

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

Total Deleted Page(s) = 4
Page 50 ~ Referral/Consult;
Page 51 ~ Referral/Consult;
Page 106 ~ Referral/Consult;
Page 107 ~ Referral/Consult;

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The Director

September 24, 1951

The Executives Conference

ACCOMPLISHMENTS IN INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE CASES 28197

The Conference was advised that in spite of the alleged good police liaison which exists in some offices, a survey which has been made on the Motor Vehicle Desk indicates that there is a lack of close police liaison in those offices having a low percentage of convictions.

In one office there was an average delay of 72 days per case between the time the abandoned car was recovered by the police and the time the information was first received by the field office.

There was an average of 36 days delay between the time the subjects were arrested in a stolen interstate car and the time the office first received information concerning the case.

In a large number of cases the first information concerning a case was received from another field office. Where there is a delay in receiving information concerning the case at the time the investigation is started subjects have already been removed to another state for local prosecution. Obviously the United States Attorney would naturally decline prosecution in favor of state prosecution when this case is presented to him.

The survey shows the accomplishments for the fiscal year 1951 in each office. It shows the percentage of convictions as compared with autos recovered and the relative standings of the offices.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 CJB/HF
#323013

RECOMMENDATION

This appears to be an excellent study and should be transmitted to the field. It gives the results of our survey so all field offices will know where they stand. It would seem to point out that if there is excellent police liaison then the cases are immediately referred to the field offices. This, together with immediate investigation, will obviously result in a higher percentage of convictions. There has been too loose a use of the phrase "good police liaison" in this type of investigative work. The recommendations are contained herein which, it is believed, will bring about an immediate pointing up of our findings. It is hoped they will bring about an improvement in the field.

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

cc-Mr. Clegg
cc-Mr. Mohr
65 OCT 4 1951
AR:LS

EX-79
HANDLED BY
STON DESK

RECORDED - 57
INDEXED - 57

166-2537-9080

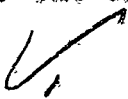
[Handwritten signature]

Memorandum for the Director

The Conference, with Messrs. Glavin, Parsons for Harbo, Belmont, Gearty, Mason for Clegg, Laughlin, Mohr, Tracy, Ladd and Rosen in attendance, today unanimously recommended that this go forward.

Respectfully,
For the Conference

28198


Clyde Tolson

*O.K. - also see that Training Schools
Cover appropriately.
H.*

The Director
The Executive Conference

September 23, 1951

EVALUATING INFORMATION

The attached SAC Letter points out that information from informants and other sources of information has been improperly evaluated. It states that Bureau personnel must exercise good judgment in handling information which comes to their attention and must be held accountable for unfavorable results which stem from improper handling.

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

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 CIB/ST

Attachment

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

AR:ice

RECORDED - 60
INDEXED - 60

File 2554-9087
OCT 2 1951

EX - 67

6 OCT 9 1951

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

The Director

October 1, 1951

The Executives Conference

28196

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5ci/SH

b6
b7c

The Executives Conference of September 26, 1951, consisting of Messrs. Laughlin, Gearty, Parsons, Rosen, Ladd, Belmont, Mohr, Mason, Tracy and Glavin was advised that the Administrative Division had received a memorandum from the Identification Division concerning a request for leave without pay submitted by Miss [redacted]

For the Director's information, Miss [redacted] entered on duty in the Bureau on July 2, 1951. It was pointed out to the Conference that Miss [redacted] telephoned at 2:00 P. M. on September 19, 1951, and advised Mr. Horton of the Technical Section of the Identification Division, that she was leaving on the 2:30 P. M. bus that day for her home in Elkins, West Virginia, in order to have some dental work done. She was instructed to notify the Bureau within a day or two after she arrived home to let the Bureau know if her dentist had estimated the probable date he will complete the dental work so that the Bureau will know when to expect her to return to work. She was also notified that travel to and from Elkins would be an annual leave and that she should furnish us with a statement when she returns as to the actual time she was under the care of her dentist.

The recommendation was submitted by the Identification Division that employee be carried on leave without pay at the expiration of her annual and sick leave.

It was pointed out to the Conference that this employee has accrued only 6 hours of sick leave and 9 hours of annual leave and that as of September 26, 1951, no information has been received as to when she would return to duty. The Conference feels that in view of the very short tenure of service of this employee, i. e. July 2, 1951, and because of the fact that she returned home for dental treatment only, that the Bureau should not carry her on a leave without pay basis and she should be advised that unless she can return to work at this time it will be necessary that she be dropped from the rolls.

RECORDED - 58

66-224-9088

Should the Director agree, it will be recorded in this way.

I certainly agree. I think we should have kept Miss Mays promptly on

Respectfully,
For the Conference

Handwritten signature and initials

Clyde Tolson

I Concur H.

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

cc: Mr. Mohr

10000-1951 F-225

row

THE DIRECTOR
EXECUTIVES CONFERENCE

9/29/51

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty, Rosen and Mason, considered the matter of ~~approval of~~ form letters from the Field.

The conference unanimously felt that requests from the Field for the use of form letters should be handled by the Training and Inspection Division with the concurrence of any other interested Divisions at the Seat of Government, without presentation to the Executives Conference.

Requests for the establishment of forms at the Seat of Government relating to the work of Seat of Government divisions should be presented to the Executives Conference by the Training and Inspection Divisions.

Any form submitted by the Field which will change or adjust policy should also clear through the Executives Conference.

Respectfully,
For the Conference

Handwritten initials

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/31/97 BY SP-5c/btr

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

None agreed to delay
The letter from New Haven
is dated Sept 15 & an
answer Sept 29 - 2 weeks
later. I believe a way of
getting quicker action

Handwritten signature

OCT 9 1951
EX-79

RECORDED - 111
INDEXED - 111

66-2554-9089
OCT 3 1951

THE DIRECTOR

9/24/51

JOINT COMMITTEE

SUGGESTION #41
EMPLOYEE: DEORAL DECKER
CHIEF CLERK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/82 BY SP-5 C. J. [unclear]

PUNCHING ON HOLES IN MIMEOGRAPHED
REPORTS BY FIELD OFFICES

MEMBERS PRESENT: Messrs. E. Scheidt
S. K. McKee
L. V. Boardman

R. T. Harbo
E. D. Larson
A. Gornelius

SUGGESTION:

That all Field Offices be required to punch holes in large mimeographed reports when they are assembled.

ADVANTAGES:

1. The time consumed in removing the staples and perforating the report by the receiving office is excessive, when compared with the time used in perforating the report in the first instance.
2. The removal of the staples for perforation after receiving the report to some extent mutilates the report.

DISADVANTAGES:

None.

JOINT COMMITTEE CONSIDERATION:

On 9/21/51, the Joint Committee considered the above suggestion and recommended unanimously favorable. The Joint Committee felt that an SAC Letter should be forwarded to the Field.

The Committee also considered whether it would be advisable to punch holes in all reports and decided it would not be advisable.

Tolson	
Ladd	
Clegg	
Glavin	
Nichols	
Tracy	
Harbo	
Belmont	
Loft	
Tele. Rm.	
Nease	

Attachment
cc-Mr. Mohr
Mr. Clegg
EDM:DHG

RECORDED - 106

INDEXED - 106

EX 28
OCT 13 1951

64-2557-9090
W.C. Sullivan

OCT 9 1951

Ex-100
Condor

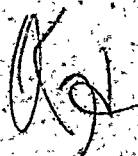
EXECUTIVES CONFERENCE CONSIDERATION: EDH:DMG

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty and Mason, expressed a unanimously favorable vote relative to the suggestion.

A Bureau Bulletin is attached for approval.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

9/25/51

JOINT COMMITTEE

SUGGESTION #70

EMPLOYEE: SUPERVISOR J. L. QUIGLEY
INTERNAL SECURITY UNIT
SECURITY SECTION, SOG

~~REVISION OF FORM O-1 (FOLLOW-UP NOTICE TO FIELD)~~

MEMBERS PRESENT: Messrs. E. Scheidt E. T. Harbo
S. K. McKee E. D. Mason
L. V. Boardman A. Cornelius

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/31/91 BY SP-5CJ/DTP

SUGGESTION:

The employee suggested that Form O-1 (Follow-up Notice to the Field), copy attached, be revised to abbreviate the words "Your file" to "Urfile" and to provide space for the Bureau file number and Office of Origin.

JOINT COMMITTEE CONSIDERATION:

Bureau Bulletin #38, dated 9/13/51, provides that the file number of the receiving office, when known, shall be placed immediately after the heading as follows:

"To: SAC, San Francisco (62-12345)."

Therefore, it will be unnecessary for the abbreviation "Urfile" to be indicated on this form.

Provision has previously been made for the words "Bureau file and serial" to be printed directly under the file number of the receiving office.

On 9/21/51, the Joint Committee considered the placing of the words "Office of Origin" on this form and unanimously agreed that it would be desirable to have this information on Form O-1. The Committee recommended that the abbreviation "O.O." should be printed directly under "Bureau file and serial" when the next supply of these forms is printed by the Government Printing Office.

EXECUTIVES CONFERENCE CONSIDERATION: 9/29/51 EDM:atp

The Executives Conference of September 27, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr,

- Tolson _____
- Ladd _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Mohr _____
- Belmont _____
- Nease _____
- Gandy _____

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

OCT 9 1951

RECORDED - 106
INDEXED - 106

66-2554-90
OCT 8 1951

CS

MCCAN

Belmont, Ladd, Mason, Gearty, and Laughlin unanimously agreed that when next printed, space should be provided on Form O-1 for the office of origin. In the meantime, Seat of Government Supervisors may write this in just to the left of the date.

If approved, there is attached a memorandum for circulation at the Seat of Government.

Handwritten initials/signature *4*

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

THE DIRECTOR

9/29/51

EXECUTIVES CONFERENCE

SEMI-ANNUAL CONFERENCE OF SPECIAL AGENT SUPERVISORS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1/3/92 BY SP-5 C/B

The Executives Conference of September 27, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Mason, Gearty, and Laughlin considered the program for the Semi-Annual Conference of Seat of Government Supervisors as set forth below. This Conference is scheduled to be held at 3:30 p.m., on October 20, 1951, in Classrooms Numbers 1 and 2. Mr. Clegg will preside in Classroom #1 and Mr. Mason in Classroom #2. Speakers will be rotated. The Program is:

- Soviet Intentions and Capabilities - Lish Whitson
10 minutes
- Gambling Devices - Assistant Director Rosen
10 minutes
- Surveillance Photography - Mr. Parsons
10 minutes
- Building Public Co-operation as an Aid to Investigative Accomplishments - Assistant to the Director L. B. Nichols
10 minutes
- Emergency Evacuation and Related Plans - Assistant Director Glavin
10 minutes
- "A Day With The FBI" - Motion Picture
20 minutes
- Personnel Needs and Weaknesses - Personnel Officer H. L. Edwards
10 minutes
- Smith Act Cases - F. J. Baumgardner
15 minutes

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

EDH:atp

cc: Mr. Mohr
Mr. Clegg

RECORDED - 23

INDEXED - 23

HANDLED BY STOP DESK 10/1/51

OCT 3 1951


OCT 12 1951

al

90922
W.A.M.

If the Director approves, there is attached for signature a memorandum to Bureau officials and supervisors.

Respectfully,
For the Conference


Clyde Tolson



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

The Director

8-20-51

The Executives Conference

REST PERIODS

The Executives Conference on August 20, 1951, with Messrs. Ladd, Tracy, McGuire, Laughlin, Glavin, Gerty, Nease, Belmont, Rosen, Mohr, Parsons, and Clegg being present gave further consideration to the matter of rest periods for certain types of clerical employees in various divisions throughout the Bureau.

VALUE OF REST PERIODS:

Mr. Tracy, with no facts to show that rest periods affected production felt that rest periods were beneficial to morale and efficiency particularly in clerical positions requiring concentration and eye strain.

There is no known record whereby it can be established that rest periods increase production. Publications on the subject usually indicate that rest periods improve morale, increase efficiency, lessen the amount of time spent in the laboratory but do not reduce absenteeism.

Rest periods are widely practiced in the Government service and in the "Federal Diary" by Jerry Kluthe at the Washington Post, August 20, 1951, this item appeared: "Comptroller General Lindsey Warren has warned his JAG employees not to abuse the privilege of taking a ten-minute break for coffee or soft drinks else the practice will be stopped."

It was felt by all members of the Conference that rest periods were desirable for clerical employees engaged in the type of work which was constant, involved eye strain, required standing or sitting in the same positions and positions which are stationary fatiguing.

all

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DATE 11/21/82 BY SP-5 CJB

LENGTH OF REST PERIODS:

In the Identification Building, employees are able to get from their places of work to the rest

RECORDED - 23
INDEXED - 23

100-4051-254-9093

OCT 6 1951

18

MAILED
18
OCT 1951

6079-4051
100-4051-254-9093

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

rooms or to hallways where they assemble, in one minute or less and then return to their work in about the same period of time leaving two or three minutes of a five minute rest period for relaxation or a smoke. In many parts of the Records and Communications Division, it takes longer to reach the rest rooms and there frequently is inadequate time during a five-minute rest period for an employee to proceed to a place where he can smoke and then smoke a cigarette and return to his work.

At the same time it was recognized that there should be a realistic view and if there is to be a rest period it should be of adequate length to permit it to be in reality a "rest period". Yet it was felt that the Bureau must be careful not to have a rest period of excessive length or there would be justifiable criticism.

All members of the Conference in their discussion felt that classes assembled in the classrooms receiving training should have a ten-minute recess each hour not only for the benefit of the students but also the instructors.

Mr. Mohr felt that five-minute rest periods in all other instances except in classroom sessions should be all that the Bureau should grant since this has proven itself adequate in the Identification Division.

All the members of the Conference except Mr. Mohr felt that the rest period should be ample for the purpose intended and that they should be uniform, and ten minutes for each rest period granted.

The specific details as to rest periods recommended are set forth below.

BEST PERIODS PRESENTLY IN EXISTENCE AND EXECUTIVES
CONFERENCE RECOMMENDATIONS:

1. The Identification Division has a five-minute rest period in the morning and a five-minute

rest period in the afternoon for all clerical employees except those who are attending formal classes such as student fingerprint classifier schools and typing schools where there is a ten-minute recess period hourly.

All members of the Conference except Mr. Mohr recommended that there be a ten-minute rest period in the morning and another ten-minute rest period in the afternoon for the clerks on the day shift. They also recommended a ten-minute recess period each hour for those who are in classrooms as students.

Mr. Mohr recommended that the rest periods continue as is, a five-minute rest period in the morning and another five-minute rest period in the afternoon, with a ten-minute recess each hour for those in classroom sessions.

For the clerical employees on the night shift in the Identification Division, all members of the Conference except Mr. Mohr recommended a ten-minute rest period during the first four hours of the work period and another ten-minute rest period during the second four hours of the work day. Mr. Mohr was in favor of retaining the present five-minute rest period for each half day.

There is no rest period for the eleven employees who work on a staggered basis on the midnight shift and on week-ends since they must be present to answer the phones and do security patrol work and are constantly on the types of duty which are sufficiently varied to avoid the necessity of rest periods. The Conference recommended that this continue, as is, with no rest periods for the comparatively small number on the midnight shift.

