around, saw the Bureau car coming toward him, took a firm grip on the wheel of the tractor and started pulling off the highway. He advised the Bureau car started pulling off the road at the same time and ran into the rear end of his tractor. He stated he received no personal injuries; the accident happened so fast he could not say whether there was any recklessness on anybody's part.

A patrolman of the North Carolina Highway Patrol advised in his report that there was no improper driving by either party involved in the accident and no charges were brought against either party.

66-2554-8949

The investigating agent advised the weather was clear and dry at the time of the accident, the highway is a two-lane straightaway cement road 22 feet wide with shoulders adjacent to the road about 6 feet in width. The investigating agent stated there were skid marks on the highway for 60 feet, which were made by the Bureau car before colliding with the third party's tractor.

cc: Mr. Mohr
Mr. Clegg

RECORDED - 28

66-2554-5949

INDEXED - 28

AUG 17 1951

5 AUG 21 1951

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

As was previously pointed out, damage to the Bureau car was approximately \$100. Damage to the tractor was \$69.95. There were no personal injuries.

The Conference was advised that SAC Brown advised that since the investigation failed to indicate negligence on behalf of SA [redacted] or the third party, that the Agent not be held responsible for the damages to the Bureau car.

The Conference, with the exception of Messrs. Mason and Trotter, felt that the Agent was responsible for this accident. The majority of the Conference pointed out that the Agent drove over the crest of a hill, saw the tractor 250 feet in front of him, did not realize his danger until he travelled 250 feet beyond the crest of the hill, and then because he could not pass due to oncoming traffic, he could not brake his car quickly enough and the accident occurred. The majority of the Conference recommends that Agent [redacted] be held responsible for the damages to the Bureau car. Messrs. Mason and Trotter feel that the Agent was not negligent in the operation of the car, and that the Agent, when he saw the danger, endeavored to avoid an accident by pulling off the road and braking the car.

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

Respectfully,
For the Conference

Tolson
Clyde Tolson

L. Brown
GH

b6
b7c

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

The Conference in discussing this matter gave consideration to the fact that with the increased emphasis on security matters and particularly the Smith Act investigations, there was very little likelihood of any substantial decrease in the investigative activity in the field. As a matter of fact the Conference felt there would definitely be an increase in these matters in the future.

Mr. Mohr while discussing other matters with SAC Stein and SAC Willis asked them their reaction to the work week after September 1 and they both stated they felt in view of the condition of work in the field at the present time that they would urgently recommend that the Bureau return to a mandatory six-day work week after September 1.

Messrs. Tracy and Nease recommended that when the voluntary six-day week expires on September 1, 1951, that we continue the voluntary six-day week for a 90-day period and reconsider the situation at the end of that time. Messrs. Tracy and Nease were of the opinion that the present voluntary six-day week was working satisfactorily, it was helpful to morale and it solved the problem of all of the employees while at the same time accomplishing additional work results.

The majority of the Conference consisting of Messrs. Glavin, Harbo, Belmont, Mason, Laughlin, Nichols, Ladd and Mohr, recommends that in view of the condition of the Bureau's work in the field and at the Seat of Government that after September 1, 1951 we return to a mandatory six-day week and that the matter of the six-day week be reconsidered when the work load in the field and at the Seat of Government would justify such action. These members of the Conference felt that the next 90 days would be a critical period in the Bureau and that all available personnel would be needed to meet the Bureau's responsibilities. These members of the Conference felt it would be premature and unwise for the Bureau to return to a five-day week at the present time or at any time in the immediate future.

In the event the Director agrees with the majority views of the Conference, this matter will be carefully followed to watch the condition of the work in the field and at the Seat of Government and the entire matter will be reconsidered 90 days after September 1, 1951.

Respectfully,
For the Conference

Tom
Clyde Tolson

I approve. Also suggest sac letter to field setting forth situation + reasons for continuing 6 days mandatory. H.

66 - 2554 - 8950

THE DIRECTOR

8/10/51

THE EXECUTIVES CONFERENCE

53088

The Executives Conference of August 9, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Belmont, Lason, Laughlin, Nease, Nichols, Ladd and Mohr, considered the present six-day week program. The Conference was advised that for the months of July and August, the Director had approved the voluntary six-day work week for all employees. The Conference was also advised that Special Agent A. D. Hehegan of the Chicago Division had submitted a suggestion that the Bureau consider reverting to the five-day week, thereby saving approximately \$60,000 per week since Hehegan was of the opinion that the amount of work produced on the six-day week was not commensurate with the expense involved.

The Conference was also advised that the monthly Administrative Report for the month of July 1951 had been received and that this report reflected there were pending as of July 31, 1951, 122,212 investigative matters as compared to 125,276 for the month of June 1951, which represented a decrease of 3,064 investigative matters. A total of 62,108 investigative matters were received during the month of July as compared to 72,620 for the month of June, representing a decrease of 10,512 investigative matters. A total of 65,172 investigative matters were closed during July as compared to 79,940 during the month of June, or a decrease of 14,768. The delinquent active agent matters increased to 42,350 in July from 39,064 in June, or a total increase of 3,286. The percentage of delinquency of investigative matters increased from 33.29% to 37.18%. The number of investigative matters assigned per Agent for July remained almost the same as for June with approximately 22 investigative matters per Agent. The Conference was informed that the investigative matters pending as of July 1, 1950 were approximately 55,000.

66-2554-8950

It is true that we have increased the number of Special Agent personnel on the rolls and at the present time we have approximately 8,300 Agents on duty, including those in Training School and Supervisors at the Seat of Government. The vast majority of our new Agents entered on duty during the early part of 1951 and many of them are in their first offices of assignment receiving training. For the most part, these new Agents will not be fully productive for a period of several months to come. When they are fully productive, of course, conditions may well change in the field.

RECORDED - 28
INDEXED - 28

66-2554-8950

A total of 8,672 employees volunteered to work the six-day week for the pay period ending July 21, 1951. As of that date we had a total of 14,862 employees on the rolls. A total of 3,803 of the 8,672 employees were field Special Agents who volunteered to work on Saturdays.

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

AUG 17 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/92 BY SP-5 CIO/AF

UFI: D7

CC - Mr. Clegg

65 AUG 21 1951

HANDLED BY
SIP

THE DIRECTOR

August 15, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/91 BY SP-SCB/MT

The Executive Conference of August 14, 1951, consisting of Messrs. Ladd, Laughlin, Lason, Belmont, Mohr, Parsons, Tracy, Nease, Rosen, and Glavin considered a suggestion submitted by [redacted] under date of August 8, 1951, concerning the passes and badges. Miss [redacted] suggested that all Bureau employees be advised to be extremely careful with the passes and badges. She pointed out that on August 8, 1951, in one of the eating places across the street, she saw the white badge of a Bureau employee shining on a bracelet on her left arm. Miss [redacted] pointed out that it would be easy enough for the wrong person to see this badge and might even attempt to take a similar one for his own use. He stated that he could also check the government agency to which the employee returned after lunch and that would be all he needed to cause considerable damage and embarrassment to the Bureau. She suggested that all employees be notified immediately to never show their passes or badges to anyone other than a Bureau employee. In this critical period we cannot be too careful with these official credentials.

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It was pointed out to the Conference that under present regulations, Bureau employees are not supposed to wear badges outside the building, that this regulation has been in force for a number of years past. It was recommended therefore to the Conference that the present instructions be reiterated so that all employees are thoroughly aware of the fact that badges which permit their entrance to the Bureau space in the Justice Building must not be worn outside the confines of the building proper.

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With reference to Miss [redacted] suggestion that employees never show their badges or passes to anyone other than a Bureau employee, this, of course, could be impossible to enforce insofar as the badges are concerned. Employees working in the Records and Communications Section and Files Unit necessarily must wear badges at all times and as a result, individuals visiting the building for sight-seeing purposes or for purposes of official business, can observe these badges through no fault of the employees in question. Should the Director agree with the recommendation of the Conference that the Bureau's present policy concerning badges be again brought to the attention of employees at the Seat of Government, the attached memo should be approved at this time. Further, the attached communication to Miss [redacted] should go forward.

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

lno:JC
Attachments
AUG 20 1951
Mr. Mohr

HANDLED BY RECORDED UNIT
STOP PRESS
INDEXED - 25
EX-52
Lyle Tolson

2554-8951
AUG 18 1951

The Director

July 27, 1951

The Executives Conference

**FM RADIO RECEIVER ON POLICE FREQUENCY
RICHMOND FIELD DIVISION**

On July 27 the Conference composed of Messrs. Ladd, Glavin, Tracy, Mohr, Hennrich, Rosen, Mason, Sizoo and Parsons considered the request of the SAC, Richmond, for an FM radio receiver to permit monitoring of broadcasts of the Virginia State Police. This receiver costs approximately \$100.00.

The Richmond Office at the present time has 21 automobiles that are equipped with receivers tuned to the Virginia State Police frequency. Agents operating in these automobiles are able to receive calls of an emergency nature through the State Police radio system. The State Police are frequently asked to relay messages to Agents and it will be helpful to the Richmond Office to have a receiver in order to know when these messages are transmitted and how frequently repeated. The SAC also points out the desirability of being aware of instructions issued by the State Police to their officers in cases of interest to the Bureau. The SAC also cites that in the recent kidnaping case involving subject [redacted] it was necessary for the SAC to make frequent telephone calls to the Virginia State Police to obtain information which he otherwise would have obtained by having the requested radio receiver.

The Conference unanimously recommends the purchase of the radio receiver tuned to the State Police frequency at a cost of approximately \$100.00.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/91 BY SP-5 CJP/STP

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

DJP:VH

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

AUG 30 1951

183

RECORDED-88

AUG 17 1951

64

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 80-7554-8952

THE DIRECTOR

August 13, 1951

The Executives Conference

BOOKLET OF QUESTIONABLE PATTERNS

The Executives Conference consisting of Messrs. Ladd, Glavin, Rosen, Harbo, Belmont, Mason, Laughlin, Nease, Mohr, and Irwin on August 10, 1951, considered a suggestion from [redacted] Police Officer assigned to the Arcadia, California, Police Department.

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Officer [redacted] stated that one of the most interesting features in the Law Enforcement Bulletin is the full-page illustrated fingerprint of a questionable pattern. He suggests that the Bureau compile these illustrations as far back as possible into a loose-leaf type publication so that it could be used by Identification Officers in police departments as reference material.

The Conference was unanimously of the opinion that this suggestion has considerable merit and would be of value to all law enforcement. The Conference therefore recommends that a reprint of the various patterns be printed and disseminated by the Bureau to all contributors of fingerprints. There are presently 12,230 contributors of fingerprints.

If the Director approves, arrangements will be made to select a representative number of the questionable patterns which have been published in the past and submit a suggested reprint for approval.

E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/27/91 BY SP-5/BJM

Respectfully,
For the Conference,

[Signature]

Clyde Tolson

RECORDED - 32

INDEXED - 32

166-2554-8953
AUG 20 1951

cc - Mr. Clegg
Mr. Mohr

SJT:adm

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

476

[Signature]

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

56 AUG 22 1951

MR. TOLSON

8/2/51

JOINT COMMITTEE

SUGGESTION #834

EMPLOYEE: [REDACTED] ASSISTANT CHIEF CLERK

MILWAUKEE OFFICE

PROPOSED REVISION OF BUREAU CHARGE-OUT SLIP

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. Hokee E. D. Mason
R. D. Auerbach

Executive Conference

SUGGESTION:

That the Bureau's charge-out slip be revised. A proposed charge-out slip was submitted and the views of the suggestor are to the effect that the proposed charge-out slip has the following advantages:

1. More serials can be charged out on one slip
2. Larger space for identification of serials when there is only one copy.
3. Saves clerks time being able to make another entry on charge-out rather than preparing a whole new charge-out.
4. Supervisor can see at a glance which serials an Agent has.
5. Eliminates space for "location" and "recharge from" which are considered unnecessary.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered this suggestion on 7/31/51 and recalled that there have been numerous charge-out slips proposed in the past by various individuals, with no degree of uniformity, and the Committee felt that the proposed charge-out slip offered no more advantages than the charge-out slip currently in use by the Bureau. The Committee recommended unanimously unfavorably as to the suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5/BW

- Tolson _____
 - Ladd _____
 - Clegg _____
 - Glavin _____
 - Nichols _____
 - Rosen _____
 - Tracy _____
 - Harbo _____
 - Alden _____
 - Belmont _____
 - Laughlin _____
 - Mohr _____
 - Tele. Room _____
 - Nease _____
 - Gandy _____
- cc - Mr. Mohr
Mr. Clegg
EDL:DMG
- 55 AUG 21 1951

HANDLED BY
STOP DESK
11/1/51

66-2554-
NOT RECORDED
41 AUG 16 1951 ORIGINAL

ORIGINAL FILED IN 66-2554-1711

cc-Mr. Rosen
Mr. Alden
Mr. Price
Mr. Pope

SAC, Mobile

July 18, 1951

Director, FBI

CHECK OF MOTOR VEHICLE REGISTRATION
BUREAUS FOR UNRECOVERED STOLEN AUTOMOBILES
ITSMV

Reurtel June 12, 1951 and urlet 6/21/51.

Based upon your recommendations, you are hereby authorized to pay \$200 to clerks of the Motor Vehicle Registration Bureau at Tallahassee, Florida for making the requested search of the records on their own time.

cc-Mr. Glavin
JDP:serh

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5 CJP/DM

Addendum: WRC:cr 7-17-51

The Executives Conference of July 11, 1951, consisting of Messrs. Tolson, Ladd, Belmont, Rosen, Clegg, Quinn Tamm (for T. Parsons, (for Harbo), Sizoo and Glavin recommended the above be handled in this way.

66-2554-
NOT RECORDED
36 AUG 1 1951

Confidential

ORIGINAL COPY FILED IN 66-22658-5068

68 AUG 17 1951

THE DIRECTOR

August 13, 1951

The Executives Conference

SUGGESTION
Machines in Typing Section,
Identification Division, be
cleaned once a week

88656

The Executives Conference consisting of Messrs. Ladd, Glavin, Rosen, Harbo, Belmont, Mason, Laughlin, Nease, Mohr, and Tracy on August 10, 1951, considered a suggestion of an employee in the Identification Division that the typewriters in the Typing Section be cleaned at least once a week.

For the Director's information, electric typewriters are cleaned approximately weekly by the employees of the typewriter shop. Manual typewriters are cleaned by the employees to whom they are assigned. Such employees are under instructions to clean their typewriters once a week or more often if necessary.

A special check has just been made in the Typing Section and a spot check is being continued in order to ascertain from an examination of completed work as to whether electric typewriters should be cleaned more often than is presently the case. The experience of the Identification Division in the past has been that occasionally certain types of ribbons even though the machine is clean will cause some of the letters to be illegible.

Mr. Tracy recommended and the Conference unanimously approved that the spot checks of the completed work be continued rather than make arrangements for the cleaning of the electric typewriters on a weekly basis for the reason that it would appear to be a waste of time to do so.

If the Director approves, there is attached hereto a letter thanking the employee for the suggestion.

Respectfully,
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/87 BY SP-8/BJD

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

Mr. Clegg
Mr. Mohr

1 AUG 22 1951

RECORDED - 28

INDEXED - 23

66-2554-8954
AUG 21 1951

B

Director, FBI

7-31-51

The Executives Conference

2/3

53088

The Executives Conference on July 30, 1951, consisting of Messrs. Trotter, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, Glavin and Mason, considered the suggestion of Mr. Mason that SAC's not notify the Bureau weekly that each new trainee has had one of the six weekly conferences required, but that SAC's notify the Bureau in one document at the conclusion of the series of six weekly conferences. The change will reduce correspondence and clerical work.

The Executives Conference voted unanimously in favor of the suggestion.

If approved there is attached, for signature, an SAC letter and an appropriate manual change will be issued later.

Respectfully
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/13/81 BY SP-5/STP

[Handwritten signature]

1-48-57/10

EDH:sbt
cc - Mr. Mohr
Mr. Clegg

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

RECORDED - 111
EX - 119

66-2554-8955
AUG 20 1951
47

INITIALS OF ORIGINAL

ORIGINAL FILE IN

53 AUG 29 1951

53089

The Director

July 26, 1951

The Executives Conference

FIELD DEPUTY MARSHAL [redacted]
FAIRBANKS, ALASKA
FBI NATIONAL ACADEMY APPLICANT

b6
b7C

The Executives Conference on July 19, 1951, consisting of Messrs. Tolson, Callahan, Quinn Tamm, Parsons, Mohr, Ladd, Rosen, Sizoo, Laughlin and Clegg, considered the communication from Mr. S. A. Andretta with which was attached a letter from the United States Marshal at Fairbanks, Alaska, recommending Deputy Marshal [redacted] be admitted to the January session of the FBI Academy. Letters of endorsement from the United States Attorney, the District Commander of the Air Force, and a Treasury Enforcement Agent accompanied the communication.

The Conference unanimously recommended that this application be considered unfavorably because it would be establishing a precedent for United States Marshals to attend the Academy and for the further reason that, since the number of sessions of the Academy have been reduced from three to two each year, the commitments for local officers will preclude any early consideration of this application.

If approved, there is attached hereto a letter to Mr. Andretta accordingly.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5 CIB/HF

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED 53

166-2554-8956-
AUG 21 1951
70

URG:IOS

53 1951 AUG 21

FC38
100-331111

ORIGINAL COPY FILED IN 62-53470-147

THE DIRECTOR

August 16, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/27/91 BY SP-5/BJT

The Executives Conference of August 7, 1951, consisting of Messrs. Nease, Ladd, Laughlin, Nichols, Clegg, Rosen, Belmont, Mohr, Tracy and Glavin considered a suggestion submitted by Special Agent John F. Gallagher of the El Paso Office concerning reimbursement of expense vouchers.

Special Agent Gallagher recommended that expense vouchers be approved by the Special Agent in Charge and forwarded direct to the nearest Treasury Disbursing Office for payment; that if such procedure were approved it would expedite the payment of expense vouchers, would improve morale and would simplify administrative operations at the Seat of Government with the possibility of eliminating a few clerical positions. He pointed out that the vouchers of the Immigration and Naturalization Service as well as Internal Revenue vouchers are forwarded direct to the Treasury Disbursing Office at Albuquerque, New Mexico from the El Paso area and payment is made within a period of two to three weeks. He further pointed out that this would remove the hardship of an Agent or employee supplying his own funds for expenses incurred in connection with official business for periods ranging from five weeks to two or three months.

The Conference was advised that in connection with the period of time which elapses in the payment of an expense voucher, that the checks clear within a period of 37 days on an average and of this over-all average, a period of only five days is utilized by the Bureau, the remaining portion of time being utilized by the Audit Division of the Department of Justice and the Treasury Department. The Conference was further advised that for some months past we have been endeavoring to have the Department process the accounts in question more expeditiously and considerable improvement has been noted, more particularly by reason of the assignment of an augmented Department staff to such functions. The 37-day over-all average should be further reduced during the coming months. It was pointed out to the Conference that a great many of our vouchers are cleared in a lesser period of time than the 37-day average.

HANDLED BY
STOP DESK

It was further pointed out to the Conference that the suggestion submitted by Special Agent Gallagher would

RECORDED - 13766-2554-8957

(1) Increase rather than simplify the administrative handling of expense vouchers since the recommendation, if

AUG 22 1951

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

cc - Mr. Clegg
Mr. Mohr

WRG:amb
65 AUG 24 1951

EX - 68

approved, would necessitate the employment of one or more experienced auditors in each of the Bureau's 52 field offices. It would require, in addition, an authorized certifying officer, who must be bonded, in each office. At the present time there are only 13 employees at the Seat of Government whose duties are concerned with the preliminary audit of vouchers and auxiliary functions of this type. Accordingly, the additional salary expense necessary under the proposal would appear most exorbitant.

(2) The Bureau, as a matter of policy over the past many years, has been opposed to decentralization of disbursement functions, since, under such an arrangement, an internal control of funds would be proportionately weakened.

(3) The proposal would not eliminate the maintenance of a Voucher Unit staff at the Seat of Government since such personnel would still be required to process expense accounts, applications for advance of funds and auxiliary fiscal matters for various division supervisors and Agents assigned to the Washington Field Office.

(4) The proposal as outlined does not consider, nor otherwise provide for, the handling and processing of confidential vouchers, each of which must be individually signed and approved by the Assistant Director in charge of the Administrative Division at the Seat of Government.

(5) It was further pointed out that under existing legislation, U. S. Code Title 31, "Money and Finance," Section 83 entitled "Administrative audit of accounts under Department of Justice," provides as follows:

"The administrative audit of all expenditures under the control of the Department of Justice shall be made in the Division of Accounts of that Department. (Aug. 23, 1912, c. 350, Sec. 1, 37 Stat. 404.)"

The Immigration and Naturalization Service because of its complete decentralization was authorized approximately two years ago by the Attorney General to utilize the disbursing offices of the Treasury Department covering its various regional headquarters for reimbursement of vouchers processed in the individual regions. It is pointed out that in this connection regional offices of the Immigration and Naturalization Service do not furnish their Washington

- Tolson _____
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- Glavin _____
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- Tracy _____
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- Algen _____
- Belmont _____
- Laughlin _____
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- Tele. Room _____
- Nease _____
- Gandy _____

headquarters with any of the fiscal detail records relating to its operations. Further, as indicated above, it would be impractical for this Bureau to operate in this manner because of its centralized system of maintaining control of expenditures from its appropriations centered here at the Seat of Government headquarters of the Bureau.

In view of the above, the Conference is opposed to the adopting of Mr. Gallagher's suggestion at this time.

Should the Director agree, the attached communication should go forward to Mr. Gallagher at this time.

Respectfully submitted,
FOR THE CONFERENCE

Ym

Clyde Tolson

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

The Director
The Executives Conference

August 14, 1951

45
~~*SOURCES OF INFORMATION~~
~~*POTENTIAL *CRIMINAL INFORMANTS~~

SAC Letter No. 33, dated April 10, 1951, pointed out to all SAC's that we cannot permit our contact work to become static but must expand and improve it.

Certain suggestions were included in the letter and certain steps were to be taken to carry out this objective. The attached SAC Letter is a follow-up requiring a report of what was done.

Unanimously approved by the Executives Conference August 15, 1951, with Messrs. Glavin, Tracy, Parsons for Harbo, Mohr, Nease, McGuire for Nichols, Belmont, Clegg, Ladd and Rosen in attendance.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Attachment

cc Mr. Clegg
Mr. Mohr

CGS:mc:LS *[initials]*

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

EX-130
AUG 23 1951

RECORDED - 75

INDEXED - 75

64-2554-8958

AUG 23 1951

EX-130

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

20
106
55 AUG 24 1951

53090

7/7/51

THE DIRECTOR

JOINT COMMITTEE

b6
b7c

SECTION # 75
EMPLOYEE: MISS [REDACTED]

NEW YORK OFFICE

SECTION OF STENOGRAPHERS' DAILY REPORT
(FORM FD-76)

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

SUGGESTION:

That Section 6 D (2) b of the Manual of Rules and Regulations be changed so that stenographers and typists will no longer have to record the investigative period for each item dictated on the stenographers' daily report, Form FD-76.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/91 BY [REDACTED]

JOINT COMMITTEE CONSIDERATION:

The Joint Committee pointed out that this column used to be of considerable value in recording the investigative period of cases on which dictation has been received during the time when the Bureau had no short deadline, such as, the 5-day dictation rule. The current deadline of 5 days is the absolute maximum a stenographer can have work on her books and obviates the necessity for recording the investigative period of dictation.

The elimination of this requirement will save the stenographers and typists considerable time, especially in those instances where it is necessary to listen to part of a recording in order to obtain this information.

JOINT COMMITTEE ACTION:

On 6/30/51, the Joint Committee considered the above suggestion and recommended unanimously favorably.

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 when the

cc - Mr. Mohr
Mr. Clegg

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

HANDLED BY
STENOGRAPHER

RECORDED - 29

INDEXED 29

AUG 22 1951

9 SEP 26 1951

INITIALS OF ORIGINAL

ORIGINAL FILED IN 65-3043-1911

53091

stenographers' daily report, Form FD-76, is reprinted,
the column headed "period" will be eliminated, if
approved.

Respectfully,
For the Conference

Clyde Tolson

- 2 -

66-2554-8959

cc: Mr. Ladd
Mr. Rosen
Mr. Alden
Mr. Price
Mr. Pope

53002

The Director

August 10, 1951

The Executive Conference

**NATIONAL AUTOMOBILE THEFT BUREAU
NOTIFICATION TO BUREAU OFFICES
REGARDING THESE CASES**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/91 BY SP-5 C/DAP

There is attached hereto an SAC Letter directing the New York, Chicago, San Francisco, Dallas and Atlanta Offices to maintain daily contact with the divisional offices of the National Automobile Theft Bureau located in these cities in order to receive information daily concerning stolen interstate automobiles recovered and reported to the National Automobile Theft Bureau. These offices are instructed to send a teletype concerning the recovery to the offices covering the point of recovery.

All offices are instructed by this SAC Letter to take immediate action to see that abandoned cars are immediately examined for evidence prior to the time these cars are returned to the owner and to conduct neighborhood investigations in the vicinity of the abandonment. All offices are also instructed upon receipt of such a teletype, indicating that subjects have been arrested with a stolen interstate car, to take steps immediately to see that the subjects are interviewed and the case presented to the U. S. Attorney prior to the time the subject is removed to another state for local prosecution.

BACKGROUND:

A review of reports received at the Bureau indicates that in some sections of the United States there is considerable delay in receiving information from the local office concerning recoveries of stolen interstate automobiles and the arrests of subjects with such automobiles. In numerous cases the first information received by a field office, in whose territory the car was recovered, is received from another office of the National Automobile Theft Bureau. Where there is a delay in receiving information concerning the arrests of subjects the subjects are usually removed back to the state where the theft occurred, local prosecution instituted and thereafter, the U. S. Attorney will decline prosecution in Federal Court.

On the other hand, when field offices are promptly informed concerning arrests of subjects with stolen interstate cars and immediate action is taken to interview the subjects and present the facts to the U. S. Attorney, Federal prosecution is usually instituted.

- Tolson _____
- Ladd _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mr. H. H. Clegg _____
- Mr. Mohr _____
- Laughlin _____
- Mohr _____

Attachment
JOP:map 6 SEP 6 1951

RECORDED - 53
166-2854-2960
RECORDED
133 AUG 23 1951
INITIALS ON ORIGINAL

ORIGINAL FILED IN 62-2854-655-5743

MR. TOLSON

8/6/51

JOINT COMMITTEE

SUGGESTION #217

EMPLOYEE: SA D. ARTHUR BYRNES, JR.
ALBUQUERQUE DIVISION

REPORT WRITTEN - HEADING "ASSOCIATION"
BE SET FORTH AT BEGINNING OF DETAILS

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Larson
R. D. Auerbach

SUGGESTION: Executive Conference

That at the beginning of the details of a Security case report there be set forth a heading "Association," under which heading there would be listed the most suitable informant who authoritatively and specifically described subject's connection with subversive activities.

It was the thought of the suggesting Agent that this would eliminate review of reports for the best abbreviated, authoritative and specific description of subject's affiliation with the subversive activity.

JOINT COMMITTEE CONSIDERATION

The Joint Committee studied carefully the thoughts of the Security Division that the best information concerning subject's activity would always appear in succinct form in the synopsis of the report. Current instructions provide for the use of appropriate topical headings which facilitate review of the "Details" of investigative reports. The Committee felt it inadvisable to recommend a change in report writing procedure to put into effect this suggestion which offers little practical benefit, and recommended unanimously unfavorably.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/91 BY SP-5 CBT/...

- Tolson
- Ladd
- Clegg *cc - Mr. Mohr*
- Glavin *Mr. Clegg*
- Nichols *EDM:DMC*
- Rosen
- Tracy
- Harbo
- Algren
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Nease
- Gandy

RECORDED 102
INDEXED 102

66-2537-8961

RECORDED
133 AUG 24 1951

52 SEP 10 1951

INITIALS ON ORIGINAL

ORIGINAL FILED IN 64

THE DIRECTOR

August 16, 1951

THE EXECUTIVES CONFERENCE

COMMUNIST PARTY, USA
COMMUNIST ACTIVITIES
INTERNAL SECURITY - C

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/01 BY SP-5 JEL/ML

The Executives Conference, consisting of Mr. Ladd, Mr. Mason for Mr. Clegg, Mr. Glavin, Mr. Parsons for Mr. Harbo, Mr. McGuire for Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Mohr, Mr. Belmont and Mr. Laughlin, on August 16, 1951, considered the suggestions of Mr. Fred J. Baumgardner that twenty Agents be sent to El Paso to assist in coverage of the Mexican Border in connection with the possible escape to Mexico of the eight Communist fugitives and Mexican Communist functionaries.

Mr. Baumgardner, who was dispatched to El Paso, Texas, to supervise the investigation concerning the possible escape of the eight Communist fugitives and Communist Party functionaries to Mexico, by teletype of August 15, 1951, pointed out that Customs and Immigration and Naturalization Service at the border stations are not armed or equipped to make apprehension and although most cooperative, he did not believe they would recognize the Communist fugitives or Communist functionaries if they crossed through the border stations. Mr. Baumgardner pointed out that there are twenty-five border crossing stations and hundreds of places along the 2000 mile Mexican Border where illegal crossings can be made and although it would be impractical to station Agents at each of these border crossings he recommended Agent personnel be stationed at the most logical crossing points. He suggested six Agents cover the Santa Fe Street Bridge at El Paso on a twenty-four hour basis, six Agents cover the Stanton Street Bridge at El Paso on a twenty-four hour basis, four Agents cover the Valero, Texas, Bridge, 12 miles from El Paso, four Agents cover the Fabens, Texas, Bridge which is approximately thirty miles from El Paso. In addition, he suggested that the border stations at Antelope Wells and Columbus, New Mexico, be covered by Agent personnel but observed that these stations were open only during the daytime and could be covered by Agents already assigned to the Albuquerque Office. In order to station Agents at the above-mentioned border stations, it would be necessary to detail twenty Agents to El Paso on special assignment and he recommended that this be done.

A review of the information furnished by the El Paso Office concerning these escape plans reflects that the two unknown subjects, Cliff and Ben, who have been in charge of these escape plans are extremely security conscious. Their first inquiry upon contacting the El Paso informants was whether the

RECORDED 59

INDEXED 59 66-2554-8962

W.C. Renda

FD-37
AUG 28 1951

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

informants, in their frequent crossing of the bridges, had observed any new authorities or any new inspectors or unusual personnel on the bridges or any renewed vigilance on the part of the United States Authorities at these bridges since the last visit in April, 1950. They both indicated they had personally crossed the bridges in the El Paso area to determine if any additional restrictions on crossing were prevalent or any new or unusual personnel were on duty or additional precautions being taken. They asked detailed questions concerning the operation of the Border Patrols and have indicated an intention to abandon their plans entirely in the event they receive any indications that the authorities may be aware of their operations. They asked specifically what questions were asked by Customs and Immigration Officers of persons crossing the border.

Ben, in one of his conversations with the informant, remarked "this security business was driving them both (Ben and Cliff) crazy and they were trying to outwit the FBI in every sense of the word." They indicated they were working "for the safety of the National Office of the Communist Party."

It appears highly probable that if Agents were stationed on the bridges leading to Mexico at this time, Cliff and Ben would immediately recognize this increased vigilance and abandon their plans. The progress to date in penetrating this apparatus has been entirely due to the work of our informants in this area and their high and delicate position in the escape plans. Certainly, it would seem that even the mere stationing of Agent personnel on the bridges at this time would cause abandonment of the plan and uncover our informants or render them useless.

It would appear, therefore, that we should make every effort not to alert these individuals to our knowledge of their plans or take any action at this time to cause them concern. We should be able, through our informants, to ascertain immediately if the proposed plan goes into operation and at that time consideration of other steps may be indicated.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that Agents not be dispatched to El Paso and stationed at the border crossings at this time since to do so might alert the Communist Party to our knowledge of their plans and destroy our coverage of the operations of this apparatus.

Respectfully,
For the Conference



Clyde Tolson

*J. Conner
H.*

THE DIRECTOR

August 10, 1951

THE EXECUTIVES CONFERENCE

33093

JK
mk

The Executives Conference of August 10, 1951, consisting of Messrs. Ladd, Belmont, Mohr, Laughlin, Nease, Mason, Harbo, Rosen, Tracy and Glavin considered a suggestion submitted by Robert A. Anderson to the effect that the Bureau dispose of its empty cartridge cases from its firearms training to police departments and that through such a disposition of empty cartridge cases the Bureau could realize between \$84,000 and \$25,600 annually.

It was pointed out to the Conference by Glavin that insofar as expended cartridge cases are concerned, they are considered strategic and critical material and must be declared surplus to the General Services Administration or turned over to the Department of Defense. He pointed out that they cannot be disposed of otherwise at the present time.

It is recommended that Mr. Anderson be advised of this fact and that a copy of the Bureau's communication to him go forward to his Special Agent in Charge.

Should the Director agree, the appropriate communication is attached hereto.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/29/91 BY SP-SCI/BJ

Respectfully,
FOR THE CONFERENCE

[Signature]
Clyde Tolson

TGS:JC
Attachments

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

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

RECORDED - 74

INDEXED - 74

EX-130

66-2554-8963

AUG 27 1951

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[Handwritten initials]

F13

53 AUG 28 1951

THE DIRECTOR

August 21, 1951

The Executives Conference

SUGGESTION
Music in Working Areas
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/94 BY SP-5/BJH
53094

The Executives Conference consisting of Messrs. Ladd, Clegg, Nichols, Harbo, Belmont, Laughlin, Nease, and Tracy considered a suggestion from several employees in the Identification Division that music be installed in working areas so that employees can work to music.

The Conference was advised by Mr. Tracy that a check on the desirability of music in the Identification Division was made and that it is the general opinion of the supervisory staff of the Identification Division that the installation of music in the working areas is not desirable for the reason that employees such as readers checking for errors and others whose positions require concentration as well as students and lecturers in classes would be distracted by music. Music was tried on a small scale in the Identification Division in the Armory and was found not suitable. The music at that time was over the loud speaker system and consisted of the playing of records. Consideration has been given to the possibility of the installation of Muzak, a softer, quieter, and better type of music, which has been found satisfactory in certain restaurants; however, when Muzak was installed in the cafeteria at the Armory, it was found to cost approximately \$100 per month, the charge by the Muzak Corporation being on a per mile basis inasmuch as private lines are used. The cost for a similar sized area in the present Identification Division building would, of course, be at a lesser cost per mile. It appears, however, that there are no funds available to the Bureau for the purchase of the Muzak service. Therefore, it is not felt that Muzak could be utilized for this reason.

RECORDED - 111 166-2554-8964

After considering the entire matter, this Conference was unanimously of the opinion that the recommendation not be considered favorably. If the Director agrees, there is attached a letter to express appreciation to the employees for their interest.

EX. - 52

Respectfully,
For the Conference,

[Handwritten signature]

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

BJT:edn

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

65 AUG 29 1951

HANDLED BY
STENOGRAPHER
8/28/51

cc-Mr. Ladd
Mr. Rosen
Mr. Alden
Mr. Price
Mr. Hilsbos

The Director

August 22, 1951

The Executives Conference

PAROLE REPORTS

Public Law 98 - 82nd Congress, which was signed by the President on July 31, 1951, amended Title 18, U. S. Code, Section 4202 and among other things made prisoners eligible for parole if they were serving a definite term or terms of over six months. Formerly a prisoner had to be serving a term of over one year to be eligible for parole. Our present rule concerning the submission by the field of parole reports is that they should be submitted if a subject is sentenced in a Bureau case to imprisonment for more than one year.

In view of the fact that prisoners are now eligible when serving a term of over six months, it is recommended that the Bureau's rule concerning the submission of reports be changed so that they will be required in cases where subject is sentenced in a Bureau case to imprisonment for more than six months.

There is attached for approval a proposed Bureau Bulletin for your approval.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/80 BY SP-5 JLC/OK

Attachment

cc-Mr. Clegg
Mr. Mohr

JPH:BSW

Unanimously approved by the Executives Conference on August 23, 1951, with Messrs. Glavin, Parsons for Harbo, Gearty, McGuire for Nichols, Laughlin, Mason, Mohr, Belmont, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED - 111
INDEXED - 111

HANDLED BY
STOP DATE
8/24/51

AUG 29 1951

EX 52

66-2554-8865
AUG 27 1951

The Director

August 15, 1951

The Executives Conference

REPLACEMENT OF SPECIAL AGENT SUPERVISORS WITH HIGH-GRADE CLERKS

53095

APPLICATION TO ADMINISTRATIVE DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/29/91 BY SP-5 CIB/DA

In connection with the program for replacing Special Agent Supervisors with high-grade clerical employees, the Executives' Conference on August 15, 1951, Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, McGuire, Nease and Clegg being present, considered the application of this program to the Administrative Division.

Mr. Glavin has indicated that he has carefully considered the number of Special Agent Supervisory personnel in his Division and recommends that clerical employees assume the duties of four Special Agent Supervisors presently assigned to that Division. Glavin pointed out that one Supervisor, Mr. C. L. Trotter, has already been released, and three additional Supervisors can be released no later than September 4.

A conference of the Inspector's Aides assisting in the current inspection of the Administrative Division concluded that in addition to Special Agent C. L. Trotter, three Special Agent Supervisors could be released and replaced by three high-grade employees.

EXECUTIVES CONFERENCE CONSIDERATION:

It was the unanimous recommendation of the Executives' Conference that there should be released from the Administrative Division three Special Agent Supervisors, and that no new Special Agent Supervisor be transferred to that Division because of the transfer of Special Agent C. L. Trotter from the Administrative Division.

The necessary clerical employees having supervisory ability should be assigned to duties in the Administrative Division

Attachment

cc: Mr. Mohr

HHC:IGS

RECORDED - 57

INDEXED - 57

HANDLED BY SA [unclear] EX - 31

66-2554-18966
AUG 27 1951

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

to replace the Special Agent Supervisors released.

58098

There is attached hereto an assignment chart of the Administrative Division after realignment of duties which were formerly performed by the four Special Agent Supervisors who it is recommended be released from that Division.

Respectfully,
FOR THE CONFERENCE

AGT

Glyde Tolson

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

66-2554-8966

p. 2

The Director

August 22, 1951

The Executives Conference

The Executives Conference of August 16, 1951, consisting of Messrs. Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Mason, Laughlin, McGuire, and Nease considered the current practice of routing correspondence at the Seat of Government.

This problem was raised by Mr. Mason who displayed a memorandum of June 21, 1951, from the Chief of the Intelligence Division, G-2, to the Director. This document was originally routed by the Records Section under the expedite processing program to the Domestic Intelligence Division. Various individuals who saw the document felt that other supervisors or officials should also peruse it and, in accordance with existing rules, they wrote the names of these additional individuals on the document so that it would be routed to them. The result has been that names appear not only on the bottom of the document but also at the top and that some of these names are barely legible and some of the initials are quite difficult to decipher.

Mr. Mason suggested to the Conference that names be written in the right-hand margin of documents if space permits, and if space will not permit, these names be written along the bottom edge of the document starting with the right-hand corner and gradually moving to the left corner.

Members of the Conference felt that some documents coming to the Bureau do not allow a sufficiently wide right-hand margin and sometimes do not allow enough space at the bottom of the page. They felt, therefore, that a blanket rule to this effect could not be made mandatory. Nevertheless, they felt the suggestion should be offered as a guide to supervisors and officials at the Seat of Government.

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

Attachment
CC: Mr. Mohr
Mr. Clegg
EDM: fmg

66-2554-2968
AUG 28 1951

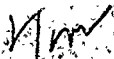
RECORDED - 53
INDEXED - 53
EX-92

5 AUG 29 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/29/81 BY SP-5C/TAF

In accordance with the recommendation of the Conference,
there is attached for signature a proposed memorandum for
circulation at the Seat of Government.

Respectfully,
For the Conference



Clyde Tolson

MR. TOLSON

8/3/51

JOINT COMMITTEE

SUGGESTION #308

EMPLOYEE: SA HARVEY BURSTLIU
WASHINGTON FIELD OFFICE
FIELD BE FURNISHED RESULTS OF BUREAU
INDICES SEARCH IN ALL SECURITY CASES
(EXCEPT SECURITY MATTERS-C
AND ORGANIZATIONAL CASES)

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. A. McKee E. D. Mason
R. D. Auerbach

SUGGESTION:

In the future when initial communication is directed from the Bureau to the Field in all Security cases, except Security Matters-C and organizational cases, a form letter be attached reflecting the results of the search of indices at Bureau headquarters. In other instances where offices desire indices searches in the Bureau, they will continue to be requested as at present. A sample of the proposed form letter is attached.

It was pointed out by Mr. Parkert of the Records and Communications Division and by Mr. Belmont of the Security Division that the suggestion is already being followed by the Bureau except that a form letter is not prepared. In other words, the Bureau does make available to the Field helpful information appearing in the Bureau files and brings to the attention of the Field references existing in its files when this is known to the Bureau.

JOINT COMMITTEE ACTION:

The Joint Committee felt that no action need be taken relative to changing the present procedure.

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/91 BY SP-5 C/B

RECORDED - 56

166-2554-2969

NOT RECORDED

45 AUG 27 1951

INITIALS ON ORIGINAL

ENCL

65 SEPT 6 1951

INDEXED - 56

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

ORIGINAL FILED IN

MR. FOLSON

53098

8/6/51

JOINT COMMITTEE

SUGGESTION #815

EMPLOYEE: SA D. ARTHUR BYRNES, JR.
ALBUQUERQUE

REPORT WRITING - INCLUDE HEADING
"LOCATION" TO ELIMINATE REVIEW

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

SUGGESTION:

At the beginning of a Security report on an individual there be included a heading, such as, "Location," under which in block form the present residence and employment of the subject would be set forth.

The purpose of this suggestion was to eliminate as much as possible reviewing of Security reports on subjects in efforts to locate their addresses or employment.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee took cognizance of the views of the Security Division to the effect that most of the cases requiring reviews to obtain address and employment data are also Security Index cases and such information is quickly available on the Security Index card.

The Joint Committee also felt that such data currently appears in the synopsis of the report which facilitates review. The placing of such material in block form at the beginning of the details would require another exception to already involved rules of report writing.

As a result of its deliberations, the Joint Committee recommended unanimously unfavorably.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/91 BY SP-5 C/M

RECORDED - 58
INDEXED - 58

66-2554-8970
RECORDED

45 AUG 29 1951

EX-130

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

cc - Mr. Mohr
Mr. Clegg

EDM:ENG

ENCL.

INITIALS ON ORIGINAL

SEP 6 1951

1951 11

filed with copy

Q

AMC

O'Connell Conference

ORIGINAL FILED IN 66-2554-8970

THE DIRECTOR

8/6/51

JOINT COMMITTEE

SUGGESTION #822

53097

EMPLOYEE: SAC C. W. STEIN
WASHINGTON FIELD OFFICE

CONSERVATION OF PAPER -
ELIMINATION OF COPIES IN PREPARATION
OF CERTAIN MEMORANDA

MEMBERS PRESENT: Messrs. E. Schmidt H. F. Harbo
E. C. Helms E. D. Mason
R. D. Asarbach

SUGGESTION:

That only a single original copy of memoranda be prepared unless information contained therein is to be utilized for the purpose of conducting additional investigation within the Field Division. Where a memorandum relates only to administrative material it appears most proper to have it prepared without any copies.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the matter on 7/31/51, and pointed out that this is already the current procedure although not specifically authorized by the Manual. In view of the fact that there have been more than 2,000 New Agents sent to the Field in recent months and it appears that clarification should be issued to the Field, the Joint Committee unanimously felt that the attached Bureau Bulletin should go forth and that the Manual of Rules and Regulations should be adjusted.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference, August 9, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Mason, Laughlin and Nease unanimously recommended the Field be advised to prepare only the original of a memorandum when that document is to be used solely in a field division and no need exists for other copies.

If the Director approves, there is attached for signature a Bureau Bulletin.

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

Attachment

cc-Mr. Mohr

Mr. Clegg

EDH: amg/arc

56 AUG 28 1951

66-2557-V
AUG 23 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/21/81 BY SP-10/...

ORIGINAL COPY FILED IN 66-2557-V

MR. TOLSON

8/2/51

JOINT COMMITTEE

SUGGESTION 1992

EMPLOYEE: MR. WILLIAM BROWN

PERSONNEL RECORDS SECTION

88642

RECORDS & COMMUNICATIONS DIVISION

WASHABLE INK BE USED IN STAMP PADS

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

SUGGESTIONS:

That washable ink be used in stamp pads to prevent damage to employees' clothing in the event of accidents.

JOINT COMMITTEE CONSIDERATION:

Based on information furnished by the Records Section, the Joint Committee took cognizance of the fact that all FBI ink is obtained from the Bureau of Federal Supply and there are only 2 kinds of ink obtainable, both being non-washable; further, it is intended that the Bureau's records be permanent and, as a result, no washable ink could be utilized.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/91 BY SP-5CS/BTH

cc-Mr. Lohr
Mr. Clegg

EDD:DJG

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

RECORDED - 54

HANDLED BY
WFOE DSK
8/31/51

INDEXED - 54

RECORDED
45 AUG 29 1951

SEP 20 1951

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66-2554-8971

Executive Conference

ORIGINAL FILED

MR. TOLSON

8/1/51

JOINT COMMITTEE

SUGGESTION #801

53099

EMPLOYEE: SA [REDACTED]

DETROIT OFFICE

CONSERVATION OF PAPER - PRINTING ROUTING SLIPS
ADD CHARGE-OUT SLIPS ON BOTH SIDES

MEMBERS PRESENT: Messrs. R. T. Harbo E. Scheidt
S. K. McKee E. D. Hagon
R. D. Auerbach

SUGGESTION: Executive Conference

b6
b7c

That the Bureau consider the advisability of printing routing slips and file charge-out slips on both sides as a means of saving paper, and when one side is used it be crossed out and the reverse side be utilized.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the above suggestion on 5/31/51 and took full cognizance of the views of Mr. [REDACTED] of the Administrative Division that the suggestion could be put into effect if the Bureau desired, as far as printing practices were concerned.

The Committee felt that the printing of routing slips and file charge-out slips on both sides would be disadvantageous because:

1. It is inapplicable to charge-out slips inasmuch as they are pulled from a file and would not be re-usable since the tops are torn.
2. With reference to both charge-out slips and routing slips, there is danger of confusion which might result from failure to cross out obsolete entries on the form.
3. May a tendency to destroy security in that comments addressed to one specific person on one side of the routing slip would in the future be disseminated to the recipient of material written on the reverse side.

With regard to advantages, the Joint Committee saw only the possibility of saving paper, which was greatly outweighed by the disadvantages. Therefore, the Joint Committee recommended unanimously unfavorably as to the suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/21/01 BY SP-5 C/M

RECORDED - 41
INDEXED - 41
HANDLED BY STOP [REDACTED]

66-2534-
AUG 28 1951

ORIGINAL FILED IN 66-4978-

CC: Mr. Rosen
Mr. Callahan
Mr. Pitzer

August 8, 1951

THE DIRECTOR
AND EXECUTIVES CONFERENCE

88655

In view of the approval by the Director of the recommendation that a conference of Field Supervisors of applicant cases might well be worthwhile, a date has been selected, namely, August 24th and 25th, which will be on Friday and Saturday.

This conference which will last two days will be for the purpose of going over the applicant work in the Bureau in view of the large number of cases being handled in this type of classification, including Bureau Applicants. An agenda is partly prepared and suggestions are being viewed in order to approve all matters which will be submitted to the conference.

A wire has been prepared to all Field Offices, indicating that such a conference will be held on August 24th and 25th, lasting for two days. All Field Offices are included except Anchorage and Honolulu. The Anchorage Office, it is felt, should not be included in view of the small number of cases pending. The Honolulu Office will not be included in this conference inasmuch as SAC Legue, previously scheduled to come in after his conference with the USA at Guam, will now probably be called in during the early part of September. We will then be able to go over in detail with him the applicant matters.

The wire will instruct that those Offices having applicant Supervisors will have these Supervisors attend the conference. Some Offices divide the applicant work with other violations, some Offices have no applicant Supervisors as such, some Offices have Supervisors who merely handle Bureau Applicants, some Offices have Supervisors who handle Atomic Energy cases and applicant type investigations, and there are other variations of these assignments.

In view of the aforementioned, a wire has been prepared instructing that a conference will be held at the Bureau on Friday, August 24, and Saturday, August 25, for discussion of policies, procedures and problems relating to applicant type investigations, including Bureau Applicants. Those Offices having applicant Supervisors should designate one to attend the conference. Offices not having regularly designated applicant Supervisors should designate the individual directly responsible for the supervision of applicant cases to attend the conference. While all applicant matters will be covered in the conference, the majority of the

discussion will concern itself with applicant investigations for other Government agencies. The Field Offices have been instructed to advise no later than the close of business August 15, the identity of the individual to attend from each Office.
(Those in attendance at Conf. were Messrs. Glavin, Tracy, Harbo, Laughlin, Nease, Belmont, Nichols, Clegg, Ladd and Rosen)

RECORDED - 102 166-2554-8773
EX-119
Respectfully,
For the Commissioner
13
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/97 BY SP-5 BT

Personnel
Room
File
Date
Initials

THE DIRECTOR

AUGUST 20, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of August 27, 1951, consisting of Messrs. Nease, McGuire (for Nichols), Laughlin, Garry, Clegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo) and Glavin considered the attached suggested communication to all Special Agents in Charge to the effect that no employee shall engage in other work, employment, occupation, profession, business, or partnership therein without prior authorization of the Bureau and recommends its approval.

It was pointed out to the Conference that recently certain employees have entered into business arrangements without advising the Bureau, the employees feeling that the business arrangements made by them did not fall under an outside employment category.

The Conference feels that all the Special Agents in Charge should again have this matter brought to their attention so that they may call it to the attention of the employees in their Divisions.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

ERG:JG
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/91 BY SP-5 C/BK

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

INDEXED - 49
RECORDED - 49
EX - 44

SEP 1 1951

66-2554-8974

Handwritten signature

Handwritten: * Employment of Bureau Agents - all outside of this Bureau

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

SEP 4 1951

cc: Mr. Ladd
Mr. Rosen
Mr. Alden
Mr. Price
Mr. Keep

The Director

August 23, 1951

The Executives Conference

~~TRENDS IN CRIMINAL CASES~~

53100

SAC Letter No. 50, dated May 19, 1951, requested the field to advise the Bureau of any procedures found particularly effective in the development of investigation of criminal cases and which might be of benefit to the field as a whole. Replies have been received from all the field offices in connection with this matter and the attached SAC Letter sets out certain suggestions in connection with criminal cases which may be of general benefit to the field.

ACTION:

The attached SAC Letter contains no policy and with your approval, it is suggested that it be routed to Training and Inspection Division in order that it may be forwarded to the field.

Unanimously approved by the Executives Conference today with Messrs. Glavin, Parsons for Harbo, Gentry, McGuire for Nichols, Laughlin, Mason, Mohr, Belmont, Tracy, Ladd and Rosen in attendance.

Respectfully,
For the Conference

Clyde Tolson

[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/71 BY SP-501/DP

Attachment

cc: Mr. Clegg
Mr. Mohr

DJK:bjp:igo

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

INDEXED - 49
RECORDED - 49
EX. - 44

66-2554-8975

SEP 1 1951

F-27/2-39
SEP 5 1951

[Handwritten initials and scribbles]

53101

August 16, 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

The Executives Conference of August 10, 1951, consisting of Messrs. Ladd, Belmont, Mohr, Laughlin, Nease, Mason, Harbo, Rosen, Tamm, and Glavin, considered a suggestion submitted by [redacted] of the Administrative Division that the Bureau institute the practice of returning evidence from the Laboratory to other Government agencies on a Government Bill of Lading, that the Government Bill of Lading be made out chargeable to the appropriation for the agency to which the evidence is returned. Mr. [redacted] pointed out that in following this program we will establish a more uniform policy with regard to the issuance and shipment by Government Bill of Ladings, will eliminate unnecessary correspondence with the Railway Express Agency and many of the Government agencies receiving shipments from the Bureau which can be converted to a Government Bill of Lading, and eliminate any possibility that other agencies, when converting to a Government Bill of Lading, might insert the Bureau's appropriation when in fact it should be the other agency. This would be eliminated by having the Bureau issue the Bill of Lading at the outset.

It was pointed out to the Conference that at the present time in returning evidence from the Laboratory to other Government agencies the Bureau forwards the evidence on a Railway Express collect receipt which is converted by the receiving office to a Government Bill of Lading. Glavin pointed out to the Conference that there would be no objection to making the change suggested should you agree, the policy of handling such shipments will be changed in conformity with the suggestion made by Waver and his suggestion will be appropriately answered.

Respectfully
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/21/01 BY SP5 scb/BJ

CC - Mr. Clegg
Mr. Mohr

MEG:JG:m2c

RECORDED - 47

166-2554-8976

HANDLED BY
STG

AUG 31 1951
INITIALS ON ORIGINAL

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tamm _____
- Tracy _____
- Harbo _____
- Allen _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- W.C. Sullivan _____

65 OCT 1 1951 F333

THE DIRECTOR

August 30, 1951

The Executives Conference

**FINGERPRINTS OF AMERICAN
PERSONNEL WHO ARE PRISONERS
OF WAR HELD BY CHINESE COMMUNISTS**

The Executives Conference, Messrs. Ladd, Nichols, Rosen, Glavin, Nease, Laughlin, Gearty, Mason, Belmont, Parsons, and Quinn Tamm being present, were advised that G-2 has advised the Bureau that plans are being made for the return to the United States of Army personnel who are prisoners of war of the Chinese Communists. G-2 advised that these plans were being made in the event that the truce talks in Korea arrange for the exchange of prisoners of war.

It was further pointed out that in order to establish full identify of these individuals prior to their return to the United States, a fingerprint card will be completed for each recovered Army prisoner of war as soon as possible. These fingerprint cards will be dispatched daily by courier to the Adjutant General, Department of the Army, and will in turn be forwarded to the Bureau for verification of the identity of the individual. The army advises that there will be approximately 5,000 of these fingerprint cards and that they will be submitted at the rate of approximately 500 per day. It has requested the Bureau to handle the fingerprint cards if possible within 24 hours after receipt or as soon as possible.

The Identification Division advises that in order to handle a search of the military files of 500 fingerprint cards a day within a period of 24 hours after receipt, it will be necessary to use approximately 50 people per day on this project. However, because of the fact that there will probably be only 5,000, it would be a 10 day project.

The Conference is unanimously of the opinion that this project should be handled in the manner as expeditious as possible and recommends that the Liaison Section be instructed to advise the Department of the Army that such fingerprint cards will be handled on the basis of 24 hour service.

RECORDED 32
INDEXED 32
66-2554-8977

SEP 4 1951
Respectfully,
For the Conference,

EX - 52

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP-5 CJP/STW

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

CC: Mr. Clegg
65 SEP 6 1951

HANDLED BY
STOP DESK

THE DIRECTOR

8/16/51

THE EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK TO POLICE

The Executives Conference on August 8, 1951, with Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols, Laughlin, Nease and Clegg being present, considered the question of the assigning of investigations by the field offices to police departments.

The conference was informed that as of June 30, 1951, there were 2530 cases assigned to police and as of July 31, there were 2579 cases assigned. Police closed 1353 cases during June but only 1022 during the month of July. On the other hand, 1146 cases were assigned by Field Offices to police during June but only 1071 were assigned by the Field during July.

As of June 30 there were 498 different police departments to which FBI cases were assigned but as of July 31 this figure declined to 432. At present 1490 law enforcement agencies are approved to handle FBI assignments.

The Conference was informed that originally more than 1,600 law enforcement agencies had been approved by the Bureau to receive work from Field Divisions in response to SAC Letter #58, dated August 16, 1950, which instructed the Field to give consideration to Sheriffs, state, county and local police agencies who were cooperative with the Bureau and who had the capacity and capability and willingness to handle FBI cases.

In order that the trend of handling of police cases may be studied, the following tabulation is presented:

	3/31/51	4/30/51	5/31/51	6/30/51	7/31/51
Matters Assigned.....	942	1425	1317	1146	1074
Matters Delinquent...	788	1008	1361	1565	1790
% of Delinquency.....	39.24	40.65	49.73	61.86	69.41

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

RECORDED - 32
INDEXED
HANDLED BY
STOP DESK
9/15/51

166-2554-8976
SEP 4 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/1/91 BY SP-5/DF

HHC:ebp
65-4057-131
Messrs. Mohr & Clegg

65 SEP 6 1951

The most frequent reasons advanced by the Field for not assigning cases to police are as follows:

1. Secured approval of Bureau for a large number of law enforcement agencies to help, bearing in mind the possibility of an all-out national emergency; for many arrests, and an anticipated increased work load. Basic thought was not the immediate assignment of work at present but to be prepared for unforeseen future developments.

2. Many of the approved departments are small or are in locations where cases or leads seldom occur.

3. Some offices having a large number of first office Agents assigned have been giving routine cases to brand new Agents fresh from training school as a means of training these employees and developing their ability. When these new Agents are trained, these routing matters will be assigned to the police.

4. For one reason or another some police departments have been approved to handle only Security cases.

5. Many of the Security cases now pending in the Field are of the type which cannot be assigned to police because they require the use of certain techniques and contact with live or other informants.

6. Some states and municipalities have anti-Communist statutes. Current regulations forbid the Field to assign Security cases to law enforcement agencies in these locations.

EXECUTIVES CONFERENCE CONSIDERATION:

It was unanimously agreed that we should confine our assignment of work to the police only to those departments which have the man power and willingness to help on the basis of past experiences. This means, of course, that we

would not assign cases to police departments who are unwilling to assist and whose continual, habitual delays indicate either an unwillingness or a shortage of man power. It was further recommended that the present list of approved departments should continue in effect so that if the emergency became more acute or if war were declared it would be unnecessary to engage in any last minute stampede to get police departments approved if their assistance was necessary at the time. The approved list would stand with additions or deletions occurring as the facts justify. The SAC's would be authorized to assign cases to those departments with sufficient man power and willingness to assist when there were cases available of the type which they could handle.

Respectfully,
FOR THE CONFERENCE

Jensen

H

Clyde Tolson

THE DIRECTOR

August 31, 1951

THE EXECUTIVES' CONFERENCE

USE OF TRIAL INFORMANTS IN CONTEMPLATED TRIALS OF COMMUNIST FUNCTIONARIES UNDER THE SMITH ACT

On August 31, 1951, the Executives' Conference, consisting of Messrs. Ladd, Mason for Clegg, Glavin, Parsons for Harbo, Nichols, Rosen, Tamm for Tracy, Mohr, Laughlin, Gearty and Belmont, considered whether certain informants should be considered for use as witnesses in the forthcoming trials of Communist Party functionaries under the Smith Act.

In the review of prosecutive summary reports from the field on Communist functionaries being considered for prosecution under the Smith Act, Bureau supervisors, wherever possible, have eliminated the use of informants as witnesses. In a number of instances the field has been instructed, wherever possible, to develop evidence of the type which can be supplied by informants through other sources in order that informants will not be exposed. In a number of instances the prosecutive summaries have been sent to the Department with the information furnished by the informants contained therein. However, in each of these instances we have considered it possible to make the case without the use of the informant and at such time as the case is considered for prosecution we will make every effort to eliminate the use of informant.

In certain cases, however, the evidence to sustain prosecution does not appear in the report if the informants are eliminated. In these instances we have gone back to the field and instructed that every possible effort be made to secure additional evidence. Nevertheless, in the case of the six Communist functionaries from the Buffalo area the field has been unable to supply additional evidence and consequently the cases cannot be made without the use of four informants. The problem is, therefore, whether these cases should be eliminated from consideration or whether the informants should be used as witnesses.

In order to fully consider this matter, [redacted] was interviewed at the Bureau on August 30, by Messrs. Ladd, Mohr, Baumgardner, Donohue and Belmont. [redacted] is furnishing

RECORDED - 55
INDEXED - 30
EX-110
76 SEP 7 1951 STOP DESK
Mr. Mohr

66-12557-8979
SEP 5 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/9/51 BY SP5 CJA

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Allen _____
- Baumgardner _____
- Laughlin _____
- Loy _____
- Tele. Room _____
- Holloman _____
- Nease _____
- Gearty _____

ABE:tlc

MEMORANDUM FOR THE DIRECTOR

the background on all [] informants in order that we will have available to us information concerning all informants to enable us to judge whether the informants' backgrounds are such that they would be open to attack on cross-examination. Each informant will be considered on the basis of his need in the particular case and on the basis of his background.

Relative to the six Communist functionaries in [], a thorough discussion was had with []. The four informants whose testimony is necessary are as follows:

[] - This informant began with [] on June 30, 1943, and information was received from this informant through [] until February 9, 1945. Since February 9, 1945, this informant has been handled by the [] Office. [] has referred to []

He joined the Communist Party in June, 1943 in order to work for []. In May of 1951, [] obtained his United States citizenship. This was accomplished by the Bureau and the [] Office working very closely with Immigration authorities in the processing of this informant's petition for naturalization. In order to prevent publicity in the informant's taking the oath of citizenship, a conference was held by SAC [] of the [] Office with the District Director of Immigration and Naturalization Service and District Judge [] of [] at which time Judge [] was confidentially advised of the informant's position as an informant in the Communist Party for the Bureau, which resulted in the Judge holding a private hearing for the informant.

[] and entered the United States illegally a number of years ago. In order to obtain employment, he obtained a false birth certificate showing United States citizenship. As a result of this and his failure to register as an alien in 1940, he received a six months probationary sentence. In 1948 he was ordered

MEMORANDUM FOR THE DIRECTOR

deported by I&NS and was permitted to go to [redacted] and return to the United States the same day, thereby legalizing his entry into the United States.

It was necessary that the informant obtain his citizenship because of his employment in a [redacted] [redacted] and in view of the Internal Security Act of 1950.

This matter might not come to the attention of the defense, but if such facts did become known to the defense, they would tend to embarrass the informant and the Government's case. b7D

[redacted] - This informant began working for [redacted] in February of 1944 and furnished information to the Bureau through [redacted] until February 9, 1945. This informant has furnished information directly to the [redacted] Office since February 9, 1945. This informant is [redacted] [redacted] and was recruited into the Communist Party [redacted] [redacted] in February of 1944.

[redacted] - This informant began working with [redacted] on April 13, 1943, and furnished information through [redacted] to the Bureau from July 1, 1944 until February 13, 1945. Since February 13, 1945, this informant has furnished directly to the [redacted] Office. [redacted] has referred to [redacted]

[redacted] Company, with approximately 25 years of experience. This informant apparently joined the Communist Party in 1943 to work for [redacted]. He has been suspected on occasions by the Communist Party of being a company [redacted] but apparently has been able to allay this suspicion. b7D

[redacted] - This informant was employed by [redacted] on July 1, 1944 and has furnished information through [redacted] to the Bureau from this date until February 13, 1945. The informant has furnished information directly to the [redacted] Office since February 13, 1945. She was recruited into the Communist Party in March of 1944 by [redacted]. This informant acts as [redacted] and is in reality the [redacted] has [redacted]

MEMORANDUM FOR THE DIRECTOR

also been under suspicion by the Communist Party due to the suspicion cast on [] set out above. Relative to the [] it is possible that the defense might use this fact to attempt to discredit [] as a witness.

b7D

In discussing these informants with [], he advised that they all would be capable witnesses and could take care of themselves on the stand. The principal issues involved are first, that informants [] at one time before they started furnishing information to the Bureau were engaged in activities which could be labeled as "labor spy" activities. [] stated that these informants are very capable and he did not believe this information would come out under cross-examination, particularly as the informants had regular positions as mechanics, etc., in industry and, therefore, any inquiry into their work record would not reflect their undercover activities in the labor field. [] felt that the only persons who could bring out the undercover labor activities of these informants would be the informants themselves or [] and, therefore, he did not believe that there was danger in this respect. The women, of course, were not engaged in undercover labor activities.

Second, all four of these informants, from 1933 when they first entered the Party until 1945 when they started to deal directly with the Bureau, were receiving payment through [] and furnishing their reports to him. This brings up the possibility that under cross-examination, [] would be uncovered. It was pointed out, however, that these informants were actually furnishing information to the FBI and being paid by the FBI and that [] was merely being used as a cut-out. Therefore, if the informants are advised of this fact, which they do not presently know, they will be in a position to testify that they furnished information to the FBI and received any payments made by the FBI since the time they entered the Communist Party. It was further pointed out that [] did not place these informants in the Party, as they made their own arrangements and, therefore, the name of [] will not come out in this respect. [] was of the opinion that these

b7D

MEMORANDUM FOR THE DIRECTOR

informants could handle themselves in such a manner that his name would not come out at the trial. He stated further that he had no objection to the use of these informants as witnesses and while there is a calculated risk involved in that a searching cross-examination might bring out the name of [redacted], he was of the opinion this risk was a minimum risk and he was willing to take the chance that his name would not come out.

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Executives' Conference unanimously recommended that the prosecutive summary reports from the Buffalo Office be sent to the Department listing these four informants as possible witnesses under appropriate "T" symbol. The Conference felt that while there is a certain risk involved that two of the informants, on cross-examination, may be subjected to "labor spy" charges and that the name of [redacted] may come out, this risk is a minimum risk and the prosecution of these Communist Party functionaries warrants the use of these witnesses. The Conference noted that [redacted] was in agreement with this viewpoint. With respect to the use of other informants provided by [redacted] in other cases, the Conference agreed that each case should be considered on its own merits and that [redacted] informants should not be used unless it was imperative.

b7D

In the event you agree, the prosecutive summary reports in the [redacted] cases will be sent to the Department.

Respectfully,
For the Conference


Clyde Tolson

53101

53102

August 23, 1951

The Director

The Executive Conference

HANDLE TALKIES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/3/91 BY SP-5CJ/PTJ

On August 22 the Executive Conference, consisting of Messrs. Ladd, Tracy, Rosen, Laughlin, Gearty, Mason, Belmont, Mohr and Parsons, considered the requests from the field for handle talkie units. In connection with surveillances on foot and within hotels or other public buildings, the field has frequently called attention to the fact that walkie talkies, which are used throughout the field whenever possible, were neither sufficiently portable nor concealable to be used in many cases. As a result of a request for more than 60 of the handle talkies, which are small two-way units weighing less than 10 pounds and which can be concealed in brief cases (picture attached), the Executive Conference in December 1950 recommended and the Director approved purchasing 20 of these units to be assigned to 10 field offices for an experimental period. After 4 months of operation a study was to be made of their application to determine whether more general distribution of these units was desirable.

The 20 units purchased were received only 3 months ago and even though the test period has only half expired the additional requests for these units in emergency security situations has again raised the problem. Because of emergency requests from offices not having this equipment assigned, we have endeavored to transfer units from the offices to which originally sent only to find they were in use on important security matters and could not be spared.

In consideration of the field needs and the large number of important surveillances, the Conference unanimously recommends that without waiting for the completion of the four month period an additional 20 handle talkie units be obtained as quickly as possible at a cost of approximately \$250 each for a total of \$5,000.

Respectfully,
For the Conference

INDEXED - 55
RECORDED - 55

66-2554-8980

Clyde Tolson

[Handwritten signature]

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

EX - 119

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

DJP:VH

Attachment

HANDLED BY
CITIZEN BANK
7/10/51

SEP 7 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 16, 1951

53103

The Executives Conference of August 10, 1951, consisting of Messrs. Ladd, Belmont, Mohr, Laughlin, Nease, Mason, Harbo, Rosen, Tracy and Glavin, considered a suggestion dated July 16, 1951, received from Matthew F. O'Dell of the Butte Office. He suggests more expeditious handling of the sale of Bureau owned automobiles. He pointed out that at the present time in the request of authority for the sale, securing the authority from the Bureau, solicitation of bids, approval of bids by the Bureau, and return to the appropriate field office involves a considerable period of time and he feels that if the field is given authority to immediately sell the Bureau owned automobile upon or becoming surplus because of over-age, mileage, etc., it would not be running up storage fees on such automobiles. Second, we should handle routine requests to sell the cars and Bureau authority to sell by urgent priority radiogram. These requests should be sent to the Bureau stating that because of excess mileage or age, prior to the time excessive mileage or age is reached, bids on such cars will be solicited when the excessive age or mileage is reached. Further, he suggests that all SAC's be authorized to accept the bid of the highest bidder, subject to a minimum price stipulated in the Bureau's radiogram authorizing the sale. Further, he suggests that bidders be given a maximum of five days to submit bids, unless unusual circumstances dictate otherwise.

It was pointed out to the Conference that it is felt that the suggestion submitted by Special Agent O'Dell should not be adopted. It was pointed out that the Administrative Division has requested the field on several occasions during the past year to list those cars which they felt should be put up for sale due to mileage or obsolescence when additional cars were being purchased and these cars of course were still in operating condition at the time the information was furnished to the Bureau.

In the majority of instances, cars which are subject to sale are utilized up until such time as the sale is made and there are only a very few instances when a car is held in deed storage pending sale.

WRG:JC:mle
CC - Mr. Clegg
Mr. Mohr

RECORDED - 111

166-2534-8981
SEP 5 1951

INDEXED - 111

HANDLED BY
STOR. DESK
9/6/51

EX-119

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/81 BY SP-5/mtf

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SEP 12 1951

memo to the Director - Continued

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP-5/ipt

It was pointed out to the Conference that on many occasions bids received for review by the Bureau are not in proper form, necessitating recalculation of bids or additional information for the Bureau before the high bid can be accepted.

It is further pointed out that if full authority is given the various SACs to solicit bids on a five day basis and to accept the highest bid subject to a minimum price, it is entirely possible that bids would not be sent out in accordance with Government regulations. They may be too restrictive, sufficient bids not given, and other items in connection with proper letting of contracts may be overlooked by the field. The Administrative Division takes this comment with the full understanding that for many years past in the reviewing of contracts, bids, and like papers sent in from the field, it has been necessary to make a considerable number of corrections at times in order to insure complete conformity with existing Government regulations.

It was pointed out to the Conference by Mr. Egan that in those cases where a car has reached the end of its usefulness and is placed in dead storage, it is felt that the field can telegraphically advise the Bureau concerning the condition of such machine and that the Bureau can be advised of bids by teletype or radiogram and authority to dispose of the car in question can be given the field by radiogram which would take a minimum period of time. It is, of course, expected that a sufficient period of time will be allowed by the SAC to have reasonable bids received and that the proper distribution of invitations to bid be had in each such instance.

It was pointed out to the Conference that there is no objection whatsoever to advising the field by radiogram, immediately upon review of the bids in question, of the Bureau's decision as to the successful bidder and in this way save some time in having the field dispose of the car or cars in question. The Conference therefore recommends that the suggestion made by SA O'Reilly not be approved as submitted, and that Agent O'Reilly be advised as to the reasons why it is felt undesirable to approve the suggestion as

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Respectfully,
FOR THE CONFERENCE

OK
H.

Clyde Tolson

66-2554-8981

gm

53105

THE DIRECTOR
THE LEGISLATIVE COMMITTEE

August 20, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP-5 CJB/ST

The Executive Conference of August 7, 1951, consisting of Messrs. Ladd, Clegg, Laughlin, Nichols, Glavin, Rosen, Belmont, Tracy, Egan, and Glavin was advised that Special Agent Raymond J. Brandt of the Denver Office submitted a suggestion dated October 9, 1950, in connection with the Agents Insurance Fund.

Brandt suggested that the question be presented to Agents of the Bureau who are members of the Agents Insurance Fund as to whether the present \$10 payment should be increased to \$15 and the payment of the insurance be made to retired Special Agents as well as Agents in the active duty service, and that the beneficiaries of the retired Agents receive \$5,000 rather than \$10,000 which is received by the beneficiary of an Agent on active duty.

The Conference was advised that each year suggestions submitted by members of the Fund are circulated to the participants of the Fund in the field for their votes. There has been no circularization of suggestions in connection with the Agents Insurance Fund made this year. It was therefore recommended that the appropriate notification go forward to all members of the Fund at this time and a period of three weeks be allowed from the date of preparation for the acceptance of the votes in connection with this particular matter.

Should the Director agree, the appropriate ballot will be prepared for distribution to the members of the Fund.

Respectfully,
For the Conference

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INDEXED - III

66-2554-8982

RECORDED - III

cc - Mr. Clegg
Mr. Mohr

EX - 119
SEP 8 1951

INDEXED BY
SANDERS
9/6/51

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

8/21/51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/91 BY SP-5 CIB/DT

The attached memorandum was brought up at the Executives Conference for the purpose of bringing to the attention of everyone at the Conference the situation with which the Bureau is confronted at this time. The attached memorandum relates to Bureau statistics for the month of July, 1950, and July, 1951.

The comparative statistics were brought to the attention of the Conference. The seriousness of the situation was called to the attention of those in attendance and it was pointed out that although our convictions were up and savings; recoveries; fugitives located; automobiles recovered; were up appreciably, that we had to give immediate consideration to the appropriations, which had been granted the Bureau. It was pointed out that the Director wanted this given prompt attention as the record was not impressive. It was pointed out that our appropriations had been upped from 68 millions to 90 millions and that our accomplishments should advance proportionately, and the Conference's recommendations were wanted as to what could be done by the way of accelerating the program to the point that the proportionate increase could be attained and maintained.

It was also pointed out that consideration should be given by each Division to determine what suggestions could be made in order to carry out our additional responsibilities; that no excuse could be given; that the additional appropriation granted the Bureau was for Internal Security matters; that the public looks at the over-all picture and not any specific breakdown as to funds given the Bureau.

It was pointed out to the Conference that every effort should be made to increase our accomplishments in all fields; that this should be on a continuing basis; and that any suggestions, novel approaches, and the like should be submitted.

Those in attendance at the Conference were: Messrs. Ladd, Parsons for Harbo, Glavin, Mohr, McGuire for Nichols, Laughlin, Gearty, Mason, Tracy, Belmont and Rosen.

RECORDED - 111 66-2554-8983
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Mr. Clegg 1051
cc

INDEXED - 111
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EX - 119

Respectfully,
For the Conference

Clyde Tolson

Mr. Mohr

Handwritten initials and signatures: R, J, etc.

THE DIRECTOR

August 27, 1951

THE EXECUTIVES CONFERENCE

Jm

THE HANDLING OF VOLUNTEERED INFORMATION RELATING TO THE CHARACTER AND PERSONAL HABITS OF PERSONS UNDER INVESTIGATION IN LOYALTY CASES

The Executives Conference, consisting of Messrs. Ladd, Clegg, Rosen, Glavin, Mohr, Belmont, Parsons for Harbo, McGuire for Nichols, Nease, G. C. Geady, and Laughlin, on August 27, 1951, considered the present policy of handling volunteered information relating to the character and personal habits of persons under investigation in loyalty cases.

At the present time loyalty investigations are not concerned with the morals, ability or qualifications of an employee. The Bureau is interested only in the employee's loyalty to the U. S. Government. However, from time to time during the course of a loyalty investigation, information relating to the character and personal habits of an employee is volunteered. In these cases such information is reflected in the investigative reports as information volunteered but no attempt is made to develop this data by supplemental inquiry.

In view of the emphasis presently being placed by various agencies of the Government upon the morals of their employees, the question of changing the Bureau's present procedure in loyalty investigations was discussed.

It was pointed out that when the Director appeared before the members of the Loyalty Review Board in December, 1947, for the purpose of discussing with them the Loyalty Program, Commissioner Frances Perkins asked what was done about information coming to the attention of the Bureau which did not bear directly on the loyalty but on the general character and personal habits of the individual. Mrs. Perkins commented that some of this information is very embarrassing and has to do with family habits, etc. She specifically inquired whether Bureau Agents would report such data. The Director explained that while a person in this category involved a security risk, nevertheless, information of this type would not be reflected in loyalty reports since the Bureau's function under the Loyalty Program was to inquire only into the derogatory information as to loyalty.

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- Candy _____

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

Wm
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SEP 5 1951

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9/6/51

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DATE 12/9/91 BY SP-5CJ/DAF

pl
g

The Director

July 27, 1951

The Executives Conference

**RADIO COMMUNICATIONS IN MEXICO
EL PASO DIVISION**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/91 BY SP-5 C/DM

On July 27 the Conference composed of Messrs. Ladd, Glavin, Tracy, Mohr, Hennrich, Rosen, Mason, Sizoo and Parsons considered the inquiry of the SAC, El Paso, concerning the use of two-way radio cars in the 25 mile area of Mexico in which El Paso Agents work.

In response to Bureau inquiry, the SAC at El Paso has advised that our cars are not generally subjected to inspection by Mexican border authorities but that occasionally on spot checks when the Mexican officials have seen the radio equipment in the trunks of Bureau cars no comment or complaint has ever been made. The Juarez Police know that we have radio cars but have never raised the question concerning the use of radio. The SAC requests permission to use the radio since telephone service between Juarez and El Paso is most inefficient and it is often quite important to locate Agents in Mexico when emergencies arise and, because of the few telephones, it is almost impossible for an Agent in Mexico to find a telephone within a reasonable time. The SAC has on occasion in emergencies made use of the radio without complaint.

Radio equipped automobiles of the Juarez Police Department are frequently in El Paso. No inquiry has been made of the Juarez Police concerning their use of the radio on United States territory but inquiry of the El Paso Police has disclosed that they understand the Juarez Police do not use their radio on American territory.

The State Department was informally contacted and advised that Mexico does have some laws concerning the operation of radio transmitting equipment by aliens but they are not particularly concerned about its enforcement. A similar problem on the Canadian border was resolved by negotiations with Canada and an agreement reached, but an indifferent attitude was displayed by Mexican officials. The State Department advised that they would welcome an opportunity to discuss the subject with Mexico should any complaints be received although none would be anticipated.

The Conference, except Mr. Mohr, recommends that the SAC, El Paso, be advised that as a general rule that office is not to employ radio communication from the cars in Mexico for routine operations but may at his discretion authorize this type of communication in emergency situations where no other adequate communication facilities are available.