2. In the Training and Inspection Division all training classes, the FBI National Academy, In-Service, New Agents, and Clerical Classes have a ten-minute recess each hour. The Conference unanimously recommended that this practice be continued.

3. In the Administrative Division, in the Mechanical Section, there is now a five-minute rest period in the morning and a five-minute rest period in the afternoon for clerical employees.

Mr. Mohr recommended that this continue, as is, with five-minutes allowed for each of these two rest periods.

All other members of the Conference recommended that these rest periods be extended to ten-minutes for each one-half day.

4. In the Records Section of the Records and Communications Division at present there is, for clerical employees, a five-minute rest period in the forenoon and another five-minute rest period in the afternoon for the day shift.

On the night shift of the Records Section there is but one ten-minute rest period provided for clerical employees. On the midnight shift there is provided one rest period of five minutes for the first one-half of the working day and another five-minute rest period for the second half of the working day for clerical employees.

In the Communications Section of the same Division there is a ten-minute rest period during the first one-half of the work period and another ten-minute rest period during the second one-half of the shift for clerical employees.

Mr. Mohr recommended that there be a five-minute rest period for these same clerical employees in the Records Section and in the Communications Section during the first four hours of the work day and another five-minute rest period during the second four hours of each work day regardless of shift.

All other members of the Conference felt that there should be a ten-minute rest period during the first four hours of the work day and another ten-minute rest period during the second four hours of the work day for all shifts.

5. In the Washington Field Office there is no rest period provided for the stenographic pool since they move about from time to time in taking dictation. For all other clerical employees of the Washington Field Office, there is a five-minute rest period during the first half of the work shift and another five-minute rest period during the second half of the work shift. All members of the Conference except Mr. Mohr recommended that these Washington Field Office clerks be granted a ten-minute rest period during the first four hours of the work day and another ten-minute rest period during the second four hours of the day, applicable to both the day and night shifts. SAC Stein points out that three minutes of the current five-minute rest period are consumed in travel from the work area to the vending machine or rest area and that ten minutes would provide the employees with an opportunity to tidy up their hair and eat a candy bar. Washington Field Office employees are not allowed to visit the refreshment concession on the first floor of the Old Post Office during rest periods and no change is contemplated in this practice.

Mr. Mohr recommended for the same clerical employees, a five-minute rest period during the first half of their working day and a five-minute rest period during the second half of their working day.

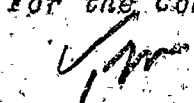
6. In the Crime Statistics Section of the Records and Communications Division no rest periods are authorized at this time. They are located in the Identification Building. There are 102 clerical employees in this section who are engaged in typing, operating adding and calculating machines, operating IBM punch card machines and recording data from investigative reports, vouchers, pay roll change records, fingerprint cards and uniform crime reports.

Since they are in the same building with the Identification Division employees and since their work is of a detailed type, it was believed that these clerical employees should be entitled to the same rest periods as are the clerical employees in the Identification Division.

Mr. Mohr recommended that they be granted a five-minute rest period in the forenoon and a five-minute rest period in the afternoon.

All other members of the Conference recommended that they be granted a ten-minute rest period in the morning and another ten-minute rest period in the afternoon.

Respectfully,
For the Conference


Clyde Tolson

I am in favor of 10 mins
in morning & 10 mins in
afternoon or 10 mins for first
half of work day & 10 minutes
for second half of work day
for all unless some basically
sound agreement can be given
me as to why classes of
instruction should have more
than the same rule is to be
applied to them

H.

THE DIRECTOR

September 29, 1951

The Executives Conference

REQUEST TO USE ~~STAMP~~
LIAISON SECTION
IDENTIFICATION DIVISION

28195

The Executives Conference consisting of Messrs. Ladd, Mason, Belmont, Laughlin, Parsons, Mohr, Gearty, and Tracy on September 27, 1951, considered a request from the Identification Division for the adoption of a new stamp.

The Liaison Section of the Identification Division is presently receiving a number of letters from Bureau field offices and law enforcement agencies requesting information from the records of the armed forces. Frequently, such information is not available and a letter to this effect is prepared.

The Identification Division recommends the adoption of a stamp to be placed on the duplicate or carbon copy of the incoming material to show the result of the search as negative, the copy to be returned to the Bureau field office or the law enforcement agency. There would be a saving in stenographic and clerical time if the use of such a stamp is approved. A sample impression of the proposed stamp is transmitted herewith.

The Conference unanimously recommends the adoption of the proposed stamp.

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

SJT:cdm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 a/c/OTF

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

RECORDED - 23

INDEXED - 23

166-2554-9094

OCT 6 1951

HANDLED BY
STC DESK

63 OCT 9 1951

2779

THE DIRECTOR

9/21/51

JOINT COMMITTEE

b6
b7C

SUGGESTION #3

EMPLOYEE: [REDACTED]

CHIEF CLERK
CHARLOTTE FIELD OFFICE

PROPOSED FORM FOR SUBMISSION OF
*SEMI-ANNUAL INVENTORY OF PROPERTY

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. E. McKee E. D. Mason
L. V. Boardman A. Cornelius

SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 EJP/DAF

Employee suggested a form for use in submitting the
semi-annual inventory of property in each Field Office.
(Property acquired in connection with Bureau investigations).

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered the form suggested by
Mr. Michael and a similar form proposed by the
Investigative Division. The Committee felt that, while
a form is desirable for use in submitting the semi-annual
inventory of property, the form proposed by the
Investigative Division is preferable.

RECEIVED
SEP 21 1951

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG

On 9/26/51, the Executives Conference, consisting of Messrs.
Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty,
Laughlin and Mason, considered the above suggestion and
recommended unanimously that the form prepared by the
Investigative Division be adopted.

Attached for the Director's consideration and signature are a
proposed SAC Letter, a proposed form, and a letter to Chief
Clerk [REDACTED] of the Charlotte Office, who initiated
the suggestion.

- ___ Tolson
- ___ Ladd
- ___ Clegg
- ___ Glavin
- ___ Nichols
- ___ Rosen
- ___ Tracy
- ___ Carson
- ___ Egan
- ___ Gurnea
- ___ Harbo
- ___ Mohr
- ___ Pennington
- ___ Quinn
- ___ Nease
- ___ Gandy

Attachments
cc-Mr. Mohr
Mr. Clegg
EDM:DMG

Respectfully,
For the Conference

RECORDED - 38
66-2554-970 95

Clyde Tolson

EX - 28

INDEXED - 38

OCT 16 1951

b6
b7C

63-OCT 10 1951

THE DIRECTOR

9/29/51

EXECUTIVES CONFERENCE

~~PRIVATE OFFICE~~
IDENTIFICATION DIVISION

The Executives Conference of September 27, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Mason, Gandy, and Laughlin considered the matter of enclosed office space in the Identification Division.

The Conference unambiguously agreed with the recommendations of Inspector Egan who made a survey of office space in the Identification Division. With regard to Egan's observation that all office space of an enclosed type utilized by one employee should remain as is, there are 12 such offices.

The Conference concurred that the 8 semi-private offices utilized by clerical superiors consisting of 2 employees per room be allowed to continue as is.

It was originally suggested following Mr. Egan's survey that authority be granted to remove the partitions surrounding 40 rooms utilized by 2 or more employees, in each instance engaged in non-supervisory type of work, in order to effect better utilization of approximately 5,000 square feet of space.

Since the surveys, 10 of the 40 rooms have been transferred to the Records Section of the Records and Communications Division which will occupy 5900 square feet of space or the transfer of more files from the Justice Building to the Identification Building.

Relative to the other 30 rooms, Mr. Glavin pointed out that space was not a pressing problem right now in the Identification Building and it would cost \$2.50 per running foot or approximately \$150 per room to remove the partitions around the remaining 30 rooms and that he did not believe this to be a worthwhile expenditure.

cc: Mr. Mohr
Mr. Clegg

EDH:atp

RECORDED - 119

INDEXED 119

OCT 8 1951

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HEREIN IS UNCLASSIFIED
DATE 12/12 BY SP/DAK

INITIALS ON ORIGINAL

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Mr. Clegg had suggested that authority be granted to remove the partitions as needed in the future and that no action need be taken toward actual removal until the space problem grows more acute.

The entire Conference felt that no action need be taken relative to the removal of these partitions, many of which were already established when the Identification Division occupied its present quarters and the Conference relied upon the fact that Mr. Glavin had made a personal visit to each of the rooms involved.

No recommendation is being made to the Director. This memorandum is purely informative.

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Plymont _____
Laughlin _____
Murphy _____
Tele. Room _____
Case _____
Gandy _____

THE DIRECTOR

9/13/51

EXECUTIVES CONFERENCE

PROPOSED PISTOL CLUB
BOSTON OFFICE

Messrs. Glavin, C. Tamm, Mohr, Belmont, Ladd, Winterrowd, Mason, Gearty, Laughlin, and McGuire constituting the Executives Conference of September 17, 1951, considered the request of the Boston Field Office for authority to establish a pistol club among employees.

It was the unanimous view of the Conference that the attached letter go forward advising the SAC that he would be responsible for safety, that all practice is to be supervised by a qualified firearms expert, practice is to be held outside of regular working hours, no Bureau ammunition is to be utilized, and all state and local laws are to be satisfied.

If the Director approves, a proposed letter is attached.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 1/31/92 BY SP-5 CIB/BJ

CDH:atp

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2230

THE DIRECTOR

9/11/51

JOINT COMMITTEE

SUGGESTION #65

EMPLOYEE: SPECIAL AGENT JOHN W. CORE
LOUISVILLE OFFICE

SEAT COVERS NOT BE INSTALLED IN BUREAU
CARS UNTIL UPHOLSTERY BECOMES WORN OR TORN

MEMBERS PRESENT: Messrs. E. Scheidt S. T. Harbo
 S. K. McLee E. D. Mason
 C. H. Carson

SUGGESTION:

That seat covers not be installed in automobiles until the upholstery of the car has become worn or torn, or some special purpose exists, such as a hot and humid territory.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee considered this matter and noted the following:

ADVANTAGES:

Seat covers are useful when:

- 1. Upholstery has been damaged or worn to the extent it becomes unsightly and the car is otherwise in generally good condition.
- 2. A particular car is being used in an extremely hot or humid territory making seat covers highly desirable for reason of comfort.
- 3. A private car owner gets ready to resell his car -- it is more valuable if the upholstery has been protected by covers. This does not apply to Bureau cars to any extent for the reason that they must be resold as public conveyances.

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DISADVANTAGES:

- 1. Nearly every manufacturer fits his upholstery to his car -- when upholstery is worn out, the car is worn out.
- 2. Most covers, particularly fibrous types, wear out and "slit" clothing.
- 3. With afore-noted exceptions their cost is warranted. A. Roughly estimating their cost at \$20 a set, this would

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- Nease _____
- Gandy _____

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JOINT COMMITTEE CONSIDERATION:

DISADVANTAGES (continued)

mean a saving of \$15,000 a year on the basis of 500 replacement cars.

JOINT COMMITTEE ACTION:

The Joint Committee was unanimously favorable in suggesting that seat covers not be installed in all new cars purchased, and that SACs be given the authority to install seat covers whenever necessary, which authority they now have, and at the same time they be advised seat covers should not be installed unless special reasons exist.

Mr. Glavin, representing the Administrative Division, feels that this idea is a good one. He also points out some offices buy seat covers only for the front seat, thus creating a savings for the Bureau.

The Joint Committee recommends that the attached SAC Letter go to the Field.

[Handwritten initials]

cc: Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Price
Mr. Evans

The Director

October 2, 1951

The Executive Conference

DISPOSITION OF ABANDONED AND UNCLAIMED PERSONAL PROPERTY

The Department of Justice has instructed the United States Marshals to receive from the Bureau's Field Divisions abandoned and unclaimed personal property in our possession which has been held for six months or more, valued at \$100.00 or less.

Instructions to the Field in this matter are incorporated in the attached SAC Letter.

Unanimously approved by the Executive Conference today with Messrs. Parsons for Harbo, Nease, Sizoo, Laughlin, Mohr, Mason for Clegg, Belmont, Gearty, Ladd, Nichols, and Rosen in attendance.

Respectfully,
For the Conference

Ym

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 CHT

RECORDED - 141

INDEXED - 141

66-2054-9100

Attachment
cc: Mr. E. H. Clegg
Mr. Mohr

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

g jk P

STOP OCT 10 1951

THE DIRECTOR

9/24/51

JOINT COMMITTEE

SUGGESTION #28

EMPLOYEE: EDWARD F. WRIGHT
CLERK
ALBANY OFFICE

~~REVISION OF FORMS FD-12 AND FD-13
(EXPENDABLE AND NON-EXPENDABLE RECEIVING
SLIP FORMS)~~

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
L. V. Boardman A. Cornelius

SUGGESTION:

Forms FD-12 and FD-13 (Expendable and Non-Expendable Receiving Slip Forms) be revised, omitting Bureau address and the sentence "This will acknowledge receipt of the following (expendable or non-expendable) property."

JOINT COMMITTEE CONSIDERATION:

The Joint Committee on 9/21/51, considered Bureau Form FD-12, which is a receipt acknowledging expendable property. Although this document (copy attached) is prepared on a full sheet of paper, there are actually less than 4 inches of space provided for the listing of property received. By eliminating certain matter in the heading and making the columns longer, per the sample submitted by the suggesting employee, the result will be a savings of paper for the Bureau.

Relative to Form FD-13, which is a receipt for non-expendable property, the Joint Committee agreed unanimously that this document should be printed on a half sheet of paper, inasmuch as fewer items are listed on FD-13 than are listed on FD-12, and there will be a resulting savings in paper.

cc-Messrs. Mohr & Clegg

EDM:DMG

RECORDED - 141

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OCT. 9 1951

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/31/92 BY SP-56/DTF

52 OCT 12 1951

Executive Conference

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EXECUTIVES CONFERENCE CONSIDERATION

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Gearty, Mohr, Rosen and Mason, recommended unanimously favorably as to the suggestion.

If the Director approves, these forms will be appropriately adjusted.

Respectfully,
For the Conference

Glyde Tolson

OK
Clegg - what is Mason
for May in handling
this suggestion?

9/29

Here is another suggestion
made Aug 9 + I don't get the
recommended action until
Sept 29 a lapse of over 7 weeks
why? How many other suggestions
are there around here unacted
upon H.

The Director

September 28, 1951

The Executives Conference

TWO-WAY RADIO UNITS
BUTTE DIVISION

On September 26, 1951, the Conference, consisting of Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Mason, Gearty, Laughlin and Parsons, considered the request of the Butte Field Division for additional automobile radios. Approximately a year ago the Butte Field Division requested 12 two-way radio units to equip cars in that field division. The Bureau approved 6 and advised the Butte Division that the other 6 units would not be supplied without additional justification. Twelve units, which were on order at the factory, were all shipped to Butte and the SAC was instructed to install the 6 approved and retain the other 6 until further advised whether they were to be shipped to the Bureau.

Since that time, two additional letters have been received from Butte furnishing additional justification and requesting an additional 10 two-way units in order to equip all cars in the field office district with two-way radios. The Conference feels that the additional justification furnished by the SAC, which shows important security matters and additional surveillance, is sufficient to justify the installation of the 6 units which the Butte Office now has in storage but is not sufficient to justify the additional 10 to equip all cars at this time.