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

HANDLED BY
STANDARD EX - 116
RECORDED - 111 SEP 5 1951
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66-254-8985

DJP:VH

Memorandum for the Director

Mr. Mohr is opposed to approving the use of radio from the cars in Mexico because the law prohibiting the use of transmitters in this country by aliens is rigidly enforced and, therefore, our use in Mexico may give rise to complaints and difficulties with the Mexican Government.

Respectfully,
For the Conference

Clyde Tolson

I agree with Mohr

9-4

I concur with majority

H.

THE DIRECTOR

August 23, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 12/9/91 BY SP-5/BJT

The Executive Conference of August 21, 1951, consisting of Messrs. Ladd, Laughlin, Mason (for Clegg), S. C. Gearty, Parsons (for Harbo), Holloman (for Nichols), Tracy, Mohr, Rosen, Belmont, and Glavin considered a suggestion submitted by Special Agent W. B. Clark, Veterans Councilors, concerning the American Legion magazine sales project.

It was pointed out that last year the FBI Post of the American Legion had considerable success raising money by selling eight-month trial subscriptions to the Readers' Digest for \$1.00. The Bureau approved the FBI Post contacting Bureau employees concerning this project. The FBI Post is desirous of renewing this project this year and Mr. Clark has advised that the Post would rely largely on posters placed at strategic places within the Bureau and containing subscription blanks for employees to use or not as they see fit. Personal solicitation would be held at an absolute minimum. Mr. Clark felt that the bargain price of 8 issues for \$1.00 may well be attractive to many of our employees.

The Conference recommends that the FBI American Legion Post be permitted to proceed with this project this year as they did last year.

Respectfully,
FOR THE COMMISSIONER

Clyde Tolson

END:JC

cc - Mr. Clegg
Mr. Mohr

INDEXED - 111

66-2554-8986

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RECORDED - 111

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9/6/51

by

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

gm

THE DIRECTOR

The Executives Conference

ALL INFORMATION CONTAINED August 24, 1951

HEREIN IS UNCLASSIFIED

DATE 12/10/91 BY SP-5 C. B. H.

REQUEST FROM MINNESOTA STATE REFORMATORY FOR MEN FOR COPIES OF CERTAIN CRIMINAL RECORDS.

The Executives Conference consisting of Messrs. Ladd, Mason, Parsons, Belmont, Alden, Gearty, Callahan, Belmont, and Tracy on August 24, 1951, considered a request from the Minnesota State Reformatory for Men for copies of certain criminal records.

The Conference was advised of the receipt of a letter from the Minnesota State Reformatory for Men containing the following statements: "For many years we were informed regularly of subsequent arrests of released prisoners, which information was of considerable value in tracing fugitives from parole as well as determining just who, and how many individuals may have profited from their prison experience."

The Bureau discontinued some time ago sending follow-up copies of criminal records automatically to law enforcement agencies and institutions. Follow-up copies are sent whenever an agency requests the placing of a flash notice and this procedure permits any agency to follow a particular case.

With reference to requests for copies of criminal records to determine how many of the individuals may have profited from their prison experience, the Bureau receives such requests from time to time in connection with parole and probation studies. For the Director's information, last year a request was received for a number of criminal records of persons released from prison more than five years from the University of Pennsylvania and the University of Maryland. This was in connection with a social study in connection with the Administrative Office of the United States Courts. They were advised that it would not be possible to handle such requests due to the shortage of personnel and the emergency.

The current request is for the records of 101 released prisoners who may have become involved with law enforcement agencies subsequent to July 1, 1945. It is, therefore, a similar study to that conducted by the Universities of Maryland and Pennsylvania.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

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SEP 5 1951

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WHERE SHOWN OTHERWISE

EX - 119

The Conference with the exception of Mr. Tracy was of the opinion that in view of the small number of requests and the fact that it comes from a state institution rather than from a University or parole and probation group should be granted and recommended accordingly.

Mr. Tracy is opposed for the reason that if this type of material is furnished to the Minnesota State Reformatory for Men, it cannot logically be denied to any other group. He pointed out that the requests from the Universities of Pennsylvania and Maryland were in conjunction with studies being made by the Administrative Office of the United States Courts rather than just a request from the universities themselves. Mr. Tracy recommends that the request be denied on the grounds of the shortage of personnel and the volume of work during the current emergency, that, however, the institution be advised of the procedure for placing flash notices on fugitives and parole violators.

Respectfully,
For the Conference,

Clyde Tolson

Agree with Tracy

9-4

L. J. Concur

H-

CHE DIRECTOR

REQUISIYES CONFERENCE

8/18/51

TRANSMISSION OF DICTION AND DORCH DEAFTS

53108

The Essequibus Conference on August 15, 1951, consisting of Hebara, Callabars, Pressy, Harbo, Henry, Dojmon, Rossens, Labons, Laughlin and those considered the matter of untranscribed dictation in the field existing beyond the duration 5-day rule.

Section 8 D (2) of the Manual of Rules and Regulations states "The Bureau will not tolerate carrying of untranscribed dictation or rough drafts for a period of more than 5 days."

SAC Letter #58, dated May 2, 1949, required SAC's to report the status of stenographic work to the Bureau at the end of each month.

SAC Letter #5, dated January 19, 1951, amended this to require that SAC's report to the Bureau at the end of each month only untranscribed dictation or rough drafts more than 5 days old.

Recent inspections in the field have turned up untranscribed dictation in excess of 5 days old during the middle of the month. This was found in Milwaukee, St. Louis, Richmond and Detroit and these have been adjudicated by the Bureau.

In view of this, the Essequibus Conference unanimously recommended favorably relating to the attached SAC Letter which is submitted for the Director's approval.

Respectfully,
For the Conference

Oliver Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/28/81 BY SP-2

cc: Mr. Mohr
Mr. CIOGG

RECORDED - 116
INDEXED - 116

SEP. 5. 1951

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SEP 8 1951

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RECEIVED BY
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Handwritten signatures and initials, including a large signature that appears to be "Tolson" and other initials.

MEMORANDUM FOR THE DIRECTOR

b6
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Bureau's attention. Mr. [redacted] of the Claims Division stated he fully appreciated and sympathized with the position of the Bureau. He said he certainly had no intention of making a formal request for this data and would today notify the U. S. Attorney at Newark of the Bureau's decision.

Respectfully,
For the Conference

OK
Clyde Tolson

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The Director

August 31, 1951

The Executives Conference

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was.
NATIONAL BANKRUPTCY ACT;
INTERSTATE TRANSPORTATION OF STOLEN PROPERTY;
MAIL FRAUD

ALL INFORMATION CONTAINED
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DATE 12/10/91 BY SP-5 cjb

The Conference, with Messrs. Laughlin, Gearty, Mason for Clegg, Glavin, Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Ladd and Rosen in attendance, considered the attached memorandum relating to the above-entitled case.

It is noted that the Claims Division of the Department has requested advice concerning cost of this investigation in order that a claim may be filed on behalf of the U. S. Government in bankruptcy proceedings now pending.

It is recommended and in view of the need for immediate action in this matter the inquiry has been handled as outlined herein.

Briefly, the subject in this case was sentenced to three years imprisonment and fined \$10,000 on the basis of an investigation by the FBI. Inasmuch as he was in bankruptcy, it would not be possible for the Government to collect the \$10,000 fine. The U. S. Attorney at Newark suggested the desirability of filing a claim in the Bankruptcy Court for the expense entailed by the Government in investigating and prosecuting this case. Although it was indicated that there was adequate legal precedent for filing a claim of this type, such a precedent is not known to the Bureau. It is also indicated that \$50,000 to \$60,000 would be available for distribution to creditors. In view of this, he inquired as to whether it would be possible for the Bureau to compute the expense of its investigation in order that such a claim could be filed.

The Claims Division attorney was advised that (1) Bureau did not maintain cost records from which the actual cost of a particular investigation could be determined; (2) Any figures compiled must necessarily be based on estimates and there is a serious question as to whether a claim could be substantiated before the Bankruptcy Court; (3) Such estimates are, of course, based primarily upon investigative time spent on a case as reflected in the period of our reports and we do not keep time records covering the amount of detail on a minute to minute basis. We do not have available the type of break down in the nature of time records as required by the Bureau to make an exact computation.

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Ladd
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Belmont
Mohr
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Nease
Gandy
Mr. Clegg
Mr. Mohr

Article

INDEXED - 111
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EX - 119
166-2554-8989
111 SEP 5 1951

MEMORANDUM FOR THE DIRECTOR

It was also pointed out to him that, in order to compute this estimate which would merely be an estimate, we would have to check on clerical work, stenographic work, supervisory work, travel costs, etc., both in the Field and at the Seat of Government.

Although this was explained to him, he indicated that he believed it would be worthwhile for the Government to file a claim in spite of the problems inherent in supporting it before the referee should it be challenged by the creditors. He stated that he thought the approximate cost should be restricted to the Agent investigative days devoted to the case as reflected in the period of the report and that the other items should be disregarded because they were less susceptible to proof. He asked that the Bureau undertake this compilation in order that it could be made available to the U. S. Attorney at Newark before September 6, 1951, last day for filing claims.

ACTION TAKEN:

The Conference decided that this request obviously intends to establish a precedent which would be highly undesirable, as a matter of fact, the Bureau would be subjected to considerable cross-examination in spite of the contention that estimates would be acceptable. It is doubted that such estimates would be acceptable particularly where a claim for work performed by a branch of the Government was performed subsequent to the time that the man went into bankruptcy. This also raises a very definite question as to whether the contention of the Claims Division attorney is sound. The attorney in the Claims Division is calling because the U. S. Attorney at Newark has indicated a desire to file such a claim. The procedure of going into bankruptcy is one for the primary purpose of allowing the constituted authorities to take charge of whatever assets may remain in the estate in order that those just claims, of all creditors, on a preferential basis, may be satisfactorily adjudicated. Intervention by the Government at this time certainly would cause the other creditors who would get loss to question the good faith of the Government.

In view of the time element involved and inasmuch as this matter can be handled on an informal basis with the attorney who brought the suggestion to the supervisor handling these violations inasmuch as he is in liaison with him, the supervisor called him back and pointed out that under the circumstances we would have to object to the suggestion if the matter was formally brought to the

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THE DIRECTOR

August 2, 1951

THE EXECUTIVES CONFERENCE

STREAMLINING SELF-INSPECTION PAPER WORK

The Executives Conference of July 27, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Hennrich, Rosen, Mason, and Sizoo considered the suggestion of Mr. Mason relative to cutting down paper work attendant to self-inspections without in any way reducing the quality of the self-inspection.

The Conference considered the fact that each SAC conducts one self-inspection of his division per year and that he submits to the Bureau three things:

1. A summary memorandum for the Director containing the data reported in the administrative write-ups.
2. Administrative memoranda covering delinquencies.
3. Investigative case write-ups.

The Conference considered the fact that the prime purpose of a self-inspection is to put the SAC on notice as to conditions in his office in order that responsibility may be fixed and corrective action be taken and also to give the SAC the experience of conducting inspections and at the same time to permit the Bureau to see the condition of affairs within that division.

The Conference unanimously felt that administrative memoranda need no longer be prepared and that the summary memorandum for the Director listing the delinquencies discovered and fixing the responsibility and also containing recommendations for administrative action along with individual investigative case write-ups would be adequate, and would reduce the drain on stenographers, filing time, and reading time.

The Conference agreed that this would not be a tendency to reduce the quality of self-inspections, the purpose being to reduce only the paper work. The Conference further agreed that this change would in no way affect the regular inspections conducted by Bureau Inspectors.

The Conference was unanimous in these thoughts; and if the Director approves, there is attached hereto a letter to all SACs, and the Inspectors' Handbook will be adjusted.

Attachment

Respectfully submitted
For the Conference

- Tolson _____
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- Nichols _____
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- Nease _____
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RECORDED - 111

166-2534-8990
SEP 5 1951

cc - Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/71 BY SP-5 CBT

gm

THE DIRECTOR

August 24, 1951

The Executives Conference

SUGGESTION

Elimination of insects in the Technical Section, Identification Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/10/91 BY SP-5 ci/btf

The Executives Conference consisting of Messrs. Ladd, Parsons, Belmont, Mason, Callahan, Alden, Gearty, Nease, and Tracy considered a suggestion from several employees in the Identification Division night force that an effort be made to eliminate insects coming into the building during the evening hours in the summer as such insects caused discomfort to the employees.

The Conference was advised that ever since the inception of the night force in the present building, this problem has arisen on particularly warm evenings during the summer months. The lights on the fourth floor where the criminal fingerprints files are located and where the night force primarily is engaged in work attract the insects. The building management was requested to screen all windows; however, they claimed the cost is too great and that they would screen only the lower half of every other window. This was done shortly after the Identification Division moved into the building. On particularly warm nights, employees have found that insufficient ventilation is secured unless all windows are open.

An estimate was secured by Mr. Glavin that the cost of screening the building, not counting the basement and the seventh floor, would be approximately \$36,000.

The Conference was advised by Mr. Tracy that the night force consists of 584 employees, the bulk of whom work on the fourth floor, that, however, there are 21 employees working on the first floor in the Typing Section, 12 employees on the second floor in the Assembly Section, and special searchers and locate clerks work on all the other floors.

The Conference with the exception of Mr. Tracy was of the opinion that the Bureau should request the General Services Administration to put screens on all windows throughout the entire building with the exception of the basement and the seventh floor.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

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

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9/6/51

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66-2554-81991

SEP 5 1951

INDEXED - 111

EX - 119

52 SEP 8 1951

Mr. Tracy was of the opinion that a request should be made for the screening of all windows on the fourth floor only; that the cost of screening on all other floors considering the small number of employees assigned would not be justified in the present emergency. Based on the \$38,000 estimate for six floors, the cost for screening the fourth floor should be approximately \$6,000.

Respectfully,
For the Conference,

I agree with Tracy
9-31

Clyde Tolson

I share majority view
H.

cc: Mr. Ladd
Mr. Rosen
Mr. Alden
Mr. Price
Mr. Myers

The Director

August 30, 1951

The Executives Conference

INTERSTATE TRANSPORTATION
OF STOLEN CATTLE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/11/91 BY sp-scj/lot

The importance of violations of the Interstate Transportation of Stolen Cattle Statute has been stressed to the field, and during the past few months articles have been prepared for publication in various trade magazines and cattlemen's papers to educate the public generally with regard to our jurisdiction under this statute. A story regarding the violation has been carried in the FBI Law Enforcement Bulletin, and our jurisdiction in these cases has also been mentioned on local radio programs sponsored by the Bureau.

It is desired to re-emphasize the importance of this violation to the field in order that an immediate follow-up can be made to the interest which has been aroused by the Bureau concerning our investigations of this violation. A Bureau Bulletin for that purpose has been prepared and is attached hereto.

ACTION RECOMMENDED:

That the attached Bureau Bulletin be forwarded to the Training and Inspection Division for issuance to the field.

Unanimously approved by the Executives Conference on August 30, 1951, with Messrs. Nease, Laughlin, Gearty, Mason for Clegg, Glavin, Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Nichols, Ladd and Rosen, in attendance.

Respectfully,
For the Conference

OK
A.
Clyde Tolson *ac*

Attachment

Tolson
Ladd **cc: Mr. Clegg**
Clegg **Mr. Mohr**
Glavin
Nichols
Rosen **OFM:nfb:ige:mc**
Tracy
Harbo
Alden
Belmont
Laughlin
Mohr
Tele. Room
Nease
Gandy

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THE DIRECTOR

September 4, 1951

THE EXECUTIVES CONFERENCE

gm

The Executives Conference of August 29, 1951, consisting of Messrs. Ladd, Rosen, Belmont, Carty, Laughlin, Nichols, Mohr, Parsons (for Harbo), Quinn Tamm and Glavin was advised that the SAC at Louisville, Kentucky, in response to a Bureau communication of August 10, 1951, concerning the desirability of setting up a full time supervisory employee at Paducah, Kentucky, has advised that he does not feel it necessary to set up such a full time supervisory employee at Paducah at this time.

The SAC points out that the volume of work in the Paducah area is uncertain, that approximately 1,000 AEA cases were pending in the Paducah area as of August 1, 1951, however, by the end of August it was anticipated that the greater volume of this total number of cases would have been completed. He points out that during the month of August, the Louisville Office opened approximately 350 cases which number include the cases in the Paducah area as well as the entire state of Kentucky.

The SAC points out that based on the current volume of cases being received for the Paducah area, he feels that possibly six to eight Agents working in the Paducah area will be able to handle all AEA cases on a very current basis and since this would be a material reduction in the number of Agents assigned to such work in the Paducah area, he does not feel that a full time supervisory agent headquartered at Paducah would be justified.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

OK
A.

cc

WDC:JG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/12/97 BY 166 SA-SC/BM

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

76 SEP 8 1951

INDEXED - 11/11/51
FILED - 7/6/51
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SEP. 5 1951

lp

THE DIRECTOR

August 23, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/13/91 BY SP-5 C. B. H.

The Executives Conference of August 21, 1951, consisting of Messrs. Ladd, Laughlin, Mason (for Clegg), G. S. Gentry, Parsons (for Harbo), McGuire (for Nichols), Tracy, Mohr, Rosen, Belmont, and Glavin was advised by Glavin that in connection with the Charles S. Ross Fund, the Inspector, presently conducting the inspection in the Administrative Division, recommended that this fund, which at the present time is deposited in the City Bank in the amount of \$25,005.45, be distributed to three different banks in order to insure adequate protection, it being noted that the FDIC insurance protects deposits of up to \$10,000 only.

It was pointed out to the Conference that the distribution of this fund to several banks would make it necessary to file copies of the trust agreement and also state the manner in which the account should be operated.

The Conference recommends that rather than distribute the Charles S. Ross Fund among three different banks to insure adequate protection, that we purchase approximately \$16,000 worth of Defense Bonds with that portion of the fund over and above \$10,000 deposited at the present time.

Should the Director agree, the appropriate steps will be taken to purchase the bonds in question. For the Director's information, a check of the administration of funds revealed that these bonds can be purchased without difficulty.

Respectfully,
FOR THE CONFERENCE

Glyco Tolson

cc

OK
A.

WAG:JO

CC - Mr. Clegg
Mr. Mohr

RECORDED - 116-2554-8994

EX - 119 SEP 5 1951

- Tolson
- Ladd
- Clegg
- Glavin
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- Nease
- Gandy

The bylaws says
be done

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THE DIRECTOR

August 8, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of July 31, 1951, consisting of Messrs. Ladd, Nease, Nichols, Tracy, Harbo, Mohr, Belmont, Rosen, Mason, Trotter, and Glavin, considered an inquiry received by the Identification Division from the Civil Service Commission, wherein the Bureau was asked as to whether a tabulation of dispositions submitted to the Bureau by the Civil Service Commission was made.

It was pointed out to the Conference that the dispositions received from the Civil Service Commission are in fact tabulated by the Identification Division into two categories:

1. Current Civil Service fingerprints
2. Follow-ups on current arrests of Government employees

Each of the two main categories is divided into sub-categories as follows:

1. NO ACTION TAKEN
 - a. Minor nature of offense
 - b. Service essential
 - c. Other reason
2. ACTION TAKEN
 - a. Confronted and reprimanded
 - b. Letter of warning to applicant
 - c. Dismissal
 - d. Name flag
 - e. Other action

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DATE 12/13/91 BY SP-5 eib/af

It was further pointed out by the Identification Division that statistics with regard to the first main category, i.e., current Civil Service Commission fingerprints, date back on a monthly basis to June 18, 1943, and in the second category, the follow-ups, they date back to August 1950.

It was pointed out that Civil Service Commission statistics on a fiscal year basis are used in connection with the Bureau's annual report and are used in connection with budget and appropriation hearings. It was suggested, therefore, that the Civil Service Commission representative making this inquiry be advised that we

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- Tele. Room
- Nease
- Gandy

cc: Mr. Mohr
Mr. Clegg
E. 39
SEP 3 1951

EX - 119

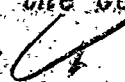
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9/6/51

WRG:mle

maintain such statistics on a fiscal year basis. Should the Director agree, this matter will be handled in that way.

Respectfully,
For the Conference

OK
A



Glyde Tolson

- Tolson _____
- Ladd _____
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- Alder _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Director

August 20, 1951

The Executives Conference

UNDERCAR TRANSMITTERS

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

On August 20 the Executives Conference, consisting of Messrs. Ladd, Tracy, McGuire, Laughlin, Glavin, Nease, Gearty, Clegg, Belmont, Rosen, Mohr and Parsons, considered the need for undercar transmitters for assistance in field surveillances.

The Conference was advised that the Laboratory constructed three transmitters which could be concealed under the subject's car and which by means of a microphone planted in the car would transmit conversations to a surveilling Bureau automobile. More recently there has developed a need for a transmitter which does not have a microphone and, therefore, does not transmit intelligence from within the car but which simply emits a tone which can be received by the surveillance cars in order to assist in the surveillance. The transmitter is connected to the ignition switch so that whenever the motor is turned on the transmitted tone can be received by Bureau equipment. In some instances, when the surveillance is not continuous, it assists in determining the part of the city in which the subject's car is operating. It also will assist in specifically identifying the car in traffic and will facilitate following the car when it is not possible for the Bureau automobiles to stay close to the subject.

The Director approved the installation of two of these transmitters in the surveillance of [redacted] in Washington. Because of the urgency of this case, it was necessary to convert two of the afore-mentioned microphone transmitters for this purpose. The third transmitter is in El Paso in connection with the Communist escape route. We have also received requests or indications of need for this type of equipment in Portland, Detroit and Boston.

Tests made jointly by the Washington Field Office and the Laboratory have indicated promising results for these tone transmitters. Tests indicate a range of from approximately one-half mile in city traffic to as much as eight miles under more favorable conditions in the suburbs or across country. Based on these tests, the Washington Field Office has indicated that they intend to request three more of these units.

The Conference unanimously recommends that we immediately construct ten of the tone transmitters at a cost of approximately \$150. Eight to ten days will be required to construct each unit. As some of these new units have been constructed, the original

- Mr. Tolson
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. 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

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Declassify on: OADR

~~CONFIDENTIAL~~

SEP 8 1951

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Memorandum for the Director

~~CONFIDENTIAL~~

units will be reconverted to microphone transmitters so that we will have available three microphone units and ten tone transmitters.

Respectfully,
For the Conference

Y

Clyde Tolson

CF

~~CONFIDENTIAL~~

August 22, 1951

Executive Conference

INVESTIGATION OF GAMBLING DEVICES

53100

The Executives Conference today unanimously approved the attached SAC Letter, re-emphasizing previous instructions concerning the development of violations under the Interstate Transportation of Gambling Devices Statute and instructing that this matter should receive immediate, vigorous and continuous attention and that the SAC will be held personally responsible for the productivity and effectiveness of this program. Those in attendance at the Conference were: Messrs. Ladd, Parsons for Harbo, Mohr, Nelson, Gentry, Humphrey, Tracy, and Rosen.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Clegg
Mr. Mohr

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DATE 12/12/87 BY SP-5 GAD/BJP

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

52 SEP 15 1951

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THE DIRECTOR

August 11, 1951

THE EXECUTIVES' CONFERENCE

~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE~~
COMMUNIST PARTY, USA; DEVELOPMENT OF CONFIDENTIAL INFORMANTS
~~CONFIDENTIAL~~ 88649

At the Executives' Conference on August 9, 1951, consisting of Messrs. Ladd, Clegg, Harbo, Nichols, Rosen, Tracy Mohr, Nease, Laughlin and Belmont, the Conference considered certain proposals by the Domestic Intelligence Division looking toward the development of additional confidential informants within the Communist Party. (S)(u)

The uncovering of a number of our confidential informants in connection with the prosecution of the Communist Party leadership, the contemplated uncovering of additional informants in future prosecutions, the loss of confidential informants through Party security measures, the increasing underground operations of the Communist Party, and the lack of strategically placed Communists who could furnish information relative to the missing Communist fugitives, make it mandatory that we take immediate steps to develop new informants, paying particular attention to individuals who hold high positions in the Party who can be of assistance to us in locating Communist fugitives, in order to insure adequate informant coverage of Communist activities in the future. (S)(u)

The proposed program is directed with a view to:

- (1) Directly approaching individuals who presently occupy high level positions in the top leadership of the Party;
- (2) Approaching individuals who appear to have future prospects of top positions in the Communist Party;
- (3-a) Developing on a long-range basis individuals who have a non-Party background but who can become active in important phases of Communist Party activities over a two to five year period;
- (3-b) Persuading present confidential informants who are working on a part-time basis to work full time for the Bureau.

Under our present informant program, the Bureau has 874 national defense informants. In addition, 532 individuals are being considered as potential confidential informants. Of the

cc - Mr. Clegg
Mr. Mohr

~~CONFIDENTIAL~~

AHB:tlc

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MEMORANDUM FOR THE DIRECTOR

present national defense informants, 287 are Communist Party members and a majority of the others report on some phase of Communist activity. Of these 287 individuals, only one could possibly be considered to be of a high level, namely [redacted] b7D [redacted]. However, even this individual has only occasional access to Communist Party Headquarters and occasional discussions with top Communist leaders. His development has been slow due to [redacted] but his future work as an informant has excellent potentialities.

1. Development of Confidential Informants on a High Level in the Immediate Future:

88650

In order to immediately develop high level informants within the Party, it is proposed that we directly approach, after careful consideration in each instance, persons who today hold important positions in the national organization of the Communist Party.

As early as 1947, members of the National Board, National Committee and all individuals connected with Communist Party Headquarters in New York City were considered under a special project for possible development as confidential informants. Because of conditions existing at that time, it was not considered advisable to make the approaches. Since then, however, conditions have changed. The eleven Communist leaders have been convicted, the constitutionality of the Smith Act has been upheld by the Supreme Court, and additional prosecutions of Communist leaders are under way. The Party has fallen into further disfavor in the eyes of the public. In the light of these developments, it is believed that this project should again be instituted.

To carry out such a program under close supervision, it is suggested that a special group of ten Special Agents be selected by the Bureau from among its Agents having long experience in Communist investigations. These ten Special Agents will be selected from several offices having the highest concentration of top Communist Party leaders in their territories. These Agents will be brought into the Seat of Government and given a short indoctrination course in order to thoroughly acquaint them with the aims of the program. These men will study the various case files at the Bureau and will completely familiarize themselves as far as possible with the subjects' habits, hobbies, family life, character weaknesses, etc. They will also be given authority to offer substantial and worthwhile remuneration to the selected top Communist leaders in return for their services. After a Communist leader has been

~~CONFIDENTIAL~~

8/11/51
NR

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

selected, two of the ten Special Agents will be sent to the appropriate field office for additional conferences with the SAC, will conduct any additional investigation necessary prior to the approach including physical surveillances, and after the groundwork has been thoroughly laid, will approach the subject when in their judgment the most opportune moment presents itself. Bureau clearance will be obtained prior to the contact.

There is some risk involved in criticism from the Communist press if the subject does not react favorably. However, it is not believed we should allow this to deter us.

2. Developing Individuals as Informants
Who appear to have Future Prospects
of Top Positions in the Communist Party

88651

All other active Party members should be considered as potential informants by each field division. At the present time the field is authorized to approach currently active Communists who are in a position to furnish information of value, after Bureau authority has been obtained, for direct or pretext approach. If a pretext approach is employed, the field is required to again secure authority for a direct approach. It is suggested that once the Bureau authorizes a pretext approach, the field be allowed to follow up immediately if the subject appears cooperative, thus enabling the field to "strike while the iron is hot."

It is pointed out that a well-placed stenographer or clerk in a Party headquarters building or a rank and file member strategically located can, in many instances, be more productive than some isolated functionary in a higher position. It is believed that a vigorous program with regard to developing informants in this category should be developed by the Bureau and adopted by the field. It is also believed that the field should be instructed to analyze the potential leaders of the Communist Party in each district and concentrate on the possibility of developing these individuals as informants. The field will be fully instructed regarding the careful handling of such a program with good judgment, tact and resourcefulness.

Here again some of these contacts may be reported to the Communist press. It is not believed that we should allow this to deter us. As each contact will be cleared by the Bureau, we are in a position to control the program.

~~CONFIDENTIAL~~

8/11/51
NR

MEMORANDUM FOR THE DIRECTOR

3-a. Development of Known Party Individuals
as Informants on a Long-Range Basis:

~~CONFIDENTIAL~~

It can be expected that barring the outbreak of a third world war, the cold war will continue for years to come. The Communist Party, USA will continue to represent the greatest threat to our internal security as long as Russia remains a foremost world power. Therefore, the Communist Party will be the target for concentrated investigative attention on the part of the Bureau for years to come. It is believed desirable that careful planning be undertaken to insure adequate future informant coverage. (S) (u)

It is proposed that we insert into the Communist Party individuals who are likely prospects for acceptance by the Party and particularly who have the background and intelligence for advancement in the Party with a long-range view to developing additional informants in the Communist Party. (S) (u)

Such prospects would be secured on a highly selective basis from young people who are in a position to infiltrate into the Communist youth groups, front organizations and every phase of Communist infiltration activities. By careful selection of appropriate individuals, with prior Bureau clearance in each instance, it is believed we can step up our prospects for future coverage of Communist Party activities. Such individuals will have to be carefully selected, carefully supervised and remunerated in accordance with the needs of the particular case. (S) (u)

3-b. Developing Present Confidential
Informants on a Long-Range Basis
For More Responsible Party Positions:

88652

It is recommended that each field office be instructed to contact all of its confidential informants who are not presently working as informants on a full-time basis. The object would be to increase their activities as functionaries in the Communist Party and to attempt to advance them within the Party through full-time application to Party duties. In the event it is necessary to increase the compensation of the informant to accomplish this, each case will be considered on its individual merits. (S) (u)

Executives' Conference
Recommendations

The Executives' Conference unanimously recommended that the above program be put into effect immediately. (S) (u)

~~CONFIDENTIAL~~

8/14/57
NR

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

If you approve, the attached SAC Letter will be sent to the field implementing points 2 and 3 and immediate steps will be taken to select ten Special Agents and bring them into the Bureau under the supervision of the Domestic Intelligence Division for implementation of point 1.

Respectfully,
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION: "OK.H."

88653

~~CONFIDENTIAL~~

8/11/51
DR

August 3, 1951

Mr. Nichols

M. A. Jones

SPEAKING ENGAGEMENTS

You will recall that Section I, SAC Letter Number 65, dated June 30, 1951, stressed the necessity of speaking engagements being handled by the SAC or ASAC with certain exceptions.

In this connection there is attached a suggested SAC Letter requiring the SAC to review the personnel files of all Agents who are approved Bureau speakers and select a new list of speakers necessary to discharge the requirements under SAC Letter Number 65.

It is felt that this new policy should be explained to our Agent personnel in the Field in order that they will have a clear understanding of the policy.

RECOMMENDATION:

It is recommended that the SAC Letter be approved and sent to the Field.

Attachment

GLC:vtt ADDENDUM: (LBN:mrh 8-12-51)
Approved by the Executives Conference on August 8, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Laughlin and Nease and Nichols.

DIRECTOR'S NOTATION: "OK.H."

ALL INFORMATION CONTAINED
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DATE 12/12/51 BY SP-5 CIB/OTC

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NOT RECORDED
45 SEP 18 1951

63 SEP 25 1951

INSTRUMENT ORIGINAL

ORIGINAL FILED IN 78-1-1010

The Director

August 31, 1951

The Executives Conference

*ANNUAL CHANGE CONCERNING FIELD OFFICE AEA-A NAME SEARCHES

53111

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/91 BY SP-501/DTG

Present instructions to the Field provide that upon receipt of an AEA-A case, the Field Office should search its indices concerning the applicant, his close relatives, and references regardless of place of residence.

The importance of searching the applicant's name through field indices, regardless of place of residence, is recognized and no change is therefore recommended.

The question has been raised, however, as to the value of searching the names of relatives and references by a Field Office when there is no indication of a residence within that Field Division.

The average AEA-A case involves leads in four field offices. To comply with present policy, each of the four offices must search all names of relatives and references, even though the available information may indicate they have lived in but one. This policy was deemed necessary in view of the infeasibility of a central Bureau file check due to the volume of these cases. To conduct such a central check would increase the number of names searched by the Records Section in AEA cases from an average of 8,000 per month to 64,000 per month.

It was contended by those in attendance at the Field Applicant Supervisors Conference that the present provision represents a shotgun approach to the problem and entails numerous, fruitless searches and file reviews, the results of which are not commensurate with the efforts expended. Further, that a check of indices by the Field Office covering the residence of the relative and/or reference will produce the pertinent information needed.

It is suggested, therefore, that present instructions be amended, insofar as they pertain to searching the names of relatives and references, to provide that the Field Division will search its indices only when there is indication that the reference or relative has or now resides in that division.

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- Nease _____
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EX - 119

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THE DIRECTOR

August 10, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/91 BY SP-5 C/LTH

The Executives Conference of August 7, 1951, consisting of Messrs. Nease, Laughlin, Nichols, Clegg, Rosen, Ladd, Belmont, Mohr, Tracy, and Glavin considered a suggestion submitted by Mr. L. J. Gauthier that FBI employees at the Seat of Government utilize one building pass rather than the several building passes presently used by Bureau personnel assigned to the Seat of Government.

For the Director's information, employees assigned to the Department of Justice Building are issued identification buttons and Department of Justice Building passes, samples of which are attached and labeled C and D. Employees of the Identification Division are furnished building passes such as the attached pass labeled D. The Identification Division employees are not issued an identification button since the entire building houses Bureau employees.

Mr. Gauthier recommends that a building pass such as that attached and labeled A be utilized to take the place of the present Department of Justice Building pass, the Identification Division pass, and the Identification button. He feels that the above uniform identification pass, Exhibit A, if issued to each employee at the Seat of Government at the present time would eliminate the necessity of issuing the present two types of building passes and the one identification button.

For the Director's information, the cost of issuing identification buttons to the employees in the Justice Building is 15¢ each. The Department of Justice building passes are issued to Bureau employees without cost, they costing the Department of Justice an average of 8¢ each. The cost of the passes issued to employees of the Identification Division is approximately 10¢ each. The identification card which it is suggested be issued, labeled Exhibit A, costs 10¢ each. The furnishing of the new identification card to employees of the Identification Division building would not result in any savings over the identification card presently furnished, however, the new identification card would be much more durable and would not need to be replaced as often as the card presently utilized. INDEXED - 107

RECORDED - 107 66-2554-9081

The substitution of the suggested identification pass for the Department of Justice building employees would result in a savings of approximately 5¢ each when the cost of preparing the identification buttons is considered. Insofar as replacement costs are concerned, it is estimated it would cost approximately \$500 in materials and work to replace the identification buttons and passes with the suggested identification card. It is not felt that it is essential for employees assigned to this building to have both the Bureau identification button and the Department of Justice identification card. Entrance into

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- Nease _____
- Gandy _____

SEP 18 1951 J E

HANDLED BY
SP-5 C/LTH

Memorandum to the Director - Continued

the building by Bureau employees, is made by their identification buttons or by their Department of Justice pass. However, it is felt that we can eliminate the Department of Justice pass. There is no question concerning the acceptance of a new identification pass for Bureau employees rather than the present identification button which is utilized by us at this time.

It is pointed out further that with the issuance of the identification card, this is a card that could be carried on a ribbon by female employees which would be more satisfactory than the pinning of the old type identification buttons on the clothing of such employees.

The Conference unanimously recommends that the new type of identification card be issued to the employees at the Seat of Government.

Mr. Gauthier also suggests that clerical employees in the field be issued the same type of identification card at this time. He points out that this type of badge had been approved by the national headquarters of Civil Defense for utilization by Bureau clerical employees in the field in cases of emergency. Mr. Gauthier feels that it would be well to issue such badges to insure that the entire personnel in the field would have identification cards which could be utilized in the event an emergency situation arose.


It was pointed out to the Conference that in two instances, San Francisco and Washington, D. C., Civil Defense officials stated that they would recognize their own civil defense badge or credential. Arrangements have been made in San Francisco to have the necessary civil defense credentials issued to the employees of the San Francisco Office. No request as yet has been made by Civil Defense officials in Washington for lists of employees who should be issued such credentials in this city. It is of course understood that there would be no difficulty insofar as the Agents' credentials are concerned as they would be recognized by Civil Defense authorities in any emergency situation. Such recognition was given during the last war. It is necessary that some uniform credential be in possession of the clerical employees who must travel to and from their offices during periods of emergency.


The Conference does not feel that we should equip all clerical employees in the field with the identification card suggested by Mr. Gauthier at this time. It is felt that in the event the emergency becomes more acute, steps can then be taken to have clerical employees in certain or all of our divisional offices furnished with the card in question. In view of the turnover in clerical personnel

Memo to the Director - Continued

It is felt that since identification cards are not needed in the field at this time, that all Bureau employees should not be furnished such cards at this time. Should the Director agree, appropriate steps will be taken to see that the new identification card is prepared for Bureau employees at the Seat of Government and the preparation of such cards will be held up pending the Director's decision insofar as field clerical employees are concerned.

Respectfully,
For the Conference


Clyde Tolson


WRO:amb
Attachments
CC - Mr. Clegg
Mr. Mohr

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

THE DIRECTOR

September 8, 1951

THE EXECUTIVES CONFERENCE

UNKNOWN SUBJECT

R. F. & P. Train Wreck,
Quantico, Virginia,
August 29, 1951

FEDERAL TRAIN WRECK STATUTE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/13/91 BY SP-5C/DA

On September 7, 1951, the Executives Conference, consisting of Messrs. Ladd, Mason for Clegg, Callahan for Glavin, Tamm for Tracy, Rosen, Hennrich for Belmont, McGuire for Nichols, Mohr, Gearty and Laughlin, considered the proposal of the Richmond Office that ONI and Marine authorities at Quantico, Virginia, be apprised of the possibility that Marine personnel may be involved in the captioned wreck and that ONI conduct polygraph tests on possible Marine subjects. It was further proposed that Agents be present during such tests to assure proper questioning and because of the Bureau's interest in solving this case.

On August 29, 1951, thirty cars in the last half of a northbound freight of the Richmond, Fredericksburg and Potomac Railroad were derailed by an acetylene tank on the tracks at Quantico, Virginia. The Richmond Office has advised that investigation to date points toward the possibility that one or more of a group of thirteen or fourteen Marines who are assigned to the stables immediately adjacent to the tracks may have been responsible for placing the tank on the tracks. These Marines take care of the officers' horses and it is not a choice assignment. There is evidence that these Marines are disgruntled and that they are below average as Marines. Interviews with the Marines have been negative.

ONI frequently uses the polygraph on Navy personnel in its investigations and ONI has a polygraph at Norfolk, Virginia. The Richmond Office feels that there will be no difficulties encountered with either the Marine authorities or ONI in having ONI utilize its polygraph in this case.

EXECUTIVES CONFERENCE RECOMMENDATION:

RECORDED FOR 166-2887-9002
INDEXED 67
SEP 10 1951

The Executives Conference unanimously agreed that the Richmond Office be authorized to contact ONI and the Marine authorities furnishing them with the information indicating that Marine personnel may be involved in this case. It was agreed that ONI and Marine authorities should be furnished with sufficient background data to enable ONI to conduct a logical polygraph test.

EFL:rdm
cc Mr. Mohr
Mr. Clegg
SEP 12 1951

Handwritten signatures and initials, including "gjk" and "783".