The Conference unanimously recommends that the Butte Field Division be authorized to install 6 two-way radios in cars assigned to that field office.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/92 BY SP-5 CJK/TMP

Glyde Tolson

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

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44 OCT 8 1951

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THE DIRECTOR

October 6, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of October 5, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Belmont, Nease, Sizoo, Laughlin, Rosen, Mason, Nichols, and Glavin considered a memorandum submitted by Mr. H. L. Edwards concerning the postponement of In-Service training during the holiday season.

It was pointed out to the Conference that in the event the Bureau hold its last In-Service class for the present calendar year on December 3, 1951, it could be completed on December 17, 1951, giving the members of that class sufficient time to return to their home offices of assignment for the holidays. Any class convening later than December 3, 1951, would make it impossible for certain members of the class to return to their homes before the Christmas holiday. It was further suggested to the Conference that the first class during the calendar year 1952 be convened on January 7, 1952, which would permit the Agents to spend the New Year holiday with their families before proceeding to In-Service school.

The Conference recommends that the last In-Service school for the present calendar year be convened on December 3, 1951, and the first In-Service school for the calendar year 1952 be convened on January 7, 1952.

Should the Director agree the field will be appropriately notified at this time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

WEG:JC

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

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HEREIN IS UNCLASSIFIED
DATE 1/31/52 BY Sp-5 c/bk

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STOP REPLY OCT 10 1951

INDEXED

66-2554-9103
OCT 8 1951

OCT 12 1951 166

MR. TOLSON

10/2/51

JOINT COMMITTEE

SUGGESTION #73

EMPLOYEE: SPECIAL AGENT J. D. DONOHUE
INTERNAL SECURITY SECTION
DOMESTIC INTELLIGENCE DIVISION

ABBREVIATION OF THE WORDS "SECURITY INFORMANT"

MEMBERS PRESENT: Messrs. E. Scheidt R. T. Harbo
S. K. McKee E. D. Mason
L. V. Boardman A. Connelius

Expert Conference

SUGGESTION:

That the term "Security Informant" be abbreviated as "SI" rather than "Sec. Inft." Mr. Donohue further suggests that the Field be advised there is no abbreviation for "Security Index" or "Source of Information" in order to preclude confusion.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee took cognizance of the fact that "SI" is now used as an abbreviation for "Special Inquiry" and unanimously recommended unfavorably as to the above suggestion.

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DATE 1/31/92 BY sp-5/cib

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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy cc-Mr. Mohr
- Harbo Mr. Clegg
- Alden EDM:DMC
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RECORDED - 119

166-2554-9104

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INITIALS ON ORIGINAL

OCT 12 1951

The Director

August 31, 1951

The Executives Conference

SUPERVISION OF APPLICANT CASES

ALL INFORMATION CONTAINED
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DATE 1/31/92 BY SP-5 CJL/DAF

The supervision of routine, non-derogatory applicant investigations will shortly be entrusted to supervisory assistants rather than to experienced Agent supervisors as is the present practice. It is anticipated there will be some difficulty in insuring the proper routing of the reports as they are received at the Seat of Government.

If the supervisory assistants have to read the incoming mail to determine which reports contain derogatory information, and therefore must be reviewed by an Agent supervisor, and which ones do not and can therefore be handled by them, it will involve a duplication of effort on the part of those supervisory assistants and on the part of the Agent supervisors.

It had been suggested that a bulletin be issued to the Field, instructing them to stamp the original copy of each report, indicating that it should receive special review here at the Seat of Government. Such reports would then be routed by the mail clerks to a supervisor and the other reports would be routed to the supervisory assistants. This idea was discussed with the Field supervisors at the recent conference. None voiced any objection to the proposed plan. There were, however, some suggestions.

Assistant Special Agent in Charge Crosby, of the San Juan Office, suggested that instead of stamping a report indicating that it should receive special attention or special review at the Seat of Government, different colored printing or different colored paper be used to indicate reports which should receive review by a Special Agent supervisor. His reason was that some Congressional Committee might get a look at our files and inquire into the reason for having a stamp on the report such as "Special Review" or "Special Attention."

The majority of the conference did not agree that this was a good idea and it is certainly apparent that it wouldn't be desirable to have some of our reports one color and some another. It would mean additional expense and it would mean further complications for the typists and stenographers. Field Offices would have to stock additional

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- Gandy

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

RECORDED - 119
INDEXED 119

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Attachment
59 OCT 13 1951
F 27

EX - 15
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The Director

forms, and we would end up with the same question, namely, why we use different colored reports in some instances.

Supervisor Fred S. Banknight, of our Baltimore Office, suggested that the Field be instructed to stamp those reports which did not require reviewing by an Agent Supervisor. His reason was that in the event the Field should inadvertently neglect to stamp a report which should receive thorough review at the Seat of Government by an Agent Supervisor, it would go to the supervisory assistants who might not perceive a necessity for having a report reviewed by the Agent Supervisor. He stated that this might lead to some possible embarrassment to the Bureau. He felt that there would be less danger in stamping the routine reports because if the Field made a mistake, it would merely result in a routine report being reviewed by an Agent Supervisor.

Those who opposed this suggestion felt that it would necessitate stamping too many reports. Undoubtedly, this is true, since it is known that the majority of the reports do not contain derogatory information. It is felt, therefore, that the reports to receive special review by an Agent Supervisor should be the reports to be appropriately marked or stamped.

There is attached, therefore, a proposed Bulletin to the Field suggesting that with regard to applicant type investigations, with the exception of Bureau applicants, all reports received which reflect derogatory information should be marked with the letter "X" in the upper right-hand corner of the original report. One exception to the general rule is noted and that involves Atomic Energy applicant cases. In this type, frequently, minor police records are encountered for such misdemeanors as intoxication. If serious derogatory information, whether it pertains to loyalty or not, is discovered, these investigations are converted from a limited type investigation to a full-field investigation. It is felt that where derogatory information sufficient to justify such conversion exists in an Atomic Energy investigation, the report should be marked.

It will still be the responsibility of the clerical supervisors who have been assigned to duties formerly handled by Special Agent Supervisors to turn over to the Special Agent Supervisor all cases having any type of derogatory information.

This matter was re-presented to the Conference on September 10 and Mr. Tolson is opposed to the suggestion. Messrs. Laughlin, Gearty, Mason for Clegg, Glavin, C. Tamm for Tracy, Parsons for Harbo, Mohr, Belmont, Ladd and Rosen favor the suggestion.

I don't think we should ask the field to decide which reports are to be reviewed by Agent Supervisors

Respectfully,
For the Conference

Clyde Tolson

I agree with majority & we will give it a trial H.

2232

The Director

September 29, 1951

The Executive Conference

The Executive Conference of September 26, 1951, consisting of Messrs. Laughlin, Gearty, Parsons, Rosen, Ladd, Belmont, Mohr, Mason, Tracy and Glavin was advised that replies have been received from the SACs at Charlotte and the Washington Field Office concerning the carbon interleaved assignment card which was sent to those offices on a trial basis to determine whether this particular type of assignment card interleaved with carbon and manufactured on a continuous roll basis could be more efficiently used by the field in the preparation of assignment cards, duplicate assignment cards and ticklers thereof.

The Conference was advised that the SAC of the Washington Field Office and the SAC of the Charlotte Office are in agreement that the new type of assignment card is much more efficient than the previous card which has been used by the Bureau and which is being used by the field at the present time.

The Conference was advised that the SAC of the Washington Field Office points out that production has been increased approximately 25% in the preparation of assignment cards through the use of the new type card. The SAC states that it is believed this increase is accounted for by the fact that the new type card is much easier to handle for several reasons: only one alignment of the typewriter is necessary; there is less slippage in the typewriter; the completed work is neater because there is less handling of the carbon paper; the insertion of carbons is eliminated; the assembly of several copies of the form is eliminated; the completed card is not smeared and because the cards remain in proper alignment, there is no obliteration of the typing by the printing on the card. The SAC at Charlotte points out that the utilization of this card has a number of favorable features; however, uniformity and legibility appear to predominate and unless the cost of this interleaved form is exorbitant, it is his recommendation that it be continued.

For the Director's information, these interleaved forms, a sample which is attached hereto, can be purchased from the Government Printing Office at a cost of \$14.15 a thousand.

The Conference feels that in view of the fact that this

cc: Mr. Mohr
Mr. Clegg
FRG:or

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- Tele. Room
- Nease
- Gandy

Name for the Director

2233

new type of assignment card appears to be more satisfactory than the present type we are using that the field be advised of the new type of assignment card and that the new type be furnished to the field as additional supplies of these cards are requested.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten initials]

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2234

9/12/51

SAC, PITTSBURGH (CONFIDENTIAL)

DIRECTOR, FBI

C Executive Confidential

[Redacted]

PITTSBURGH, PENNSYLVANIA, PD
FBI NATIONAL ACADEMY GRADUATE

b6
b7c

Reurlet 8/30/51. For your confidential information, [Redacted] was dismissed with prejudice from the service of the Bureau as a result of this having participated in intoxicants and then returning to the Kansas City Field Office in the late evening. Inasmuch as this man was dismissed with prejudice, he should not be considered as an FBI National Academy graduate in good standing. He should not be invited to attend Firearms Training, meetings of the FBI National Academy Associates, and he should not be accorded any other courtesies normally afforded FBI National Academy graduates.

EDM:DMG

(Approved by Exec. Conf 9/10/51, with Messrs. Tolson, Ladd, Glavin, Q. Tamm, Parson, McGuire, Mohr, Rosen, Mason, Belmont, Laughlin and Gearty present). EDM

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THE DIRECTOR

7-12-51

JOINT COMMITTEE

SUGGESTION #619

EMPLOYEE: SA JOHN B. O'DONOGHUE
CLEVELAND OFFICE

USE OF CLERICAL EMPLOYEES IN FIELD -
COORDINATION AND CORRELATION PROJECT

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

The Executives Conference on 1-29-51, recommended, and the Director approved, the establishment of correlation clerks in the New York and Newark Field Divisions on an experimental basis. The purpose of these clerks is to review references on Security subjects and prepare memoranda consolidating the various bits of information appearing in the file. These memoranda would be used by Special Agents for incorporation into investigative reports. During the correlation process, index cards containing non-main file references could be eliminated, thus saving space. The basic idea was to follow favorable experience at the Seat of Government and utilize clerks to prepare summary memoranda as a means of saving Agent time. In addition to the value of these memoranda in connection with the preparation of investigative reports, once the memorandum was prepared time would be saved whenever there was any occasion in the future to review all references on a given individual.

The Newark and New York Field Offices were to submit their recommendations after 4 months as to the feasibility of the correlation clerks.

OBSERVATIONS OF NEWARK AND NEW YORK FIELD OFFICES:

The Newark and New York Offices reported, after the experimental period, that the correlation project had been most helpful and valuable in these offices and recommended that it be extended throughout the Field. In addition, the experiment at Newark included the reviewing of file references in some Bureau applicant cases and it was found to be very helpful.

Mr. Mason reported that the Miami Office several months ago established such a position, and for a period of months the employee there has done a splendid job of correlation.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/97 BY SP-5 G. D. W.

Executive Conference

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Attachment

RECORDED - 73

INDEXED - 73
OCT 11 1951

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EX - 2

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100-1051
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OBSERVATIONS OF NEWARK AND NEW YORK FIELD OFFICES: (Continued)

New York reported that the 6 correlation clerks utilized from 2-12-51 to 6-5-51, checked 8500 references, prepared nearly 4500 write-ups, and were able to destroy, or to mark non identical 5,370 index cards. Further, the work of these clerks resulted in a saving of a substantial amount of Agent time.

At Newark the project is in operation and has been since 2-15-51, with 4 employees participating the majority of the time. Total employee days on this project were 279, with total references reviewed numbering 6,206. Average references reviewed per employee, per day - 22.2. Total identifications made were 2,716. Total index cards destroyed - 1,742. Total memoranda prepared - 364. It was estimated that slightly over 1 hour per day was used in pulling files and searching indices when different spellings were developed in a review of the references.

JOINT COMMITTEE CONSIDERATION:

The Joint Committee reviewed the recommendations of Messrs. Scheidt of New York and McKee of Newark, and unanimously recommended that advice as to the feasibility of utilizing correlation clerks be made available to all SAC's so that they will be aware of the Bureau's approval of this practice and, if a need exists in their individual offices, they may communicate with the Bureau and submit suitable recommendations.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of July 27 consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Hennrich, Rosen, Mason and Sizoo unanimously approved notification to the field and the extension of the use of clerks on correlation projects whenever sufficient justification is given by the SAC to the Bureau; the SAC establishes a sound case; the Bureau approves each clerk so appointed, and a training program is established for these clerks similar to that utilized by the New York and Newark Divisions. The Conference agreed that it was not possible to set up any standards such as the number of personnel in the office, the number of security cases, or other related factors which would facilitate quick determination as to when correlation clerks should be utilized.

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If approved, there is attached for the Director's signature a proposed SAC Letter.

Respectfully,
For the Conference



Clyde Tolson



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THE DIRECTOR

October 9, 1951

The Executives Conference

REQUEST FROM WATERMAN STEAMSHIP CORPORATION
TO HANDLE FINGERPRINTS OF THEIR POLICE FORCE

The Executives Conference consisting of Messrs. Rosen, Belmont, Parsons, Laughlin, Sizoo, Mason, Gearty, and Tracy considered a request from the Waterman Steamship Corporation in New York for the Bureau to handle fingerprints of their police force.

The Bureau is in receipt of a request from this corporation pointing out that applicants for positions as railroad special agents are fingerprinted and the fingerprints searched by the FBI. In requesting fingerprints of their policemen and applicants, they point out at present they employ 30 regulars and 10 casuals and that the turnover is very small.

The Waterman Steamship Corporation also points out in their letter that the fingerprints of all their policemen have been taken in the current security drive of the Coast Guard. Fingerprints of employees in various ports taken by the Coast Guard are currently processed by the Identification Division; however, when the Coast Guard ceases taking such fingerprints, of course, no further service would be rendered to this company.

Messrs. Rosen, Belmont, Parsons, Laughlin, Sizoo, and Tracy were of the opinion that even though there is a similarity of responsibility between railroad special agents and special policemen for steamship companies in that they handle goods being shipped in interstate or foreign travel, the Bureau should not take on additional work in the steamship field. To do so would create a precedent and open the way for all steamship companies at all ports of entry to make such requests. The Bureau does not have the necessary personnel to handle all such companies.

Messrs. Mason and Gearty were of the opinion that if it is proper to handle fingerprints of railroad special agents, then it would be proper for the Bureau to handle the fingerprints of special policemen of steamship companies. They recommend this be done.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Respectfully, DATE 11/31/92 BY Sp-Sc/HRP
For the Conference,

RECORDED - 73

Clyde Tolson

OCT 10 1951

INDEXED - 73

cc - Mr. Clegg
Mr. Mohr

SJT:redm

STOP DESK OCT 11 1951

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THE DIRECTOR
EXECUTIVES CONFERENCE

10/6/51
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/31/92 BY SP-SCI/BJF

Inspector H. B. Long recommended that uniform instructions be issued to the Field as to the procedure to be followed in filing paragraphs from SAC Letters and Bureau Bulletins. Mr. Long pointed out that SAC Letters and Bureau Bulletins frequently have 2 or more different and unrelated topics treated on the same page. He advised that, as a result of his inspections, he has found that some offices cut out the pertinent paragraphs and mount them on a sheet of paper and file these paragraphs in the appropriate Field instructions files. Other offices take an entire page from the SAC Letter or Bureau Bulletin, cross out the non-pertinent material and file this single document in the appropriate file pertaining to the topic not crossed out.

It is Mr. Long's belief that this latter procedure saves time and is the most efficient method of operation.

By way of background, this was considered by the Joint Committee on 9/21/51 and the Joint Committee, consisting of Messrs. Scheidt, McKee, Boardman, Harbo, Cornelius and Mason, unanimously agreed that the two procedures mentioned were entirely satisfactory and that no change was needed.

Upon returning from his most recent inspection trip, Mr. Long submitted a memorandum dated 9/29/51, in which he again suggests the lack of uniformity in this procedure and the advisability of issuing definite instructions as to the most efficient method to be utilized.

The Executives Conference of 10/5/51, with Messrs. Tracy, Parsons, Belmont, Rosen, Gearty and Mason present, felt that either procedure was entirely satisfactory and felt that both procedures have equal merit. While procedure #2 (marking out the non-pertinent portions of the page) might be a little quicker, procedure #1 (clipping pertinent portions and mounting them) makes better looking files and is particularly necessary if an office finds itself running short of copies of SAC Letters.

The Executives Conference felt that there was no problem and that, therefore, no action was necessary.

If the Director agrees, there is attached hereto a letter to Inspector Long.

9 OCT 15 1951

Respectfully,
For the Conference

RECORDED - 73

Clyde Tolson

INDEXED - 73

OCT 10 1951

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

Attachment

cc-Messrs. Mohr & Clegg

EDM:DMG

STOP DESK OCT 11 1951

9/109

The Director

October 6, 1951

The Executives Conference

~~KOV~~ RADIO NETWORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/15/72 BY SP-SCJ/DAF

On October 4, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Belmont, Mason, Gearty, Sizoo, Laughlin, Mohr, Rosen and Parsons considered the re-location of the Bureau's main radio stations.

The Conference was advised that the original plan had been to purchase two sites in Virginia west of Washington in order to re-establish our main radio stations on a permanent basis. After initial survey and before any contacts had been made with reference to available land the problem of re-location of the FBI Academy and ranges at Quantico was raised and an effort was made to find suitable land for both the Academy and the radio stations. A proposal was submitted to the Director recommending the establishment of the FBI Academy as a West Point of law enforcement which would be large enough to also include land for the radio stations. Since this proposal will require separate appropriation, it was pointed out that further consideration should be given to the immediate relocation of the radio stations.

In our survey for suitable land in the area of Herndon, Virginia, certain sites were excluded from consideration because of their proximity to the Bureau of Standards radio station which is located near Sterling, Virginia. From a technical consideration the Sterling installation is an ideal radio site. Informal inquiry of a contact in the Radio Section of the National Bureau of Standards has revealed that they would have no objection to our locating our own as close as two or three miles to their station because they are drastically curtailing activities. We were further advised that within a period of from one to three years, the Bureau of Standards' Radio Section planned to discontinue operations at this site and would have no further need for the property. Our contact advised that he knew nothing of the future plans for this land and presumed it would be available unless it was desired by some other section of the Bureau of Standards as a testing station. This land, which is approximately five miles west of Herndon and ten miles southeast of Leesburg in Loudoun County, would be an ideal solution to our radio problems since it is large enough to accommodate both the transmitting and receiving stations.

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

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

INDEXED
RECORDED - 73

OCT 10 1951

59 OCT 15 1951

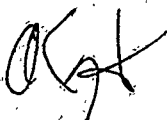
Handwritten initials

Memorandum for the Director

Dr. E. U. Condon has resigned as Director of the National Bureau of Standards and Dr. Wallace Brode is acting Director. The files contain no derogatory information on Dr. Brode and he has been friendly in contacts that the Laboratory personnel have had with him.

The Conference unanimously recommends that we immediately on an official basis contact the Bureau of Standards and determine whether this land could be made available to the Bureau and under what conditions.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

10/3/51

EXECUTIVES CONFERENCE

SPECIALIZED TRAINING

48TH SESSION

FBI NATIONAL ACADEMY

The Executives Conference of October 2, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Glavin, Belmont, Nease, Sizoo, Nichols, Laughlin, Rosen, and Eason considered when Specialized Training should be given for the current session of the National Academy in view of the fact that Armistice Day, Sunday, November 11 will be celebrated Monday, November 12 and would reduce the 2-week Specialized Training by one day.

The Conference unanimously agreed that the first week of Specialized Training would commence 9 a.m., Monday, November 5 through 5 p.m., Thursday, November 8. The second week of Specialized Training will commence 9 a.m., Friday, November 9 and end at 3 p.m., Thursday, November 15.

If the Director agrees, the attached memorandum (Rogers To Cle) which requires no signature should be dispatched. Also, an item will be contained in the FBI National Academy News Letter. Also attached for signature is a letter to Wm. F. Kelly, Assistant Chief of Police, Charleston, South Carolina.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-31-92 BY SP-5 c/b

Clyde Tolson
RECORDED - 60

66-2557-9111
OCT 10 1951

Attachments

cc: Mr. Mohr
Mr. Clegg

INDEXED - 60

15

RE: atp

STOP DESK OCT 11 1951

OCT 13 1951

FBI

THE DIRECTOR

9/27/51

EXECUTIVES CONFERENCE

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty and Mason, considered the matter of reporting Accounting matters in inspection reports.

The past practice has been to prepare a tabulation concerning the volume of Accounting work existing in a Field Division at the time of an inspection and then in another location to prepare a listing of each Accountant assigned to the office, his training and his qualifications.

The Conference unanimously felt it advisable to prepare one tabulation in inspection reports, entitled "Accounting Matters" and include under this topic everything pertaining to the volume of Accounting work, identity of the Accountant, his qualifications, training, and all related matters.

If the Director approves, an appropriate change will be issued for the Inspectors' Manual and the attached memorandum should be signed for the immediate guidance of Inspectors.

Respectfully,
For the Conference

Glyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

EDM:DMF

INDEXED - 60

66-2554-9112

OCT 10 1951

RECORDED - 60

STOP DES OCT 11 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/15/92 BY SP-5C/BTW

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The Director

October 2, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/92 BY SP-5/BJT

On October 2, the Conference consisting of Messrs. Ladd, Mason, Tracy, Laughlin, Sizoo, Nease, Belmont, Glavin, Mohr and Parsons considered the desirability of retaining the Identification Division search slips in fraudulent check cases.

In the handling of fraudulent check cases in the Laboratory, names for search of the Identification Division have been written on search slips which are forwarded to the Identification Division and where jackets are located these search slips are returned with the jackets and the signatures on the fingerprint cards are compared with the handwriting on the checks. Where no jackets are located under the name on the search slip, the slip is simply returned to the Laboratory marked "No Record Located." These slips have in the past been destroyed when no record was located.

Under date of July 19, the Ohio State Bureau of Criminal Identification and Investigation forwarded a check to the FBI Laboratory signed by [redacted]. A handprinted search slip was forwarded to the Identification Division for a name check and was returned to the Laboratory with a notation "No Record Located." This slip was destroyed and a Laboratory report was forwarded to the Ohio Bureau advising that no fingerprint cards could be located. By letter of August 15 the State Bureau advised that subject [redacted] had FBI number [redacted] and upon inquiry it was found that the name was logged in the Identification Division as [redacted]. A new search under the name [redacted] located a jacket containing signatures which were identified with the check originally forwarded. Since the slip was destroyed it is not possible at this time to determine whether the error was made in executing the search slip or whether it was an error in transferring the name to the Identification log.

In order to prevent a recurrence of this situation, it was proposed that in the future the request slips be typewritten and when they are returned from the Identification Division marked "No Record Located" that the slips be retained for a period of one year in the Document Section and then destroyed since it was felt that any possible need for such slips would expire in a matter of several months. Messrs. Belmont, Parsons and Sizoo recommend this procedure be followed in the future. They were opposed to placing these in the Bureau files because usefulness would expire and they would be occupying file space uselessly.

- 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

RECORDED - 60
INDEXED - 60
OCT 11 1951
EX - 15

66-2504-913
OCT 10 1951
RAT

Memorandum for the Director

J. Edgar Hoover
A.
9/25/50

Messrs. Ladd, Laughlin, Mohr and Glavin recommend that the search slip be stapled to the correspondence and permanently filed in the Bureau case file.

Messrs. Tracy, Nease and Mason feel that since this is the first such occurrence over a period of many years, and that in the future the slips will be typewritten for further clarity, there is no need for changing the procedure and saving the search slips.

Respectfully,
For the Conference

Clyde Tolson
Clyde Tolson

THE DIRECTOR

October 6, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/92 BY SP-5 C/D

*BUREAU LEAVE WITHOUT PAY POLICY

The Executives Conference consisting of Messrs. Ladd, Nichols, Rosen, Glavin, Belmont, Parsons, Mason, Gearty, Nease, and Tracy on October 5, 1951, considered the matter of granting leave without pay.

The Conference was advised by Mr. Tracy of an increasing number of requests for leave without pay and that these requests fall into three categories, i.e.:

1. Married employees whose husbands are about to be shipped overseas in some branch of the armed forces.

PRESENT BUREAU POLICY: The Bureau allows up to thirty days, including annual leave, when a spouse is leaving the country and the same length of time when returning to the country.

2. Single employees who are to be married prior to the departure of their fiancés.

3. Single employees whose fiancés or boy friends are about to be shipped overseas.

The Conference unanimously recommends that the thirty-day leave without pay (including accumulated annual leave) be granted to category number two, i.e. employees who are to be married prior to the departure of their fiancés.

With reference to category number 3, the Conference unanimously recommends that leave without pay not be granted except that in unusual cases, the facts should be presented to the Executives Conference for consideration as an exception.

If the Director approves, the foregoing will be the policy followed.

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

act: No 2, I favor only 15 days of leave without pay

cc - Mr. Clegg
Mr. Mohr

SJT:redn

6-1-1951

Respectfully,
For the Conference,

INDEXED - 60

Glyde Tolson

RECORDED - 60

EX-151

66-2554-9114

OCT 10 1951

STOP OCT 11 1951

THE DIRECTOR

10/9/51

EXECUTIVES CONFERENCE

THE TYPE USED IN PRINTING THE BUREAU'S MANUALS & HANDBOOK

The Executives Conference on 10/9/51, Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Rosen, Sizoo, Laughlin, McGuire and Clegg being present, considered the type used in printing the Bureau's manuals and Handbook. At present the Manual of Rules and Regulations is mimeographed and only one side of the paper can be used. This manual is therefore quite large and quite bulky.

Pages for the Manual of Instructions and for the Inspector's Manual are prepared on the typewriter and the page is duplicated in the Mechanical Section.

By use of the type of printing shown on the attached exhibit marked "A" it is possible to place on one page almost twice as much subject matter as at present. The type on the attachment "A" was exhibited to the members of the Executives Conference and it was unanimously approved that in the future all the Bureau's regular Manuals and the Handbook be prepared in this type of printing which is considered clear and legible and makes the manual less bulky and permits printing on both sides of the page which can not now be done in preparing the mimeographed Manual of Rules and Regulations. It was not intended that all of the printing be done at this time but as sections of these manuals are revised or rewritten the pages would be revised with the kind of printing reflected on the attached exhibit "A".

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/92 BY SP-5/BJZ

Respectfully,
FOR THE CONFERENCE

G. Tolson

RECORDED - 129

INDEXED - 129

16-3554-911e

OCT 11 1951

25

RHC:HD
Attachment

CC - Mr. Mohr, Mr. Clegg

OCT 15 1951

FBI

STOP DESK OCT 13 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/92 BY SP-5/BJZ

MR. TOLSON

9/24/51

JOINT COMMITTEE

REQUEST OF SPRINGFIELD OFFICE FOR ADVICE AS TO WHETHER ALIEN REGISTRATION INDEX CARDS SHOULD BE DESTROYED AS ENCOUNTERED IN GENERAL INDICES

On 8/8/51, the Springfield Office requested advice from the Bureau as to whether the Alien Registration index cards may be destroyed as they are encountered in the general indices. This office has approximately 15,000 index cards in the general indices on aliens who were required to register under the Alien Registration Act. The SAO pointed out that, as the files have been destroyed and it is necessary to write Philadelphia (now Washington Field Office) to secure information on these individuals, it appears the cards in file are of no value.

SURVEY OF 7 FIELD OFFICES

Inquiry was made of the Baltimore, Charlotte, Chicago, Miami, Newark, New York and Pittsburgh Offices as to their views as to whether or not Alien Registration index cards should be purged from the indices of Field Divisions.

Offices in Favor of Removing Index Cards

It was the opinion of the Baltimore, Charlotte, Pittsburgh and Miami Offices that these Alien Registration index cards should be purged from the general indices as encountered by employees in the normal course of their duties.

Offices Opposed to Removing Index Cards

The Chicago, Newark and New York Offices felt that index cards pertaining to Alien Enemy Registration files should be retained as at present. It was the opinion of these offices that it has been helpful to Agents to know that such a file existed and that it saves many hours of Agents' investigative time to know that such files may be obtained from the Immigration and Naturalization Service. It was believed that the retention of these cards would more than compensate for the space used by virtue of the value they have in furnishing investigative leads to a source of valuable background data on persons of foreign extraction.

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

cc-Mr. Mohr
Mr. Clegg

EDU:DMZ

EX - 28

STOP DESK OCT 12 1951

RECORDED - 73

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/12 BY SP-SCJ/DAK

16-2577
OCT 11 1951
INITIALS ON ORIGINAL

53 OCT 16 1951

JOINT COMMITTEE CONSIDERATION:

On 9/21/51, the Joint Committee considered the above request and the Committee was of the unanimous opinion that the Alien Registration index cards should remain in the indices as at present.

EXECUTIVES CONFERENCE CONSIDERATION:

On 9/25/51, the Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty, Rosen and Mason, unanimously agreed with the Joint Committee that the Alien Registration index cards should remain in the indices as at present.

If the Director approves, there is attached an appropriate SAC Letter for signature.

Respectfully,
For the Conference

Glyde Tolson

G
O (mcw)
P
Y

TO : The Director
FROM : The Executives Conference
SUBJECT:

DATE: September 29, 1951

The Executives Conference of September 26, 1951, consisting of Messrs. Laughlin, Gearty, Parsons, Rosen, Ladd, Belmont, Mohr, Mason, Tracy, and Glavin considered certain comments concerning the use of automobiles on physical surveillances and the coverage of Communist Party members. Mr. Belmont submitted a memorandum to Mr. Ladd concerning this particular subject, dated September 24, 1951, the purpose of the memorandum to advise Mr. Ladd of recommendations submitted by several field offices with respect to training and equipment to be utilized in connection with the maintenance of physical surveillances.

With reference to automobiles the following suggestions were made:

1. The Los Angeles Office pointed out that in connection with the use of automobiles on physical surveillances that consistent with the Bureau's experience with various makes of automobiles and with the appropriation available, the best possible make of car should be purchased for Bureau work, having in mind not only speed but also quality of product. Two recent surveillances were endangered by Ford motors burning out. One surveillance was nearly lost because the subject's automobile could very easily out-distance the Bureau cars.