The Executive Conference is of the unanimous opinion, however, that no Agents should be present so the Bureau will not be accused of conducting polygraph tests. It is suggested that in the event any admissions are obtained as a result of such tests Bureau Agents immediately interview such individuals and attempt to obtain signed statements. An appropriate teletype so advising the Richmond Office is attached. If you approve, it will be forwarded.

Respectfully,
For the Conference

OK
H.
✓
Clyde Tolson

J-11203

THE DIRECTOR

September 7, 1951

The Executives Conference

FINGERPRINT CHECKS ON ALIENS
ARRIVING IN THE UNITED STATES

53113

The Executives Conference with Messrs. Tolson, Ladd, McGuire, Laughlin, Gearty, Mason, Henrich, Rosen, Mohr, Callahan, and Quinn Tamm being present considered a letter from the Commissioner of the Immigration and Naturalization Service in which the Commissioner points out that a 60 day check of the results of fingerprint returns received from the Bureau on Alien Registration fingerprint cards indicates there are no practical benefits derived from checks on individuals other than those aliens arriving from the Western Hemisphere countries. Immigration in its letter points out that it will be satisfactory to eliminate the fingerprint checks of aliens arriving from other than the Western Hemisphere countries.

The Conference was advised that there are presently in the Identification Division 350,000 such fingerprint cards which have been held since last October with Bureau approval without search.

The Conference unanimously recommends that these fingerprint cards be classified and filed without further search, it being noted that they have been searched in Card Index and that in the future, in conformance with the letter from the Immigration and Naturalization Service, only those fingerprint cards of aliens received from the Western Hemisphere be searched in the Technical Section files, and that all other alien fingerprint cards be classified and filed. If you approve, there is attached hereto a letter to the Immigration and Naturalization Service advising this system is being placed in effect.

Respectfully,
For the Conference,

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/16/94 BY SP-3 CJK/HR

cc - Mr. Clegg
Mr. Mohr

RECORDED - 43
INDEXED - 43

66-2554-9093
SEP 10 1951

61 SEP 25 1951

- Tolson _____
- Ladd _____
- Legg _____
- Laughlin _____
- Belmont _____
- Mohr _____
- Parsons _____
- Quinn Tamm _____
- Nease _____
- Glavin _____
- Harbo _____
- Tracy _____
- Conrad _____
- DeLoach _____
- Malone _____
- Rosen _____
- Sullivan _____
- Tamm _____
- Tele. Room _____
- Holloman _____
- Gandy _____

53114

THE DIRECTOR

September 6, 1951

THE EXECUTIVES' CONFERENCE

~~AMERICAN LEGION CONTACT PROGRAM~~
STATE OF OHIO

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-8/PHK

On September 5, 1951, the Executives' Conference consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Nichols, Tamm for Tracy, Mohr, Laughlin, Gearty and Belmont considered the problem of whether the American Legion Contact Program in the State of Ohio should be continued.

The Conference was advised that 670 American Legion contacts have been developed by the Cincinnati Office and 1302 such contacts have been developed by the Cleveland Office. It was pointed out that on August 20, 1951, the Executives' Conference first considered whether the American Legion Contact Program in Ohio should be continued inasmuch as an editorial unfavorable to the FBI appeared in the "Ohio State Legionnaire," August, 1951 issue. The Conference at that time unanimously recommended continuance of this program since the editorial in question had been called to the attention of the Bureau by a National Executive Committeeman of the American Legion for the State of Ohio who indicated his Legion Post would take steps to counteract the editorial. The Director inquired as to what steps they are taking.

The Conference was advised that Mr. Aaron Halleran, National Executive Committeeman of the American Legion for the State of Ohio, who advised Inspector Pennington that the editorial in question would appear in the "Ohio State Legionnaire," told Mr. Pennington that he had communicated with M. H. Carrothers, writer of the editorial in Columbus, in a determined effort to stop the publication but the paper had already gone to press. Mr. Halleran stated he would attempt to have his Post pass a resolution for reference to the State Convention at Columbus counteracting the editorial. Mr. Halleran stated further that he had talked to Carrothers and he felt he had him straightened out so he would not write additional editorials of this nature. Halleran also stated he intended to be at the Everglades Hotel at the National Convention in Miami and wanted to discuss in detail with Mr. Pennington the political situation in Ohio which last year gave rise to the formation of a subversive investigative group by the Ohio General Assembly.

to

RECORDED - 57
INDEXED - 57

SEP 10 1951
6

66-2554-9004
[Handwritten signatures and initials]

cc - Mr. Clegg
SEP 12 1951
Attachment
AHS:tlc

141

MEMORANDUM FOR THE DIRECTOR

53116

was to be introduced and stated that if it were, Deutschle would appear on the floor of the Convention and quote from a number of the Director's speeches specific statements by the Director in support of Deutschle's editorial. Deutschle said he would also bring out the fact that the FBI has also resisted the efforts of other agencies to help fight against Communism.

ASAC Gearty advised that Deutschle runs the Legion in Ohio; that he dominates the entire situation and what he says goes, irrespective of any other Legion officials.

It was pointed out to the conference that Deutschle apparently runs the Legion in Ohio; that he was responsible for the editorial in question; and that he stopped Halleran from introducing a resolution proposed by Halleran as a measure to counteract the editorial.

Executives' Conference Recommendation:

After carefully considering this matter, the Executives' Conference recommended unanimously that the American Legion Contact Program in the State of Ohio be continued. The Conference felt that discontinuance of this Program would add to our investigative problems, rather than assist us. The Conference was of the opinion that a large number of contacts have been developed and by discontinuing the Program, we would be alienating the friendly contacts within the Legion in Ohio. They felt it is to the interests of the Bureau to continue the Program, but recommended that the Bureau offices in Ohio should deal circumspectly with State Adjutant Deutschle when it was necessary to deal with him at all.

In the event you agree, the attached letter to Cincinnati with a copy for Cleveland will be forwarded.

Respectfully,
For the Conference

Clyde Tolson

Deutschle should not be dealt with at any time

H

66-2584-9004

THE DIRECTOR

9/8/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/21/92 BY SP-SC/PME

The Executives Conference of 9/7/51, considered whether an article prepared by Sergeant Anthony F. Nelligan, FBINA, Baltimore PD, relative to visible laundry marks, should be included in the FBI Law Enforcement Bulletin. Those in attendance at the Conference were Messrs. Tolson, Callahan, Quinn Tamm, Mohr, Rosen, Ladd, Henrich, Mason, Gearty and McGuire.

The Conference considered the fact that relations with the Baltimore PD have been cool over a period of years and that Commissioner Beverly Ober still occupies his position of authority. It is noted that, in recent months there have been indications of the possibility of more cordiality among the rank and file of the Baltimore PD, although there is no indication of any change in the attitude of Ober himself.

On April 30, SAC Baltimore advised that Colonel Ober is not sincere in his expressed desire to eliminate bookies. On June 18, the Director expressed his appreciation to Detective Lieutenant John F. Hettcher of the Baltimore PD, inasmuch as Hettcher had expressed his appreciation for FBI cooperation in Homicide cases. On June 20, 1951, the Director congratulated Chief Inspector J. H. Itzel on his promotion and on that date the Director also congratulated Mr. O. L. Lusby of the Baltimore PD on his promotion to the position of Inspector. In May, the Director congratulated Captain Clarence Forrester on his appointment as head of the Records Section. In April, the Director declined the request of Colonel Ober for a Bureau Firearms demonstration.

The majority of the Conference, consisting of Messrs. Tolson, Callahan, Quinn Tamm, Mohr, Rosen, was apposed to the article being published in the FBI Law Enforcement Bulletin, even though Sergeant Nelligan is friendly, because it might strengthen the hand of Colonel Beverly Ober and give him an opportunity for further publicity.

The minority, consisting of Messrs. McGuire, Laughlin, Ladd and Mason, felt that the article should be published, but that no mention whatsoever should be made of Ober (and there is no mention of him in the article attached). The minority further felt that it would stimulate the interest of local officers throughout the country with regard to laundry mark possibilities, and would also serve to draw the rank and file of the Baltimore PD closer to the FBI.

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

SEP 12 1951
EDM:DMW

Approved Minority
I think we might try
pass it up to Tolson
before making report

Respectfully,
For the Conference
RECORDED - 57
66-2554-960
SEP 8 1951

cc-Mr. Mohr
Mr. Clegg for the article - One Clyde Tolson

THE DIRECTOR

September 5, 1951

JOINT COMMITTEE

SUGGESTION No. 4

EMPLOYEE: SA (A) EUGENE P. GREER
SAN FRANCISCO DIVISION

PLACING OF FILE NUMBER OF INTRA-BUREAU MEMORANDA

MEMBERS PRESENT: E. D. Mason
B. T. Harbo
S. K. McKee
E. Scheidt
C. H. Carson

Executive Conference

SUGGESTION: The Bureau file number be placed immediately following the heading on memoranda to the Bureau and to other offices as indicated below:

"To: SAC, San Francisco (62-12345)"

The purpose of this suggestion is to provide uniformity in the location of file numbers in intra-Bureau correspondence as an aid to clerical employees and also provide for a savings of stenographic time.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered this suggestion and saw no objections to the suggestion and felt that on the other hand that it was highly desirable and favorably recommended its adoption. The Joint Committee also recommended that the attached Bureau Bulletin be approved.

EXECUTIVES CONFERENCE CONSIDERATION:

(See next page)

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-5 CIB/TC

cc - Mr. Mohr
Mr. Clegg

RECORDED - 66

INDEXED - 66

EX-79

EDM:IGS

66-2554-9006

SEP 10

[Handwritten signature]

52 SEP 18 1951

F 377


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

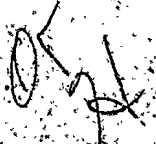
EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 9/6/51, consisting of Messrs. Tolson, Quinn Tamm, Parsons, Mohr, Belmont, Mason, Gearty and Laughlin, unanimously recommended that the Director approve the suggestion.

An insert for the next Bureau Bulletin is attached for signature, if the Director agrees.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

August 31, 1951

The Executives Conference

SUGGESTION FOR NAME PLATES IN
TYPING SECTION, IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Rosen, Glavin, Nichols, Mohr, Laughlin, Gerty, Mason, Belmont, Parsons, and Quinn Tamm considered a suggestion submitted by Miss [redacted] an employee of the Identification Division.

b6
b7c

Miss [redacted] suggested that metal holders be made to accommodate the name plates of each of the individual desks in the Typing Section.

It was pointed out that the use of metal holders would make a neater appearing name plate for the desks in the Typing Section and assist in the routing of mail and would eliminate the necessity of having to make new name plates for approximately 400 employees because of the fact that these name plates are presently held on the desks by scotch tape. It was further pointed out to the Conference that all of the desks in the Typing Section are numbered and each of the employees has a number to use in signing her work. These numbers are necessary in returning errors, routing work of various types, and making collections with regard to the production records in the Typing Section. The cost of providing metal name plates would be approximately \$300.

The Conference was unanimously of the opinion that this suggestion should be adopted. If you approve, there is attached hereto a letter to the employee thanking her for her suggestion.

Respectfully,
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/21/92 BY SP-5/BJM/HK

cc - Mr. Clegg
Mr. Mohr

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

QF:edm
alm

RECORDED - 67

INDEXED - 67

66-2584-9907
SEP 8 1951

53 SEP 12 1951

EX-92

Executive Conference

THE DIRECTOR

September 1, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/82 BY 59-50177

The Executives Conference of August 30, 1951, consisting of Messrs. Ladd, Parsons (for Harbo), Mohr, Rosen, Belmont, Clegg, Nease, G. C. Kearby, Laughlin, McGuire (for Nichols), Tracy, and Glavin was advised that Mr. Peyton Ford, Deputy Attorney General, forwarded to the Bureau under date of August 15, 1951, a Bill, H. R. 4924, to amend the Federal Property and Administrative Services Act of 1949, as amended, to provide for the transfer to the Administrator of General Services of functions relating to the acquisition and assignment of passenger-carrying motor vehicles and to the control of office furniture and equipment.

The Conference was advised that Section 212 of the proposed bill stated that "All functions with respect to acquiring passenger-carrying motor vehicles by purchase or lease for use by executive agencies, and all functions with respect to assigning and reassigning such vehicles heretofore or hereafter acquired for use by executive agencies within the United States, its territories and possessions, are hereby transferred to the Administrator, who shall prescribe regulations governing the use, custody, repair, and disposition of, and accountability for, vehicles so assigned."

It was pointed out in this Section that the provision shall not apply to the Department of Defense, but this exemption shall not be construed as limiting any authority vested in the Administrator by other provisions of this or any other Act with respect to motor vehicles used or to be used by the Department of Defense.

Section 213 of the Act reads as follows: "The control, including custody, repair, disposition, and accountability, of all office furniture and furnishings and office equipment, owned or leased by any Federal agency, now or hereafter located on or within any building or space under the jurisdiction of the General Service Administration, is hereby transferred to the Administrator."

The Conference felt that in the event this Bill is enacted into law it would seriously hamper the Bureau's investigative activities unless an exception of its provisions for the Bureau could be

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

WNS:JC
cc - Mr. Clegg
Mr. Mohr

RECORDED - 66
INDEXED - 66
EX-79
66-2554-908

52 SEP 18 1951

Memo for the Director - Continued

obtained. It is pointed out that in connection with the functions relating to passenger carrying motor vehicles that it would place under the General Services Administrator the use, custody, repair, and disposition of, and accountability for, vehicles so assigned, the vehicles presently in operation by the Bureau would have to be turned over to the GSA Administrator. The Bureau, operating on a 24-hour basis, must have automotive equipment available at all times, it must be maintained in a safe and efficient operating condition, and this equipment is specialized equipment used in investigations of a highly confidential nature and the Bureau could not operate its automobiles to an advantage if they were under the control of an agency other than the Bureau. It is pointed out that all automotive equipment carries regular license plates rather than Government license plates, the Bureau automotive equipment being exempted from utilization of Government license plates in view of the type of work being performed by the Bureau.

The Conference feels that the transfer of furniture to the General Services Administrator would hamper the Bureau's work inasmuch as we transfer furniture as needed from office to office, and Division to Division at the Seat of Government, and we transfer furniture from Washington to the field when such furniture is available and needed in the field. If we transferred the title of our furniture to the supervision of GSA we could not transfer the furniture as needed. We would run into difficulties, the same as we are running into difficulties now in the rentals. The Conference recommends therefore that the attached communication go forward to the Deputy Attorney General concerning this particular matter.

Respectfully,
FOR THE CONFERENCE

OK
Glyde Tolson

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

Attachment

THE DIRECTOR

August 28, 1951

THE EXECUTIVES CONFERENCE

~~ASSIGNMENT OF A BUREAU REPRESENTATIVE TO VIENNA~~

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

The Executives Conference, consisting of Messrs Ladd, Glavin, Rosen, Mohr, Belmont, G. C. Gearty, Parsons for Harbo, Quinn Tamm for Tracy, and Laughlin, on August 28, 1951, considered the request of Lieutenant General S. Leroy Irwin, Commanding General, Headquarters, U. S. Forces in Austria, to have a Bureau Agent detailed for duty in Austria. The letter of General Irwin's dated July 27, 1951, addressed to Major General A. R. Bolling, Assistant Chief of Staff, G-2, was forwarded to the Bureau by the latter on August 24, 1951. These letters are attached.

It was pointed out that Lieutenant General Irwin formerly was with G-2 in Washington and is well and favorably known to the Bureau. It was explained that undoubtedly General Irwin can be counted on to make available such information in which the Bureau would have an interest and also to insure that complete cooperation is extended to the Bureau's representative.

It was noted that Austria is presently under the control of the Americans, British, and Russians. This is also true of the city of Vienna. Vienna is very close to the Russian-dominated satellite countries of Yugoslavia, Czechoslovakia and Hungary. Undoubtedly Soviet Intelligence would be very active in Austria and, hence, the possibility exists of the Bureau gaining information concerning the Soviets' techniques. It was also observed that the Bureau representative at this post would gain access to defectors and possibly be in a position to develop double agents. (S)

The comment contained in General Irwin's letter that at least 20 of the non-occupational Americans have been identified as Communists was discussed and the possibility of obtaining on-the-spot information concerning the activities of these persons was mentioned.

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

Attachment

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

LLL:mer

RECORDED - 66

INDEXED - 66

SEP 11 1951

~~SECRET~~

52 SEP 18 1951

EX-791

Classified by *sp scibm*
Declassification: OADR

~~SECRET~~

[To date we have received very little information of intelligence interest. Undoubtedly this would be greatly increased if we had a man assigned to that post.] (S) (C)

It will be recalled that the Bureau recently assigned a man to Frankfurt, Germany, which is located approximately 400 miles from Vienna.

The Conference recommended that the Bureau examine the results of this man's activities during the next three months and, if information of interest to domestic intelligence is secured through the post at Frankfurt, that consideration then be given to complying with the request of General Irwin for a Bureau representative in Austria. (C)

Attached for approval is a letter so advising General Bolling. If you concur, it will be forwarded.

Respectfully,
For the Conference

Clyde Tolson

OK

~~SECRET~~

- _____ Mr. Tolson
- _____ Mr. Boardman
- _____ Mr. Nichols
- _____ Mr. Belmont
- _____ Mr. Ladd
- _____ Mr. Clegg
- _____ Mr. Glavin
- _____ Mr. Harbo
- _____ Mr. Rosen
- _____ Mr. Tracy
- _____ Mr. Egan
- _____ Mr. Gurnea
- _____ Mr. Hendon
- _____ Mr. Pennington
- _____ Mr. Quinn
- _____ Mr. Nease
- _____ Miss Gandy

cc: Mr. Ladd
Mr. Rosen
Mr. Alden
Mr. Price
Mr. Stetter

August 30, 1951

The Director
The Executives Conference

~~CRIMINAL INFORMANTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-5/BJP

Thirteen of our criminal informants can be sent from place to place to make inquiry and contacts, assisting us on important cases. The field has furnished memoranda on each of these informants citing cases which they have helped to solve and indicating that they are willing and able to assist us wherever they may be sent.

A list of these informants and a description of their capabilities has been prepared for dissemination to all offices. The attached SAC letter contains this information and it is felt it should be distributed so that the availability of these informants will be known to all offices.

Unanimously approved by the Executives Conference Aug. 20th with Messrs. Parsons for Harbo, Belmont, Clegg, Gearty, Laughlin, McGuire for Nichols, Tracy, Mohr, Glavin, Nease, Ladd and Rosen in attendance.

At this time there were listed fourteen informants; however, due to the arrest and pending probable conviction of one of the informants originally listed, it has subsequently been necessary to revise the list to delete this informant.

Respectfully,
For the Conference

[Signature]

Clyde Tolson

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

[Handwritten initials]

[Handwritten initials]

Enclosure

COB:HJK:MPW

RECORDED - 66

SEP 11 1951

66-2554-9010

INDEXED - 66

EX-791

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen

SEARCHED _____
SERIALIZED _____
INDEXED _____
FILED _____
SEP 11 1951
FBI - NEW YORK

18 1951 1377

The Director

August 31, 1951

The Executives Conference

CONFIDENTIAL NATURE OF FBI REPORTS - LOAN BASIS

An attorney in the Claims Division has raised a question as to whether the notation on our reports "Property of FBI - This confidential report, etc." is intended to apply to the various divisions of the Department of Justice.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-5 CPM

DETAILS

Mr. [redacted] of the Claims Division of the Department telephonically advised he had prepared a memorandum for the Director seeking our authorization to make available to the interested Governmental agency copies of our reports in a Federal Tort Claims Act matter. He stated it was necessary to secure the approval of the interested governmental agency before accepting compromise offers in tort cases and he had followed the practice of securing our authorization before disseminating our reports. He said this particular memorandum was returned to him by Assistant Attorney General Holmes Baldrige who inquired whether it was necessary to obtain Bureau authorization. Mr. [redacted] said he was of the opinion the Department had been following the practice of securing our authorization because of the stamp "Property of FBI - This confidential report, etc." and he inquired whether this notation was intended to apply to the various divisions of the Department of Justice. He was informed the matter would be checked into.

b6
b7c

The policy for utilizing the language "Property of FBI - This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of the agency to which loaned" is based upon a memorandum from the Bureau to the Attorney General dated February 12, 1948, in which we pointed out the need for protecting the confidential nature of our reports. The Attorney General returned this memorandum with the notation "O.K. by me...." and thereafter SAC Letter No. 56, dated April 9, 1948, was prepared instructing the utilization of this notation on all reports including those sent to the United States Attorney and to the Department. It has not been possible to locate any information in our files bearing specifically upon the question as to whether the stamp is intended to apply to the Department of Justice.

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

CONCLUSION

EX-79 RECORDED - 66 | 66-2554-9011
INDEXED - 66 SEP 11 1951

The Conference with Messrs. Laughlin, Gearty, Mason for Clegg, Glavin, Q. Tamm for Tracy, Parsons, Mohr, Belmont, Ladd and Rosen in attendance unanimously recommended that in view of the

Mr. H. H. Clegg
Mohr

AR:RDS

52 SEP 18 1951 F341


Handwritten initials: R

The Director

manner in which this thing was brought to our attention by a representative of the Claims Division that we not formalize our answer at this time because no difficulty has arisen in connection with the present instructions of the Attorney General. As a matter of fact the Attorney General is the custodian of all of the records of the Department of Justice and we do not want to indicate to the Department that we in any manner approve or disapprove the dissemination of reports, that is a matter within the discretion of the Attorney General. It was recognized that we should continue our present policy of advising the Department when the Department seeks our opinion concerning the dissemination of FBI reports to other governmental agencies. In this manner we keep a check on the reports which are going to be disseminated and if we have any objection we are in a position to voice these objections in connection with the specific inquiry from the Department.

Therefore, it is recommended that the attorney of the Department be advised that the present policy of sending these memoranda to the Bureau seeking our advice as to whether the dissemination of the report would or would not be advisable should be continued and is acceptable to the Bureau.

Respectfully,
For the Conference


Clyde Tolson

U. S. DEPT. OF JUSTICE
FBI
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U. S. DEPT. OF JUSTICE

53117

The Director

August 15, 1951

The Executives Conference

IDENTIFICATION OF SPECIAL EMPLOYEES
IN INVESTIGATIVE REPORTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/92 BY SP-5/BJP

The Executives Conference on August 15, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Belmont, Rosen, Ladd, McGuire, Nease and Glegg, considered the matter of the identification of Special Employees in investigative reports. At present only the names of Special Agents appear as the maker of investigative reports in the block on the report form entitled "Report Made By." Also, at the present time only the names of Special Agents are to be indicated in the body of reports as having conducted interviews and investigations.

One of the reasons for the existing rule was the fear that Special Employees might be subpoenaed to testify. However, since that time, Special Employees have been given training in most court work and in giving testimony. Another reason was that the Bureau was being reimbursed for investigations by certain agencies, and it was feared that they would insist that work be performed by Special Agents, and investigations by Special Employees might cause them to feel that the investigations should be conducted more cheaply when Special Employees were used. It was also felt for the Special Agent or SAC to accept responsibility for the report might be conducive to greater accuracy.

The present practice is to list the Special Employee's name on the Administrative Page of the report when a Special Employee conducted any part of the investigation. The Administrative Page is not disseminated. Since there are several copies of reports prepared and Special Employees are used particularly in applicant record check investigations, this involves a great deal of time and supplies in making this additional Administrative Page which might otherwise not be necessary.

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

cc - Mr. Mohr
Mr. Glegg

RECORDED - 66

INDEXED - 66

HFC:IGS

SEP 11 1951

EX-79

F385

SEP 14 1951

66-2554-9012

EXECUTIVES CONFERENCE CONSIDERATION:

53118

The Executives Conference considered the various ways in which to record the identity of Special Employees who work on investigations:

1. To place the name of the Special Employee in the investigative report or to show him as the maker of a report with the employee's name preceded by the initials SE which means "Special Employee." This was the recommendation of the majority of the Conference as being the most convenient and the least expensive method to follow.
2. To retain the notes prepared by the Special Employee in an envelope in the Field Office file. The notes would be properly marked to show clearly the identity of the Special Employee who conducted the investigation. These notes called "flimsies" would be handled in the usual manner as are exhibits which are placed in the 1-A envelope in Field Office files. This was believed by the Conference to be too expensive a procedure to require the labeling and filing of all of these notes, and it would also create in many instances a bulky exhibit envelope in the file which would occupy valuable space in the file cabinets and would increase clerical work.
3. That the Administrative Page continue to be used as at present as a means of having listed thereon the names of the Special Employees who handled each phase of the work assigned to them. A modification of this suggestion was also considered of having only one copy of the Administrative Page prepared which would remain attached to a file copy in the Field Office. This would require typing the Administrative Page as at present regardless of whether the Administrative Page was attached to each copy of the report or only to the Field Office copy.

SAC Stein of the Washington Field Office and SAC Scheidt of the New York Office both advised that any of the suggested procedures could be followed in a Field Office. SAC Scheidt preferred personally the placing of a memorandum in the file showing work handled by each Special Employee; although he felt that it might be left to the discretion of the SAC, provided there was recorded somehow in the file the identity of the Special Employees handling any aspect of the case. SAC Stein preferred preparing an Administrative Page to be attached solely to the Field Office file copy.

66-2554-9012

EXECUTIVES CONFERENCE RECOMMENDATIONS:

Messrs. Glavin, Tracy, Parsons, McGuire, Nease, Ladd and Clegg recommended that the name of the Special Employee be shown as the maker of a report, or be placed in the investigative report preceded by the initials "SE" when he handled some phase of the investigation. It was pointed out that agencies in Washington at times know the identity of the Special Employees as such, and in view of the fact that the type of work handled by Special Employees such as record checks, criminal records, checks of HCUA, ONI and G-2 are well within the competency of these Special Employees, this would be the least expensive, the most practical and the most logical method of recording their names. This follows the pattern of recording the names of Special Agents in reports at present.

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Messrs. Belmont and Rosen recommended that the present system continue since the present system is working satisfactorily. Otherwise there might be conveyed the impression that some Special Employees were in fact Special Agents if their names were listed in reports and because it might reflect upon the qualifications of our investigative staff. The present system is to prepare an Administrative Page on which is listed the names of Special Employees and the specific work which each performed in the investigation. In order to conform to the regular requirement of Administrative Pages in other instances and cases, they felt that the Administrative Page bearing the names of the Special Employees should be attached to the original and all copies of the investigative report as at present.

Respectfully,
 For the Conference

Clyde Tolson

66-254-9012

Director, FBI
The Executives Conference

8-9-51

53120

The Executives Conference on August 8, 1951, with Messrs. Tracy, Harbo, Belmont, Ladd, Rosen, Nichols, Laughlin, Nease and Clegg being present considered the matter of when the Field should report to the Bureau that files are missing.

PRESENT RULE:

At the present time the rule is that the Field should report all missing files to the Bureau and that any file previously reported as missing should be reported to the Bureau as soon as it has been discovered. There is no set time as to when the Field should make this report to the Bureau on files newly discovered as missing.

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REASON FOR CHANGE:

The Bureau's inspection staff felt that some time limit should be set. As matters now stand one Field Office may report a file missing if 30 days of diligent search fails to result in its location, whereas another office may let two or more months go by.

EXECUTIVES CONFERENCE CONSIDERATION:

With the exception of Mr. Clegg, all members of the Conference were opposed to setting any specific time limitation as to when the field should notify the Bureau that a file is missing. The majority felt that conditions vary in each field division; that a smaller office can put its finger on a file more quickly than a larger office; that there is no clear line of demarcation as to when a file is out on a difficult locate search or maybe actually missing through misfiling or loss and that it should be left to the discretion of the SAC and the field Inspector to ascertain what constitutes a reasonable time in each instance relative to notifying the Bureau.

Mr. Clegg, as the minority, feels that the current arrangement leaves the field without guidance, constitutes a rule difficult to enforce because every SAC can legitimately have a different opinion as to what constitutes a reasonable time to notify the Bureau. Clegg felt that a thirty-day lapse should be sufficient time for an SAC to find a file and if unable to do so

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- Belmont _____
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- Nease _____
- Gandy _____

EDM:HHC:abt ebt

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cc - Mr. Mohr
Mr. Clegg

SEP 12 1951

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that he should notify the Bureau. He also felt that if thirty days should ultimately prove to be too short a time, the rule can be changed to forty-five days.

RECOMMENDATION:

In the event the Director agrees with the majority view, no communication to the Field will be necessary.

Respectfully,
For the Conference

*I agree with Clegg
and Mohr.*

Clyde Tolson

*9-8
2 Concurs
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- Gandy _____

THE DIRECTOR

7-5-51

JOINT COMMITTEE

SUGGESTION #785-A

EMPLOYEE: SAC L. V. BOARDMAN
Kansas City

NOTATIONS ON FILE COVERS

ALL INFORMATION CONTAINED
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DATE 1/21/92 BY SP-5 CPH

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee J. A. Robey
E. D. Mason

Executive Conference

SUGGESTION:

That the Field be permitted to place notations on the inside of the file cover concerning routing slips by the Agent handling the case or administrative steps taken by the supervisor in only those situations where there is no serial in the file on which such notations could be made.

It was pointed out by SAC Boardman that an Applicant-type investigation and in Selective Service cases there frequently are no serials in the file, the contents of the file being limited to a charge-out slip. He believes it is desirable that there be a permanent record of administrative steps taken in following the case with the Agent assigned and cited particularly the John T. Curtin personnel matter.

JOINT COMMITTEE CONSIDERATION:

On 6-30-51, the Joint Committee unanimously recommended that the Field be advised by SAC Letter that the suggested practice is permissible under the conditions cited, i.e. when there is no serial in the file.

EXECUTIVES CONFERENCE CONSIDERATION: RHC: IGS

Considered at the Executives Conference on 7-12-51, consisting of Messrs. Tolson, Tamm, Parsons, Mohr, Ladd, Rosen, McGuire, Sizoo, Laughlin and Clegg.

Messrs. Mohr and Sizoo favored having instructions sent to the Field to place a 5x8 piece of paper in the file on which notations could be placed while serials were charged out to show that routing slips had been sent to Agents following up the case with them and any other administrative data of this type.

cc: Mr. Mohr
Mr. Clegg

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All other members of the Conference were opposed to the suggestion and were also opposed to the special piece of paper being placed in the file to serve in the nature of a docket sheet; which would open the door to other types of entries being placed in various places in investigative case files, and, furthermore, the sending of a routing slip to an Agent does not necessarily produce the desired results of getting the report promptly. Further, in those small number of instances where there are no serials in the file on which to note such administrative details, the notation can be placed temporarily on the charge-out slip and when the charge-out slip is removed there is no harm in removing this notation which has a very limited value.

RECOMMENDATION:

The majority recommended unfavorably.

Agreed with majority

Respectfully,
For the Conference

J. C. Conner

✓
Clude Tolson

The Director

September 4, 1951

The Executives Conference

POLICE RADIOS IN BUREAU CARS
SAFFORD, ARIZONA, RESIDENT AGENCY

On August 31, the Conference, consisting of Messrs. Ladd, Glavin, Tamm, Belmont, Rosen, Mason, Gearty, Laughlin, Nichols and Parsons, considered the request of the SAC at Phoenix for a two-way radio to equip the Bureau car used at the Safford, Arizona Resident Agency to communicate with police and other law enforcement agencies in the area.

The SAC at Phoenix originally initiated this request in April 1951 but, because of nonspecific justification, he was requested to make a test by assigning one of his other cars so equipped to the Safford Resident Agency for a thirty-day test. The SAC has now submitted a log of the use of the radio equipped Bureau car for a period of thirty days which shows numerous beneficial uses. Frequent instances are shown where contacts were made or arrangements completed to contact the United States Commissioner or members of the State Police and other law enforcement agencies. The Resident Agent has received calls requesting interviews with people reporting violations within the Bureau's jurisdiction. It appears that the justification now submitted is complete and shows sufficient increase in efficiency and saving of the Agent's time to warrant the installation of the additional radio.

The Conference unanimously recommends that the request of the SAC at Phoenix for a two-way radio on the police frequency be approved. The radio will cost approximately \$500.00.

Respectfully,
For the Conference

OK
Clyde Tolson

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

DJP:VH

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

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The Director

8-27-51

Executive Conference

SPECIAL AGENT TRAINING CLASSES - LUNCH HOUR 53123

The Executive Conference of August 21, 1951, consisting of Messrs. Ladd, Mohr, McGuire, Laughlin, Mason, Gentry, Tracy, Belmont, Parsons and Glavin considered the problem of Special Agents in training classes and cashing their checks on pay day.

Inasmuch as these Agent trainees are in class from 9 a.m. until 6 p.m., the only time available to them to cash checks is during the lunch hour. Because of the long lines of people in the City Bank and in other nearby places where checks can be cashed, some trainees have recently been forced to miss lunch in order to get their Government checks cashed and have smaller checks drawn up so that they could send money to their wives and dependents at home.

While this problem has been particularly acute relative to Special Agents in training classes in the Identification Building because there are no nearby check cashing facilities, difficulty has also been experienced by Special Agents located in the Old Post Office Building.

For the Director's information, this problem does not exist to such a degree with the clerks inasmuch as they are paid in cash. It is not feasible for one Special Agent to take all of the checks and get them cashed. Most of the Agents in training do not have bank accounts in this city.

The Conference unanimously recommended that the lunch hour on pay day for Special Agents in training schools be increased from one hour to an hour and one-half and that this additional half hour be added to the end of the day in class. A night differential pay will be involved.

Respectfully,
For the Conference

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DATE 1/2/93 BY SP-5 [Signature]

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Clyde Tolson

66-2554-90

cc - Mr. Mohr
Mr. Clegg

INDEXED - 42

EX - 74

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

The Director

September 4, 1951

The Executives Conference

~~TWO-WAY MOBILE RADIO EQUIPMENT~~
DENVER DIVISION

88654

On August 31, the Conference, consisting of Messrs. Ladd, Glavin, Tamm, Belmont, Rosen, Mason, Gearty, Laughlin, Nichols and Parsons, considered the request of the Denver Field Division for four additional two-way automobile radios.

The SAC pointed out that they presently have eight automobiles equipped with radio and it has been necessary recently to dispatch six of these to points far removed from the field office city leaving only two cars at headquarters. He points out that there are six Communist leaders in the area, three of whom are in constant travel status, and because of the number of surveillances the SAC feels that it is imperative to have additional cars radio equipped. The SAC also points out that there is under construction at this time a large Atomic Energy installation within radio range of the field office.

The Conference unanimously recommends that the Denver Division be supplied four additional radio units at a cost of approximately \$500.00 a piece for a total of \$2,000.00.

Respectfully,
For the Conference

Clyde Tolson

OK
H.

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

DJP:VH

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DATE 1/21/87 BY SP-1/PAK

The Director

July 19, 1951

Executives Conference

INITIALING OF MEMORANDA BETWEEN
FIELD DIVISIONS AND FROM A
FIELD OFFICE TO THE BUREAU

The Executives Conference of July 17, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Sizoo, Nease, and Mason, considered the procedure in the initialing of memoranda for SACs.

The current Bureau rule is that correspondence between Field Offices or from a Field Office to the Bureau shall be signed by the SAC. The ASAC and approved supervisors also sign mail.

It is the practice in some offices when using Standard Form No. 64, (the form on which this memorandum is written), to sign mail as follows:

TO: SAC, Philadelphia

FROM: SAC, New York

The majority of the conference felt the procedure above should be continued. Mr. Belmont aptly summed up the sentiments of the conference that whenever a supervisor initialing mail for the SAC was required to write the SAC's name and then put his own initials under the SAC's name, that supervisor would be more impressed with the need for accuracy than if he left off the SAC's name and utilized only his personal initials. All members of the conference felt that the above procedure should be continued except Mason.

Mason felt that in the interests of streamlining, and since all Bureau people know the identity of the SAC at New York, or any other office, there would be no practical purpose in a supervisor's writing out in longhand the SAC's name when the document itself shows in typing that it emanates from the SAC New York. Mr. Mason felt that a person signing mail would take

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EX - 11

66-2554-9818

SEP 12 1951

cc Mr. Mohr

SEP 19 1951

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HANDLED BY
SEP 19 1951

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DATE 1/21/92 BY SP-5C/BJ

Mason

just as much care if not more when he put his personal initials on the outgoing document as authority for the document to be mailed to another Field Office or to the Bureau.

Mr. Mason felt that ASACs and approved supervisors who already have the authority to initial outgoing mail should do so as follows:

TO: SAC, Philadelphia

FROM: SAC, New York

It is already a rule that no matter who initials the outgoing document, the person's autographic initials must appear on the yellow file copy, and this responsibility is permanently fixed.

It will be necessary to advise the Field as to the practice which the Bureau desires in order to effect uniformity as some Field Divisions follow the practice recommended by the majority of the conference, and other Field Divisions follow the practice recommended by Mason.

Instructions to the Field will be issued after the Director has made his decision.

Respectfully,
For the Conference

4
Glyde Tolson

The Director

53124 September 7, 1951

The Executives Conference

INTERSTATE TRANSPORTATION OF
GAMBLING DEVICES
SEIZURE OF GAMBLING DEVICES

ALL INFORMATION CONTAINED
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DATE 1/21/92 BY SP-5CJ/fox

There is attached an SAC Letter which was suggested by the Investigative Division providing information concerning Departmental opinions in regard to the seizure of gambling devices. The attention of the field is also directed to the records maintained by the Collector of Internal Revenue reflecting the identity of operators of gambling devices on which a Federal tax has been paid and requests that these records be reviewed as a source of new cases.

The field is also alerted to the existence of a type of gambling device known as the Claw and Digger, which devices are used by concessionaires at carnivals traveling throughout the country. The Department has ruled that these devices fall within the purview of Public Law 906. The field is requested to determine if such devices are being operated within their territory in violation of the Statute.

This was unanimously approved by the Conference.

It was also unanimously recommended by the Conference that a feature article or a series of feature articles be prepared on the subject to indicate our jurisdiction, to encourage the reporting of cases to the Bureau and accelerate interest in our program, this to be worked out by the Records and Communications Division.

Those in attendance at the Conference today were Messrs. Tolson, Callahan for Glavin, Quinn Tamm for Tracy, Loughlin, Gearty, McGuire for Nichols, Mason for Clegg, Hennrich, Mohr, Ladd and Rosen.

Respectfully,
For the Conference

Clyde Tolson

66-2554-9019

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EX - 15

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- Ladd _____
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Attachment

cc Mr. Clegg

Mr. Mohr

SEP 18 1951

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TOP DISK
M/

AR:LS

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director
FROM : The Executive Conference
SUBJECT:

Date: 9-7-51

The Executives Conference of September 5, 1951, consisting of Messrs. Tolson, Laughlin, Gearty, Mason for Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Quinn Tamm for Tracy, Nichols and Glavin considered a communication received from the SAC at Minneapolis concerning the Defense Blood Program.