It was pointed out to the Conference in these particular instances it is felt that the two recent surveillances which were endangered by Ford motors burning out was caused by generator trouble which could not be anticipated. With reference to the statement that subjects' automobiles easily out-distance Bureau cars, the Bureau cars we have purchased for the past several years have had a measured mile test at the Bureau of Standards with an electrified wheel for recordings of speeds and have exhibited speeds up to 85 miles an hour.

The San Francisco Office advised that at the present time all of the automobiles with the exception of one assigned to the San Francisco office are four-door sedans. The San Francisco Office suggests that the Bureau consider the advisability of buying a greater variety of automobiles in order that there will be one or more cars of all makes available in the major offices. The San Francisco Office suggests that an increased number of business coupes and other body styles be purchased for surveillances purposes.

The Conference was advised that in our present order of

CC: Mr. Mohr
Mr. Clegg

WRG:cr

RECORDED - 73

INDEXED - 71

OCT 12 1951

16

66-2554-9118
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/3/92 BY sp-seib

Memo for the Director

automobiles which will be delivered during October, November and December, we have ordered 16 coupes for each of the following offices and we have also ordered a variety of colors for the cars in question: Chicago 2; Detroit 2; Los Angeles 2; Miami 1; Newark 2; New York City 2; Philadelphia 2; San Francisco 2 and Seattle 1.

It was pointed out to the Conference that the cars being purchased would be the Ford with the Mercury motor which is a special police car. However, when additional cars are purchased after this Bureau's 1952 appropriation is approved, we are going to request that a car other than a Ford be secured since we have a sufficient number of Fords at the present time. It is also felt that a variety of cars should be possessed by the Bureau. It was pointed out to the Conference that we can spend no more than \$1,400 for a car which keeps us in the low car class and the large car, such as a Buick, Chrysler and other cars of that type cannot be secured under our limits of our appropriation authorization.

2. The San Francisco Office also notes that the spotlights on Bureau automobiles make the cars conspicuous and sometimes suspicious since many police departments have spotlights attached to their cars in the same position. It has been found effective by the San Francisco Office, under certain circumstances, to remove the spotlights temporarily from Bureau cars. The San Francisco Office suggests that the Laboratory survey the spotlights utilized on Bureau automobiles and advise the field as to the quickest and most practical way of removing spotlights under surveillance conditions.

For the Director's information spotlights which we use were approved by the Bureau after Conference consideration after lengthy tests had been made by the Training and Inspection Division as to the type of spotlight which would be satisfactory for Bureau use. This spotlight need not be permanently installed on the car and can be installed temporarily. The Bureau has advised several offices in the past where the statement has been made that the spotlight marks the Bureau car that the Bureau has no objection to the spotlight being removed from the cars operated in that division if it is felt that cars operated under certain surveillances would be identified as Bureau owned automobiles.

It is the opinion of the Conference that the field be advised concerning this particular matter.

The Philadelphia Office points out that the Bureau automobiles are often too clean and too uniformly businesslike in

Memo for the Director

appearance. In addition, the cars are generally equipped with spotlights. The Philadelphia Office volunteers that it is desirable that the Bureau buy some older model cars, generally unkempt in appearance and inconspicuous but in mechanically perfect condition.

It was pointed out to the Conference that if older cars are purchased we will be asking for mechanical trouble insofar as the operation of these cars is concerned. It is a known fact that at the present time in the regular type of automobile outside of the heaviest type of cars, such as the Lincoln, Packard and Cadillac, that the car is manufactured so that the body will last just as long as the motor and it has been the experience in the past that after a number of years of service that Bureau owned automobiles maintenance expense increases and mechanical trouble will be experienced more often than in later models of cars. Insofar as the general unkempt appearance of Bureau owned automobiles is concerned the Conference points out that on occasions in the past the Bureau has advised certain field offices when inquiry was made that the Bureau would have no objection to cars being used on surveillances being dusty or having road grime on them in order to make more difficult the identification of the car as a Bureau car.


The Conference feels that this particular phase of operation of Bureau owned automobiles on surveillances should be brought to the attention of all field offices at this time.

The Conference further suggests that different colored automobiles be purchased and that consideration be given to the purchase of a certain number of two-door sedans and business coupes as additional cars are purchased in the future.

Glavin advised that in the past we have purchased cars of different standard colors and will continue to do so in the future.

Should the Director agree with the Conference recommendation concerning automotive equipment an appropriate form of communication will be prepared for distribution to the field at this time.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

10/6/51

EXECUTIVES CONFERENCE

On 10/5/51, the Executives Conference, with Messrs. Tracy, Parsons, Belmont, Rosen, Gearty and Mason present, considered the suggestion of Miss [redacted], Assistant Chief Clerk, in the Denver Office, who made available to the Bureau a proposed form to be used by the Bureau in submitting the semi-annual listing of delinquent matters. Each Field Division is required to submit a listing of each delinquent case semi-annually. The customary practice is to type these on sheets of paper. The proposed form studied by the Investigative and the Domestic Intelligence Divisions led officials to the belief that the form was practical and desirable.

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b7C

If the Director approves the form will be prepared and distributed to the Field.

Also attached for signature is a letter advising Miss Hobbs of the adoption of her idea.

Respectfully,
For the Conference

Clyde Tolson

OK
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Attachments

cc - Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/82 BY SP-5 CIB/...

EX - 28

RECORDED - 73
INDEXED - 73

OCT 11 1951

66-254-9119

OCT 12 1951
OCT 18 1951
333

- Wilson
- add
- legg
- Harbo
- McGuire
- Rosen
- Tracy
- Harbo
- Mason
- Belmont
- Laughlin
- Nease
- Tele. Room
- Nease
- Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED.
DATE 4/9/92 BY SP-3 JCB/BJ

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RM

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RECORDED - 141

INDEXED - 141

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100-2554-9120
OCT 12 1951
54
INITIALS ON ORIGINAL
ORIGINAL FILE IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: RETURN OF CRIMINAL ARREST FINGERPRINT CARDS

DATE: August 17, 1951

Tolson

Ladd

Clegg

Glavin

Mohr

Tracy

Harbo

Belmont

Lois

Tele.

Nease

Gandy

(M)

Reference is made to the attached memorandum from Mr. Tracy dated August 6, 1951, dealing with the questions of whether the Bureau should return fingerprint cards of arrested persons upon request of law enforcement agencies and others. The Director requested a survey of this problem. The findings were presented to the Executives Conference, August 17, for consideration with the following present, Messrs. Glavin, Tracy, Parsons, Mohr, McGuire, Henrich, Ladd, Gearty, Laughlin, Rosen and Clegg.

THE PROBLEM:

The New York City Police Department on July 26, 1951, requested the return of twelve fingerprint cards as "subjects named have been discharged and have made application for return of these prints according to law." At other times a fingerprint will be received from a Police Department with the request for any record and with the further request that the print be returned. There were indications at times that the reasons for requesting the return of a fingerprint are that it was borrowed from another law enforcement agency and is to be returned to them, the print may have been taken illegally or without authority by the police as in the case of juveniles, or for some reason this may be the only copy of the prints which were taken, and at other times no reasons are cited.

Another type of request for return of fingerprints is made by law enforcement agencies when the arrest was made on the basis of an erroneous identification, or the arrest was authorized or illegal as in the case of juveniles, or the conviction was reversed and there is to be no further prosecution.

cc - Mr. Mohr
Mr. Clegg

Attachment

HHC:IGS

*memo to Tracy
9/20/51
HHC:IGS*

*Let to all Crime Contributors
Appendix 9/20/51 - HHC:IGS*

*Instructions to Agents
9/20/51 - HHC:IGS*

OCT 9 1951

ONE

A third type of request has been received in only two or three instances in the past fourteen years where an attempt was made to obtain the return of a fingerprint card of a convicted person merely to remove the record from the files. Other requests after conviction have been received following a pardon being granted to a convicted person.

1. It has been customary in the Identification Division ~~that~~ when the return of fingerprints is requested and such fingerprints are not to be returned, to request the Field Office to contact the contributor and explain the reason why they could not be returned. This it was believed should continue to be the practice in the future.
2. It is also the practice in the Identification Division when a fingerprint card is returned to eliminate the charge noted on that fingerprint card from the Bureau's record. It is also the practice not to enter the charge on the Bureau's criminal record when a fingerprint card is received with a request that it be returned with any criminal record. This is the current practice which would be continued.

LEGAL STATUS OF FINGERPRINTS IN THE IDENTIFICATION DIVISION

The statute creating the Identification Division as part of the Bureau vests the Bureau with "the duty of acquiring, collecting, classifying and preserving criminal identification and other crime records and the exchanging of said criminal identification records with the duly authorized officials of Government agencies, of state, city and penal institutions ..." (U.S.C.A., Title 5, Section 340)

In the decision U. S. vs. Kelly 55 Fed. 2nd, 67, Judge Augustus Hand in holding that the fingerprints of one arrested for a Federal misdemeanor need not be returned,

further said, "it should be added that all U.S. Attorneys and Marshals are instructed by the Attorney General not to take public ... fingerprints ... prior to trial ... except when the prisoner becomes a fugitive, and are requested to destroy or surrender to the defendant all such records after acquittal or when the prisoner is finally discharged with out conviction." (HAND'S COMMENTS ARE DICTA AND INCORRECT)

In *State ex rel Mavitt*, 224 Indiana 384, affirmed in 1947, 225 Indiana 380, the Indiana Supreme Court held in refusing to grant a writ of mandamus that the refusal to return fingerprint cards did not constitute a violation of the 14th Amendment to the U. S. Constitution. The court pointed out that if the contention was correct that the refusal to return the fingerprints constituted a deprivation of his right under the 14th Amendment, then all other public records of the arrest and subsequent final discharge would likewise have to be destroyed. This the court refused seriously to consider.

The U. S. Marshals Manual as amended most recently on September 18, 1946, provides that "... Fingerprint records may not in any case be returned to a defendant whether or not he is acquitted of the charge against him."

The U. S. Attorneys Manual provides that persons applying to the U. S. Attorney for the return of their fingerprint records should be advised that such records will not be returned or destroyed. U. S. Attorneys are directed vigorously to oppose all petitions, applications, or motions filed in any district court seeking the return or destruction of such records and to immediately advise the Department of the filing of any such petitions, applications, or motions and the steps being taken in opposition. They should argue in opposition that the Attorney General is an indispensable party to such litigation. The action taken by the court on any such petition, application or motion should be immediately reported to the Department. In the event that fingerprint records are ordered returned or destroyed, the U. S. Attorney will file a notice of appeal forthwith in order to stay execution of the order pending the Department's determination whether to perfect the appeal or prosecute it to a conclusion.

1

Parenthetically it may be said that if an action were brought in a state court against a Federal officer for the return of fingerprints that such action may be removed to a Federal District Court and defended by the U. S. Attorney under Section 507 T 23 U.S.C.A. and Section 1442 T 28 U.S.C.A. The fact that some states have specific legislation requiring the return of fingerprints of the accused after acquittal would not be binding on a Federal officer or the FBI.

It is thus believed that a conclusion is sound that once fingerprints have been sent in and become a part of the Bureau's Identification Division such fingerprints could, if desired, be retained.

COOPERATIVE STATUS OF FBI:

The Bureau's position as a cooperative agency serving as a clearing house of information based on fingerprint records is enhanced by the fact that the Bureau is vested "with the duty of acquiring, collecting, classifying and preserving criminal identification and other crime records ...". It could be argued that in order to acquire and collect, a cooperative relationship should be genuine and on a friendly basis under a policy not designed to aggravate or offend the contributors when their requests are reasonable and sincere, which would be the case particularly when there is a state statute which requires expressly that fingerprints be destroyed or returned upon acquittal of the accused. On the other hand, the statute creating the Identification Division with no less emphasis calls for "... preserving criminal identification and other criminal records ...". The Bureau, of course, in a cooperative relationship is able to furnish only that information which is furnished to it, but it is not believed that it is intended that the Bureau sacrifice principle in order to acquire or collect fingerprints or that it should be unreasonable in its insistence upon preserving such prints once they are received.

STATE STATUTES:

There are ten states which require that criminal fingerprints be submitted to the FBI or else authorize or instruct that the law enforcement agencies cooperate with the FBI in maintaining the Identification Division. There are also fourteen states with express legislation requiring that fingerprints be destroyed or returned upon the acquittal of the accused. The states of Michigan and New York are included in both of these groups of states, requiring that fingerprints be furnished to the FBI and requiring fingerprints be returned upon acquittal.

It would follow that it would be embarrassing to an officer to receive a court order or to have other action instituted against him for the return of fingerprints which he had forwarded to the Bureau and the Bureau would then refuse to return them in spite of the order of the state court or upon the request of the officer in compliance with the state law. It is entirely likely that no successful action against the Bureau would lie, but it is likely that in some instances action would be instituted in Federal court in an attempt to compel the Bureau to return the prints. In this event the instructions of the Attorney General are that the United States Attorney should resist such steps to have the fingerprints returned.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference considered and recommended as follows:

1. When a contributing agency sends in a set of fingerprints conditionally requesting that it be returned with the criminal record, since this fingerprint card has not been submitted for filing, it was unanimously recommended by the Conference that this fingerprint be returned as requested. Of course, if the agency submitting the fingerprint is one that is

I don't agree. We will render service but must retain the print submitted.

authorized to receive the criminal record, such as a law enforcement agency, the criminal record would be forwarded. It was felt that to refuse to furnish the record would be an uncooperative attitude and to refuse to send back the fingerprint which may have been borrowed from another police agency would cause embarrassment and unnecessary controversy.

2. In the event a fingerprint card submitted by a contributing agency has been received and is a part of the Bureau's fingerprint records and the contributing agency then requests the return of the fingerprint for a reason which indicates that the accused has been acquitted, the fingerprints were taken illegally, the case has been reversed on appeal and there is to be no further prosecution, or there was an error on the part of the police in taking the fingerprints because the wrong person was charged and fingerprinted, so long as there is an acquittal or the conviction has been finally set aside, then the following recommendations were made:

Messrs. Ladd, Mohr, Parsons, Hennrich, Laughlin and Rosen recommended that the Bureau retain the print and not return it since it has become a part of the Bureau's files.

Messrs. Glavin, Tracy, McGuire, Gearty and Clegg recommended that the fingerprints be returned under such circumstances. This it was believed would be consistent with the law in the fourteen states and with the cooperative status and relationship of the Bureau generally.

Concur but no record is to be returned until approved by Tracy, Tolson & myself.

3. In the event of a conviction when the fingerprints are in the Bureau's files and some attempt is made, whether by the contributor or anyone else, to have the fingerprints returned without any indication that the conviction has been set aside or that there was an

OK
acquittal, or that the conviction had been reversed with no further prosecution planned, then it was unanimously recommended that these fingerprints not be returned.

Mr. Tracy and Mr. Quinn Tamm could remember only two or three instances in the past fourteen years where fingerprints were asked to be returned in such instances merely for the purpose of destroying the record. There had been numerous instances of the requests for fingerprints of a convicted person after a pardon had been granted, but it has been the policy not to return these fingerprints, and the Conference unanimously felt that they should not be returned under such circumstances.
Consensus H.

Instructions will be issued consistent with the Director's decision.