SAC Rhodes advised that the Department of Defense, through the American Red Cross, has asked for blood from Minneapolis and Hennepin County. A representative of the North American Life and Casualty company, in whose building our offices are located, has been designated as the representative for that building for the Defense Blood Program and he has requested employees of the Minneapolis Office to participate in the program through voluntary contribution. The donors necessarily have to visit the donor center to give their blood and the hours for these offerings are between 8:30 A. M. and 5:30 P. M. daily. Mr. Rhodes states before endorsing this proposition and authorizing his employees to make these visits to the blood donor center on government time, he would like to have the Bureau's views in regard to this matter.

The Conference pointed out that insofar as the Blood donor Program is concerned it has been the policy in Washington to allow official leave to such donors. Usually the blood donor is absent from his assigned tasks from 30 minutes to an hour. The Bureau feels that the personnel of the Minneapolis Office should not be prevented from participating in this Program and the SAC be advised that employees will not be charged leave for such absences from official duties.

Should the Director agree, the attached communication will go forward to the SAC at Minneapolis.

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Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

9/7/51

EXECUTIVES CONFERENCE

INSPECTION OF VALUABLE EVIDENCE
RETAINED AT OFFICES IN FIELD DIVISIONS

The Executives Conference of September 5, 1951, considered this matter and present at the time were Messrs. Tolson, Tamm, Harbo, Mohr, Belmont, Ladd, Glavin, Egan, Lannon, Garty and Laughlin.

Recommendations were as follows:

1. Should Field Offices when absolutely necessary retain money, jewels, negotiable instruments and valuables in the Field Office safe or in a safety deposit box of a bank?

The Conference unanimously felt that although it is desirable for Field Offices to quickly dispose of valuables that on those occasions when it is necessary to temporarily retain them it is more desirable to keep them in a safety deposit box of a reputable bank rather than in the Field Office safe. This decision is based on the maximum security of the bank, the limited access to the safety deposit box, and the written records showing visits to the safety deposit box by each individual.

2. Who shall have access to the safety deposit box?

The Conference felt that this should be limited to the minimum and in most offices the SAC and the ASAC would be sufficient. In larger offices a Supervisor may also be authorized to visit the safety deposit box.

Only SAC & ASAC - no one else it

3. When should checks be made to guarantee that valuable evidence (money, jewels, negotiable instruments) supposed to be on hand is on hand and has not been tampered with?

The entire Conference felt that this procedure consisting of examining inventory sheets, listing the contents of packages, and examining packages to see that they have been free from tampering should be done on the following occasions:

cc: Mr. Mohr
Mr. Clegg

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DATE 1/21/91 BY SP-5/...

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Belmont
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Gandy

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[Handwritten signatures and initials]

- (a) All self-inspections.
- (b) All Bureau conducted inspections.
- (c) Semiannually per existing requirements.
- (d) Whenever a new SAC is transferred into an office and assumes custody of the valuables.

4. On the occasions mentioned in the preceding paragraph should the valuable packages be broken open in order that an exact count may be made of all bills and a physical inventory made as to the contents of each package?

Majority View:

Messrs. Glavin, Tamm, Mohr, Rosen, Gearty and Harbo felt that all packages containing money, jewels and valuables should be opened regardless of seals or stickers, taking care to preserve the chain of evidence. Mr. Znein, Criminal Division, Department of Justice has informed Mr. Clegg that this opening of exhibits will not affect later admissibility in court although it may be necessary for the persons inspecting these packages to testify.

First Minority View:

Messrs. Parsons, Belmont, Ladd and Laughlin were opposed to actually opening any packages containing exhibits later intended for introduction as evidence when the opening of the package was designed solely to count money or verify the presence of valuables. Mr. Belmont expressed the view that valuable exhibits should be wrapped in cellophane when possible in order that the contents could be seen by the checking official who would see that money or jewels were contained in the package although he could not verify the exact amount. Mr. Belmont also felt that the practice of breaking open packages of evidence and later drawing people into court to testify was contrary to the traditional rules for the handling of evidence.

Second Minority View:

Messrs. Tolson, Nichols and Ligon felt that once valuable exhibits have been sealed, marked, and identified by seizing Agents they should not be opened again except when a new SAC arrives in a field division and assumes responsibility

J. Conroy
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for these valuables and on the occasion of inspections by Seat of Government representatives. (The only difference between this view and the majority view is that this view does not desire valuables opened during self-inspections or in connection with the semiannual inventory of bulky exhibits required by the Bureau.)

5. Who shall make restitution in the event valuables become lost?

The entire Conference felt that SACs should be advised that it is their personal responsibility to safeguard all evidence retained by a Field Division and that responsibility should be adequately fixed concerning any looseness in exhibit handling and that the Bureau would demand restitution from persons responsible for any loss.

6. Should Bureau Inspectors break open each bulky exhibit package and check the contents thereof and inventory the contents thereof against the inventory sheets or should Bureau Inspectors spot check a proportionate number of these exhibits to ascertain that maintenance is adequate and security is assured?

In this discussion the Conference had in mind evidence to be later introduced in court consisting of materials that belong to other people but not including subversive literature, books and records seized in accounting investigations, records of technical plants and, of course, also excluding the money, jewels and valuables previously discussed. The Conference was in agreement that no seals placed on cartons should be broken for the purpose of inventorying the contents, where such seals were issued by the Internal Revenue Service, the manufacturer or some other authority. Concerning whether all other exhibit packages should be opened there was divergence of views.

Majority View:

Waters, Glavin, Harbo, Ladd, Rosen, Gearty, Belmont Laughlin, Mason and Nichols felt that Inspectors should not open every bulky exhibit but should check a proportionate number of these exhibits by opening them and inventorying the

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contents to ascertain whether exhibits are being properly handled. Nothing sealed as evidence would be physically opened for inventorying. The majority took into consideration the fact that there are numerous bulky exhibits falling within this category (this category excludes money, jewels, valuables, books, records, literature, papers, and results of technical surveillances) in the Field. For instance, in the New York Office it would take 1 Agent 30 days to inventory items in this category.

Minority Views:

Messrs. Tolson, Tamm, and Mohr felt that all bulky exhibit packages should be opened and inventoried in detail by Bureau Inspectors taking care not to destroy the chain of evidence or destroy seals put on by some recognized authority.

7. What efforts should be made to inventory bulky exhibits falling into the category of books, records, literature and papers?

The entire conference felt that exhibits of this type should not be inventoried except when originally received. The Conference took cognizance that there are thousands of exhibits of this type in the Field. In the New York Office alone it would take one employee 4 1/2 years to inventory items in this category. In the Newark Office it would take 1 employee a year under a conservative estimate to inventory these items. In the Washington Field Office excluding the tons of records resulting from technical plants there are 10 file cabinets of 4 drawers each containing exhibits and it would take 1 employee 9 weeks to inventory them. These exhibits pertain mostly to Security cases. For instance, New York has 890 exhibits relative to the Civil Rights Congress and each of these exhibits may contain hundreds of separate pamphlets, brochures and documents relative to the subject organization. In the New York Office there are 1,000 separate

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

Cliff Johnson

Position _____

Length _____

Class _____

Division _____

Field _____

Station _____

Year _____

Rate _____

By _____

Date _____

Place _____

State _____

County _____

5

pamphlets retained as exhibits in connection with AMFOLD and each of these pamphlets may contain hundreds of similar items. There are 582 exhibits packaged pertaining to the Alger Hiss case and 1400 exhibits relating to the TWT and GSB exhibits in the Joint Anti-Communist Refugee Committee and GSB exhibits pertaining to the Jolly Worker. As Mr. DeLoach pointed out there is no assurance as to when any of these documents will be needed in an investigation or for court. Some of these exhibits will be used not only in the investigations but also they pertain but in whole and separate investigations or court actions. There was no commitment expressed among the Conference relative to disposing of this material not originally seized as evidence but which may later become evidence. The Conference felt also that no inventory was needed except when originally obtained and it was not the intention of the Bureau to require items in this category to be inventoried on the regular semiannual inventory recently instituted by the Bureau.

Respectfully,
For the Conference

July 19, 1951

The Director
The Executives Conference

The Executives Conference on July 12, 1951, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Lass, 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

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/92 BY SP-506/BJK

RECORDED-44

EX - 74

NOT RECORDED

45 SEP 12 1951

55 SEP 21 1951

ORIGINAL FILED IN

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

✓ COMMUNIST PARTY, USA;
COMMUNIST FUGITIVES
INTERNAL SECURITY - C.

September 1, 1951

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/21/82 BY SP-5 CJB/DA

On August 31, 1951, the Executives' Conference, consisting of Messrs. Ladd, Mason for Tracy, Glavin, Parsons for Harbo, Nichols, Rosen, Tamm for Tracy, Mohr, Laughlin, Gearty and Belmont, considered the proposal of the New York Division that a circular letter accompanied by IOs on six of the Communist fugitives be circulated to 54,820 drug stores in the United States at a cost of approximately \$646.88.

IO fugitives Robert George Thompson, Henry Winston, Sidney Steinberg, James Edward Jackson, William Norman Marron and Fred Horst's fine require various drugs and medicines for medical purposes because of their physical conditions. The New York Division has suggested that a circular letter with the six IOs be sent to drug stores and drug outlets where these fugitives may purchase the necessary medical supplies. The Pronto Addressing and Mailing Service has been used by the Bureau in the past and are specialists in the coverage of drug stores, physicians and hospitals. Their list of drug stores on a national scale including all wholesalers, chain and department stores with drug departments contains 54,820 stores. The Pronto company has quoted a special price of \$3.00 per thousand for addressing printed envelopes to all drug stores on their mailing list, or \$3.50 per thousand for selected coverage. This company will also stuff the envelopes with the circular letter and six IOs at an additional charge of \$8.80 per thousand. The total estimated cost for addressing the envelopes, stuffing and mailing the letters is \$646.88.

G. I. R. - 9

By utilizing this service, we will achieve wide coverage particularly of drug stores where in addition to the medical supplies there are numerous accommodations such as telephone booths, lunch counters, tobacco and magazine counters, toiletries, etc.

The proposed circular letter is as follows:
RECORDED - 49
INDEXED - 49
SEP 5 1951

Dear Sir:

There are enclosed copies of Identification Order Numbers 2432, 2433, 2436, 2437, 2438 and 2439, containing

66-2554-9023

RECEIVED

CC - Mr. Mohr

AWO:ls

HANDLED BY
SEP 11 1951

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

Executives Conference

MEMORANDUM FOR THE DIRECTOR

"Photographs and descriptive data on individuals who are wanted by the FBI.

"It will be appreciated greatly if these identification orders are exhibited to all of your employees and posted in such a position that they can be viewed readily at all times by the employees.

"Thompson is suffering from malaria and uses an unusually large amount of anti-malarial drugs, such as atabrine, aroclen, camoquin hydrochloride, chloroquine phosphates, quinateol hydrochloride, quinine and pentagaine.

"Huston, Steinhilber and Jackson are suffering heart ailments and use nitroglycerin tablets, phenobarbital and digitalis.

"Jackson also suffers a kidney condition and is a registered pharmacist himself.

"Harron suffers a nervous stomach and uses compounds of phenobarbital, belladonna, magnesium and bismuth.

"Hine suffers from an ulcer and receives an alkali treatment.

"It is requested that upon receipt of any information relating to these individuals or their whereabouts that you immediately notify the nearest office of the FBI, whose address and telephone number are listed on the back of the enclosed identification orders.

"Thank you for your cooperation in this matter.

Very truly yours,

John Edgar Hoover
Director

MEMORANDUM FOR THE DIRECTOR

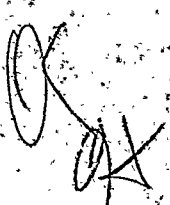
Executives' Conference
Recommendation:

The Executives' Conference unanimously recommended that the New York Office be authorized to utilize the Pronto Addressing and Mailing Service in line with the above, provided this is a specialized service which can be furnished only by that company. In the event additional companies are in a position to furnish such service, it will be necessary to solicit bids.

Attached is a letter to the New York Office for your approval.

Respectfully,
For the Conference

Glyde Tolson



cc: Mr. [redacted]sen
Mr. [redacted]lden
Mr. [redacted]Price
Mr. Stetter

The Director

September 7, 1951

The Executives Conference

WESTERN UNION MONEY ORDERS
SOURCE OF INFORMATION

88648

Our confidential source at Minneapolis, who furnishes information from the [redacted] matters has requested that steps be taken to prevent duplicate requests for information about money orders.

b6
b7C
b7D

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/83 BY [redacted]

BACKGROUND:

[redacted] Western Union Telegraph Company, Minneapolis, Minnesota, has been an important source of information concerning money orders. He has been most cooperative but has requested that his identity as a source be kept completely confidential. Recently, he pointed out that requests had been received from local managers of the Western Union Company which duplicated requests made by representatives of our Minneapolis office. He indicated that he could not continue his cooperation unless these duplicate requests were stopped.

A Bureau Bulletin is attached instructing the field to send all requests for information about Western Union money orders to the Minneapolis Office in the future. These instructions apply to routine cases. In emergency cases, the field is instructed to check at local Western Union offices, if necessary, but to forestall any effort by local Western Union officials to obtain information for us from the [redacted] at Minneapolis.

RECOMMENDATION

It was unanimously approved by the Conference that the Bureau Bulletin go forward, those in attendance being: Messrs. Tolson, Callahan for Glavin, C. Tamm for Tracy, Laughlin, Gearty, McGuire for Nichols, Harbo for Clegg, Heinrich, Mohr, Ladd and Rosen.

Respectfully,
For the Conference

Glyde Tolson

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

Attachment

cc: Mr. H. H. Clegg

Mr. Mohr

cc: jlb

AR:LC

RECORDED - 49

INDEXED - 49

SEP 15 1951

EX-100

66-254-9024
SEP 12 1951
[Handwritten initials and signatures]

The Director

September 11, 1951

The Executives Conference

TECHNICAL SURVEILLANCE
RESEARCH PROJECT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/21/78 BY SP-5 CJB/HF

On September 10, the Conference, consisting of Messrs. Tolson, Ladd, McGuire, Laughlin, Gearty, Mason, Rosen, Mohr, Tamm, Glavin and Parsons, considered the proposal of the Laboratory to initiate a research project in the concealment of microphones.

The usual microphone installation requires that wires be run from the concealed microphone to the listening post. This is frequently possible in buildings and even residences where telephone lines are available to make an actual connection into our listening post at some distant point. In some situations, where it has not been possible to string wires, the microphone has been connected to a miniature radio transmitter also concealed within the wall of the room. An associated radio receiver is then used at the listening point a short distance away.

It is theoretically possible to connect the microphone to the electric wiring of a building and utilize a receiver at some other point in the building simply by plugging into the electric outlet. This would have definite advantages since it would eliminate stringing and concealing wires and also because it would eliminate use of a radio transmitter which might accidentally be picked up by some other receiver. The Laboratory desires to conduct research in an effort to perfect this type of microphone installation and it is estimated that ten man days of time would be necessary to explore this possibility.

The Conference unanimously recommends that ten man days be authorized for research in an effort to perfect a method whereby the microphone intelligence would be transmitted over power lines.

Respectfully,
For the Conference

RECEIVED - 10/20/51

Clyde Tolson

RECORDED - 92

SEP 12 1951

INDEXED - 92

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

Mr. H. Clegg

SEP 11 1951

D.P. VII

Handwritten notes and signatures: 255, 9025, and other illegible marks.

THE DIRECTOR

9/10/51

EXECUTIVES CONFERENCE

INFORMANTS

The Executives Conference on 9/6/51, with Messrs. Tolson, Quinn Tamm, Parsons, Mohr, Belmont, Mason, Gearty and Laughlin present, considered the designation of various categories of informants.

More than a year ago the term "Confidential General Investigative Informants" was changed to "Criminal Informants" with resulting simplicity in usage.

The Conference unanimously recommended that the term "Confidential National Defense Informant" be changed to "Security Informant" for purposes of simplicity, and that the "Confidential Plant Informants" in the future be referred to simply as "Plant Informants."

The Conference unanimously recommended that the attached Bureau Bulletin be presented to the Director for signature, if approved.

Respectfully,
For the Conference

Clyde Tolson

OK
H

ch

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/82 BY SP-50/btp

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMC

RECORDED - 67

66-2554-9026
SEP 12 1951

HANDLED BY
STOP DESK
9/12/51 EX - 15

61 SEP 15 1951

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

The Director

September 10, 1951

The Executives Conference

BUREAU WAR PLANS
COMMUNICATION WITH FOREIGN OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/21/92 BY SP-5 C/PLH

On July 9, 1951, the Executives Conference consisting of Messrs. Tolson, Ladd, Mason for Clegg, Callahan for Glavin, Parsons for Harbo, Nichols, Rosen, Tamm for Tracy, Mohr, Sizoo and Belmont, considered a suggestion by the Domestic Intelligence Division to adopt the use of a Modified Emergency Telephone Code for the Bureau's foreign offices in connection with the Bureau's war plans.

The Bureau's representatives abroad are in possession of a telephone code which was revised in the Laboratory and furnished to the field offices and Bureau officials. This code is based on case file numbers and, therefore, would afford excellent cover in carrying on conversations between the field and Bureau officials. The use of case file numbers by the Legal Attaches is not appropriate nor adequate for the needs of the Bureau's personnel on foreign assignment.

In order that the Bureau's foreign offices would have a more adequate mode of communication with the Bureau in the event of a war emergency, the Domestic Intelligence Division has recommended that the Legal Attaches and foreign liaison representatives be furnished with a new telephone code which has been prepared in the Cryptanalysis Section. This alternative code, which is suitable for voice, would be used only in the event it was not possible to use the regular telephone code previously furnished.

In connection with the use of the code, it would be necessary to record a telephone call received at the Bureau's switchboard from a foreign country. Such recording could be effected through the use of a switchboard attachment. A question was introduced as to whether the recording of a call at the switchboard might involve a violation of FCC regulations. Mr. Nichols presented a hypothetical case to Mr. Ted Berrier, local AT and T representative, and it was the latter's reaction that the procedures to be employed would not constitute an interruption of telephone conversations or the recording of telephone conversations. It also has been determined that from a technical standpoint the suggested code could be put into effect satisfactorily by the Communications Section.

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

RECORDED - 27

166-2554-9027
SEP 12 1951

INDEXED - 27

AHB:pjb:ijh

61 SEP 25 1951


RS95

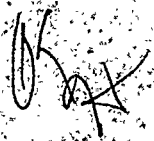
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Memorandum for the Director

The Conference unanimously recommended that the Modified Emergency Telephone Code be adopted for use in the Bureau's foreign offices in connection with the Bureau's war plans. Attached hereto, for your approval, are letters to the Legal Attaches, advising them of this code and its use. Also attached, for your approval, is a letter to the New York Office.

Respectfully,
For the Conference


Clyde Tolson



66-2554-9007

THE DIRECTOR

0 99957

August 9, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of August 6, 1951, consisting of Messrs. Ladd, Tracy, Parsons (for Harbo), Clegg, Mohr, Belmont, Nease, and Glavin, considered a communication received from the Special Agent in Charge at Chicago, advising that it will cost approximately \$1,100. to equip the Chief Clerk's Office and the stenographer pool of the Chicago Office with appropriate screens. It was pointed out that in June of 1951, a page of a memorandum being prepared by one of the stenographers in the Chicago Office was lost through being blown out an open window. The Conference feels that even though the expense is considerable for screening in the windows of the Chief Clerk's Office and the stenographer pool in Chicago in order to eliminate the possibility of further losses of Bureau documents in the same manner as the page of a memorandum was lost in the Chicago Office in June of this year, appropriate screens should be secured for that office. The Conference recommends, therefore, that the SAC be instructed to get final bids for the installation of screens in question. There is attached hereto an appropriate communication to the SAC at Chicago, concerning this matter.

Respectfully,
For the Conference

found

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-50167

Attachment

cc: Mr. Mohr
Mr. Clegg

WEG:mie
9-7-51

*I am opposed
the cost is
not justified*

INDEXED - 58
RECORDED - 58
EX-74

66-2554-9028

SEP 14 1951

LADD

*Suggest we expect
O'Connor Re Christ
got his News*

INITIALS ON ORIGINAL

Director's notation

HANDLED BY
STOP DESK

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

204
SEP 21 1951

ORIGINAL FILED IN 66-2554-9028

THE DIRECTOR

September 1, 1951

THE EXECUTIVES CONFERENCE

REQUEST FOR TWO SETS OF MOTOROLA HANDIE-TALKIES
BY LEGAL ATTACHE'S OFFICE, MEXICO CITY, MEXICO

~~CONFIDENTIAL~~

The Executives Conference on August 31, 1951, consisting of Messrs. Ladd, Nichols, Glavin, Mohr, Rosen, Belmont, Parsons for Harbo, G. Tenn for Tracy, Mason for Clegg, Gearty, and Laughlin, considered the request of the Legal Attache's Office, Mexico City, Mexico, for two sets of Motorola Handie-Talkies.

The Legal Attache, in making this request, noted the increase in security cases pending in the Mexico City Office, including the matter of possible flight of Communist fugitives into Mexico from the United States, and the increasing number of surveillances being conducted by that office.

It was noted that the use of this equipment was discussed with the Laboratory, which advised that the low power of the Handie-Talkie limits its use according to the location, surrounding terrain, shielding, etc., and since some difficulty might be experienced under certain circumstances in using this equipment from automobiles it was suggested that the only way to determine the results would be on-the-spot tests in Mexico.

It was pointed out that in connection with another matter concerning radio communications in Mexico, the State Department was informally contacted and it advised that Mexico does have some laws concerning the operation of radio-transmitting equipment by aliens but they are not particularly concerned about their enforcement. A similar problem on the Canadian border was resolved by negotiations with Canada and an agreement reached, but an indifferent attitude was displayed by Mexican officials. The State Department indicated it would welcome an opportunity to discuss this subject with Mexico should any complaints be received.

The Legal Attache in Mexico advised that Engineer Miguel Perayrd, the head of the Mexican Telecommunications,

~~CONFIDENTIAL~~

Attachment

CO: Mr. H. H. Clegg

Mr. Mohr

LLM:mer f

RECORDED - 100

SEP 14 1951

INDEXED - 104

Classified by 50-50

Declassify on: OADR

EX - 67

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

~~CONFIDENTIAL~~

in an office contact, and while friendly relations have been developed with Pereyra, the Legal Attache did not believe the situation had reached the point where he could openly confide in Pereyra at this time. The Legal Attache suggested that it may be possible at a later date to discuss with him the use of the Handie-Talkie equipment in Mexico. In the meantime, the Legal Attache recommended that his office be furnished Handie-Talkie equipment for testing purposes as to practicality and if the equipment is suitable for operation in Mexico he could then consider discussing it with Pereyra or other appropriate Mexican officials. (S)

The Conference was of the unanimous opinion that in view of this, plus the fact that there are only 50 Handie-Talkies in the Bureau and they are in great demand in the domestic field where it is believed their need is greater, the request of the Legal Attache for this equipment should be denied at this time. An appropriate letter so advising the Legal Attache at Mexico City is attached. If you approve it will be forwarded.

Respectfully,
For the Conference

Clude Tolson

I think we should permit the attache to make the test

J. Conrad

✓ 9/5

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

~~CONFIDENTIAL~~
~~CONFIDENTIAL~~

SEE DIRECTOR

August 30, 1951

The Executive Conference

MEMORANDUM SUBMITTED BY

TECHNICAL SECTION
IDENTIFICATION DIVISION

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/2/92 BY SP-5 C/BH

The Executive Conference consisting of Messrs. Ladd, Rosen, Harbo, Belmont, Callahan, Mohr, Mason, L. L. Laughlin, Nease and Tracy on August 13, 1951, considered a suggestion of an employee in the Identification Division.

For the Director's information, this suggestion pertains to cases involving fingerprints for which no previous record has been received in the Identification Division. When such a fingerprint card is received for the first time and is searched without revealing a previous record, a charge card is placed in the master fingerprint file. This charge card takes the place of the current fingerprint card until it is being answered and until it is returned to file. Frequently, a second print on the same individual is received in connection with the same arrest, for example, when a jail fingerprints a subject following the arrest and fingerprinting by either the local police or Sheriff's office. The present procedure in the Identification Division under such circumstances and under a procedure approved by the Bureau under date of June 16, 1948, provides that when the second fingerprint card has been received and searched and is identified with the charge card, the second fingerprint card is answered as a non-ident. This eliminates the location of the first fingerprint card which has been received and expedites the answer of all fingerprint cards.

The employee suggested that in such cases when a second print is received immediately following the receipt of the first print, in those cases in which no previous record exists in the Identification Division files, that the second fingerprint card be returned to the contributing agency. The employee feels that this would eliminate the time necessary in making up a fingerprint jacket after the two fingerprint cards are returned to file.

The supervisory staff of the Identification Division has studied the suggestion in detail and recommends unfavorably for the following reasons:

It is not believed advisable to return fingerprint cards

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

12/12
Mr. Clegg
Mr. Mohr
61 SEP 19 1951

RECORDED - 104 SEP 13 1951

INDEXED 104 14

HANDLED BY
STOP DESK

66-2554-9830
12/12

Memorandum for the Director

August 30, 1951

of this type because they actually reflect arrest information and may contain the disposition of the first fingerprint card received or actually may be an additional arrest by another arresting agency.

The Conference unanimously recommends the suggestion not be adopted and if the Director approves, there is attached a letter to the employee thanking him for his suggestion.

Respectfully,
For the Conference,



Clyde Tolson



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

THE DIRECTOR

August 25, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY sp-5/BJP

88647

The Executives Conference of August 21, 1951, consisting of Messrs. Ladd, Laughlin, Mason (for Clegg), G. C. Gurney, Parsons (for Harbo), McGuire (for Nichols), Tracy, Mohr, Rosen, Belmont, and Glavin considered the attached communication to all investigative employees concerning the advance of funds for the shipment of household goods and personal effects.

As a background for the need of this communication, it has been found that there have been a number of instances wherein advances of funds made to Bureau Special Agent personnel under transfer have not been settled within the 45 day period of time allowed for the settlement of such accounts. It was pointed out to the Conference that by law, an employee of the Government may request an advance of funds to defray the cost of transporting his household goods and personal effects from one official duty station to another. During the past year, advances to Bureau personnel have increased tremendously as a result of their increase in new Agent personnel. In the past four months these requests have increased about 225% over the same period last year. We have averaged approximately 153 requests per month for the past four months. It was pointed out that under Bureau regulations it is imperative that an employee account for the advance of funds in full within 45 days after the date the advance check is issued. A periodic review is made of the records maintained on the advance of funds to ascertain if the fund is outstanding. When such advances are still outstanding, an appropriate communication goes forward to the SAC of the employee requesting that a settlement be made. It was pointed out to the Conference that under the Department of Justice regulations the Bureau must take an accounting each month for all advances made and those outstanding. Therefore, the Bureau insists that employees who have received an advance, account for the same within 45 days. The Conference was advised that it is not essential that the fund be repaid within the 45 day period, but the advance can be offset against an expense account for the transportation of the employee's household goods and personal effects from one official station of duty to another.

RECORDED - 104 66-2554-9031

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

INITIALS ON ORIGINAL

8-15-51
[Handwritten signature]

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

MB:JP
Attachments

HANDLED BY
SEP 15 1951

cc - Mr. Clegg
Mr. Mohr
52 OCT 21 1951

THE DIRECTOR

THE DIRECTOR'S CONFERENCE

August 9, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/24/2011 BY SP-5/BJH

The Secretives Conference of August 9, 1951, consisting of Messrs. Ladd, Nichols, Nease, Harbo, Belmont, Rosen, Clegg, Trotter, Tamm, [redacted] and Glavin considered a suggestion submitted by [redacted] to the effect that a designated elevator for those wishing to go to the first floor at the 6th and Pennsylvania Avenue elevator bank should be set up. By having such an elevator, it would save having around so many people but no one person is apt to get hurt in the rush.

It was pointed out to the Conference that at the present time there are four elevators in the 6th and Pennsylvania bank. This is one of the busiest elevator banks in the building, not only through the utilization of the elevators by employees of the Bureau and other divisions of the Department of Justice, but also because the orderly of the bank enter through the elevator bank. It was pointed out that an effort is being made to have an additional elevator placed in operation in this particular bank, an approval has been granted by the Public Buildings Administration to have such an elevator installed, but the installation of this elevator will take a period of time.

It was further pointed out that if one elevator is set aside to go to the first floor only, in view of the fact that a large amount of the traffic goes to the present during the lunch hour due to the fact that many employees in the FBI and Justice eat in the cafeteria, there would be a hold up of employees getting to the cafeteria in the basement. There would be employees who would get the elevator on the upper floors and would cause a greater congestion on the first floor in getting out of the elevator and proceeding to the basement by foot. The Conference feels that at the present time in view of the limited number of elevators available in the 6th and Pennsylvania bank, it would not be advantageous to have one elevator set up to go just to the first floor and limit the service presently being given to those who proceed to the basement for lunch in the cafeteria.

It is suggested that the Director agree with the Conference recommendation should the Director agree with the Conference recommendation. [redacted] will be appropriately advised.

System
Lead _____
Case _____
Dayin _____
Michele _____
Repet _____
Tandy _____
Jacks _____
Allen _____
Sullivan _____
Tele. room _____
Holl _____
Nease _____
Gandy _____

63 SEP 28 1951
Mr. Clegg
Mr. Mohr

Respectfully,
For RECORDED
INDEXED - 122
EX-78
HANDLED BY
STROM DIBK
166-2554-903
SEP 11 1951
65

The Director

September 13, 1951

The Executives Conference

RADIO EQUIPMENT
ATLANTA DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/22/92 BY SP-5/BJW

EXECUTIVE CONFERENCE

On September 12, the Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tamm, Mohr, Rosen, Mason, Gearty, Laughlin, McGuire and Parsons, considered the request of the Atlanta Division for a radio receiver to be used in the Atlanta Office.

The SAC at Atlanta has requested a radio receiver which will permit reception in the Bureau office of the local police department broadcasts and broadcasts from the State Highway Patrol radio system. It is also desired that the same receiver be capable of receiving local commercial broadcasts as well. There is available a radio receiver known as HalliCrofter's SX-62 which costs approximately \$290.00. This receiver will fulfill the request of the SAC at Atlanta and, in addition, will permit that office to receive broadcasts of two county police frequencies and also Bureau radio equipment.

The Conference unanimously recommends that the Bureau purchase a HalliCrofter's receiver at a cost of approximately \$290.00 for the Atlanta Division.

Respectfully,
For the Conference

Tm

Glyde Tolson

OGA

cc - Mr. H. H. Glegg
Mr. Mohr

DJP:VH *VH*

RECORDED - 129

INDEXED - 129

HANDLED BY
STOP DESK

66-2554-9833
SEP 13 1951

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

F-105
7343

SEP 18 1951

The Director

August 31, 1951

The Executives Conference

* INFRARED SPECTROPHOTOMETER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5/BJA

On August 31, the Conference, consisting of Messrs. Ladd, Glavin, Tamm, Belmont, Rosen, Mason, Gearty, Laughlin, Nichols and Parsons, considered the request of the Laboratory for the purchase of a new piece of technical equipment known as an infrared spectrophotometer. This instrument costs approximately \$11,500.

It was pointed out to the Conference that over a period of years the Laboratory had handled more examinations with fewer personnel which was largely due to the application of the latest scientific developments and improvement of procedures. Since 1946, the number of examinations in the Laboratory have increased from 67,229 to 104,937, an increase of 56%. Over the same period, personnel have decreased from 167 to 140, a decrease of 16%. Spectrography has been one of the most rapidly increasing fields because of the speed with which examinations can be handled which might otherwise require many man hours of chemical analysis.

The Laboratory presently has an X-ray diffraction spectrometer which quickly analyzes crystalline compounds and powders. The Laboratory also has a Hardy spectrophotometer which uses visible light to analyze dyes, paints and related compounds. This instrument has paid for itself many times over through the man hours saved in thousands of examinations. Research has been conducted by many laboratories over a period of time applying the infrared portion of the spectrum to the analysis of organic compounds and many solutions involving a wide range of chemicals. This field is now well established and we have followed it carefully and, while there are three major manufacturers of instruments, it was not until this year that one has been produced which we consider has all of the features desired. One of these identical instruments is now in use by the Department of Agriculture and we have made use of their facilities on two recent occasions where we had organic chemicals which we were unable to analyze here.

This equipment will not only permit us to conduct many examinations more quickly, but will permit us to analyze small amounts of organic materials which we cannot now do.

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

Mr. H. H. Clegg
Mr. Mohr
BJP:VH

HANDLED BY
TOP DESK

RECORDED - 1297 66-254

SEP 15 1951

INDEXED - 129

61 SEP 18 1951

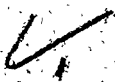
2
77834

Memorandum for the Director

The instrument desired is known as a double beam recording infrared spectrophotometer manufactured by the Perkin-Elmer Corporation, Glenbrook, Connecticut, and costs approximately \$11,500.

The Executives Conference unanimously recommends the purchase of this equipment for use in the FBI Laboratory.

Respectfully,
For the Conference



Clyde Tolson

OK
12

THE DIRECTOR
EXECUTIVES CONFERENCE

8/9/51

88646

The Executives Conference on 8/9/51, with Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols, Laughlin, Nease and Clegg being present, considered the recommendation approved by the Director in September 1950 that annual consideration be given to inviting the members of the IACP Committee on Police Training to visit the Bureau for a conference on police training matters and as consultants on programs for the FBI National Academy.

The Committee for the current year, all of whom are friendly to the Bureau, is made up of the following:

- Fred Hoff, Chairman
- Chief Philip Purcell, Newton, Massachusetts
- Chief Alfred P. Smalley, Highland Park, N. J.
- Chief Irving Bruce, Colorado Springs, Colorado
- Chief Stanhope Linchberry, Charlotte, N. C.
- Chief John D. Holden, Jackson, Mississippi
- Superintendent Arthur Thurston, Indiana

It was pointed out to the Conference that there was no need at this time for a visit by the Committee on Police Training and that no special problems are pending. The Conference was informed that last year the Committee met at the Bureau just before the IACP Convention and at that time completely cleaned up all existing matters. Inasmuch as the Bureau paid the expenses of the Committee last year, it would be presumed that the Bureau would have to undergo the same expense this year, which would not be justified.

It was unanimously recommended by the Executives Conference that the annual visit of the IACP Police Training Committee for the year 1951, not be held.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 55

INDEXED - 55

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5/BJH

166-2584-9035
SEP 15 1951
HANDLED BY
SEP 17 1951

This is a rewrite.
Discussed with Mr. Clegg
by phone. M

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

cc-Mr. Mohr
Mr. Clegg R395
51 SEP 18 1951

I concur
H

THE DIRECTOR

September 11,

THE EXECUTIVES' CONFERENCE

my
FREEDOM OF THE PRESS COMPANY, INC.
INTERNAL SECURITY - C.
(Bureau file 97-401)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/27/92 BY SP-5 CJP

88610

DHP

On September 10, 1951, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Parsons for Harbo, McGuire for Nichols, Tamm for Tracy, Rosen, Mohr, Gearty, Laughlin and Belmont, considered the desirability of making copies of 36 reels of microfilm records of the "Daily Worker," covering the period January 13, 1924 through January 1, 1939, which records are presently in the possession of the Wisconsin State Historical Library.

The New York Office started to maintain files on the "Daily Worker" on January 2, 1939. There is constant reference to these files and in addition frequent reference to the issues of the "Daily Worker" prior to January 2, 1939. To secure copies of issues prior to January 2, 1939, the New York Office must use the incomplete newspaper files of the New York Public Library and must expend travel time and money to make copies of any necessary pages.

The Milwaukee Division has ascertained that microfilm records of the "Daily Worker" from January 13, 1924 to January 1, 1939, are available at the Historical Library, Madison, Wisconsin. The State Historical Library is unwilling to copy the microfilm or grant permission for copying the microfilm without authority from the "Daily Worker" because of the copyright laws involved. The Library will lend these films to the Bureau for a period of two or three weeks at a time. The films covering the issues of the "Daily Worker" from January 13, 1924 to January 1, 1939 number 36 reels containing 3600 feet of film. A positive film can be made from these 36 reels by the Eastman Kodak Company at a cost of \$126.

It is noted that while there may be a technical violation of the copyright laws in copying this material, the New York Public Library does make photostatic copies of pages of the "Daily Worker" and furnish them to the Bureau or other individuals at so much per page. We took up the matter of photostating material in Bureau cases with Mr. Peyton Ford, who

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

RECORDED - 87
INDEXED - 87
SEP 14 1951
66-2554-9036

HANDLED BY
STOP/PH/EX - 15

367
52 SEP 21 1951
cc - Mr. Clegg
Mr. Mohr

[Handwritten signatures and initials]

MEMORANDUM FOR THE DIRECTOR

advised on October 27, 1950, that while the copying of copyrighted material for Governmental use might be regarded as an infringement, it seems likely that the courts may adopt a liberal interpretation of the fair use doctrine so far as the activities of libraries are concerned. He stated that it seems likely that the fair use doctrine "might be interpreted by the courts as sanctioning the kind of practice that many libraries including the New York Public Library have traditionally followed, although there are no decisions dealing with this point.

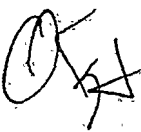
Executives' Conference
Recommendations:

88645

The Executives' Conference unanimously recommended that we authorize the Milwaukee Division to borrow the film in question and forward it to the Bureau in order that a copy may be made at a cost of approximately \$125.

Attached is a letter to the New York Division, with a copy for Milwaukee, for your approval.

Respectfully,
For the Conference


Clyde Tolson

66-2554-903b

THE MEMORANDUM

September 4, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/21/81 BY SP-5/BJD/20

The Executive Conference of 8-29-51, consisting of Messrs. Ladd, Eason, Belmont, Gearty, Laughlin, Nichols, Mohr, Parsons (for Harbo), Quinn Tamm and Glavin considered a memo submitted by Mr. Laughlin to Mr. Ladd concerning Flexowriters.

For the Director's information, the Flexowriter is an electric machine which cuts a tape as the original letter is being typed. Thereafter, as many original copies as are necessary or desired may be run off from the tape automatically and each copy is an original. The machine is of particular benefit in those instances where it is necessary to prepare a large number of letters, each of which must be an original. Mr. Laughlin points out that the Flexowriter, consisting of a recorder-reproducer and writing machine, lists for \$2250 plus 6% Manufacturer's Excise Tax. It was pointed out to the Conference that the machine would be of real benefit in those instances where it is necessary to prepare a number of the same letter to various persons, each of which must be an original. A check has been made with the various divisions and it has been found that from time to time preparation of such letters is necessary in the Bureau. For example, in the Domestic Intelligence Division the so-called "Daylet", which contains current intelligence information, is disseminated three times weekly to all the top level intelligence people in the Government, including Admiral Sorens, the Attorney General, Secretaries of the Army, Navy and Air Force, etc. This letter at the present time, of which twenty-five copies are necessary, is being reprinted. This reprinted procedure is entirely satisfactory and according to the Domestic Intelligence Division, no change is necessary in the method in which this particular letter is being prepared.

It was also pointed out that from time to time other communications go forward to the attention of the President, to Admiral Sorens, to the Attorney General, and the State Department as well as the other intelligence agencies. It is necessary to prepare originals in each instance.

The Laboratory has certain form letters going out requesting information concerning patents, rubber heels, et cetera, and each of these letters must necessarily be an original. It appears that from 90 to 110 such letters are prepared covering these requests. There is no set time for the transmission of these communications.

The Training and Inspection Division has certain types of communications going out several times annually to Chiefs of Police concerning candidates for the National Academy and concerning

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

cc - Mr. Clegg
cc - Mr. Belmont

RECORDED - 52
EX - 43
INDEXED - 52

SEP 15 1951
U.S. DEPARTMENT OF JUSTICE

66-2554-9037
11

Memo for the Director - Continued

88641

graduates of the National Academy. It was the consensus of opinion of those contacted that in view of the cost of this machine and limited usage to which it can be put at this time that none be obtained for the Bureau.

The Conference is in agreement with the recommendation made and does not feel that this machine should be purchased at this time.

Respectfully,
FOR THE CONFERENCE

I think we
should try one.

9-5

Vivian Tolson

I agree
gaw

yes
gt

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ce
vir
gals
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a. woc
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THE DIRECTOR
THE EXECUTIVE CONFERENCE

August 16, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-SC/BXP

The Executive Conference of August 14, 1951, consisting of Messrs. Ladd, Laughlin, Mason (for Clegg), Belmont, Mohr, Parsons (for Harbo), Tracy, Nease, Rosen and Glavin, considered a suggestion received from Special Agent [redacted] that the Bureau's present policy in issuing the Territorial Allocation List be revised to conform with the following. It was suggested that a heavy-duty manila envelope be devised to be slightly smaller than the cover of the U. S. Postal Guide, the same to be open at the binding side and treated with glue in order that same may be attached to the back or front cover of the Postal Guide. It was suggested that the Territorial Allocation List be prepared on pages roughly 5" x 9" for maintenance in the paper pocket described above. It was further suggested that the list be made on one side of the sheets only so that revisions may be effected in the same manner as periodic revisions occur in the Agents' Handbook.

b6
b7c

It was pointed out to the Conference that the Joint Committee also considered this suggestion and felt that no particular advantages would be derived in keeping the Territorial Allocation List in an envelope attached to the Postal Guide. The Committee also considered other ramifications as to the printing of this list on only one side and in 5" x 9" size, and concluded the current practice is by far the most feasible. Further, the original suggestion could not be acted upon favorably because the Bureau obtains its envelopes from the Procurement Division in conformance with regular Governmental purchases and to order special sized envelopes for this sole purpose would be unconomical.

The Conference had the opportunity of seeing a sample Territorial Allocation List prepared by the Administrative Division covering the suggestion in question. This sample is attached hereto. The Conference therefore recommends that the suggestion be approved with the exception that the envelope not be prepared since it is a special type of envelope and special orders would have to be placed for it at the present time and the envelope in itself does not serve any particularly useful purpose. The Territorial Allocation List as set up, could be placed in the Postal Guide and utilized without it being enveloped as suggested by Mr. [redacted] should the Director agree.

b6
b7c

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

Mr. Clegg
Mr. Harbo
529-1-1951

RECORDED - 52
EX - 43
INDEXED - 52
HANDLED BY
STOW/10/51

66-2554-9038
SEP 15 1951
11

Def

MEMO FOR THE DIRECTOR

with the Conference recommendation the appropriate change in the format of the mailing list will be immediately made and the field appropriately advised.

Respectfully,
FOR THE CONFERENCE

4

Clyde Tolson

KAT

- Tolson _____
- DeLoach _____
- Mohr _____
- Bishop _____
- Casper _____
- Callahan _____
- Conrad _____
- Felt _____
- Gale _____
- Rosen _____
- Sullivan _____
- Tavel _____
- Trotter _____
- Tele. Room _____
- Holmes _____
- Gandy _____

The Director

September 13, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5 C/D/T

INTOXICATION TESTS

On September 12, the Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tamm, Mohr, Rosen, Mason, Gearty, Laughlin, McGuire and Parsons, considered the proposal to buy an instrument for making intoxication tests known as an Alcometer.

It was pointed out to the Conference that the National Academy curriculum includes a lecture and demonstration on the subject of chemical tests for intoxication. This course is of much interest to the National Academy and is enthusiastically received because of their problems in connection with drunken driving investigations. There are two instruments presently in considerable use known as the Drunkometer and the Intoximeter, both of which we have and which are shown to the National Academy without making any recommendations which could be construed as endorsement of commercial equipment.

There is now on the market a new instrument known as the Alcometer, which was developed at Yale University, and is sold by a reputable concern, Alfred Bicknell Associates, Incorporated, for a price of \$775.00. The FBI Laboratory in order to keep up to date on new methods has in the past conferred with Dr. Greenberg of Yale and more recently with Dr. Greenberg and a representative of the manufacturer. They have offered as a matter of cooperation to sell the Bureau one of the units for the price of \$400.00 which is approximately the manufacturer's cost. This equipment would also be used in explaining available methods to the National Academy, but no recommendations would be made to persons outside the Bureau.

The Conference unanimously recommends the purchase of the Alcometer at a cost of \$400.00 in order to supplement the National Academy training course and to have the most up-to-date equipment in the field of intoxication tests.

Respectfully,

For the Conference

66-2554-9039

RECORDED
EX. 3

SEP 15 1951

Clyde Tolson

HANDLED BY
Stob/palsie

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

Mr. H. H. Clegg
Mr. Mohr

SEP 12 1951

F 357

THE DIRECTOR

September 6, 1951

JOINT COMMITTEE

SUGGESTION No. 21
EMPLOYEE: ASAC F. C. FINLEY
Norfolk Division

NO NUMBER SAC LETTERS

MEMBERS PRESENT: E. D. Mason
R. T. Harbo
S. K. McKee
E. Scheidt
C. H. Carson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/92 BY SP-5 CUB/H

SUGGESTION: That the Bureau consider lettering No Number SAC Letters so that the Field Offices can be sure that all such letters have been received. At present a rather substantial number of such letters are sent to the Field and under existing instructions they must be retained in the Personal and Confidential files of the SAC and thus are not available to other employees of the office. They are maintained in chronological order. However, there is no means whereby any SAC can be sure that he has received all No Number SAC Letters issued by the Bureau.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on August 29, 1951, unanimously recommended that the No. Number SAC Letters be identified by using the letters of the alphabet in consecutive order so that the failure to receive any letter may be immediately detected.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG

The Executives Conference of September 10, 1951, with Messrs. Tolson, Ladd, Glavin, Rosen, C. Tamm,

cc - Mr. Mohr
Mr. Clegg

Attachment

BTH:ISS

RECORDED - 87

66-2554-9840

EX - 15

SEP 15

KACM

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

53 SEP 18 1951 2341

EXECUTIVES CONFERENCE CONSIDERATION (continued)

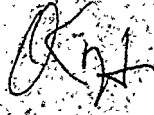
Parsons, McGuire, Mohr, Mason, Belmont, Laughlin and Gearty present, unanimously recommended that No Number SAC Letters be identified by alphabetical designation and that SACs keep one complete file of No Number SAC Letters under lock and key.

Attached for the Director's approval is an SAC Letter.

Respectfully,
For the Conference



Clyde Tolson



THE DIRECTOR

9/12/51

EXECUTIVES CONFERENCE

SUGGESTION FOR STREAMLINING
ATOMIC ENERGY APPLICANT CASES
SUPERVISOR [redacted]
LIAISON SECTION

88639

MEMBERS PRESENT: Messrs. E. Scheidt E. T. Harbo
S. L. McKee E. D. Mason
C. H. Carson

The Joint Committee on 8/29/51, recommended that a letter of commendation be forwarded to Mr. [redacted] for having made a suggestion approved by the Director and put into effect. This suggestion will result in the savings of the services of one Grade GS-2 Clerk and the cost of file folders amounting to about \$200 per month.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on 9/7/51, with Messrs. Tolson, Callahan, Q. Tamm, Mohr, Rosen, Ladd, Hennrich, Mason, Gearty and McGuire present, considered the fact that [redacted] idea had been adopted by the Bureau. In view of the fact that the suggestion was the type that would normally be expected from a Grade GS-13 Agent who had previously been assigned to the Special Inquiry Section, and was currently handling Liaison work with the Atomic Energy Commission, and since the suggestion dealt with a way of streamlining administrative matters relative to the handling of Atomic Energy cases at the Bureau, the Executives Conference felt that a letter of commendation would be adequate recognition of Mr. [redacted] initiative.

For the Director's approval, there is attached hereto a letter to Mr. [redacted]

Respectfully,
For the Conference

Glyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DXG

RECORDED - 87

66 2554-9041

15 193

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/81 BY SP-5 CJB/BJ

SEP 21 1951

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

The Director

September 13, 1951

The Executives Conference

ANCHORAGE RADIO STATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5 CIB/HZ

On September 13, the Conference, consisting of Messrs. Ladd, Nichols, Gearty, Clegg, Rosen, Belmont, Mohr, Tamm, Glavin and Parsons, considered the desirability of amending the lease for the land on which our Anchorage radio station is situated.

During the last war when the Bureau field division was moved to Anchorage, Alaska, our radio station, which is the principal communication link with our Anchorage Office, was located on leased property on the outskirts of Anchorage. The lease for this land has always been negotiated by the current SAC in his own name with [redacted] the owner of the property. The FBI has not previously been mentioned in the leases because initially the occupancy of the radio station by the FBI was regarded as confidential.

b6
b7c

The city of Anchorage now desires to run a power line to the International Airport which power line will cross a part of the property occupied by the radio station. The Bureau initially objected because of the possibility that the power line would cause interference with our radio communications. Because the city of Anchorage was unable to find the type of cable to run underground, they have now asked for an easement to permit running the power line across Bureau occupied property with the guarantee that if it does cause interference to our radio operations it will be removed. A tentative agreement to this effect has been drafted between the SAC, the owner of the property and the city of Anchorage, and the proposed agreement has been reviewed by the United States Attorney. The United States Attorney has pointed out that since the FBI is not mentioned there is a question in his mind as to whether the FBI can be considered a party to this easement agreement. He further points out that if a new SAC were to negotiate a new lease in the future the easement contract would no longer be binding on the city of Anchorage. An additional point made by the United States Attorney indicates that the city of Anchorage could bring condemnation proceedings to obtain right of way for the power line over the property if the contract is signed by the SAC.

h

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

an individual, whereas, if the FBI is a party in interest, it is quite possible that the courts would not allow a condemnation suit against the Federal Government.

Mr. H. H. Clegg
INDEXED
SEP 14 1951
120

66-2554-9842
SEP 15 1951

RD

Memorandum for the Director

In order to avoid the problems pointed out by the United States Attorney, the Conference considered the desirability of amending the current lease with the property owner to show the property leased by the Federal Bureau of Investigation with the SAC acting as agent. The Conference, with the exception of Mr. Ladd, recommends that the current lease be so amended. Mr. Ladd does not object but states he feels it is unnecessary. If the Director approves, the SAC at Anchorage will be instructed to amend the lease to show him as acting for the Federal Bureau of Investigation as the lessee.

Respectfully,
For the Conference

GT

Glyde Tolson

*Agrees with
majority
GT*

The Director

September 13, 1951

The Executives Conference

The Executives Conference of September 12, 1951, consisting of Messrs. Tolson, McGuire for Nichols, Laughlin, Gearty, Mason, Rosen, Ladd, Mohr, Parsons, Quinn Tamm for Tracy and Glavin considered the attached suggested letter to all SACs concerning annual leave and recommended its approval.

The background for this particular SAC Letter is the fact that under the Independent Offices Appropriation Bill for the present fiscal year annual leave for employees in the government service was cut from 26 days to 20 days, this act being retroactive to July 1, 1951. The Conference was advised that it is felt that this information should go forward to the field at this time even though there is a possibility of additional amendments being made to the leave act in the immediate future.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

WRG:pr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5 CJP/BJP

RECORDED - 120

EX - 15

66-2554-9043
SEP 15 1951

52 SEP 21 1951

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

The Director
The Executives Conference

September 13, 1951

~~THEFT FROM INTERSTATE SHIPMENT~~

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DATE 1/22/92 BY SP-5 ccb/mc

PURPOSE

To suggest that an SAC Letter be sent to all offices again calling to their attention the increasing number of violations in this category and stressing the necessity for immediate action.

FACTS

There has been a steady increase in the plundering of scarce goods moving in interstate commerce. As consumer items become more scarce it can be anticipated that such thefts will continue to increase.

ACTION RECOMMENDED

In view of this increase, there is attached a suggested SAC Letter again calling to the attention of the field the Bureau's responsibilities under this violation and stressing the necessity of immediate and thorough attention to these violations.

Unanimously approved by the Executive Conference today with Howard, Glavin, Egan for Tracy, Parsons for Harbo, Mohr, Belmont, Warty, Clegg, Nichols, Ladd, and Rosen in attendance.

Respectfully,
For the Conference

ym
Clyde Tolson

QZ

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

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INDEXED - 32 SEP 15 1951

66-2554-9044

RECEIVED READING ROOM

F B I

U. S. DEPT. OF JUSTICE

SEP 15 10 30 AM '51

9044

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

Attachment
FBI rsn

SEP 18 1951

MS

The Director

September 13, 1951

Executive Conference

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HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5 CIB/STH

88638

There is attached hereto an FBI letter instructing that at the next Agency conference held in each office a Special Agent be designated to discuss the development and investigation of interstate transportation of stolen motor vehicles, interstate transportation of stolen cattle, sheep, and horses, and interstate transportation of stolen aviation engines.

Ministry approved by the Executive Conference today with Messrs. Glavin, Ladd, Fox, Rosen, Parsons, Mohr, Ladd, Belmont, Harbo, Glavin, Nichols, Ladd, and Rosen in attendance.

Respectfully,
For the Conference

[Handwritten signature]

Clara Tolson

[Handwritten initials]

[Handwritten mark]

RECORDED - 121

INDEXED - 121

66-2554-9045
SEP 13 1951
B

Attachment
88638

cc: Mr. Glavin
Mr. Ladd

EX-18

Autojr

SEP 1 1951

The Director

September 14, 1951

The Executive Conference

88636

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/2/92 BY SP-5 C. J. DHP

The Executive Conference of September 13, 1951, consisting of Messrs. Tolson, McGuire for Nichols, Laughlin, Gearty, Mason, Rosen, Ladd, Mohr, Parsons, Quinn Tamm for Tracy and Glavin considered an automobile accident involving SA John P. Foley of the New York Office on June 12, 1951, in the amount of \$36.63.

For the Director's information, SA Foley, who was involved in the accident and who was accompanied by SA E. W. Fisher, advised that he had stopped for a traffic light at the intersection of Fulton and Tillary Streets and after the light changed he made a left turn onto Tillary Street and had traveled east for approximately 25' when the third party's car suddenly stopped. The Bureau car was traveling about 10-15 miles per hour and was approximately 8'-10' behind the third party's car when Agent Foley noticed that it had stopped. He immediately applied the brakes and turned to the left to avoid the third party's car but was unsuccessful in doing so. The right front of the Bureau car struck the left rear of the third party's car and both cars traveled about 2'-3' after the impact.

The Conference was advised that the third party involved advised SA Foley at the scene of the accident that a truck pulled out from the curb in front of his car and he had to stop in order to avoid hitting it, that this truck was obscured from Agent Foley's vision by the third party's car and the truck did not stop after the accident. It appeared that the third party suffered from shock after the accident; however, upon examination by the physician, no apparent injuries were found. Tillary Street, on which the accident occurred, is a 4-lane, 2-way street of black top. It is not separated by driving lanes, and it was daylight, the weather was clear, visibility was good and the road was dry. The amount of traffic at the time of the accident was considerable and moving quickly. It was noted that Fulton Street carries most of the traffic coming from the Brooklyn Bridge and Tillary Street carries much of the traffic cross-town to the Manhattan Bridge. The Bureau car was damaged as follows: the bottom of the right front fender was driven back against the tire and radiator, causing the radiator to

- Tolson _____
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- Glavin _____
- Nichols _____
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- Hess _____
- Gandy _____

HANDLED BY
INDEXED 49
166-2554-9046
SEP 15 1951

SA Fisher, who was a passenger in the Bureau car at the time of this accident, gave substantially the same information concerning the facts of this accident. He stated that Agent Foley was not careless to any degree but did everything a reasonably alert individual could have done. He further stated that SA Foley could not possibly have seen

cc: Mr. Mohr
SEP 21 1951

Memo for the Director

88637

the truck that pulled out in front of the third party's car causing the third party to stop in such a manner.

Damage to the third party's car was \$129.84. A ~~claim~~^{claim} for damages have been filed with the Bureau by the Insurer of the third party's car.

SAC Scheidt stated that a review of all the circumstances surrounding the accident would seem to indicate that it was unavoidable and was not caused as a result of any lack of diligence or caution on the part of SA Foley and it was his recommendation that he not be held responsible for the damages sustained to either the Bureau car or the third party's car.

The Conference was further advised that the Administrative Division feels that Agent Foley did not have complete control of the Bureau car in not allowing sufficient space between the Bureau car and the third party's car after making the turn and recommend that Foley be held liable for this accident and the cost of the repairs to the Bureau car be assumed by him. It also recommend that the claim for damages of the third party be sent to the Department for their consideration and opinion.

Hepner, Tolson, Ladd, Jones, McGuire and Glavin are of the opinion that SA Foley was negligent in the operation of the car since he did not permit sufficient clearance between his car and the car in front of him and that the accident could not have occurred if he had been alert to the possibility of the car which he was following stopping without warning. They recommend that Foley pay for the damages to the Bureau car in the amount of \$38.63. *I Concur. J*

Hepner, Quinn Tamm, Parsons, Mohr, Mason, Egan and Laughlin feel that Foley was exercising every caution in the operation of the Bureau owned automobile, that he was traveling on a heavily traveled street, the car preceding him had to stop suddenly because a truck pulled out onto the road and, as a result and through no negligence of Agent Foley, the collision occurred. They recommend that Foley not be held responsible for the accident in question.

Respectfully,
For the Conference

Ym
Glyde Tolson

66-2554-9046

THE DIRECTOR

9/14/51

EXECUTIVES CONFERENCE

GRADUATION EXERCISES
48TH SESSION
FBI NATIONAL ACADEMY

The Executives Conference of September 12, 1951, consisting of Messrs. Tolson, Glavin, C. Tamm, Parsons, Mohr, Ladd, Rosen, Mason, Gearty, Laughlin, and McGuire considered possible speakers for the Graduation Exercises of the 48th Session of the FBI National Academy to be held in the Departmental Auditorium at 10:30 a.m., Friday, November 16.

The Conference unanimously recommended choices as indicated below, for the Director's approval.

NON-GOVERNMENT

First Choice:

Dean Clarence Hanton, University of Notre Dame (Invited to speak at the 47th Session Graduation but had to decline because of a previous commitment and requested that if possible he be permitted to attend on a future occasion.)

Second Choice:

Captain Eddie Bickenbacher, President, Eastern Air Lines

GOVERNMENT

First Choice:

General Omar Bradley, Chief of Staff

Second Choice:

Admiral William H. Fichteler, newly appointed Chief of Naval Operations.

Respectfully,
For the Conference

Clyde Tolson

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DATE 1/24/92 BY SP-5 C/PJ

cc: Mr. Mohr
Mr. Clegg

SEP 22 1951

RECORDED - 104

66-25549047

SEP 17 1951

Tolson
Ladd
Clegg
Glavin
Nichols
Rosen
Tracy

THE DIRECTOR

August 30, 1951

JOINT COMMITTEE

SUGGESTION NO. 836

EMPLOYEE: ASAC H. K. NOSS
ST. LOUIS DIVISION

LOYALTY OF GOVERNMENT EMPLOYEES INVESTIGATIONS

MEMBERS PRESENT: E. D. Mason
R. T. Harbo
S. K. McKee
E. Scheidt
C. H. Carson

ALL INFORMATION CONTAINED
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DATE 1/24/90 BY sp-sch/tp

SUGGESTION: That the Bureau adopt a rule requiring Field Offices checking the place of employment of an appointee under the Loyalty of Government Employees program make at least a telephonic check to verify employment within four days after receipt of the case in the field.

The purpose of the suggestion is to make possible the speedy discontinuance of investigation in the event the appointee is no longer Federally employed.

The Joint Committee took cognizance of the views of Mr. C. H. Stanley of the Loyalty Section and Mr. A. H. Belmont of the Domestic Intelligence Division to the effect that such a rule is entirely consistent with current instructions and in the opinion of those gentlemen and no apparent disadvantage is seen relative to the adoption of such a regulation. Messrs. Stanley and Belmont recommend approval of the idea.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the matter and felt that it would be undesirable to add an additional rule of this type to the regulations governing the investigations under the Loyalty program. The Joint Committee pointed out that

cc - Mr. Mohr
Mr. Clegg

RECORDED - 22 66-2554-904 8

INDEXED - 22 SEP 18 1951

EX. 74

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

CEM:IGS

SEP 22 1951

Executive Conference

abc

Mohr

in some offices Loyalty investigations are handled by one or two experienced Agents and that all investigatory employees do not participate in Loyalty investigations. Therefore, if these experienced Agents handling Loyalty investigations were not available it would mean that some other Agent would have to be designated to put in a telephone call or otherwise check the employment of the appointee.

The Joint Committee felt that the purpose which prompted the suggestion could be obtained through reemphasizing the existing regulations governing immediate assignment and investigation of Loyalty cases. The Joint Committee also recommended that the attached Bureau Bulletin be approved.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ato:J

The Executives Conference on September 5, 1951, considered this matter.

Jenny
AF → The Majority consisting of Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Gearty, and Laughlin voted favorably relative to the suggestion feeling that it is desirable to force the Field to verify the employment of the Subject of a Loyalty investigation within 4 days so that if this employment has been terminated, discontinuance wires may be speedily sent to other offices as a means of saving investigative effort. The Majority felt that it was undesirable to permit an investigation to go longer when there was the possibility of saving work.

The Minority consisting of Messrs. Harbo, G. Tamm, and Mason felt that there should be no set rule requiring the Field to verify employment in Loyalty

cases within 4 days, that it would work an administrative hardship on some offices, and that one of the first requirements set forth in the Manual for the handling of Loyalty cases is that an Agent immediately verify the employment of the person being investigated. Consequently, since this is the first move made in Loyalty cases, the establishment of an additional rule would be an awkward administrative move.

Appropriate instructions will be issued to the Field after the Director has indicated his decision.

Wm

4-24-48

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

DATE: 9/5/51

TO : MR. TOLSON

FROM : JOINT COMMITTEE

SUBJECT : SUGGESTION #30
 EMPLOYEE: [REDACTED] STENOGRAPHER
 ALBUQUERQUE DIVISION
 #1 REGISTER BE REPLACED WITH SIGN-IN SHEETS

b6
b7c

MEMBERS PRESENT: Messrs. E. Scheidt R. T. HARBO
 S. K. McKee E. D. MASON
 G. H. Carson

Operational Conference

SUGGESTION:

That the #1 register currently used in the Field be replaced by sign-in sheets such as are used at the Seat of Government. Samples of the #1 register of the Seat of Government sign-in sheets are attached.

ADVANTAGES:

1. One document will suffice for a period of one week in recording the arrival at the office and the departure from the office at once for 23 employees, whereas the #1 register used in the Field requires a separate page daily for 20 employees.
2. The alphabetical listing of the names of employees on the form used at the Seat of Government would facilitate the work of the time and attendance clerk.

DISADVANTAGES:

1. The current #1 register in the Field provides columns for departure for lunch and return from lunch times, such spaces not being provided on the Seat of Government attendance sheet and these columns are used for non-Agent personnel.
2. The present form provides a means for close supervision of attendance and tardiness and leave, and has been found well suited for use in the Field.

JOINT COMMITTEE CONSIDERATION: RECORDED-145

The Joint Committee on 8-29-51 considered above suggestion unfavorably.

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 DATE 11/22/92 BY SP-5/SC/br

ORIGINAL COPY FILED IN 66-2759-9728

62 JUL 2 1953

66-2554-9048X

30 JUN 29 1953

Attachment
 cc: Mr. Mohr
 cc: Mrs. Clegg
 EDM: EHW

DATE: September 6, 1951

TO : MR. TOLSON
FROM : JOINT COMMITTEE
SUBJECT : SUGGESTION NO. 22
EMPLOYEE: SAC H. G. FOSTER
INDIANAPOLIS DIVISION

88635

REDUCTION IN SUZE OF #3 CARD

- MEMBERS PRESENT: E. D. MASON
- R. T. HARBO
- S. K. MCKEE
- E. SCHEIDT
- C. H. CARSON

Executive Conference

SUGGESTION: That the Bureau consider reducing the size of the #3 Register card to 3 x 5 inches. The present card is 4 x 5 inches.

Advantages: It would be of assistance in filing these cards in the Field Offices since cabinets for the filing of 3 x 5 cards are used in all offices in maintaining the general index.

Disadvantages: The space on the present form which is used to show the whereabouts of Agents in the headquarters city is no more than adequate. If it were reduced in suze it would increase the difficulty of Agents and Supervisors in using and revising these forms.

JOINT COMMITTEE CONSIDERATION:
The Joint Committee on August 29, 1951, considered the above suggestion unanimously unfavorable.

cc - Mr. Mohr
Mr. Cle gg

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66-2554-9048X1

RECORDED
35 JUN 29 1953

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DATE 1/27/92 BY SP-5 [signature]

63 JUL 2 1953
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ORIGINAL COPY FILED IN 66-2554-991

THE DIRECTOR

September 17, 1951

THE EXECUTIVES CONFERENCE

~~PROPOSED SAC LETTER~~

~~PLANNING BY SENIOR AGENTS IN CHARGE~~

Messrs. Glavin, Tamm, Mohr, Belmont, Ladd, Winterrowd, Mason, Coarty, Laughlin, and McGuire in attendance at the Executives Conference of September 17, 1951, were acquainted with the contents of the attached proposed Sac Letter and recommended its approval.

RECOMMENDATION:

If approved by the Director, the attached Sac Letter should be signed.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Attachment

CC - Mr. Mohr
Mr. Clegg

[Handwritten initials]

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DATE 1/24/92 BY SP-5C/PAK

RECORDED - 22
INDEXED - 22

66-2554-9049
SEP 18 1951

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

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61 SEP 24 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

September 17, 1951

The Executives Conference of September 13, 1951, consisting of Messrs. Ladd, Rosen, Clegg, Nichols, Mohr, Belmont, Quinn Tamm (for Tracy), Parsons (for Harbo), Gandy, and Glavin considered the attached suggested posters for the Bureau's monthly morale poster program and all members of the Conference recommended posters labeled 1, 2, 3, and 4 for circularization.

With reference to poster labeled 5, Mr. Parsons of the Laboratory did not feel that this poster should be utilized since it mentions top secret documents. Mr. Clegg was opposed to poster labeled 6 regarding the Bureau's equipment.

Pending the Director's decision, reproduction of any of these posters is being held in abeyance.

Respectfully,
FOR THE CONFERENCE

[Signature]
Clyde Tolson

I am opposed to #5 & 6. Others are excellent.

WAG:JG
Attachments

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

I think these are OK

H. W.

RECORDED - 32

66-2554-9050
SEP 18 1951

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

52 SEP 20 1951

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DATE 4/22/78 BY SP-5 CJA/HK

THE DIRECTOR

September 17, 1951

THE EXECUTIVES CONFERENCE

Jm

The Executives Conference of September 10, 1951, consisting of Messrs. Tolson, Quinn Tamm (for Tracy), Mason (for Clegg), Parsons (for Harbo), Mohr, Belmont, Laughlin, Rosen, Gentry, Ladd, McGuire (for Nichols) and Glavin was advised that the Bureau has been informed concerning a new "Cine-Voice" 16 millimeter home motion picture camera which has a sound track attached. A brochure covering this particular camera is attached hereto.

The Conference did not feel that this camera would be of particular benefit to the Bureau since the purpose for which cameras are used in the field offices would not permit the camera to be close enough to the subject being photographed to enable the Agent taking the pictures to record conversation on the sound track.

Respectfully,
FOR THE CONFERENCE

[Signature]
Clyde Tolson

[Signature]
TAC:JG
Attachment

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

RECORDED - 32

INDEXED - 32

EX-791

166-2554-9051
SEP 18 1951
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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Nease _____

52 SEP 20 1951

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DATE 1/27/92 BY SP-5 [Signature]

THE DIRECTOR

9/14/51

EXECUTIVES CONFERENCE

~~WEEKLY~~ RECEPTION FOR NEW SPECIAL AGENTS

The Executives Conference of September 12, 1951, considered the advisability of continuing a weekly social reception for new Special Agents. Persons present at the Conference were Messrs. Tolson, Glavin, C. Tamm, Parsons, Mohr, Ladd, Rosen, Mason, Gearty, Laughlin, and McGuire.

It will be recalled that the Executives Conference earlier recommended the trial for a period of 3 weeks of social receptions for new Agents. The Director approved. Three trial receptions have been held. The sum of 20 cents is collected from each trainee in the class. The reception is held in the 51 Classroom from 5:30 until 6 p.m. which is the last half-hour of the training school day. Coca Cola and peanuts are served.

The Conference was advised that these receptions are definitely beneficial because:

1. They give the Training and Inspection Division an opportunity to see Special Agents socially, observe their poise, and their ability in meeting people.
2. They give the trainees an opportunity to meet instructors and to meet Bureau officials and thus give the trainees more of the feeling of "belonging" to the FBI.

The Conference was unanimously in favor of continuing these weekly receptions. One new class is invited each week.

Mr. Tolson further recommended that all members of the Executives Conference be invited to attend and stated that he hoped to be present himself.

If the Director approves, these receptions will be reinstated commencing Wednesday, September 19.

Respectfully,
For the Conference

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[Handwritten initials]

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- Holloman _____
- Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5/BJT/gilda Tolson

cc: Mr. Tolson
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SEP 18 1951
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RECORDED-76

INDEXED-77 EX-43

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THE DIRECTOR

8/3/51

JOINT COMMITTEE

SUGGESTION #809

EMPLOYEE: SA ELI J. ROSE
PITTSBURGH OFFICE

~~HANDLING OF LETTERS OF APPOINTMENT
TO BUREAU APPLICANTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5 C/OH

MEMBERS PRESENT: Messrs. W. Scheidt B. T. Harbo
S. K. McKee E. D. Mason
R. D. Auerbach

SUGGESTION:

When a Bureau Applicant has been sent a letter of appointment and fails to report for duty as directed, that two weeks after the reporting date the Field be requested to ascertain by personal contact whether the Applicant intends to accept.

The present rule is that copies of appointment letters are furnished to Field Offices and the Field Offices are to make personal contact with the recipients thereof in order to assure speedy acceptance. This procedure is followed only on clerical appointments.

The Administrative Division pointed out since the bulk of clerical recruiting is over there is no objection to discontinuing the present procedure.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the above suggestion on 7/31/51 and recommended discontinuance of the present procedure. Attached hereto is an appropriate letter to SA ELI J. ROSE who made the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:IGS

The Executives Conference on August 7, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Laughlin, Ladd, Nichols, Rosen, Nease and Clegg, unanimously approved the discontinuance of the procedure asking the Field to follow up these applicant appointments.

- Tolson _____
- Ladd _____
- Clegg _____
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- Alden _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

Attachment
cc - Mr. Mohr
Mr. Clegg

1 1951

RECORDED - 87
INDEXED - 87

66-2554-9053

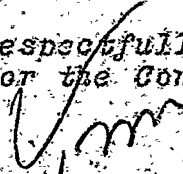
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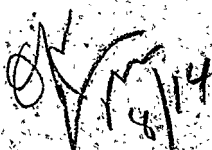
EDM:DLG

Executive Conference

If approved there is attached hereto a memorandum to
Mr. Glavin and an acknowledgment of the suggestion of
Special Agent Rose with notification that his sugges-
tion has been adopted.

Respectfully,
For the Conference


Clyde Tolson


OK
1/19/54

THE DIRECTOR

September 17, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5 CJB/ST

The Executives Conference of August 10, 1951, consisting of Messrs. Ladd, Belmont, Mohr, Laughlin, Nease, Mason, Harbo, Rosen, Tracy and Glavin considered a number of War Plans proposed by the Identification Division.

(1). The Identification Division recommends that enough first-aid kits and medical supplies be obtained and kept in the Identification Division for emergencies.

The Conference approved this recommendation and appropriate first-aid kits and medical supplies are being furnished to the Identification Division.

(2). The Identification Division points out that the midnight force and special weekend force of that Division have been trained in the use of side arms in harmony with previous Bureau instructions that the Security Patrol be trained in the use of weapons. The midnight force and special weekend force in the Identification Division all operate as a security patrol in addition to other duties. The midnight force consists of 11 employees and the special weekend force consists of 8 employees.

It is recommended by the Identification Division that newly assigned personnel to the midnight and special weekend force be given firearms training immediately following such assignment.

The Conference recommends approval of this suggestion since employees on the midnight force and the special weekend force are all utilized for security patrol purposes.

(3). It is recommended by the Identification Division that a supply of ammunition be maintained in that building for the use of Special Agents as well as the Security Patrol and other Special Agents who might be in the building at the time such as Special Agents assigned to the Training and Inspection Division and other Divisions. Mr. Tracy pointed out that there is a safe in the building where a limited supply of ammunition could be maintained.

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
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- Tracy
- Harbo
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- Nease

CC - Mr. Clegg
Mr. Mohr

WRH:amb

SEP 21 1951

RECORDED - 106

INDEXED - 106

EX - 43

66-2554-9054

SEP 19 1951

17

The Conference sees no opposition to this recommendation and recommends its approval.

(4) The Identification Division also recommends that a limited number of gas projectiles and canisters be maintained in the Identification Division building for emergency use in the event of outside riots.

Mr. Tracy feels that these projectiles and canisters should be on hand in the Identification Division.

The remainder of the Conference is opposed to furnishing this type of equipment to the Identification Division.

(5) It was recommended by the Identification Division that approximately 25 gas masks be obtained for use in case of an emergency by key employees or by a suicide squad which may remain to destroy files and other property in the building in case of attack or emergency.

The Conference recommended approval and an appropriate supply of gas masks is being furnished to the Identification Division.

(6) It was further recommended that the Identification Division maintain three shotguns, three rifles and three machine guns for use in emergencies and that a limited number of pistols be obtained for the use of the Security Patrol and other Special Agents who might be in the building. It was again pointed out that an appropriate safe is on hand in the Identification Division to store this equipment.

The Conference recommends that a limited number of pistols be furnished to the Identification Division for use in case of a war emergency. However, the Conference, with the exception of Mr. Tracy, sees no reason for the maintenance of shotguns, rifles and machine guns in the Identification Division.

(7) It was also recommended by the Identification Division that blackjacks be maintained in case of emergency.

The Conference recommends approval and these blackjacks will be furnished to the Identification Division.

(8) The Identification Division recommends that a supply of such items as flashlights, flashlight batteries and flashlight bulbs be obtained and maintained for use in case of emergency.

The Conference recommends approval.

(9) It was recommended by the Identification Division that 20 gallons of gasoline be obtained and kept in that division for emergency purposes for utilization of the automobile assigned to that division.

The Conference is unanimously opposed to the storing of gasoline in the Identification Division building for this purpose, it being noted that gasoline stations are very close to the Identification building, and, as a matter of fact, gas could be secured for the car at our regular contract garage in case of an emergency.

(10) It was recommended that a short wave radio be obtained for installation in the Identification Division Building in order that contact might be had with the Bureau's radio station and the station operated by the Washington Field Office.

The Conference sees no purpose to be served by the installation of such an additional radio station in the Identification Division building. The Conference pointed out that the buildings are in such close proximity that in case of a war emergency a communications service could be established if other means of communication failed.

(11) It was recommended that one unlisted telephone should be placed in Mr. Tracy's office with an extension in the basement of the building.

The Conference was unanimously opposed since if our regular telephone service is disrupted, the unlisted 'phone would undoubtedly also be disrupted.

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Nichols _____
Rosen _____
Tracy _____
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(12) It was recommended that arrangements be made with the Public Buildings Administration to obtain adequate office space in a public building, and that in the event such space is not available consideration might be made with real estate concerns in Washington in an effort to obtain space in a privately owned office building.

The Conference sees no useful purpose in obtaining additional office space for the Identification Division since if the Identification building is destroyed through bombing or other war disaster, other space in Washington will also in all probability be destroyed and no useful purpose would be served at this time in tying ourselves down to other space in the city when no one spot in the city would be safer than any other spot. The Conference wishes to point out that it has been determined by the Bureau that the Identification Division will remain in its present quarters unless Washington is evacuated.

(13) A further suggestion was made by the majority of the supervisory staff in the Identification Division that criminal fingerprints be photographed as follows:

- (a) That the master fingerprint file be photographed and the film sent to a safe place for retention.
- (b) That all daily non-ident prints be photographed in order that the photographic file can be kept up to date.
- (c) An alternative suggestion for consideration is the photographing of one fingerprint card and one copy of the fingerprint docket. This would provide a nucleus in the event of the destruction of the master file of a criminal fingerprint file with complete criminal history. It would not provide copies of criminal records where only one print appears in the master file.
- (d) A third alternative suggestion for consideration is the photographing of the criminal master file and the detaching of one copy of the criminal record from each fingerprint jacket, forwarding the film and the copy of the criminal records to a safe place for retention.

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The Conference was advised by Mr. Tracy that he is opposed to this suggestion submitted by the supervisory staff of the Identification Division as the possibility of destruction of the criminal files is so remote, he does not believe these steps need be taken, pointing out that it would take a direct hit to destroy these particular files and in the event this did occur, a new criminal file could be started by securing from State Fingerprint Bureaus, State and Federal Penitentiaries and from local law enforcement, copies of the fingerprints of all persons in custody plus all persons recently released from various institutions. Mr. Tracy feels that a completely new and up-to-date criminal file could be reinstated, if necessary, without the necessity of expense of photographing the present records in the Identification Division.

The Conference is in agreement with Mr. Tracy in this regard.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

*I concur with majority
view in all from 1-12.
As to 13 I think some
more thought should be
given to it so as to ex-
plore all angles & possibilities*

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THE DIRECTOR

8/3/51

JOINT COMMITTEE

REQUEST OF SAC, PHILADELPHIA FOR
AUTHORITY TO PURCHASE PITNEY-BOWES
FOLDING MACHINE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5 abm

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

The Philadelphia Office requested authority to obtain a Pitney-Bowes folding machine, at a cost of \$505.68, pointing out that this machine would save a great deal of time and bring as evidence in the [redacted] - Fugitive, Unlawful Flight To Avoid Prosecution investigation it was necessary to circularize 25,000 physicians, pharmacists and nurses in hospitals in the State of Pennsylvania. The Philadelphia Office borrowed on a test basis a folding machine from the Pitney-Bowes, Inc., which machine folded the entire 25,000 letters in 3 hours, with the aid of 2 clerical employees. Without the machine, 56 additional hours of clerical labor would have been involved. Cost \$505.68 each with stand.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the facts and figures presented by the Philadelphia Office which appear to justify the use of a folding machine in that Division and based upon the presentation of SAC Scheidt as to the need for one in the New York Office, the Joint Committee unanimously felt that 2 machines should be purchased.