Respectfully,
For the Conference


Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: August 6, 1951

FROM : S. J. Tracy (V)

SUBJECT: RETURN OF CRIMINAL ARREST FINGERPRINT CARDS
(V)

Reference is made to Executives Conference memorandum of July 24, 1951, with respect to the return of criminal arrest fingerprint cards submitted by law enforcement agencies. These requests are of two types, i.e.

1. Where a criminal arrest fingerprint card is already in the files of the Identification Division and a request is received for its removal and return.
2. Where a criminal arrest fingerprint card is received for search and return.

With reference to the first category of fingerprints already in the files of the Identification Division, there are fourteen states plus the Territory of Hawaii in which there is legislation dealing with the return and/or destruction of individual's fingerprints who have been acquitted or their cases have been dismissed, nolle prossed or the subject discharged for other reasons. A copy of the statute of the State of New York is submitted herewith as an example of this type of legislation.

The Attorney General of New York in 1936 was of the opinion that the statute dealing with the return of fingerprints and photographs applies only to the police authorities taking the same, and not to the Department of Correction. Fingerprints in the possession of the Department of Correction he stated should, nevertheless, be returned upon acquittal but only through the police department which forwarded the same.

The fourteen states having laws providing for the return and/or destruction are as follows:

Connecticut
Illinois
Iowa
Michigan
Minnesota
Montana
New Hampshire

New Jersey
New York
Ohio
Pennsylvania
Rhode Island
Vermont
West Virginia

Attachment

SJT:do

MEMORANDUM FOR THE DIRECTOR

PENAL PROVISIONS FOR FAILURE TO COMPLY: In New York failure to comply constitutes a misdemeanor. (Section 561, Article 46)

Rhode Island provides a fine not to exceed \$100 (Section 7, Chapter 977, Penal Law 1927)

Some states require a request for the return be made no later than 60 days after being found not guilty. Other states provide for the return to the subject while other states provide fingerprints are to be returned upon demand provided no prior conviction of a felony.

New Hampshire provides that where the accused is found not guilty, case dismissed or nolle prossed, fingerprints are to be destroyed by the officer or keeper having same in custody.

In New Jersey discretion is allowed. The police have discretion whether to destroy fingerprints of persons accused of crime but not convicted.

Ten states have expressed legislation requiring criminal prints to be submitted to the Federal Bureau of Investigation. These states are as follows:

Alabama	New Mexico
Florida	New York
Kansas	Oklahoma
Louisiana	South Dakota
Michigan	Utah

Two of the above states, Michigan and New York, are included in the list of 14 states which expressly provide for fingerprints being destroyed or returned.

Indiana does not have a statute. However, the case of STATE EX REL MAVITT V TYNDALL ET AL decided by the Supreme Court of Indiana on October 10, 1947, sets forth that no clear right existed in a citizen who had been acquitted of a misdemeanor to compel surrender or destruction of his fingerprints, photographs, and other identifying records made by city police officers at time of his arrest, nor did any clear duty rest upon police officers to surrender such records, so as to authorize a writ of mandamus; that taking and filing of fingerprints of a citizen by city police

MEMORANDUM FOR THE DIRECTOR

department at time of citizen's arrest on charge of a misdemeanor was not an indignity and did not so interfere with citizen's right of privacy as to justify issuance of mandatory injunction compelling police department to surrender or destroy the identifying records made by them upon citizen's acquittal.

This would seem to indicate that in the absence of a statute it would be legal to retain all records and merely complete the record to show a final disposition.

WITH REFERENCE TO CATEGORY NUMBER TWO of fingerprints submitted for search and return, such fingerprints not being submitted in the first instance for retention in the Bureau's files should probably be returned.

The reasons for the return sometimes appear on the fingerprint card in the form of a note reading "Please return - our only copy," others are merely stamped "Return print" similar to the sample attached from the Connecticut State Police. The charge on this print is "Risk of Injury to Children, Sec. 8369."

It has been the policy in the Identification Division in cases of return prints to write the SAC to contact the local law enforcement agency when:

1. The subject has been convicted and then pardoned or paroled.
2. The subject has a past criminal record and it would appear that there is something improper in connection with the requested return.

CURRENT REQUESTS FROM NEW YORK POLICE DEPARTMENT

The Bureau is in receipt of a letter dated July 26, 1951, from the New York Police Department requesting the return of fingerprints of 12 subjects who were arrested and charged with the following offenses: burglary, felonious assault - iron pipe, carnal abuse, grand larceny, 1897 P.L. and 722-8 P.L. indecent act - men's toilet, 72nd Street Station. Some of these subjects are juveniles, 3 being age 17, 2 age 16, and 1 age 18.

The New York Police Department's letter requests the return of the fingerprints "as subjects named have been discharged and have made application for return of these prints according to law."

In view of the possibility some of the subjects arrested may have been innocently involved while in other instances there may have been a lack of evidence or political pressure in the discharge of these cases, it is believed desirable that an Agent of the New

MEMORANDUM FOR THE DIRECTOR

York Office discuss the change in the Bureau's procedure in view of the fact such requests have been honored in the past. It is also possible of course that the New York Police Department might advise attorneys for the subjects, of the Bureau's retention of the fingerprint cards and inquiries might be received from these attorneys claiming that a discharge is in fact a finding of innocence.

RECOMMENDATION: It is recommended that the matter of returning criminal arrest fingerprints be reviewed in the light of the foregoing observations. The attached letter has been prepared to the New York office of the Bureau in the event that the fingerprints requested returned by the New York Police Department should be retained in the Identification Division files. Let to AC, N.Y. dated 8/7/51 detached in Ident. to be rewritten to P. D. N. Y. C. in accordance with E. J. C. memo 8/17/51.

ADDENDUM, LBN:FML, 8/6/51:

I think in cases arising in the states where legislation establishes the right for the return of fingerprints when an individual is released or found innocent that we have no business checking on a police department when it makes a formal request for the return of the fingerprints, and I think in this instance the fingerprints should be returned to the New York Police Department without making any further inquiry.

I do not think that the Bureau should take on itself the responsibility of checking on guilt or innocence nor should we do anything which would permit a police department to pass the responsibility for deciding upon the return of fingerprints to an innocent individual, to the Bureau.

I think that likewise when a court order is issued requiring the return of the prints that there should be no hesitancy in the Bureau on returning the prints. Neither do I think we should make any check in the New York Police Department but should return the prints forthwith.

Likewise, I do not think we want to open ourselves to any litigation which might arise out of a false arrest suit.

LBN
A most unsatisfactory memo & somewhat as clear as mud. I want this reviewed by E. J. C. & appropriate recommendations submitted to me.

NEW YORK - PENAL LAW

Article 46 - Section 516

Section 516 - Return of Fingerprints and Photographs

Penal Law Sec 516 - *but this section is amended by L. 1927, ch. 544, July 1. L. 1936, c 21; L. 1943, c. 225, eff. Sept. 1, 1943).*

Upon the determination of a criminal action or proceeding against a person, in favor of such person, every photograph of such person and photographic plate or proof and fingerprints taken or made of such a person while such action or proceeding is pending by a direction or authority of any police officer, peace officer or any member of any police department, and all duplicates and copies thereof shall be returned on demand to such person by the police officer, peace officer or member of any police department having such photograph, photographic plate or proof, copy or duplicate in his possession or under his control; and failing to comply with the requirements hereof, shall be guilty of a misdemeanor. (as amended by L. 1927, ch. 544, July 1. L. 1936, c 21; L. 1943, c. 225, eff. Sept. 1, 1943).

(Section derived from Penal Code #379a, L. 1881, c. 676, as added by L. 1907, c. 626).

10/2/51

MR. TOLSON

J. P. MOHR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/88 BY SP-5/BJH

The Executives Conference of October 2, 1951, consisting of Messrs. Ladd, Parsons, Belmont, Sizoo, Laughlin, Mason, Nease, and Nichols, were advised by me today of the Director's desire that the members of the Conference pay more careful attention to correspondence and to furnish information to individuals who correspond with the Director where such individuals request information which is readily available and can be made available such individuals from our files without any embarrassment to us or to the individuals receiving the information. I pointed out a specific instance of this kind which was not properly handled in the first instance.

The Conference was advised that all members should hereafter afford this matter their personal consideration so that correspondence is properly handled in the future.

JPM:DW

DIRECTOR'S NOTATION: "Of Course we are not going to disclose any confidential matters. H."

INITIALS ON ORIGINAL

RECORDED-43

STOP DES OCT 12 1951

EX - 28

166-2554-912-11
RECORDED
65 10-12-51

ORIGINAL COPY FILED IN 66-7235-1117

Mr. Glavin

10-2-51

W. S. Tavel

Bureau Automobile Accident

1950 Ford #HOCS 109549

Date 9-12-51

Damage - \$507.57

SA [redacted] - Mobile

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/00 BY SP-5/BJH

Executive Commission

At approximately 5:30 p.m., 9-13-51, while operating a Bureau car, Agent [redacted] was involved in an accident.

b6
b7c

Agent [redacted] advised he was traveling north on Sardus Road toward Union Springs, Alabama, about 40 mph. Sardus Road is all black top construction without traffic or directional signals and does not have a center line painted on the road surface. SA [redacted] stated there was a slight rain falling; however, he felt that he was driving at a safe speed as he had traveled this road before. He completed a downgrade, which was approximately 3/8 of a mile long and turned gradually to the left with the curve. He stated he had almost completed the curve when the Bureau car entered a slick section of the roadway which caused the car to skid into the opposite lane and then off the road entirely. His efforts to bring the car under control were unsuccessful and the car continued to skid on the wet grass, pass through a fragile pasture fence and overturn. SA [redacted] advised there were no witnesses and he suffered no injuries. He removed all Bureau property from the car, telephonically contacted the Mobile Office, the Alabama Highway Patrol and a wrecking company. Agent [redacted] did not feel that he was negligent in his operation of the Bureau car. He felt that he was traveling at a safe rate of speed and did everything within his power to bring the car under control subsequent to the skid.

ORIGINAL COPY FILED IN 44-23-17-14

This accident occurred 7.2 miles south of Union Springs. The road had only been completed a short time and there are no signs indicating curves, hills, etc. The roadbed is asphalt, also known as "blacktop" and is very slippery when wet. The hard surface at the point of this accident is 18' 6" in width and from shoulder to shoulder it is 31'. There is a shallow ditch on each side and normal visibility is good. Investigation indicated the Bureau car had just rounded a curve to the left and headed up a slight incline when it apparently hit a slick place in the road and skidded. The car skidded 31' 7" toward the left side of the road, then ran off the road and skidded 163' and turned over into a pasture, coming to rest with its wheels in the air.

b6
b7c

[redacted] Alabama Highway Patrol, conducted an investigation and filed his report with the Department of Public

106-2-11-1-1
NOT RECORDED
OCT 17 1951
INITIALS ON ORIGINAL

303
OCT 23 1951

Memorandum for Mr. Glavin
Automobile Accident
Bur [redacted] - Mobile
SA [redacted]

10-2-51

Safety. He stated he did not observe any violation of the law and he estimated the speed of the Bureau car to be between 40 and 55 mph. He advised there is no set speed law in Alabama; it is only required that a person drive safely.

DAMAGES:

1. Bureau car - \$507.57
2. Personal injuries - none

b6
b7C

SAC'S COMMENTS AND RECOMMENDATION:

The SAC at Mobile advised there is no indication that Agent [redacted] was violating any state laws in the operation of the Bureau car, and the question of the responsibility for this accident seems to revolve around whether SA [redacted] used common reasoning and good judgment in the operation of the automobile on the road which was in a slippery condition. He stated that the question of responsibility was being left to the judgment of the Bureau.

RECOMMENDATION:

From a review of the facts of this accident it does not appear that Agent [redacted] was negligent in the operation of the Bureau car in this instance. He had no forewarning of the slick condition of the road at this point and it appears that he did everything possible to keep the car under control after it started to skid. It is therefore recommended that he not be held liable and the cost of the repairs to the Bureau car be borne by the Government.

b6
b7C

Addendum: WRG:cr 10-6-51

The Executives Conference of 10-4-51 consisting of Messrs. Ladd, Laughlin, Sizoo, Gearty, Mason, Belmont, Parson, Tracy, Mohr and Glavin, after being fully advised concerning the details of the accident in question were of the unanimous opinion that SA [redacted] be not held responsible for the accident in question.

LRH:gcm



2235-

September 14, 1951

MR. GLAVIN

L. J. GAUTHIER

X TRANSFER OF EQUIPMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/82 BY SP-5 C/BJP

It is requested that approval be granted for the transfer of one Y and E Visible Index File Cabinet and contents, now located in the Single Fingerprint Section of the Identification Division, to the Cartographic Section. The contents of this file consists of photographs making up the obsolete General Appearance "K" File formerly used by the Single Fingerprint Section. This file is no longer needed by that Section and the photographs contained therein would be a valuable reference source to Cartographic.

The photographs would be used for face type references when preparing artist's conception sketches for investigative use. This file would be of further assistance by providing research material to be used in further developing the Portrait Parle extension (face types catalog) project now being developed by Cartographic.

RECOMMENDATION:

That approval be granted for the transfer of Y & E Visible Index File and contents mentioned above from the Single Fingerprint Section, Division 1, to the Cartographic Section, Division 3.

GLC:ep

Addendum; WRG:cr 9-22-51

The Executives Conference of September 18, 1951, consisting of Messrs. Quinn Tamm, Parson, Clegg, Laughlin, McGuire, Mohr, Ladd, Gearty, Rosen and Glavin felt that it was entirely satisfactory for the above-mentioned file cabinets and contents to be transferred to the Cartographic Section for the uses enumerated in the memorandum above.

ORIGINAL FILED IN 156-1855-5-5089

442
65 OCT 20 1951

STOP DES. OCT 13 1951

RECORDED - 122

INDEXED - 122

156-2534-9122
RECORDED
95 1951 OCT 6

EX-89 ON ORIGINAL

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

OCT 5
TELETYPE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-82 BY SP5 RIG/ldw
88,146
4 ago 4/9/92 sp 521/ptf
8-37 P

P
NEW YORK 60 FROM WASH DC
SAC URGENT

IWO - NATIONAL ORGANIZATION, INTERNAL SECURITY DASH C. REURTEL SEPT-
EMBER TWENTY ONE LAST. PHOTOSTAT ENTIRE MEMBERSHIP LIST TO PROVIDE
COMPLETE MEMBERSHIP LISTING AS OF JULY NINETEEN FIFTY ONE. YOU SHOULD
ASCERTAIN FROM THE NEW YORK STATE INSURANCE COMMISSION WHAT ARRANGE-
MENTS CAN BE PERFECTED WHEREBY THE INFORMATION APPEARING IN THE LIST
CAN BE PRESERVED SO AS TO BE ADMISSIBLE AS EVIDENCE AT SOME FUTURE
DATE.