The Committee felt that 1 machine should be established in the Philadelphia Division and the other in the New York Office. Both SACs should be instructed to keep a log relative to the use of each machine and make a report to the Bureau after 6 months' usage in order that the Committee may study the applicability of these machines for more extensive use in other divisions.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED - 58
INDEXED - 58

66-2554-7055

The Executives Conference on August 7, 1951, consisting of Messrs. Glavin, Tracy, Harbo, Cow, Belmont, Laughlin, Ladd, Nichols, Rosen, Nease and Glegg, introduced by the savings indicated in this one [redacted] and hearing in mind that the Indianapolis Office had previously requested such a machine, unanimously recommended that three folding

HANDLED BY
STOP DESK

cc - Mr. Mohr
Mr. Glegg
EDM: LIG

SEP 24 1951

machines be purchased of the types suggested, and that one be sent to the New York Office, another to the Philadelphia Office, and the third to the Indianapolis Office. It was further recommended that after six months these offices report their results so that it could be determined if the economies are such to justify additional purchases.

If approved, the Administrative Division will order the folding machines and issue appropriate instructions to the three Field Offices.

Respectfully,
For the Conference

OK
PK

V
Clyde Tolson

THE DIRECTOR

September 18, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/23/92 BY SP-5 C/DMY

The Executives Conference of September 10, 1951, consisting of Messrs. Tolson, Quinn Tamm (for Tracy), Mason (for Clegg), Parsons (for Harbo), Mohr, Belmont, Laughlin, Rosen, Gearty, Ladd, McGuire (for Nichols) and Glavin considered the automobile accident involving Special Agent Kenneth E. Soden assigned to the New York Office.

The Conference was advised that under date of July 21, 1951, the above-mentioned Agent was involved in an accident which incurred approximately \$36.15 damages.

It was pointed out to the Conference that the Agent advised he was seated in the parked Bureau car on the right side of Main Street in Tuckahoe, New York, and he was preparing to leave the car from the left hand front door and had checked the rear view mirror thereby determining that no cars were approaching. He also looked out of the window of the left hand front door and did not observe any automobiles approaching. He commenced opening the door and when it was partially opened it was struck from the rear by the third party's car. The third party made no statement relative to responsibility for the accident. The third party's car proceeded about 20 to 25 feet after the impact before stopping. Special Agent Soden advised he has a rider affixed to his insurance policy which covers him while operating a Government-owned vehicle.

One witness who was across the street advised that he thought the third party was driving at a speed of approximately 40 miles per hour just prior to the accident. SAC Scheidt advised that the New York State Vehicle and Traffic Code contains no regulations pertaining to drivers leaving their automobiles by the left front door. According to information received from a representative of the Yonkers Police Department, Traffic Division, and a Trooper of the New York State Police Department Traffic Division, there is no law or regulation whatever pertaining to such procedure. The Acting Chief of the town of Eastchester Police Department advised there is no local ordinance relating to the manner in which drivers are required to leave their automobiles; that the legal speed limit for the locality in which the accident occurred is 30 miles per hour. SAC Scheidt states that there appears to be no likelihood that the Bureau could collect the

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60 - Mr. Clegg
Mr. Mohr
1 SEP 24 1951
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RECORDED - 58
INDEXED - 58
66-2554-19056
SEP 20 1951
EX-130

Memo for the Director - Continued

cost of the repairs to the Bureau car from the third party or his insurance carrier. He points out that in view of the fact Agent Soden is a National Academy graduate, has recently been appointed an Agent and the fact he has had no previous accidents while driving Bureau cars, SAC Schmidt suggested the Bureau assume the cost of the repairs to the Bureau car. He noted that the damage to the third party's car will be handled by Agent Soden's insurance carrier. *If Agt was not to blame why is his coverage paying for damage to other car?*

Messrs. Tolson, McGuire, Laughlin, Garty, Rosen, Ladd, Belmont, Mohr, Parsons and Glavin are of the definite opinion that the Agent was responsible for this incident. They point out that at any time when a driver leaves his car by the left door, the door opening into the traffic, he assumes the responsibility for any damage to the automobile which may result from this action. The majority of the Conference therefore recommends that Soden be instructed to pay for the damages to the car in question.

Messrs. Quinn Tamm and Mason do not feel that Soden should be held responsible for the damages in question, they feeling that Soden was not negligent in opening the left hand front door of the car to get out of the automobile since he had checked in the rear view mirror and also looked out the window of the left hand front door to determine whether there was any traffic coming before opening the door. Pending the Director's decision, further action in connection with this matter is being held in abeyance.

Respectfully,
FOR THE CONFERENCE

[Handwritten signature]

Clyde Tolson

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66-2554-9056

The Director

September 13, 1951

The Executives Conference

ATTENDANCE BY BUREAU REPRESENTATIVES
AT IACP CONVENTION, MIAMI, FLORIDA
OCTOBER 29 - NOVEMBER 1, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5 CIB/DF

The Executives Conference on September 13, 1951, Messrs. Glavin, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Glegg being present, considered the designation of Bureau representatives to attend the above-mentioned convention of the IACP. The SAC of the Miami Office will, of course, be present, and President Walter Anderson has been advised by the Bureau that Glegg would be present.

The Director had instructed that this matter be again considered in September.

In addition to the above, the Conference recommended that the following be in attendance:

1. SAC Uecker, Newark. The size and importance of the New Jersey delegation makes this desirable.
2. SAC Soucy, Knoxville. Although Soucy's recent difficulties are recognized, he is outstanding in his contact work with the New England Police Chiefs and undoubtedly has made some additional contacts in the Knoxville Division. He is particularly friendly with Commissioner Sullivan of Boston, who is one of the most influential members of the IACP. Soucy has proven valuable in previous conventions.
3. SAC Hood, under transfer to Washington Field Office. He is acquainted with the situation in California where Chief Holstrom of Berkeley is considered an active candidate for Sixth Vice President. Hood is experienced in these conventions.

cc - Mr. Mohr
Mr. Glegg

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66-2554-9057
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56 SEP 21 1951

INDEXED - 80

4. SAC O'Connor, Chicago. Due to the liaison with Larry Benson of Chicago, who in turn has a strong following in the Midwest, O'Connor's presence could be expected to be helpful and his acquaintances in Michigan might also be of advantage.

Due to the plans for an FBI National Academy luncheon and due to the number of FBI National Academy Graduates who attend this convention, it is recommended that Mr. J. S. Rogers be present and due to his acquaintances, if Mr. Egan's health would permit, it is recommended that he also be designated to attend.

Respectfully,
For the Conference

Clyde Tolson

R. J. Rogers
I doubt whether Egan
should be on the Coast
track
JH

DIRECTOR

8/10/51

JOINT COMMITTEE

SUGGESTION #811

EMPLOYEE: SA BARTELOMEW D. SALAMACK
PITTSBURGH DIVISION

TRAINING OF SPECIAL AGENTS TO
RECOGNIZE I.O. SUBJECTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/2/91 BY SP-5 C/PTP

MEMBERS PRESENT: Messrs. E. Schidt H. T. Harbo
S. K. McKee E. W. Hanson
R. D. Auorbach

SUGGESTION:

Inasmuch as the Armed Forces train airplane pilots to recognize ships by virtue of a special training program, the Bureau might find it profitable to employ the same technique in training Special Agents to recognize I.O. fugitives so that if they see one of these people on the street an arrest may be consummated quickly.

TITLE OF TRAINING RECOMMENDED BY SUGGESTING AGENT:

Adapting a technique utilized by Naval Aviators which consisted of training to recognize ships, aircraft, and component parts, the suggesting Agent feels that training could be given to recognized fugitives. The idea is to project a picture of each fugitive on a screen to be studied by Agents in class. As the picture is studied an instructor points out the description, facial peculiarities, distinguishing marks, scars, tattoos and modus operandi of the subject. The Instructor would also explain the warrant, the crime for which the subject is sought, and the criminal and fingerprint records.

With the aid of a time shutter, built into the projector, pictures would be flashed on the screen at varying speeds.

The suggesting Agent recommends training of one hour per week until all IO fugitives are memorized and then training at the rate of 1/2 hour weekly to display new IOs, remove old ones and refresh memories.

HANDLED BY
STOP DESK

OBSERVATIONS OF THE TRAINING & INSPECTION DIVISION:

The Training and Inspection Division recommended against the suggestion for a number of reasons, including the fact that there are many more I.O. fugitives than there are types of ships and airplanes; the fact that there is no

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cc-Mr. Mohr
Mr. Clegg

EDM:dmg/ang

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EX-5

SEP 19 1951

INITIALS ON ORIGINAL

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Memorandum to Director

norm or standard in the physical or facial features of people whereas such norms do exist relative to planes and ships; the fact that a fugitive's status changes frequently; that certain fugitives are sought only in one section of the country, and numerous other factors were also included as objections.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee felt that the suggestion was entirely impractical and recommended unanimously against it.

EXECUTIVES CONFERENCE CONSIDERATION EDM:fr

The Executives Conference of August 16, 1951, consisting of Messrs. Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Mason, Laughlin, Egan, and Nease felt that the suggestion was impractical and recommended unfavorably.

It was pointed out that there are currently 150 IO fugitives and during the past fiscal year 81 new IOs were created. These are included in the current total.

The Conference recommended no action.

The Director
The Executives Conference

September 18, 1951

The Executives Conference on September 13, 1951, consisting of Messrs. Glavin, Quinn Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Clegg, considered the inquiry of Physical Training Officer [redacted] of the United States Naval Academy as to whether three of their physical instructors could come to Washington and witness one or two of the Bureau's classes engaged in actual "disarming and submissive" training work.

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Mr. Meyers of the Gym has pointed out that it would be convenient for them to come, if the Bureau desired, any afternoon from 2:00 to 5:00, Monday through Friday, of any week through the next several weeks.

The Executives Conference unanimously recommended that Mr. [redacted] be informed that the Bureau would be glad to receive these instructors for one or two afternoons on any day convenient to them, Monday through Friday. This favorable recommendation was made in view of the assistance of the Navy in giving physical examinations and the Marine Corps services at Quantico.

A letter extending this invitation is attached for approval.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY SP-5/bmc

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STOB DESK
9/21/51

RECORDED - 106
INDEXED - 106
EX - 43

66-2554-9059
SEP 21 1951

Attachment

cc - Mr. Mohr
Mr. Clegg

HAC:IGS

52 SEP 24 1951

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THE DIRECTOR

9/11/51

EXECUTIVES CONFERENCE

[REDACTED]
PITTSBURGH, PENNSYLVANIA, PD
FBI NATIONAL ACADEMY GRADUATE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/24/98 BY SP-5/BDF

The Executives Conference of 9/10/51, with Messrs. Tolson, Ladd, Glavin, Q. Tamm, Parsons, McGuire, Mohr, Rosen, Mason, Belmont, Laughlin and Gearty present, considered the request from the Pittsburgh Office relative to [REDACTED]

[REDACTED] a graduate of the Sixth Session of the FBI National Academy, entered on duty as a Special Agent in April 1949. On Christmas Eve 1949, he had an accident with a Bureau automobile, but did not report it to the SAC. The Pittsburgh Division first heard of it through the Pittsburgh police on December 26th. [REDACTED] stated that he had not wished to spoil the SAC's Christmas. He was suspended for 10 days, placed on probation, and transferred to Kansas City. On April 7, 1950, he left the Kansas City Office at 8 P.M. for dinner, had some drinks after dinner, and although he felt himself getting "out of hand" he proceeded back to the office, fell asleep at his desk, was awakened by a clerk at midnight, and escorted from the building to his hotel. As a result, [REDACTED] was dismissed with prejudice.

By letter of August 30, 1951, the Pittsburgh Field Division requested to be advised whether [REDACTED] should be invited to attend Firearms Training as an FBI National Academy graduate and otherwise be considered as a graduate in good standing.

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The entire Conference felt that [REDACTED] should not be considered as a graduate in good standing and should not be accorded the usual courtesies afforded FBI National Academy graduates. An appropriate reply to the Pittsburgh Division is attached for approval.

Respectfully,
For the Conference

Clude Tolson

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

RECORDED - 10

INDEXED - 10
EX - 3

66-2554-9060
SEP 20 1951

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SEP 24 1951

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THE DIRECTOR

9/17/51

EXECUTIVES CONFERENCE

APPROVAL OF INVESTIGATIVE REPORTS BY
DICTATING AND ROUGH DRAFTING EMPLOYEES

The Executives Conference of September 12, 1951, consisted of Messrs. Tolson, Glavin, C. Tamm, Parsons, Mohr, Ladd, Rosen, Mason, Gearty, Laughlin and McGuire.

The Conference considered the approval of investigative reports by dictating and rough drafting employees.

The present rule requires that a report dictated by a Special Agent in headquarters city be routed to that Agent if he is still available in headquarters city for reading and initialing prior to the report being mailed. There is no other requirement for Agents to review reports prepared by them.

The Executives Conference unanimously felt that there should be no change in the rule requiring Special Agents in headquarters city to read and initial typed reports prepared by them whenever these Special Agents are available but in no instance shall the report be held beyond the normal mailing date.

Relative to reports rough drafted by Agents, dictated to stenographers, dictated by telephone in emergency circumstances, or dictated on a dictating machine cylinder when the reporting Agent is out of headquarters city, the Majority of the Conference felt that the current rule should apply.

Mr. Tolson summed up the sentiments of the Majority of the Conference to the effect that it would be desirable to send a file copy of the report to the dictating Agent who is out of headquarters city in order that he could initial it as approval for its accuracy and authenticity but the desirability of this practice is outweighed by its cumbersome nature which could not be justified.

cc: Mr. Mohr
Mr. Clegg

RECORDED - 49
INDEXED - 49

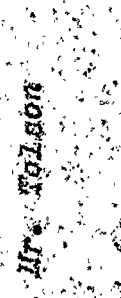
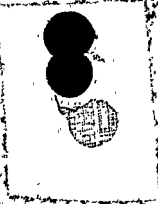
SEP 23 1951

EX-130

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52 SEP 24 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/27/92 BY SP-50/PA

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Noting the views of the majority, Mr. Tolson also felt that there were not enough instances necessitating the routing of reports outside of headquarters city for approval by Agents to justify such a process. In many years there has been only one occasion in which an Agent challenged the contents of a report and this pertained to a rough draft in which substantial changes were made by a supervisor. Rough drafts changed by a supervisor will be considered later in this memorandum.

All members of the Conference agreed with Mr. Tolson except Mr. Mohr.

Mr. Mohr recommends that whenever a report is typed based on an Agent's rough draft or an dictation of a Special Agent who is absent from headquarters city at the time of typing, a file copy of the report should be mailed to the Agent for initialing and returned to the field office for filing.

REPORTS ROUGH DRAFTED

Relative to the rough draft reports and the advisability of sending them to Special Agents, different views were expressed as follows:

Majority views

The majority consisting of Messrs. Tolson, Glavin, Tamm, Ladd, Rosen, Laughlin and McGuire felt that after a report has been typed based on a rough draft the supervisor signing the report should route the rough draft back to the Agent who is outside of headquarters every whenever substantial changes have been made in the rough draft by the supervisor. The majority emphasized substantial changes.

First Minority Views

Mr. Mason recommends rough drafts be returned to Agents for their guidance and approval whenever any changes have been made therein by supervisors.

Special Agent in Charge
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

Second Minority View:

Mr. Mohr recommends that all rough drafts be returned to the submitting Agent along with a copy of the typed report regardless of whether changes were made.

Third Minority View:

Messrs. Parsons and Gearty felt that rough drafts should not be returned to the submitting Agent but should be held by the supervisor in the error folder pertaining to the Agent until that Agent next reports to the office for his 30-day conference and review of files with supervisors as is required by the Bureau, at which time all rough drafts pertaining to adjustments or errors would be exhibited to the Agent and be discussed with him. The Majority felt this undesirable because it would permit the Agent to go on making errors until the time of his next monthly conference.

REPORTS CONTAINING THE WORK OF TWO OR MORE EMPLOYEES

When reports contain the work of 2 or more employees they are normally dictated by an employee assigned to headquarters city. The Conference unanimately felt that the co-ordinating Agent in headquarters city should review and initial the outgoing report just as though it contained only his personal investigative results.

AGENTS ASSIGNED TO FIELD OFFICE CITY BUT ABSENT AT THE TIME OF TYPING

The Majority of the Conference also recommended that when a Special Agent dictates or rough drafts a report and then prior to its being typed he departs from headquarters city, on sick leave, annual leave, subpoena, special assignment, in-service, or for any other reason no copy of that report should be held in the Agent's folder for perusal upon his return and the outgoing original should not be held up.

Mr. Mohr dissented and recommends that under such circumstances a copy of the report be held in the Agent's mail folder for his initialing upon his return to headquarters city.

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Based on the Director's views, appropriate instructions will be later issued to the field.

Mr.

John M. ...
in all instances
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cc: Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Price

The Director

September 20, 1951

The Executive Conference

APPREHENSION OF JUVENILES,
NOTIFICATION TO PROBATION OFFICER
AND BUREAU OF PRISONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5C/BH

PURPOSE:

To suggest a simplified procedure for notifying the U. S. Probation Officer and the Bureau of Prisons when a juvenile is taken into custody by Bureau personnel.

BACKGROUND:

The Juvenile Delinquency Act (18 U.S.C., 5035) requires that upon the arrest of the juvenile for a Federal violation the Attorney General shall be informed.

Administrative handling of this, as set up by the Department, is that the arresting officer shall notify the U. S. Probation Officer by telephone or teletype and confirm such in writing. Simultaneously a written communication shall be sent to the Bureau of Prisons.

The Bureau's regulations in this regard (Manual of Instructions, Volume I, Section 1-9) are that the arresting Special Agent notify the Special Agent in Charge, who by telephone or teletype notifies the U. S. Probation Officer. The Field Division then by separate letter notifies the Bureau and the U. S. Probation Officer. On receipt of that letter at the Bureau, a memorandum is directed to the Bureau of Prisons. These notifications require that the name, residence, age, date of birth, sex, race, nature of charge, date of arrest, where arrested and where detained, date and method of release and name of Probation Officer advised be furnished.

Three typings are required; two in the Field Division to the Probation Officer and Bureau and a retyping at the Bureau to the Bureau of Prisons.

RECOMMENDATION:

EX-79

RECORDED - 108

INDEXED - 108

66-2554-9062

It is recommended that a letter form be adopted to be prepared in the Field, a copy thereof to be directed to the U. S. Probation Officer and upon receipt in the Bureau, a copy being made for the Director, Bureau of Prisons to be attached and forwarded.

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SEP 25 1951

R *J* *pl*

THE DIRECTOR

August 31, 1951

The Executives Conference

SUGGESTION THAT ADDITIONAL COORDINATORS BE ASSIGNED TO THE TECHNICAL SECTION, IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1/22/92 BY SP-5 CBT/ST

The Executives Conference consisting of Messrs. Ladd, Rosen, Glavin, Nichols, Mohr, Laughlin, Gearty, Mason, Belmont, Parsons, and Quinn Tamm considered a suggestion by [redacted] of the Identification Division.

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Mr. [redacted] suggests that three additional coordinators be assigned to the Technical Section both on the day force and the night force so that one Coordinator may be assigned to each wing of the Technical Section to assist the present Coordinators. Mr. [redacted] points out that with the new employees entering on duty, the work of the Assistant Coordinators of the Technical Section is becoming more and more congested due to the fact that they must spend more time checking non-idents and instructing new employees in technical problems. It is felt that additional Coordinators of this type would result in better supervision.

The Conference was advised it is the feeling of the Identification Division that this would give to the Technical Section closer supervision and enable the Coordinators to spend more time in instructing new employees. It is noted that this section at the present time has approximately 1,370 employees, a large number of whom have just entered on duty and are not as yet completely trained. It is felt that Coordinators assigned to the various wings would result in more efficiency and higher production.

The Conference feels, however, that because of the nature of the assignments in the Identification Division, three additional coordinators in Grade GS-7 should be assigned to the day force and it would only be necessary to assign two additional Coordinators to the night force in Grade GS-7.

The Conference unanimously recommends the adoption of this suggestion. If you approve, there is attached hereto a letter to the employee thanking him for the suggestion.

cc - Mr. Clegg
Mr. Mohr

- Tolson _____
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EX. 15 SEP 22 1951

For the Conference

HANDLED BY STOP

I suggest directing [redacted] to [redacted] and that attached letter be changed to indicate summary will be made

Glyde Tolson

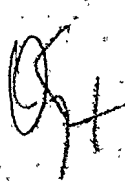
ST:edn
25
23
H.

Memorandum to the Director

Enclosed is attached also a draft of a proposed L.S. Letter informing the Field of the adoption of the new procedure.

Unanimously approved by the Executive Conference today with Messrs. Callahan for Glavin, Quinn Tamm for Tracy, Parsons for Harbo, Mohr, Nease, Laughlin, Belmont, Gandy, Clegg, Nichols, Ladd and Rosen in attendance.

Respectfully,
For the Conference


Sylvia Tolson

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

THE DIRECTOR

August 24, 1951

THE EXECUTIVES CONFERENCE

SUGGESTION BY

[Redacted Name]

b6
b7c

53125

Typing Section
Identification Division
EOD 3/26/51 GS-3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5ca/omf

The Executives Conference consisting of Messrs. Ladd, Rosen, Mohr, Mason, Parsons, Laughlin, Gearty, Belmont, and Tracy considered a suggestion from an employee in the Identification Division.

The employee suggested that five minutes be allowed in the Typing Section between 4:15 p.m. and 4:30 p.m. to dust off the top of the desks, sharpen pencils, make out report sheets and replenish supplies.

The supervisory staff of the Identification Division has given the matter careful consideration and recommends unfavorably on the suggestion for the reason that the job of dusting the tops of the desks at approximately 4:15 p.m. would not serve any useful purpose particularly during the time when windows are open. It is much better to do whatever dusting is required at the beginning of the day. Pencils are sharpened during the course of the day whenever it becomes necessary. In addition it would be necessary to supply the Section with an additional number of pencil sharpeners to accommodate the approximate 200 typists at one time.

In view of the disadvantages cited, the Executives Conference recommends against the adoption of the recommendation. If the Director approves, a letter is attached to the employee thanking her for her suggestion.

Respectfully,
For the Conference,

[Signature]

Clyde Tolson

RECEIVED - DIRECTOR
F 31
U. S. DEPT. OF JUSTICE
AUG 27 9 38 AM '51

RECORDED - 111
INDEXED - 111

66-2554-9064
SEP 22 1951
13

HANDLED BY STOP DIR

cc - Mr. Clegg
Mr. Mohr

[Handwritten initials]

Attachment

SJT:dd

62 SEP 25 1951
1320 111

Room

The Director
The Executives Conference

September 14, 1951

58126

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/9/20 BY SP-5 CJK

The Executives Conference of September 12, 1951, consisting of Messrs. Tolson, McGuire for Nichols, Laughlin, Gearty, Mason, Rosen, Ladd, Mohr, Parsons, Quinn Tamm for Tracy and Glavin, was advised that a communication was received by the Director under date of September 5, 1951, from Mr. Jess Larson, Administrator of the General Services Administration, wherein Mr. Larson advises that the Secretary of Defense requested that the present accumulation of personnel files of separated employees of his Department, currently being maintained by the Department of Defense at St. Louis, Missouri, and Hechentosburg, Pennsylvania, be transferred to the General Services Administration.

Mr. Larson points out that in accordance with this request General Services Administration is establishing a Federal Records Center in St. Louis, Missouri, at which place these files will be maintained. He further points out that the Secretary of Defense also suggested that consideration be given to using this Center as a concentration point for all non-current personnel records that any agency may wish to retire to it. Larson further states that other agencies have made similar recommendations, and some have already transferred their separated personnel records to the four existing Federal Records Centers in the expectation that all such records would eventually be brought together. Larson points out the advantages and economies to be achieved by establishing a single Center at which all agency records of separated personnel are maintained would include (1) the ease of access to the agency records of any individual former employee, without the necessity, as now is the case, of going from one agency or storage place to another to obtain a complete record; (2) the more efficient and cheaper storage that could be provided in a large-scale Center; and (3) the elimination of duplicated papers that would be possible if files maintained at different organizational levels of an agency were brought together.

Mr. Larson advises that before completing plans for making available to all agencies the service of this Center, he would appreciate an expression from the Director as to his views as to the proposed centralization, particularly as to the effect it would have on our operations, insofar as they are dependent on access to the agency personnel files of former employees.

The Conference is of the unanimous opinion that Mr. Larson's communication should be answered to the effect that the Bureau has no

cc: Mr. Ladd
Mr. Glavin
Director

HANDLED BY
SEP 14 1951

INDEXED - 10 SEP 24 1951

9065

h

Tolson
Ladd
Nichols
Glavin
Mohr
Parsons
Tracy
Harbo
Belmont
Clegg
Glavin
Ladd
Nichols
Rosen
Tamm
Trotter
W.C. Sullivan
Tele. Room
Holloman
Gandy

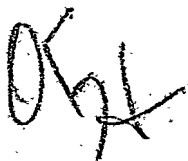
Memo for the Director

53127

opinion to express on this particular subject. However, such a communication should include information to the effect that the Bureau's personnel files of out-of-service employees could not be transferred to such a center in view of the confidential material contained therein.

Should the Director agree, Mr. Larson's communication will be answered in this manner. The suggested reply is attached.

Respectfully,
For the Conference


Clyde Tolson

Attachment

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

The Director
The Executives Conference

September 14, 1951

* SERVICE AWARD KEYS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY Sp-Sci BHS

The Executives Conference on September 14, 1951, consisting of Messrs. Glavin, Tamm, Parsons, Mohr, Belmont, Ladd, Winterrowd, Gearty, Laughlin and Clegg, considered the matter of calculating time in giving the Service Award Keys. There was found to be a need for a fixed and uniform policy to serve as a guide in making calculations as to when ten years of service and other periods of service had lapsed so as to justify giving a Service Award Key. With this in view, the following recommendations are made:

1. At the present time no deductions of time are made in making calculations for awarding these keys under the following circumstances:

- Annual Leave;
- Sick Leave;
- Military Leave, to fulfill requirements for active service for certain periods each year by those in reserve corps who are called for annual training;
- Employees on loan to Congress or to other Governmental agencies at the request or on the initiative of the Bureau;
- Voluntary leave without pay periods in 1931 and 1946 when there was a shortage of appropriation and the Bureau invited employees to go on voluntary leave without pay due to the condition of the appropriation;
- During the period of inactive service occasioned by suspensions without pay; and
- Temporary appointments made in keeping with legal requirements that certain appointments be of a temporary nature.

In all of the above instances it was unanimously agreed that the present policy should continue and that no deductions should be made for any of the above situations.

cc - Mr. Mohr
Mr. Clegg

THC: IAS

SEP 27 1951

HANDED BY
STOP DESK

RECORDED - 55

EX - 43

INDEXED - 55

SEP 25 1951

66-2554-9066

Folsom
Ladd
Clegg
Glavin
Nichols
Mohr
Winterrowd
Tele. Room
Miss Gandy

2.

Part-time employment. There are certain clerical employees who have a record of part-time employment. Some of them worked for 30 hours a week, some of them worked for even smaller amounts of time each week while attending school, and yet their names continued on the Bureau's pay roll. It was recommended that the full time the employee's name continued on the Bureau's pay roll, regardless of the number of hours per week employed, should be counted in considering the giving of Service Award Keys. In other words, there would be no deduction for part-time employment periods of a continuing type whether the number of hours worked per week was 48 hours, 40 hours, or less, in computing the total time of employment of the employee.

OK

3.

Leave Without Pay. It is the general practice at present in making the calculations of length of service to deduct all leave without pay periods. It was the unanimous recommendation of the Executives Conference that the first 90 days of leave without pay not be deducted in computing the total length of service for Service Award Keys under the following circumstances:

A. Maternity leave. After all Annual Leave and Sick Leave have been used up do not deduct the first 90 days of subsequent leave without pay. It is the present practice to drop the employee from the rolls at the end of 90 days leave without pay, which policy would not be changed. If the employee subsequently returned to duty following reinstatement, the first 90 days of the absence on leave without pay would not be deducted. This was unanimously recommended.

M.H.

B. Illness or injury, not service connected. After Annual Leave and Sick Leave have been used up, it was unanimously recommended that the first 90 days of subsequent leave without pay not be deducted.

M.H.

4. Leave without pay due to service connected disability. It was unanimously recommended that no deduction be made for any leave without pay when it is established that the illness, injury or incapacity is attributed to Bureau service.

5. Military Leave Without Pay. Employees have left the Bureau's service to enter the military service. This may have been occasioned by Selective Service induction, volunteering, the call for reserves, or by other means.

Following a tenure of military service when the employee subsequently returns to the service of the Bureau, Messrs. Glavin, Parsons, Belmont, Ladd, Winterrowd, Gearty, Laughlin and Clegg recommended that no deductions be made because of such military service. It was pointed out that such service counts toward retirement under the law.

*Is there
the same?*

Messrs. Quinn Tamm and Mohr recommended that no military service be counted in the calculations for Service Award Keys. They felt that it might become complicated perhaps by such problems as service in the Merchant Marines as those in such service do have reemployment rights and they were deferred under Selective Service during World War II. They also felt that regular Military Service should not be considered in lieu of FBI service and that such complications should be avoided.

*L. C. ...
X*

6. Terminal Leave. At present when an employee resigns or retires any accumulated Annual Leave up to the maximum authorized is paid for as of the date that the retirement or resignation becomes effective. Thus, the employee does not continue on the rolls for the period of such accumulated leave. No Service Award Key is given even if the anniversary falls during this terminal leave period. It was unanimously recommended that this practice be continued.

In previous years there was a regulation which continued an employee on the pay roll for the duration of the accumulated leave period. Under this circumstance, the period covered by terminal leave would be counted if the employee was later reinstated.

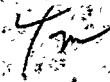
7. In one or two instances such as in the case of Werner Hanni the records as to the beginning of service in the Bureau are not always clear and distinct. Sometimes they appear on the Department of Justice pay rolls as informants or in some other status which upon analysis would clearly show that the services were being performed for and on behalf of the Bureau. In such instances it was recommended that the present practice be continued of counting such time in the computations for the Service Award Key.

Ok, but I do wish it would be applicable to all. In my own personal case this rule was not applied. *

In setting forth the above views, it was borne in mind that some of the instances are unusual or isolated, but it was felt that they should be used as a guide for giving Service Award Keys in the future, as such a guide is needed by the employees making such computations. Also it was considered that these Service Award Keys and the Director's letters accompanying them were not being awarded in keeping with any legal requirement, but as a morale factor and to improve personnel relationships. For this reason, some of the previous practices are being recommended by the majority for change. In instances where leave without pay for periods of less than 90 days are considered, the savings of time in making the calculations would be considerable. It was ascertained that at the present time from 50 to 75 per cent of the calculations deal with interrupted service and involve mathematical computations by clerical employees to endeavor to fix the actual amount of time in the service. In addition to reducing the number of these calculations it should be beneficial to morale to apply the rules as recommended by the Conference.

Consistent with the Director's approval, there will be set up in the Administrative Division the standards of policy as approved as a basis for uniform computations in the future and in an endeavor to bring about less frequent inaccuracies.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

9/21/51

EXECUTIVES CONFERENCE

ILLINOIS STATE POLICE
NATIONAL ACADEMY APPLICANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/92 BY SP-5 C/BW

The Executives Conference of September 19, 1951, consisting of Messrs. Glavin, C. Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Laughlin and Mason considered the matter as to whether the Bureau should accept a candidate for the FBI National Academy in the March, 1952 Session from the Illinois State Police.

The Conference was advised that in 1950 it was considered inadvisable to accept a candidate from the Illinois State Police because of the likelihood of a change in administration. The Executives Conference of December 5, 1950 was advised that the Illinois State Police had been set up under a so-called Merit System and had been stabilized to the extent that 50% of the staff were Republicans and 50% of the staff were Democrats. At that time (December, 1950) the Conference recommended and the Director approved that for a period of at least 6 months no favorable consideration should be given to a member of the Illinois State Police.

The SAC at Springfield advised on September 6, 1951, that the Illinois State Police is now well stabilized, operating under the Merit System, that FBI relations with the Illinois State Police have been most gratifying, and the Illinois State Police have been completely cooperative from the top level on down. The SAC stated that the Superintendent of the ISP and the Director of Public Safety expressed extreme interest in the National Academy and wished to send their commanding officers. The SAC at Springfield recommended approval.

cc: Mr. Mohr
Mr. Clegg

ED:ratp

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

OK

RECORDED
INDEXED - 28

HANDLED BY
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166-2554-9067

SEP 25 1951

SEP 27 1951

The Executives Conference of September 19, 1951
unanimously agreed that favorable consideration should be
given to the Illinois State Police for the March, 1952
Session of the FBI National Academy and recommended
further that the attached letter be presented to the
Director for signature so advising Springfield.

Respectfully,
For the Conference



Clyde Tolson



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

THE DIRECTOR

September 18, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5 CJP/DR

The Executives Conference of September 10, 1951, consisting of Messrs. Tolson, Quinn Tamm (for Tracy), Mason (for Clegg), Parsons (for Harbo), Mohr, Belmont, Laughlin, Rosen, Gearty, Ladd, McGuire (for Nichols), and Glavin was advised by Glavin that under present Bureau procedures, suggestions in connection with the Special Agents Insurance Fund are forwarded to the members of the Fund once each year so that the members will have the opportunity of voting on the suggestions in question.

It was pointed out to the Conference that it may be desirable to set up a so-called Board of Directors for the Special Agents Insurance Fund and in that way, suggestions concerning the Fund would not have to be forwarded to all members of the Fund in the future, but could be acted upon by the so-called Board of Directors. It is the suggestion of the Conference that the members of the Special Agents Insurance Fund be advised of this suggestion and that it be pointed out to the members of the Fund that this Committee would consist of two field employees and three from the Seat of Government and they be advised as to the identities of the employees being considered for assignment to this committee. They should be asked to submit their ballots for the members whom they are desirous of having on the Committee in question. The Conference recommends that ten names be forwarded to the members of the Fund on which they may vote, they being advised that the two field representatives receiving the highest number of votes will be assigned to the Committee and the three SAC representatives receiving the highest number of votes will be assigned to this Committee.

The Conference recommends that the following field personnel be considered on this ballot: SAC Hood, Washington Field Office; SAC McKee, Newark; SAC Carson, Los Angeles; SAC Abbaticchio, San Francisco; and SAC Hallford, Pittsburgh. The SAC personnel recommended are as follows: Assistant Director Tracy; Assistant Director Nichols; Assistant Director Harbo; Inspector Egan; Inspector Sizoo. Should the Director concur, the appropriate ballot will be prepared for distribution immediately.

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

REC:JC
CC - Mr. Clegg
Mr. Mohr

RECORDED - 10

Respectfully,
FOR THE CONFERENCE

INDEXED - BTM

Glenn Tolson

66-2554-968

76 SEP 27 1951

September 12, 1951

MR. A. H. BELMONT

MR. F. J. BAUMGARDNER

SECURITY INDEX

PURPOSE

To submit a proposed SAC Letter.

53128

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/23/92 BY SP-5 CIB/SAR

DETAILS:

There is attached hereto a proposed SAC Letter requiring the Field to institute a program of preparing summary reports in all Security Index cases. Because of the tremendous burden placed on the Field by these instructions, the preparation will be made on a selected and staggered basis.

There is also included in this SAC Letter instructions that following the preparation of the summary report each case will be opened one year thereafter for review and the preparation of an additional summary report, if warranted.

At the time each summary report is prepared each case will be brought up-to-date and reevaluated to be certain we are on sound ground for retaining the subject's name in the Security Index. By these instructions summary reports will eventually be prepared in all Security Index cases and thereafter cases will be reopened and brought up-to-date on a yearly basis.

ACTION

The proposed SAC Letter is attached for consideration.

Attachment

PLC:mjt

On September 17, 1951, the Executives' Conference, consisting of Messrs; Ladd, Glavin, McGuire for Mr. Nichols, Winterrowd for Mr. Rosen, Q. Tamm, Mohr Laughlin, Gearty and Belmont, unanimously recommended that the attached letter be sent to the field. AHB:tlc

DIRECTOR'S NOTATION: "OK. H."

65 OCT 5 1951
Fick
H1 9-13

HANDLED BY STOP DESK 9/20/51

RECORDED

INDEXED - 80

66-2554-9069

SEP 25 1951
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 100-2554-9069-111

SUB DIRECTOR

October 23, 1951

the Executive Conference

GUARD SERVICE
IDENTIFICATION DIVISION BUILDING

53129

The Executive Conference, consisting of Messrs. Ladd, Rosen, Glavin, Mohr, Belmont, Long, Lee, Gandy, Harbo, and others, considered the question of guard service in the Identification Division Building. It is noted that General Services Administration has advised the Bureau that because of appropriate acts it is necessary for them to curtail some of their building services and that, in connection with this curtailment, some of their guards in the Identification Division Building will be relieved of duty. These guards should provide the security guard service for the building and if they are removed from the Identification Division Building the guards will not check building passes and will not check unauthorized people upon entering the building. In other words, the guards will not provide any type of security service. General Services Administration has advised that they will let the guards remain as a security force in the Identification Division Building on a reimbursable basis. Mr. Glavin advised the conference that Mr. V. L. Rorres, Assistant General Counsel of the General Accounting Office, had advised that while it is a desirable question, he felt that the Bureau could properly reimburse General Services Administration for security guard service.

The conference considered the fact that it would be possible to place the Bureau's own employees on guard duty at an approximate cost of \$21,000 per year. On a reimbursable basis to General Services Administration it will be possible to have building guard service for \$21,000 per year. It being noted that the guard force employed receive a lower grade of pay than the normal Bureau clerical employees.

The conference unanimously recommends that the guard service as presently maintained in the Identification Division Building be continued and that the General Services Administration be reimbursed for furnishing guard service. If GSA approves, appropriate notification will be furnished to General Services Administration that they will be reimbursed for maintaining guard service.

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

*No. He should
put our own security
detail*

Respectfully,
For the Conference

HANDLED BY
STOP DESK

9/27/51

RECORDED - 102

66-2554-9070
SEP 26 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5 CJK/ATF

THE DIRECTOR

8/23/51

JOINT COMMITTEE

Executive Conference

SUGGESTION #798

EMPLOYEE: SPECIAL AGENT [REDACTED]
CHICAGO OFFICE

b6
b7c

DISC. TIME USE OF LARGE LEATHER
LOCK-TYPE AGENTS' BRIEF CASES

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. J. Mason
G. H. Carson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION

DATE 6/23/92 BY SP-5 CDF

That the Bureau discontinue the issuance of large leather lock-type agents' brief cases to each Special Agent and place the present supply in the non-respondable property to be carried on the Field Office inventory.

ADVANTAGES:

1. Makes possible the cancellation of an order for 1,000 brief cases in the amount of \$18,800.
2. Does away with the need for purchasing additional brief cases in the foreseeable future.
3. Reduces storage problem in Field Offices.
4. Provides uniformity in handling.

DISADVANTAGES:

1. Would cause an increase in the number of charge-outs and subsequent returns of property with accompanying paper work.
2. Agents may in some instances find themselves without a readily available brief case in which to maintain Bureau property while outside of the office. Although this may happen infrequently, an Agent called upon to explain the loss of Bureau property issued to him might use the absence of the lock-type brief case as an alibi.

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMC

RECORDED - 27

INDEXED

SEP 25 1951

HANDLED BY
STON DESK
11/11/51

53 SEP 27 1951

66-2554-9071 RAN

RESULTS OF FIELD SURVEY:

This question was presented to the SACs at Baltimore, Charlotte, New York, Little Rock, Richmond and Oklahoma City, with the following results:

Baltimore, Charlotte, New York and Oklahoma City. The Agents in these offices reportedly use brief cases principally while on transfer, attending In-Service Training or on road trips. These offices were in favor of the suggestion.

The Richmond Office was opposed to the suggestion reporting that 50% of Agents in this office need brief cases and no great savings would accrue to the Government by discontinuing the issuance of brief cases to Agents. The Richmond Office favors pooling of brief cases in Field Offices. The Little Rock Office was opposed to the suggestion reporting that 100% of the Agents in this office use brief cases, and the handling of brief cases on the office inventory as suggested would increase administrative expense.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the problem and solicited the advice of Mr. N. P. Callahan of the Administrative Division, who advised the Committee that he saw no objection to the procedure of having all Agents turn in their leather lock-type brief cases and having a sufficient quantity retained on the office inventory, when necessary, the surplus being forwarded to the Bureau for disposal through surplus property channels. A sufficient quantity would be retained on hand at the Seat of Government for issuance to Trainees, National Academy and In-Service Agents during the period of their training. These would be turned in prior to departure of the trainees from training classes. The majority of the Joint Committee, consisting of Messrs. Scheidt, McKee, Carson and Mason felt, and Mr. Callahan concurred, that when Agents need brief cases for road trips or other assignments in the Field, the brief cases could be charged out on a temporary property sheet as cameras are charged and as other facilities are made available to Agents from time to time.

Mr. Harbo does not agree and believes that the present policy of issuing brief cases to all New Agents should be continued as in the past, and that they should take the

JOINT COMMITTEE CONSIDERATION: (continued)

brief cases with them to the Field; that all Special Agents in Charge should be advised that it is not required that each Agent have a brief case and if any Agents desire to turn them in this should be done with brief cases in excess of those needed in the Field Office. They should be disposed of in accordance with instructions of the Seat of Government. Mr. Harbo feels that the savings in purchases of the brief cases can be just as effectively accomplished under this procedure as under the majority's proposal, and it would avoid the amount of paper work which would be immediately necessary if all Agents were to turn in their brief cases at this time.

The entire Joint Committee felt that the current supply of 500 brief cases presently on hand at the Seat of Government would be adequate for needs in the immediate future and the order of 1,000 brief cases at a cost of \$18.80 each, recently placed by the Bureau, should be cancelled.

In the event the suggestion is approved, the Administrative Division will ascertain the approximate extent of financial savings, if any, in order that the possibility of a financial award to the suggesting employee may be handled.

EXECUTIVES CONFERENCE CONSIDERATION: (EDM:atp) *AM*

The Executives Conference of September 17, 1951, consisting of Messrs. Glavin, Q. Tamm, Mohr, Belmont, Ladd, Winterrowd, Mason, Gearty, Laughlin, and McGuire considered the matter of locked letter brief cases.

The Majority consisting of all present except Messrs. Glavin and Mason felt there should be no change in the current practice of issuing a brief case to everyone and felt that brief cases were an excellent place to store Bureau property whether in or outside the office.

Messrs. Glavin and Mason felt that brief cases should be issued to all personnel with instructions that they should feel free to turn in their brief case to the office if they had no need for it. Under those

circumstances brief cases could be reissued.
A small supply of brief cases would be kept in
each field division.

Depending upon the Director's views, appropriate
instructions will be issued to the field.

Jim

This is a very fuzzy memo
I think brief cases should not
be issued as a routine matter
but only if & when an Agt needs
one & requests it. This should
cut down the number needed

H

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Egan _____
- Belmont _____
- Mohr _____
- Tele. Room _____
- Holloman _____
- Gandy _____

The Director
The Executives Conference

August 3, 1951

REST PERIODS

The question of rest periods their desirability, their length and where they should be authorized if at all was considered by the Executives Conference on August 7, 1951, with the following present: Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Laughlin, Ladd, Nichols, Rosen, Nease and Clegg.

REST PERIODS PRESENTLY IN EXISTENCE:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/26/98 BY SP-5/bm

The Identification Division has a five minute rest period in the morning and a five minute rest period in the afternoon. They are staggered by units to avoid congestion. Students attending formal classes, such as student fingerprint classifiers and typist schools, have a ten minute recess hourly.

The Training and Inspection Division's only rest periods are ten minute recesses each hour for classes formally in session.

In the Administrative Division five minute rest periods in the morning and five minutes in the afternoon are given the Mechanical Section employees.

In the Records and Communications Division there is a five minute rest period authorized in the morning and another five minutes in the afternoon on the Day Shift. On the Night Shift there is one rest period of ten minutes. Half of the Night Shift takes such rest period at 9:30 p.m. and the other half at 9:45 p.m. The Midnight Shift in the Records Section is provided with two rest periods of five minutes each during the eight hour working period, staggered by units and sections so that the entire shift is not released at one time. In the Communication Section there is a ten minute rest period during the first half of their work period and another ten minute period allowed for the second half of each shift.

In the Washington Field Office for all clerical employees, except the stenographic pool, a morning and an afternoon rest period of five minutes each is provided and for the night employees there is a rest period of five minutes in the evening.

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

cc: Mr. Mohr
Mr. Clegg

ENC: 105
AUG 29 1951

RECORDED - 108
INDEXED - 108
EX-79

66-2554-987

SEP 25 1951
54

ORIGINAL FILE IN 66-2554-987

VALUE OF REST PERIODS - PRODUCTIVITY AND MORALE:

Mr. Tracy has no facts which show that rest periods affect production, but particularly in positions requiring intense concentration and eye strain, these periods were beneficial to morale and efficiency.

Mr. Hedler of the Records Section has no evidence of increased or decreased production because of rest periods, but they are considered an important morale factor, provide relaxation to employees on routine jobs and permit partaking of candy, fruit and similar refreshments.

SAC McKee of Newark has no rest periods and he opposes a standard rest period for his office and has observed that visits to the rest rooms do not exceed ten minutes on any occasions.

SAC Scheidt of the New York Office states there are no rest periods for that office and no adequate facilities for the employees to congregate, they do not have coke machines or places of assembling and the female employees who smoke do so in the rest rooms. An attempt to give relief on the switchboard is often impossible due to the volume of work.

The Council of Personnel Administration in 1943 recommended rest periods for the purpose of increasing production, particularly in instances where routine, confining, repetitive work was performed. This conclusion was drawn following a survey of practices in several federal agencies. Publications concerning personnel problems and office management have reflected (1) that rest periods show a beneficial influence on production and morale, and particularly if the work is fatiguing rest periods gave time to relieve fatigue and increase output. (2) Surveys made by the National Office Management Association in 1947, polling a large number of business institutions, found by a majority vote, usually overwhelming, that rest periods improved morale, increased efficiency, ^{lessened} amount of time spent in lavatory, but did not reduce absenteeism. (3) A 1951 publication reflected a ten or fifteen minute rest period in midmorning and midafternoon is found satisfactory in most industries.

EXECUTIVES CONFERENCE ACTION:

The Executives Conference unanimously recommended as follows:

1. That rest periods be continued in the Offices, Divisions and Sections where they are now authorized and exist.

2. That rest periods in addition be authorized for the clerical employees of the Crime Statistics Section located in the Identification Building.

3. That rest periods which are authorized be of ten minute duration with one such rest period in the morning and another in the afternoon, or on the night and midnight shifts, one rest period during the first four hours and another during the second four hours of duty. The extension of these rest periods from five minutes to ten minutes is occasioned by the fact that in some places like the Records Section an employee can hardly walk from certain locations to a rest room and back within the five minute period, and there is not ample time remaining for a snack, a cake, an apple or a candy bar, as a result of which rest periods are frequently longer than the time allowed. In other places they seem to be strictly adhered to and in the Identification Division, for example, there is a lobby or hallway available near each working section and the travel to and from this assembly point can be accomplished in approximately one minute. However, it was thought that any approved rest period should be uniform in duration.

4. That within the larger Sections and Divisions that the rest periods be given to various groups at staggered intervals, as is now the general practice, in order to avoid more serious congestion in the rest rooms and hallways.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR
THE EXECUTIVES CONFERENCE

August 28, 1951

53131

The Executives Conference of August 27, 1951, consisting of Messrs. Hoada, McGuire (for Nichols), Laughlin, Garry, Clegg, Cosen, Ladd, Belmont, Mohr, Parsons (for Harbo) and Glavin considered a communication received from the Special Agent in Charge at Newark wherein he advises that Special Agent [redacted] had suggested that a small piece of adhesive tape or other material on which could be printed "Not over 10 mph. in 1st"; "Not over 20 mph. in second" be placed at a point in the vicinity of the speedometer to serve as a constant reminder to the operator that the greatest amounts of gasoline are consumed in a fast getaway which in most instances is unnecessary. Mr. Hoada pointed out that Mr. [redacted] has stated that a fact established by automotive authorities suggests very clearly that excessive amounts of gasoline are used in the initial acceleration of automobiles. He pointed out that in order to obtain a fast getaway a large proportion of drivers gun the motor in first and second gear and use quantities of gasoline in this regard which are far above the amount of gasoline required in normal driving cycles.

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Mr. Hoada further pointed out that he is of the opinion this suggestion is full of common sense and that the mere fact of calling this situation to the attention of the field possibly by means of a Bureau Bulletin would result in a considerable saving in gasoline used in the Bureau's many cars.

The Conference is of the opinion that attaching a reminder near the speedometer would serve no useful purpose. It feels that the advantages of the suggestion would accrue to the Bureau through the issuance of a Bureau Bulletin such as suggested by SAC Hoada and recommends therefore that the attached Bureau Bulletin go forward at this time.

WAG:JC
Attachments

Respectfully,
FOR THE CONFERENCE

CC - Mr. Clegg
Mr. Mohr

Clyde Tolson

ALL INFORMATION CONTAINED
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THE DIRECTOR

August 23, 1951

THE EXECUTIVES CONFERENCE

53132

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/90 BY SP-5/BJP

The Executives Conference of August 27, 1951, consisting of Hodara, Nease, McGuire (for McNeil), Laughlin, Courby, Glegg, Rosen, Ladd, Belmont, Mohr, Parsons (for Harbo) and Glavin was advised concerning the surveys made by laboratory, administrative and firearms experts looking toward the procurement of a sufficient amount of suitable land on which to relocate the radio receiving and sending stations as well as to relocate the National Academy.

The Conference was advised that two sites had been located, one on the Winchester Pike, Route 50, known as Fairview Farm, and the other located in Loudoun County approximately 35 miles west of Washington. It was pointed out to the Conference that the Fairview Farm property contains 764 acres and for that reason it was not felt that this particular property would be sufficient for combined National Academy and radio activities of the Bureau. The Training Division had estimated prior to this time that at least 1,200 acres would be necessary for our training facilities.

The second site, in Loudoun County, is 31 miles west of Washington, 5 miles east of Leesburg, is bounded on the south by Route 7, on the north by the Potomac River and on the west by Goose Creek. The land extends approximately 2 miles east from Goose Creek and contains a total of 1,347 acres. All of this land is owned by Turner Snider or members of his family. Inquiry was made by the Resident Agent covering that territory and reflected that Snider has been a farmer on this property for approximately 20 years and though it appears that he has considerable means, he is not considered very wealthy.

The Conference was advised that so far, it has not been possible to make an examination of the Snider farm other than what can be seen from Route 7, and it would be highly desirable, of course, to examine this land to make sure that it is adaptable to the location of both radio stations and that it is suitable for site grading and construction as would be necessary for our training facilities. There is a further advantage in considering this land in that negotiations could be handled through one man, Turner Snider.

The Conference was advised that the Bureau files contain a number of references to Mr. and Mrs. Turner Snider and that they are probably substantial citizens.

7170 @

cc - Mr. Glegg
Mr. Mohr

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66-2554-9074

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57

Letter for the Director - Continued

53132

of patriotism and

[Redacted]

Special Agent in Charge of the Crime Records Section

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[Redacted]

Mr. Suttler or Mr. Barber in Crime Records has conferred both with the Director and Mr. Suttler

Agents recommended to the Conference that a direct approach be made to Mr. Suttler, he feeling that it would be desirable to have Mr. Suttler accompany the radio and fireman men when making this contact. It was also in line with the Suttler and they undoubtedly could have no objection to discussing in detail the possibilities of our securing the land in question if the Bureau feels that such land should be secured at this time.

For the Director's information there is attached hereto a map of Washington and Virginia which shows, circled in red, the approximate location of the tract of land in question. There is also attached hereto a county map which shows in larger scale the tract of land presently under consideration.

The Conference recommends that a direct approach be made to the Suttler without delay so that a detailed examination can be made of the land and the Bureau can then determine whether to be desirous of giving further consideration to the procurement of this land at this time. Should the Director agree, this matter will be handled immediately.

Respectfully,
FOR THE CONFERENCE

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Attachments

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53134

THE DIRECTOR

September 24, 1951

THE EXECUTIVES CONFERENCE

Handwritten signature and initials

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/92 BY SP-5/BJH

The Executives Conference of September 18, 1951, consisting of Messrs. Quinn Tamm, Parsons, Belmont, Ladd, Clegg, Coarty, Laughlin, McGuire, Rosen, and Glavin considered a suggestion submitted by Special Agent Kenneth G. Lay as follows.

EXPENSE VOUCHERS

Special Agent Lay points out that many expense vouchers submitted by agents are for small amounts and are based on expenditures for telephone calls, subway fares, and the like. These vouchers could be eliminated by provision of payment to each agent other than supervisors, of a certain amount each month to cover these expenses, no voucher submission being required. He suggests that an allowance of \$5 a month would eliminate so many small amount vouchers, that savings would result generally despite the small overpayments in specific cases. In other words, the cost of processing the small vouchers probably exceeds whatever advantage is secured by requiring the itemization of expenditures and an Agent automatically would receive the determined allowance each month. If the expenses were more than \$5 each month he would be required to submit a voucher, for the full amount, and would receive an additional check for the amount of the voucher less \$5.

An alternate suggestion was also made which would effect much the same economies and which might better harmonize with Government regulations in that each employee incurring these small expenses could receive payments for them merely by certifying, without itemization, that he has spent so much, not exceeding \$5 or \$10, during the month on official business. He points out that this could be done on the regular U. S. Government memorandum form and while this form would have to pass through channels and a payment check in a different amount for each employee made, the absence of itemization should reduce the cost of such processing by eliminating the time spent in detailed review of itemized vouchers and in the preparation thereof.

It was pointed out to the Conference that the suggestion of Special Agent Lay is not feasible in view of the fact that the Standardized Government Travel Regulations as amended October 1, 1950, states that travel vouchers shall show the number of telephone calls daily, the total amount expended on each day plus certifying whether the calls were made for official business. The Standardized Government Travel Regulations under paragraph 96 in connection with advance of funds states "As a general rule, advances should be held to a

RECORDED - 104

SEP 26 1951

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WRS:JA
cc: Mr. Clegg
Mr. J. P. Mohr

INDEXED BY
SEP 26 1951

EX - 67

Memo for the Director - Continued

minimum and allowed only when indicated an advance is necessary. Normally the sum advanced to any person shall not be in excess of such amounts as deemed advisable considering the character and probable duration of the travel to be performed."

It was further ascertained from the Accounting and Auditing Section of the Department that it would be necessary to have specific legislation passed if the Bureau were to operate under the suggestion of this employee, that it would be necessary to have special funds set up in each divisional office. This means a detailed set of records with respect to the amount of money advanced to each Agent would have to be maintained, also records as to what expenditures were made by the Agent and, as is the policy when advance funds are set up by Government Agencies, the General Accounting Office auditors undoubtedly would audit those funds annually, reviewing all expenditures and balances in the funds in question.

The Conference does not feel that the suggestions advanced by Special Agent Lay are feasible. *J. C. New* H

The Conference, in considering this matter, however, pointed out that it may be possible to revise present Bureau regulations on the submission of vouchers which would cut down somewhat on the number of vouchers received in the Bureau each month and would make possible more expeditious handling of larger vouchers for travel being received by the Bureau monthly.

For the Director's information, we receive an average of 4,000 travel vouchers monthly in the Administrative Division at the present time. Spot check reflected that approximately 500 of these vouchers received monthly usually are for claims in the amount of \$5 or less.

The Conference suggested that the Bureau give consideration to permitting agents having monthly expense accounts of \$5 or less submitting such accounts quarterly rather than monthly as at the present time. Under present Bureau regulations, all expense vouchers must be submitted by the 5th day of the month following the month for which expense were incurred and in the event such vouchers are delinquent in their submission, the vouchers are returned to the employee for an explanation before they are passed for payment.

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W. J. Lay

66-2554-9075

Memo for the Director - Continued

The Conference feels that with the limited number of vouchers presently being received in the amount of \$5 or less that there would be no real objection to permitting the submission of such vouchers quarterly rather than monthly. This would mean that we would have 500 less vouchers to process two months out of every three which would assist in some small way in permitting us to handle the vouchers presently being received more expeditiously.

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

Respectfully,
FOR THE CONFERENCE

I agree
H

AM

Clyde Tolson

11/15/53

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THE DIRECTOR

9/27/51

EXECUTIVES CONFERENCE

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DATE 1/23/92 BY SP-5 CJB/BJP

At the present time because of the proximity of Arlington County, Fairfax County and Alexandria, Virginia to Washington, and the closeness of Montgomery and Prince Georges Counties, Maryland, plus the fact that many of the residents therein work in Washington, the Washington Field Office handles all Applicant cases in those locations.

Bureau Bulletin #32, dated July 1, 1949, instructs the Field that the Washington Field Office will, in addition to Applicant investigations, also handle Loyalty investigations in Arlington County and Alexandria, Virginia, as well as Montgomery and Prince Georges Counties, Maryland.

The Executives Conference of September 18, 1951, considered the proposal of the Richmond Division for Washington Field Office to handle Loyalty cases in Fairfax County, Virginia, inasmuch as the Washington Field Office was handling all Applicants in that County.

The Executives Conference consisting of Messrs. Glavin, O. Tamm, Parsons, Laughlin, McGuire, Ladd, Gearty, Belmont, Rosen and Glegg, considered whether the jurisdiction of the Washington Field Office should be extended in Loyalty investigations to cover Fairfax County, Virginia. The Executives Conference expressed itself as unanimously opposed. The Conference felt that Fairfax County extended a considerable distance into Virginia and the adoption of the suggestion to have Washington Field Office handle Loyalty investigations in Fairfax County might ultimately be climaxed in an attempt to have criminal jurisdiction in nearby Virginia and Maryland also transferred to the Washington Field Office.

At the request of Mr. Mohr, this matter was taken up again at the Executives Conference on September 25, 1951, at which time Messrs. Glavin, Tracy, Parsons, Belmont, Ladd and Laughlin expressed the view that Washington Field Office should not handle Loyalty cases in Fairfax County and that the situation should remain as is.

Mr. Belmont pointed out that he was agreeing with the majority on the basis of Mr. Laughlin's assertions that the Richmond Office has been more successful in meeting its deadlines than has the Washington Field Office.

cc-Mr. Mohr & Mr. Glegg
EDM:DMG

RECORDED - 82 66-2554-9076
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F333

Executives Conference
Memorandum for the Director

The minority, consisting of Messrs. Mohr, Gearty and Mason felt that, inasmuch as Agents were already covering Applicant leads in Fairfax County, it was logical that they should also cover Loyalty there. The minority felt that there were a great number of people living in nearby Fairfax County, less than 20 minutes driving time from the Washington Field Office, concerning whom Washington Field had to conduct Loyalty investigations in the District of Columbia and under the present arrangements Richmond conducts the investigation in Fairfax County, resulting in 2 reports, 1 from Washington Field Office and 1 from the Richmond Office, with duplicate typing and double filing and handling.

The minority saw the suggestion as no attempt to ultimately transfer criminal jurisdiction over Fairfax County or nearby Maryland and Virginia to Washington Field, but felt that the Washington Field Office's assumption of jurisdiction over Loyalty matters in Fairfax County would be a proper, streamlining device.

Based on the Director's views, appropriate instructions will be issued to the Field.

Respectfully,
For the Conference

*Agreed with
minority*

Clyde Tolson

J. Edgar Hoover
H

THE DIRECTOR

September 26, 1951

The Executives Conference

FORM LETTER TO ALL ORIGINAL
FINGERPRINT CONTRIBUTORS

The Executives Conference consisting of Messrs. Ladd, Glavin, Rosen, Parsons, Belmont, Laughlin, Mason, Gearty, and Tracy on September 24, 1951, considered a proposed form letter to all criminal fingerprint contributors with reference to the retention of original fingerprint cards when they are submitted with a request for search and return.

The Conference unanimously recommends approval of the form letter.

Respectfully,
For the Conference,

[Signature]
Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT:edm

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DATE 1/23/92 BY SP-59/DF

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THE DIRECTOR

9/24/51

JOINT COMMITTEE

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SUGGESTION #59

EMPLOYEE: [REDACTED]

53185

STENOGRAPHER
MINNEAPOLIS OFFICE

ALTERATION OF REPORT FORMS (1st Page)

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
L. V. Boardman A. Cornelius

SUGGESTION:

To omit the ~~file number~~ of the office writing the report. This file number is now placed in the upper right-hand corner of the 1st page of report forms. The employee suggested that such file numbers should be placed immediately following the name of the office writing the report, in the block marked "Copies of this report." (Sample attached).

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DATE 1/23/92 BY SP-5 JBT

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 9/21/51, considered the ~~location~~ of the file number of the submitting office on investigative reports and unanimously agreed that the practice of putting this file number in the upper right-hand corner should be discontinued and that the submitting office should put its file number in the lower left-hand corner opposite the name of the submitting office.

Until such time as new first pages of reports are issued to the Field, the space provided in the upper right-hand corner should be left blank and the suggestion put into effect.

EXECUTIVES CONFERENCE CONSIDERATION:

EDU:DMG

On 9/26/51, the Executives Conference, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Laughlin, and Mason present, recommended unanimously favorably as to the suggestion. If the Director approves, there is attached a Bureau Bulletin for signature.

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EX - 74

Respectfully,
For the Conference

Clyde Tolson

SEP 29 1951

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

The Director
The Executive Conference

September 26, 1951

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DATE 1/23/90 BY SP-5ci/bms

The Executive Conference of September 17, 1951, consisting of Messrs. Ladd, Winterrowd for Rosen, McGuire for Nichols, Laughlin, Gearty, Belmont, Mohr, Quinn Tamm for Tracy and Glavin, was advised that a survey has been made covering employees on the night and midnight forces in both the Justice Building and the Identification Division to determine whether the Health Service should be open other than during the regular day hours.

At the present time the Health Service is open from 8:00 A. M. to 6:00 P. M.

It was pointed out to the Conference that insofar as the Records and Communications Division night force is concerned, the night force enters on duty at 3:30 P. M. and leaves at 12:00 midnight. A survey conducted for one month reflected that during this period there were 160 to 260 employees on the night shift in question and that during the entire period 23 employees were sent home on sick leave after beginning work, 37 employees required aspirin and 2 employees required rest in the Health Service. The Records and Communications Division is cutting down this force to approximately 100 employees. The Records and Communications Division does not feel that the Health Service is necessary for this small force since they enter on duty at 3:30 P. M. and the Health Service is open until 6:00 P. M. Colds and minor ailments suffered by the employees can be taken care of during those hours.

It was further pointed out to the Conference that the midnight force in the Records and Communications Division is going to be built up to about 500 employees. On a month's survey in this particular force reflected that 84 employees were sent home on sick leave after beginning work, 1 employee required hospital care, 7 employees required rest in the Health Service, 49 employees required aspirin and 2 employees were injured at work.

With reference to resting in the Health Service arrangements have been made with the night supervisor of the Files Section to permit employees who require short rest due to physical discomfort to rest in the Health Service during this shift of duty. The supervising employee has a key to the Health Service and under-

cc: Mr. Mohr
Mr. Glavin
4 1951

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Tolson
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Memorandum for the Director

stands that such employees may rest in the Health Service for periods not to exceed 45 minutes.

Insofar as the Identification Division is concerned Mr. Tamm did not feel that the Health Service need be open after 6:00 P. M., its closing hour at the present time. Mr. Tamm points out that the evening force in the Identification Division comes on at 3:30 P. M. and minor ailments can be taken care of between 3:30 P. M. and 6:00 P. M. The midnight shift is composed of only 12 employees and it is not necessary that the Health Service be open in the Identification Division for this particular shift of duty.

Glavin pointed out to the Conference that we have a sufficient nursing staff at the present time and he feels that we could have the Health Service open in the Department of Justice Building from midnight until 8:00 A. M. to take care of the group of employees on the midnight force in the Files Section. It was pointed out to the Conference that many of these employees are young employees and since that group of employees is increasing he felt that it might be well to establish a health service for these employees at least until such time as it has been determined that the service is or is not essential.

The Conference was in unanimous agreement with Glavin in his recommendation and should the Director agree the appropriate instructions will be issued to the Health Service to set up a regular schedule of duty from midnight until the opening hour the following day.

Respectfully,
For the Conference


Clyde Tolson

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The Director

September 26, 1951

The Executives Conference

PUBLIC LAW 431, 78th CONGRESS
SELECTIVE SERVICE ACT, 1948

53136

The Executives Conference today with Messrs. Glavin, Laughlin, Gearty, Mason for Clegg, Mohr, Parsons for Harbo, Belmont, Tracy, Ladd and Rosen in attendance unanimously approved the attached proposed Bureau Bulletin, instructing that Handbook and Manual instructions concerning the application of Public Law 431 be reviewed by all investigative personnel to whom Selective Service cases are assigned in order that cases of this type will be properly handled in the future.

It has been noted that several cases have recently been improperly closed in various field offices under Public Law 431, 78th Congress, which expatriates American citizens and prohibits re-entry of aliens who have left or remained away from the United States in time of war or national emergency to avoid or evade service in the Armed Forces.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

OK

Attachment
cc: Mr. Clegg
Mr. Mohr

AR:mam

su

EX-79

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THE DIRECTOR

September 6, 1951

THE EXECUTIVES CONFERENCE

AGENCY USE ONLY
APPROVED BY _____
DATE _____

NATIONAL DEFENSE INFORMANTS
COAST GUARD SCREENING PROGRAM

FILE NO. 53137
DATE 11-12-51

~~CONFIDENTIAL~~

Security Informants - General

The Executives Conference on September 6, 1951, consisting of Messrs. Tolson, Mohr, Belmont, Mason for Clegg, Parsons for Harbo, Q. Tamm for Tracy, G. C. Gearty, and Laughlin, considered the question of handling National Defense Informants in connection with the Coast Guard Screening Program.

It was explained that the Bureau is operating many informants in National Defense Matters who are employed in shipping or water-front work. Many of these informants are presently or have been members of the Communist Party and are important in connection with the Bureau's coverage of Communist Party water-front activities. It was pointed out that when a request was received from the Coast Guard for a name check on a person who had served or is serving as a confidential informant of the Bureau, a blind memorandum incorporating the substance of the information in the Bureau's files was prepared. Where the informant was no longer active, the memorandum stated this fact, plus a comment as to the reason for his discontinuance, such as, for example, discontinued Communist activity on the part of the informant. In those instances where the person inquired about is presently active as a confidential informant of the Bureau, the blind memorandum prepared for the Coast Guard set forth this fact, explaining that the individual in question is cooperating with the Bureau.

Recently the Coast Guard, in two instances involving National Defense Informants, in which cases the Bureau pointed out that the individuals had been cooperating with the Bureau, refused to grant clearance for shipping or water-front employment without a positive recommendation from the Bureau.

It was explained to the Conference that this matter has been discussed by the Bureau's Liaison with the Coast Guard Headquarters in Washington, D. C., and specifically with Lieutenant Commander Edward Howard, Assistant to the Chief of the Intelligence Branch of the Coast Guard. An agreement has

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- Gandy _____

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

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Date of Review

OCT 2 1951

OCT 13 1951

~~CONFIDENTIAL~~

INITIALS

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EXCEPT WHERE SHOWN
OTHERWISE

DECLASSIFIED BY SP-5 C/ML/ML/674
ON 12/3/92

ORIGINAL COPY FILED IN

599

August 20, 1951

Mr. Tolson

L. B. Nichols

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DATE 1/23/92 BY SP-SCIB/HT

Reference is made to a letter dated August 16, 1951, from Mr. [redacted] of Radio Station KVOO, Tulsa, Oklahoma, in which Mr. [redacted] complains that at a Public Affairs Forum luncheon of the Tulsa Chamber of Commerce on August 16, 1951, SAC Bryce of the Oklahoma City Office refused a reporter from Station KVOO permission to record his remarks on a tape recording, excerpts from which recording were to be rebroadcast during the news program of this station. Mr. [redacted] inquired if it was the policy of the FBI to discriminate against radio news in this manner.

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[redacted] called SAC Bryce this morning regarding this matter and SAC Bryce advised that he did appear before this group on August 16, 1951, and that prior to his appearance he inquired of those in charge of the meeting whether or not his remarks would be broadcast or recorded, because if they were he would prepare a manuscript which he would follow during his appearance. He was assured by those in charge of the program that there would be no broadcast or recording of his speech and, therefore, SAC Bryce did not prepare a manuscript for approval by the Bureau.

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After his arrival at the meeting and during the luncheon period and only a few minutes before his appearance as speaker an individual who he believes was named [redacted] a reporter for Radio Station KVOO, approached him at the speaker's table and advised him that he planned to tape record his speech for the purpose of re-broadcasting it over Station KVOO during the news program. SAC Bryce stated that he was greatly surprised at this because he had previously been assured that there would be no broadcast or recording and he, at that time, advised the reporter he would prefer his remarks not be recorded as he would not be speaking from a prepared manuscript. He explained to the reporter that some of his talk would be extemporaneous and that he had not prepared for a recorded broadcast.

SAC Bryce stated that after he had explained this matter to the reporter, the reporter stated he understood perfectly SAC Bryce's position and stated that he was very well satisfied. The reporter stated that he was primarily interested in any statistics or figures that Mr. Bryce might use, at which time SAC Bryce assured

cc - Mr. Jones

FCH:mrh

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Vertical stamp on the left margin, partially illegible.

Vertical stamp on the right margin, partially illegible.

Memorandum to Mr. Tolson

August 20, 1951

the reporter he would be glad to give him any statistics that were used during the speech and would remain after his speech in order to give the reporter any facts which he might want in connection with his remarks. SAC Bryce stated that the reporter then stated that this was perfectly all right and if he had known the circumstances he would not have brought the recording equipment to the meeting. SAC Bryce stated that this reporter appeared completely satisfied and made no issue whatsoever regarding the matter. SAC Bryce denied categorically that he had refused the reporter the opportunity of recording his remarks and had not prohibited him from doing so but had merely expressed a preference that his remarks not be recorded.

SAC Bryce stated that after the meeting was over the reporter was furnished statistics by him and that the reporter expressed complete satisfaction and was very cordial upon leaving.

SAC Bryce stated that he had taken the stand that he had in view of the fact it was his understanding that if a Bureau representative made a speech which was to be broadcast it was necessary to submit a manuscript of his remarks for approval to the Bureau and he thought that he was acting in the best interest of the Bureau in this matter.

There is attached hereto a suggested SAC Letter which is recommended for approval in order to clarify the Bureau's policy in regard to instances of this kind. There is also attached for approval a letter to Mr. [redacted] of Radio Station KVCO.

ADDENDUM: (LBN:mrh 8-29-51)

b6
b7c

The Executives Conference consisting of Messrs. Glavin, Mohr, Nease, Quinn Tamm, Parsons, Belmont, Ladd, Gearty, Laughlin, Rosen, Mason and Nichols agreed on the attached letter.

DIRECTOR'S NOTATION: "OK.H."

The Conference

1951

GENERAL SERVICES ADMINISTRATION
Identification Division Building

The Executive Conference consisting of Messrs. Ladd, Glavin, Rosen, Parsons, Sizoo, Hennrich, Ladd, Mohr and Tracy on July 27, 1951, considered the matter of potential cuts in the guard force and char force in the Identification Division Building.

Mr. Tracy advised the Conference that Building Superintendent [redacted] and his superior Mr. [redacted] advised informally that the guard service in the Identification Division which he characterized as "security guard service" is to be cut approximately in half and that the cleaning service is to be considerably curtailed; for example, instead of cleaning each night, cleaning will be done every other night; waxing of floors will be done every three months instead of once a month; rest rooms will be cleaned as at the present time. Elevator service will not be curtailed although Mr. [redacted] stated that elevator service as well as guard service and char service will be curtailed in many other buildings throughout the government. He stated the foregoing would be necessary in view of the cuts in the budget.

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The Conference was unanimously of the opinion that the Bureau's position should be that we must have a full security guard force, that, however, no action should be taken with reference to the matter until the receipt of formal notice from the General Services Administration. The Identification Division will prepare a memorandum showing the minimum number of guards that must be on the different shifts in order to adequately provide for the security of the Identification Division.

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DATE 1/27/92 BY SP5CIB/BJF

Respectfully,
For the Conference,

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Glyde Tolson

166-2554-9083
61 9-29-51

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

Mr. Clegg
Mr. Mohr

INITIALS ON ORIGINAL

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THE DIRECTOR

September 24, 1951

~~THE EXECUTIVES CONFERENCE~~ ~~CONFIDENTIAL~~

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EXCEPT WHERE SHOWN
OTHERWISE~~

ALL INFORMATION CONTAINED
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DATE 1/27/20 BY SP-5C/DM

~~STATE DEPARTMENT NAME CHECKS ON VISA FORMS~~

The Executives Conference on September 24, 1951, consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Nichols, Rosen, Belmont, G. G. Gearby, Parsons for Harbo, Mason for Clegg, and Laughlin, considered an inquiry received from the State Department as to whether the Bureau desires to receive for informational purposes approximately 8,000 to 10,000 visa forms. These forms contain considerable identifying data regarding aliens applying for entrance into the United States, which aliens originated in, came from, or had recently visited Communist or Communist-dominated countries.

It was pointed out that the Interdepartmental Committee on Internal Security (ICIS) on January 11, 1951, submitted a report on the problem "To Prevent the Entry Through the Visa Medium and at the Frontiers of Persons Who Are Actually or Potentially Dangerous to the Security of the United States." This report was discussed at the February 1, 1951, meeting of the IIC and, as a result, a letter was sent to the ICIS stating that the IIC members agreed that the measures recommended would assist in the tightening of internal security measures in the United States. The ICIS report contained five recommendations. One of these would require American diplomats and consular officials to furnish a summary of facts concerning each alien visa applicant in whose case an advisory opinion was required. This would include any questionable alien applying for a visa as an official of a foreign government, and in all cases of officials of the Government of the Soviet Union or any of its satellites or iron curtain countries, as well as natives, nationals, residents, and former residents of, and recent visitors to all Communist or Communist-controlled countries or areas wherever they apply for visas other than diplomatic or official visas of other than non-Communist countries. A part of an advisory opinion from the State Department would be a check of the intelligence files in this country, particularly those of the FBI. The report of the ICIS stated that the FBI "...will be able...to make a check of its files...within one week from the date of the receipt...of a request."

- Tolson _____
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- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Mohr _____
- Tele. Room _____
- Mr. H. H. Clegg _____
- Mr. Mohr _____

By letter dated February 1, 1951, the Director, as Chairman of the Interdepartmental Intelligence Conference, informed the

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~~CONFIDENTIAL~~

IGIS that the IIC agreed that placing such measures in effect would materially assist the internal security of the United States but that although name checks would receive as expeditious attention as possible under the circumstances there could be no dead lines of one week in handling them and that should the number of name checks made by the FBI appreciably increase, it would be necessary that additional funds be made available for this purpose.

As a result of this recommendation, the State Department issued instructions to its security people throughout the world and forms are being received at the State Department which are ready to be searched through the Bureau's files. However, no notice was given to the Bureau and no arrangements were made for the funds.

Early in July the State Department raised the question as to when the Bureau could handle these forms. The State Department advised that during the fiscal year 1952 approximately 75,000 to 100,000 names would be submitted to the Bureau and, following this, it is estimated that the volume will drop to about 20,000 per year under this program. At that time there already was a backlog of several thousand forms at the State Department awaiting searching through the Bureau's files.

It was recommended, approved, and the State Department was advised that in view of the number of name checks involved it would be necessary for the State Department to secure additional funds and that while the Bureau would handle these name checks as expeditiously as possible after the funds had been obtained, the Bureau could not make any definite commitment as to the number of days required to get these name checks out. It was also recommended that State be requested to submit these forms so as to reach the Bureau at an even flow amounting to not more than 8500 name checks in any one month.

Recently the Visa Division of the State Department has advised Mr. Roach, our Liaison representative, that under this program the State Department has approximately 8,000 to 10,000 of these forms on hand and that these forms are coming in at the rate of approximately 1,000 per week. These forms contain 14 points of identification. Inquiry has been made by the State Department as to whether the Bureau wants these forms for informational purposes since the State Department understands the forms will not be searched.

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53142

~~CONFIDENTIAL~~

against the Bureau's files inasmuch as no funds were obtained for this purpose. The State Department representative commented that he doubted rather seriously if funds would be made available soon.

The State Department representative advised that the original of this form would be filed in the individual file of the person concerned and that the copies probably would be destroyed in the event the Bureau did not want them.

It was pointed out that the Bureau received \$26,798,000 additional funds for 1952 under the accelerated program proposed under USC 68. This sum included \$11,933,050 for overtime since it was estimated a six-day week would be necessary to handle the additional work under this program. Although no specific amount was requested or obtained for the handling of the name checks resulting from these visa forms, the Conference was of the unanimous opinion that the Bureau should accept the 8,000 to 10,000 forms presently on hand at the State Department and receive those additional forms averaging approximately 1,000 per week coming to the State Department; that these forms should be checked through the Bureau's files and the State Department advised of the results of such search.

If you concur, appropriate arrangements will be made with the State Department for this purpose.

Respectfully,
For the Conference



CT

Clyde Tolson

THE DIRECTOR

September 26, 1951

The Executives Conference

RETURN OF CRIMINAL ARREST FINGERPRINT CARDS

The Executives Conference consisting of Messrs. Ladd, Glavin, Rosen, Parsons, Belmont, Laughlin, Mason, Gandy, and Tracy on September 24, 1951, considered a matter concerning the return of fingerprint cards in special instances.

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For the Director's information, the present rule in the Identification Division is when criminal arrest fingerprint cards are received in the Identification Division bearing a request "for search and return", the original fingerprint cards are retained in the Identification Division files.

The Bureau is presently in receipt of a fingerprint card borrowed from the files of the Sheriff at Pulaski, Virginia, by an Agent of the Bureau's Richmond Office. In such instances as this the Conference unanimously recommends that the original fingerprint card be returned, a photographic copy being retained in the files of the Identification Division. If the Director approves, this procedure will be followed in all special instances of this nature.

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comp # 323, 013

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT: edm

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
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