HOOVER

HOLD

(On October 4, 1951, the Executives' Conference, consisting
of Messrs. Rosen, Tracy, Parsons for Harbo, Sizoo, Mason
for Clegg, Gearty, Laughlin and Belmont, unanimously re-
commended that the New York Office be authorized to secure
photostatic copies of the current membership lists of
all IWO Lodges.) AHB:tlc

RECORDED - 119 66-2554-9123

STOP DES OCT 18 1951

OCT 12 1951

58 OCT 24 1951

1848
1-73-11
NOV 14 1951

THE DIRECTOR

10/4/51

EXECUTIVES CONFERENCE

FBI SUGGESTION PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/7/92 BY SP-5 GDM

The Executives Conference of October 4, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Sizoo, Laughlin and Mason, considered the status and procedure of the FBI Suggestion Program. It was pointed out that Mr. Tolson and the Director desire more speed in the handling of suggestions. It was further pointed out that, under the present procedure, immediately upon receipt of a suggestion a letter of thanks goes forth over the Director's signature to the employee expressing appreciation for the idea and advising that the suggestion will be studied carefully, and in the event of adoption the employee will be notified. The Conference was advised that, if the suggestion is not adopted no further communication goes forth to the employee.

The Conference was advised that the Training and Inspection Division solicits the views of other divisions at the Seat of Government when any portion of the suggestion is applicable to the operations of that division and that sometimes suggestions are quite unusual and require considerable study.

The Conference was advised that the next step in the handling of the suggestion is to send copies to the members of the Joint Committee in order that those SACs may examine their own office procedures, confer with Chief Clerks and at the monthly Joint Committee Meeting they may be prepared to discuss all of the merits or weaknesses of each suggestion.

The Conference was further advised that, following a Joint Committee Meeting any unanimously unfavorable suggestions are written up in a memorandum for Mr. Tolson, while all split-decision suggestions or favorably-recommended suggestions go to the Executives Conference, and ultimately to the Director.

The Conference was further advised that it has been the practice for years, following each Joint Committee Meeting, to take a few suggestions to the Executives Conference each day for several days after the Joint Committee Meeting, in order that the Executives Conference would not be completely swamped and also in order that the stenographer who serves as Secretary to the Joint Committee may type up the results of Joint Committee deliberations.

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

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

51 OCT 24 1951

166-2554
OCT 15 1951
65

ORIGINAL COPY FILED IN 66-2765-821

**Executives Conference
Memorandum to the Director**

The Conference was advised that, within the past few days as a possible means of speeding up suggestions, an idea had been presented to Mr. Tolson that the Joint Committee might be allowed to meet once a month as at present, and that at mid-month a separate Joint Committee could be formed of those SACs attending In-Service Training at the time, but that this idea had been disapproved.

It was pointed out to the Executives Conference that there will frequently be occasions as there have been for years of suggestions arriving too late for a Joint Committee Meeting and, thus, although the suggestions are acknowledged, the ideas themselves would not be discussed until the next Joint Committee Meeting.

The question was proposed as to whether all suggestions should be brought in to the Executives Conference inasmuch as it was believed that the Director might desire such action.

The Conference unanimously recommended continuation of the present procedure of having the Joint Committee meet monthly. The Conference also recommended that the Training and Inspection Division follow other divisions at the Seat of Government closely by tickler in order to expedite the solicitation of views of those divisions for presentation to the Joint Committee and in those instances where final action can be taken only after the Director's decision has been rendered such documents also be followed very closely to prevent any delay. It was pointed out to the Conference that those instances of recent delay involved matters which were given considerable study and concerning which the Field was canvassed for views, or when the suggestions had been sent to other divisions at the Seat of Government with the request that they be handled and the Training and Inspection Division be advised of the results.

If the Director approves, the past procedure of having the Joint Committee meet monthly will be continued and the Training and Inspection Division will closely follow suggestions to make sure that there is no delay. Also, if a suggestion is received immediately following the Joint Committee Meeting it will be taken in to the Executives Conference for action so that it will not have to wait a month for the next Joint Committee Meeting.

Respectfully,
For the Conference

Glyde Tolson

September 24, 1951

Mr. D. M. Ladd

Mr. A. H. Belmont

~~INTERNATIONAL WORKERS ORDER
NATIONAL ORGANIZATION
INTERNAL SECURITY - C~~

copy 4/9/92 SP-5 RJS/bw
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-82 BY SP5 RJS/bw
88,146

PURPOSE:

To recommend that the New York Office be instructed to photostat the membership list of the IWO members as of July, 1951, now in possession of the New York State Insurance Commission.

DETAILS:

New York, by teletype dated September 21, last, advised that the New York State Insurance Commission has in its possession a complete list by lodges (1630) of IWO members as of July, 1951, and will make these lists available to the New York Office on a confidential basis for copying purposes. Approximately 130,000 names of IWO members appear on an estimated 6,000 pages. Approximate cost of reproducing the entire list is \$1,800. New York states that during the current year [redacted] has furnished membership lists for 1,005 lodges. New York requests advice as to whether the entire membership lists of 130,000 names should be photostated which will provide a complete membership listing as of July, 1951, or if only the 625 lodges, for which lists have not been received from [redacted] during 1951, be copied.

The International Workers Order (IWO) has been cited by the Attorney General as coming within the purview of Executive Order 9835. Full field loyalty cases are open on Government employees whose names appear on IWO membership lists in accordance with instructions of the Attorney General.

It should be noted that a considerable burden would be placed on the Record Section to completely process such list if it is obtained. The 130,000 names would have to be completely indexed, searched against the indices for applicant-type file references, and searched against the approximate 3,000,000 alphabetized no record loyalty forms.

Attachment

JFB:mb

57 OCT 18 1951

EX-103

RECORDED - 119

INDEXED 119

INITIALS ON ORIGINAL
EX - 15

66-534-9124
OCT 12 1951

ORIGINAL COPY FILED IN 66-7341-15-47

The 1,005 lodge membership lists obtained by New York during the current year at best will be membership lists for the period of these lists, of course, postdate, the July, 1951, membership lists. The method by which [redacted] obtains the membership lists of various lodges is a "hit or miss" proposition. We now have the opportunity of obtaining a complete authentic current membership list of all IWO lodges.

It is felt that New York should be instructed to photostat the entire membership list preparing two photostatic copies, one to be furnished to the Bureau, and the other to be furnished to the appropriate office covering the location of the particular lodge.

b7D

New York should also determine the possibility of having such list handled in the manner so as to be admissible at a later date as evidence. In the event this list can be so handled as to make it admissible as evidence at some later date it will be, of course, of definite value to supplant the list obtained through [redacted] whose identity should not be disclosed in any proceeding.

RECOMMENDATION:

That the attached teletype be furnished to New York, instructing New York to photostat the complete listing by lodges of IWO members as of July, 1951.

October 4, 1951

On October 4, 1951, the Executives' Conference, consisting of Messrs. Rosen, Tracy, Parsons for Harbo, Sizoo, Mason for Clegg, Gearty, Laughlin and Belmont unanimously recommended that the New York Office be authorized to secure photostatic copies of the current membership lists of all IWO Lodges. The attached teletype so authorizes New York.

AHB:tlc

DIRECTOR'S NOTATION: "OK.H."

THE DIRECTOR

October 8, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/9/92 BY SP-5 CIP/BJP

The Executives Conference of October 8, 1951, consisting of Messrs. Ladd, Mohr, Gearty, Mason, Belmont, Parsons, Nease, Nichols, Rosen, Tracy and Glavin considered the attached memorandum from Mr. Trotter to Mr. Nichols requesting acoustic ceiling treatment in certain sections of the Records Section.

The Conference was advised that if the ceiling in the 7700 corridor is installed where checkers and typists are both employed, as well as the Messenger Unit, the noise which is presently somewhat distracting would be in great measure eliminated.

Mr. Trotter also pointed out that the Service Unit of the Records Section is the center of all requests coming to the Records Section for the location of information when no file number is known. These employees are using the telephones on a continuous basis and a natural conversation generates considerable noise. He feels that the acoustic ceiling would materially reduce objectionable necessary noise and help the employees in the Service Unit in handling their regular duties. The same general recommendation is made in connection with the Routing Unit, the work area of the Personnel Records Section, and the area where all special file requests and locates are made.

The Conference was advised that an estimate has been received from the Building Supervisor that it would cost approximately \$5600. to install the acoustic ceiling material as requested.

The Conference feels that this expenditure is a reasonable one and recommends its approval.

Respectfully,
For the Conference

RECORDED - 119

Glyde Tolson

INDEXED 119

EX - 8

STOP DES. OCT 13 1951

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
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- Harbo
- Belmont
- Mohr
- Nease
- Gandy

cc - Mr. Clegg
Mr. Mohr
STC:mis
Attachment

66-2557-9125
OCT 18 1951
11

53 OCT 15 1951

The Director

October 8, 1951

The Executive Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/9/92 BY SP-5/BJY

The Executive Conference of October 5, 1951, consisting of Messrs. Ladd, Mohr, Mason, Parsons, Tracy, Cobby, Rosen, Nease, Nichols and Glavin was advised of the Bureau's previous policies concerning annual leave over the Christmas and New Year holidays.

It was pointed out to the Conference that on November 16, 1950, the field was advised as follows concerning this particular matter:

"All employees who have not had an opportunity to take extended leave during the calendar year should be given first choice for leave over either one or both of the holidays. Then, if the condition of the work in your office will permit the granting of leave over either one or both of the holidays to other employees who have not extended leave during the year, it will be permissible to do so. A period of two calendar weeks leave or two periods of one calendar week of leave for vacation purposes would be considered as extended leave in connection with requests for leave over both holidays."

The Conference recommends that like information be furnished to the field during the present calendar year, the field being advised that under present Bureau regulations any annual leave granted should not exceed three calendar weeks, the maximum to be approved at any one time.

It was further pointed out to the Conference that during the present calendar year Christmas will fall on Tuesday. No information is known as to whether, by Executive Order or declaration, Monday, December 24th will be declared a non-work day. It was pointed out to the Conference, however, that many employees of the Bureau undoubtedly will want to go to their homes over the Christmas holiday and will want to have the long Christmas weekend from Saturday through Tuesday and the same being true over the New Year weekend, Saturday through Tuesday.

The Conference recommends, therefore, that Saturday, December 22, 1951 and Saturday, December 29, 1951, be considered non-work days and Bureau employees be advised to this effect at this time.

cc: Mr. Mohr,
Mr. Clegg
Director

Respectfully,
For the Conference

RECORDED - 433
EX-89

166-2534-9/26
OCT 15 1951
INDEXED 133

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59 OCT 24 1951
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THE DIRECTOR

10/2/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/9/92 BY SP-5 C/hj

The Executives Conference on 9/28/51, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason, considered certain matters relative to Seal of Government War Plans.

1. As Coordinator of evacuation, Mr. Glavin is receiving a list of files from each division which would have to be evacuated to emergency headquarters in the event Washington facilities were rendered useless. The question was presented to the Conference as to whether a priority system should be set up for the destruction of other Bureau files in the event of parachute landings or an invasion in force directed at Washington. There being nearly 5 million files in the Records Section of the Bureau, excluding those to be evacuated, and it being the current plan of the Bureau that, should it be necessary to destroy these files, they will be burned in a huge bonfire in the courtyard after throwing the files out the windows, the practicability of selecting certain files for destruction prior to others is dissipated through sheer volume.

It was the unanimous view of the Conference that, should it become necessary to burn files, they will all be burned without any priority system, but that the likelihood of having to burn files is quite remote and that in all probability no attack would be successful enough to warrant more than an evacuation of certain essential files and Security Index Cards and arrangement for the protection in Washington without destruction of the remaining files.

2. The question arose as to what type of instructions should be given to all employees at the Seal of Government at this time, it being noted that, should there be an air raid or any other type of emergency tonight or in the future, our employees are without instructions of any type and many of them will deluge the Bureau and their supervising officials with telephone calls for instructions; some may attempt to report to work and there would be no uniformity in procedure.

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- Glavin cc-Mr. Mohr
- Nichols Mr. Clegg
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INDEXED - 26 / OCT 13 1951
128

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65 OCT 16 1951

It was suggested that all employees be instructed along the following lines:

"In the event of an air raid or any other type of catastrophe or large-scale emergency in the Washington area, all employees shall stay home until advised by their superiors to the contrary."

Messrs. ~~Gowan~~, Tracy, Ladd and McGuire were opposed, feeling that this might start hysteria or talk, that it would reach outsiders and thus create questions.

The majority of the Conference, consisting of Messrs. ^{Glavin} Parsons, Mohr, Belmont, Laughlin, Rosen, Gearty and Mason, felt that the issuance of such instructions would be logical, would actually avoid hysteria and would put employees on notice as to what to do.

Mr. Mohr felt that these instructions should be conveyed by the Assistant Directors at the next Clerical Conference, pointing out instructions are equally applicable to an earthquake, hurricane, or any other type of disaster, including air raids. Mr. Rosen felt that instructions are desirable, but should be reduced to writing in order that each division will be put on notice.

3. The Conference also considered the emergency chain of command among the Field for the temporary handling of the Bureau in the event Seat of Government personnel should all be incapacitated. The Conference unanimously recommended that this chain consist of:

- (1) Assistant Director E. J. Connelley
- (2) SAC, New York
- (3) SAC, Los Angeles
- (4) SAC, Chicago

and that not only should the chain be in that order, but that the chain will consist of the SACs of those offices regardless of future transfers, without naming any incumbent by name. In other words, SAC Hood was formerly #3 on the chain, but his transfer to Washington Field eliminates him from the chain of command.

The Executive Conference took up the advisability of arming and training Field Security Patrol personnel (male clerks in Grade GS-5, who are in charge of Field Divisions during night hours) in order that some measure of protection could be afforded Field Divisions. Mr. Parsons pointed out that Field Offices have considerable confidential material and some Field Divisions are being equipped with highly confidential coding machines.

The majority of the Conference, consisting of Messrs. Glavin, Mohr, Parsons, Gearty, Laughlin, McGuire, Tracy and Mason, favored having firearms experts in Field Offices provide limited firearms instruction for Security Patrol personnel and arming these employees with readily available .38 caliber revolvers while on duty, such weapons not to be removed from the Field Office by Security Patrol people.

W Messrs. Ladd, Rosen and Belmont were opposed, feeling that some accident might occur which would be embarrassing to the Bureau.

The Conference also considered whether the divisions at the Seat of Government should be broken down into smaller squads for the purposes of notifying employees during an emergency period of any action that the Bureau wishes them to take and arranging for the evacuation of personnel. The Conference unanimously felt that squads should be formed under certain squad leaders and that these squad leaders should be notified of the persons on the squads residing in their area, and that rally points should be set up, it being the individual responsibility of each employee, if instructed, to wend his way to the rally point where the squad leader would be in charge. For example, Mr. Gauthier of the Cartographic Section, living in Southeast Washington, would be a squad leader and employees in the Administrative Division residing in Southeast Washington would, if instructed to do so during an emergency, assemble at the home of Mr. Gauthier. Those in certain other sections of the city would make their way to other more convenient rally points. The Conference unanimously recommended this technique.

Based on the Director's views, appropriate action in each instance will be set in motion.

W
Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

10/3/51

EXECUTIVES CONFERENCE

MANUAL OF RULES AND REGULATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/10/92 BY SP-5 JAR

The Executives Conference of October 2, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Glavin, Belmont, Nease, Sizoo, Nichols, Laughlin, Eason and Mason considered the suggestion of Supervisor Chester Pontz, who is currently rewriting the Manual of Rules and Regulations, to the effect that in the rewritten document the 42 pages of the Manual of Rules and Regulations dealing with Time and Attendance Records be deleted.

It was pointed out to the Conference that the Manual of Rules and Regulations is already so bulky that it is difficult to keep it in one container. The Time and Attendance Regulations are of interest only to the Time and Attendance Clerk.

Mr. Glavin suggested that regulations dealing with Time and Attendance be made available for permanent retention in the Field but not in the Manual of Rules and Regulations. The entire conference unanimously agreed.

If the Director approves, these pages will be deleted from the Manual of Rules and Regulations currently being prepared.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

EDK:ATP

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The Director

October 6, 1951

The Executives Conference

***AUTOMOTIVE EQUIPMENT**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY sf-scibnt

On October 4, the Executives Conference consisting of Messrs. Ladd, Glavin, Tracy, Belmont, Mason, Gearty, Sizoo, Laughlin, Mohr, Rosen and Parsons considered the distribution of two-way automobile radios in Bureau cars in the field.

For some time the Bureau has been following the policy of considering at the Executives Conference all requests for additional automobile radio equipment submitted by the field. It was pointed out to the Conference that in the majority of instances the requests from the field are eventually approved though in some instances there is considerable correspondence requiring additional letters of justification and surveys of expected use before the requested equipment is approved. As a result of this procedure, there are frequently long delays in supplying the equipment after the initial request. We have under this system been gradually increasing the number of radio equipped cars but it has not been on an entirely equitable basis. As a result of a recent approval one field office (Butte) now has approved two-way radios for all cars assigned to that field office whereas in other field offices the percentage of radio equipped cars is as low as 15%. On an over-all field basis, we have approximately 2,250 cars and approximately 1,000 two-way radio units so that the over-all ratio of radio equipped cars is approximately 45%.

It was pointed out to the Conference that automobiles cost us approximately \$1,400 each and even though the radio units which we are now buying cost \$274 each, this would not mean that the initial cost of our automotive equipment would be increased this amount since the life of the radio is considerably longer than that of the automobile and is usually installed in two or three cars. Hence, a car to be radio equipped would increase the initial cost to approximately \$1,600. The largest part of the Bureau's appropriation is spent in salaries and, therefore, our greatest expense is in man hours. Automobile radios have definitely shown that they save man hours and it has been on this basis that the radio equipment has been approved. A number of field offices have in the past requested that all of their cars be radio equipped and the SAC's feel that the savings and increased efficiency of operations justify the expenditure.

It was, therefore, proposed by the Laboratory that rather than continuing the present policy of considering the individual requests that we now had enough experience with radio to establish

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cc - Mr. H. H. Clegg

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OCT 13 1951

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Memorandum for the Director

a uniform policy under which radios would be supplied to the field. It was proposed that in order not to require a large outlay of funds immediately the policy be adopted of supplying radios to the field with new cars when they are delivered under the following conditions:

1. That all cars used within the immediate vicinity of the field office city be permitted to have two-way automobile radios.
2. That cars not operating in the field office city be permitted to have two-way radios if (a) there are two or more cars in a resident agency or (b) if there is a suitable police radio system available to us by a cooperating law enforcement agency.

3. That it is requested and recommended by the SAC.

Mr. Parsons recommended that the above plan be adopted and serve as a policy for the distribution of radio equipment in the future.

Mr. Glavin felt that this would require an expenditure which had not been anticipated in our appropriations and as a counterproposal recommended that a committee consisting of Messrs. Rosen, Glavin and Parsons consider all requests for equipment in the future and that if the committee agreed the appropriate action would be taken. If the committee did not agree, the request would be brought to the Executives Conference. The Conference with the exception of Mr. Parsons agreed with Mr. Glavin's proposal.

Respectfully,
For the Conference

Glade Tolson

Agree with Parsons. See

the sub-committee just sent
function. There has been all
too much delay in getting
our case squashed with 2
may reduce. H

Suggest
such also

4

THE DIRECTOR

10/6/51

EXECUTIVES CONFERENCE

my

The Executives Conference of 10/5/51, consisting of Messrs. Tracy, Parsons, Belmont, Rosen, Gearty and Mason, considered the suggestion of [redacted] of the Administrative Division that a news letter be issued to employees at the Seat of Government on a weekly or bi-weekly basis for the purpose of reporting items of interest, such as, recreational events, engagements, births, marriages, etc., which she feels would act as a supplement to the "Investigator" and take the place of various floaters being sent around regarding current recreational activities.

b6
b7c

The Conference was of the opinion that there are too many employees in the FBI at the Seat of Government to warrant a news letter of this type and that the sheer volume of personnel would require that the news letter be extremely lengthy if it were to offer any type of coverage at all. The Conference felt that the heavy volume of the Bureau's work precluded the possibility of undertaking another project of this type.

The Conference recommended unanimously unfavorably, but suggested if the Director agrees the attached letter to Miss [redacted] should be signed.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

[Handwritten mark]

Attachment

cc-Mr. Mohr
Mr. Clegg

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HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY sp. s/bk

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62 OCT 16 1951

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66-2557-110
OCT 13 1951
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The Director

October 11, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-SCJ/STH

The Executive Conference of October 5, 1951, consisting of Messrs. Ladd, Mohr, Mason, Parsons, Tracy, Clegg, Rosen, Nease, Nichols and Glavin was advised by Glavin that he recently attended an air raid warden meeting in the office of Mr. Little, the building superintendent, and was advised that the WPA would not install any emergency generators to operate special equipment such as switchboards, radios, etc., in this building in case of a war emergency.

The Conference was advised that the GSA representative did state that emergency generators for emergency lighting in the air raid shelters would be taken care of. The question was raised as to whether the Bureau at this time should give consideration to the purchasing of any emergency generators for the Bureau's use.

The Conference did not feel that the Bureau should give consideration to the purchase and location of such generators at this time.

*It is my recommendation
approve the costs
of this matter.*

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg
Director

*In my definitely
conclude*

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OCT 13 1951
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THE DIRECTOR

9/29/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 C/BNF

The Executives Conference on 9/25/51, consisting of Messrs. Glavin, Tracy, Parsons, Laughlin, Mohr, Gearty, Rosen and Mason, considered the matter of relief during lunch hour for the shooter on the basement range in the Justice Building.

During the busy tour season of the past few months a relief shooter has been scheduled by the Administrative Division during the lunch hour of the regularly assigned shooter. The Tour Room now advises that the volume of tours has dropped off to the point where a luncheon relief shooter is not necessary and tours can be kept out of the range during the lunch hour.

The Conference unanimously recommended that the relief shooter program be discontinued until next Spring when the busy tour season will again commence.

Respectfully,
For the Conference

Glyde Tolson

cc-Mr. Mohr
Mr. Clegg

EDH: DNG

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OCT 11 1951

54

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Handwritten number: 11521

- Mr. Tolson
- Mr. Boardman
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

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OCT 20 1951

INITIALS

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ORIGINAL FILE IN

THE DIRECTOR

October 4, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of October 4, 1951, consisting of Messrs. Ladd, Mohr, Laughlin, Sizoo, Carty, Mason, Belmont, Parsons, Tracy and Glavin reviewed in detail the attached suggested Top Secret document covering questions and answers requested by Presidential Assistant Stone through the Liaison Section, concerning the Bureau's plans for relocation in the event of necessary evacuation of the city of Washington, and recommended its approval.

Respectfully,
For the Conference

Clyde Tolson

Attachment
cc - Mr. Clegg
Mr. Mohr

REC:mle

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY [signature]

OK. But it should
be transmitted by
letter which may be
delivered by Bartlett.

H.

RECORDED - 23
INDEXED - 23

66-2554-9133
OCT 15 1951
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61 OCT 26 1951

BURROW MORE PLEAS. EMERGENCY HEADQUARTERS FOR SOG

ORIGINAL FILE IN 66-17351-11

THE DIRECTOR

October 11, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 C/BW

The Executive Conference of October 9, 1951, consisting of Messrs. Tolson, Rosen, Tracy, Parsons, Mohr, Ladd, Clegg, Glavin, Nichols, McGuire and Glavin considered an automobile accident involving Special Agent Robert J. Collins of the Omaha Division.

It was pointed out to the Conference that the accident occurred on August 8, 1951, the damages amounting to \$149.00.

Briefly, Special Agent Collins was traveling west from Burlington, Iowa, to Omaha, Nebraska, driving a Bureau-owned automobile which had been approved for sale in view of its mechanical condition.

Collins was attempting to pass a third party's truck at an estimated speed of 50 miles per hour. He was driving, according to him, on a highway which was dry, straight, up hill and of concrete construction. The highway was 20 feet wide with two marked lanes; vision was not obscured and no traffic controls were present.

Collins stated that while attempting to pass the third party's truck at the aforementioned speed, a third car appeared traveling east at a very high rate of speed. The truck which Collins was endeavoring to pass was 70 feet long and due to the lack of power and pick-up of the Bureau car it was impossible to pass it. It was also impossible to drop back behind the truck because of the high rate of speed of the approaching car. Collins therefore drove as closely to the truck as possible to make room for the approaching car to pass. The third car was riding on the shoulder to avoid a head-on collision and both cars successfully passed each other. Immediately after the third car had passed the Bureau car, the third party's truck swerved slightly to the left and collided with the Bureau car damaging the right rear fender, crushing the surrounding body housing, damaging the right rear top and bracking the right rear window and right front headlight. There were no witnesses to the accident other than those persons involved. No personal injuries were sustained in this accident. The damages to the Bureau car amounted to \$149.00.

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cc - Mr. Clegg
OCT 18 1951

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Memo for the Director - Continued

The SAC of the Omaha Office stated that the highways in Iowa are notoriously narrow and there is no speed limit. He noted that the third party's semi-trailer carrying the steel beam was a 70 foot outfit with the bridge beam extending beyond it. Highway 34 is a through highway and carries heavy traffic and this heavy traffic and semi-trailer traffic are a constant and serious hazard. The Agent in Charge felt that Collins had no other alternative than to handle the Bureau car in the manner in which he did and it is his recommendation that Collins not be held responsible for the accident.

It was pointed out to the Conference that the Bureau car was sold without repair for an amount of \$450.

The Conference is of the opinion that Agent Collins was negligent in the operation of the car in this particular instance. He had full knowledge that he was returning the car to Omaha for sale, yet, according to information furnished by him, he was trying to pass an exceptionally long truck on an up grade, two lane road, when he undoubtedly knew he could not accelerate much beyond 50 miles per hour, the speed at which he was traveling. Since the highway was a heavily traveled highway, he should have been particularly concerned with the fact that he might have encountered traffic on a two lane highway which would result in possible serious damage, accident, or death if a car was not held on.

The Conference, therefore, recommends that Collins be instructed to forward a check to the Bureau in the amount of \$450.00 payable to the Treasury of the United States in connection with this accident.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

10/4/51

EXECUTIVES CONFERENCE

CORRELATION UNIT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/72 BY SP-5 JIB/BAZ

The Executives Conference of September 18, 1951, considered the work of the Correlation Unit of the Domestic Intelligence Division which began operations on June 13, 1951. At present 1 Supervisor and 5 Clerks are assigned.

DUTIES OF CORRELATION CLERKS:

Other Units of the Domestic Intelligence Division refer requests to the Correlation Unit for the review of file references and the preparation of summary memoranda. Supervisors handling this work are frequently confronted with the necessity of making an intelligent decision concerning an individual and find that there may be several hundred or thousands of separate references in various files other than the main file to that person. If the Supervisor has to accumulate this data in one place in order that he can make a decision, he may be taken from his regular duties for a period of weeks. Consequently, the Director authorized the establishment of Correlation Clerks to prepare summary memoranda on individuals concerning whom there are numerous file references in order that all pertinent data will be contained in one document as a means of saving time. Incident thereto index cards can be destroyed after the completion of the summary memorandum thus relieving the volume in the General Index Unit of the Records Section.

An indication of the volume of references to one person existing in the Bureau's files may be gained from the fact that concerning Alger Hiss there were more than 7,000 different references in the files. Relative to Gerhard Kessler there were 2500 separate references. A summary was desired on Steve Nelson and it was found that there were 8,000 separate references in the file and after these references were reviewed 1500 of them were eliminated as not identical with the pertinent Steve Nelson and the other 6500 ident's were appropriately handled. This is a continuing problem for a review was requested a couple years ago on Frederick Vanderbilt Field. At that time he was involved in 6 main files and there were 1,000 additional references in other files pertaining to him. These

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were put into a summary memorandum. A year later it was desired to bring the summary memorandum up-to-date. At that time 1350 additional references were found which had come to the Bureau during the preceding 12 months and subsequent to the preparation of the summary memorandum. These summaries are frequently called Correlation Memos.

EXECUTIVES CONFERENCE ACTION

The matter of the Correlation Unit was considered by the Executives Conference. The Conference unanimously recommended that:

1. An additional 15 Clerks and 1 Supervisor be assigned.
2. After 60 days 40 more Clerks and 4 Supervisors be added bringing the clerical personnel up to a total of 60.
3. The group be located in the Justice Building and that files located in the Identification Building be sent to Justice for review.
4. Messrs. Glavin, Belmont, Egan and McGuire recommended employees work the night shift from 9:30 p.m. until midnight. On the other hand, Messrs. C. Tamm, Parsons, Ladd, Gearty, Laughlin and Clegg felt that the group should work the midnight shift from 11:30 p.m. until 8 a.m. Messrs. Egan, Sizoo and Long also felt that the midnight shift should be utilized for the Correlation Clerks.

Mr. Tolson desired data on experience and further recommendations relative to working shifts before this should be presented to the Director. Consequently, Inspector Egan made a survey, the results of which were presented to the Executives Conference of October 2, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Glavin, Belmont, Nease, Sizoo, Nichols, Laughlin, Rosen and Mason. The Conference was informed that:

1. The 5 Clerks and 1 Supervisor began training June 12 and completed training September 1. No production record was kept during training but since September 1 and through September 26 a total of 40 Clerk days was expended reviewing files and dictating Correlation summaries. These clerks prepared 5 Correlation summaries involving the review

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of 1016 references of which 379 were eliminated as not identical and 637 were dictated into the Correlation summaries.

2. Correlation Clerks dispose of 25.4 file references per clerk per day through establishing non-identity or through dictation.

3. The reason that only 40 Clerk days were expended during the period September 1 - September 26 was because of Annual Leave and also because some of the Clerks were finishing 2 large summaries involving 3,000 file references and 1600 pages of typewritten material as the final completion of their training program.

4. The current Correlation Clerks are now prepared to train other clerks.

5. The Correlation Clerks use the same space as the employees in the Filing Unit of the Records Section and the maximum number of employees without congestion are steadily assigned to the Filing Unit in the Records Section on the day shift in the Justice Building. Actually, Correlation employees spend only about 1/5 of their time in the Filing Unit space and the remainder of time at their desks in their own Section.

6. Rooms 7135 through 7145 located on the 7th floor of the Justice Building consisting of good, potential office space are presently occupied by the out of service personnel files and occupy 1645 square feet being serviced by 2 Clerks of the Personnel Files Unit. By moving the out of service personnel files to the Identification Division building this extra square footage of space in the Justice Building could be made available for the use of the Correlation Unit after expansion. The two bad features are that it would take approximately an hour to get an out of service personnel file and there are about 85 requests per day for these files. Consideration was given to possibly moving other files to the Identification Division in lieu of out of service personnel files but the disadvantages of moving other files considered were so great as to preclude further consideration.

The Executive Conference considered all of these matters and recommended unanimously favorable in line with Inspector Egan's suggestions.

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

If the Director approves, 15 more Clerks and a Supervisor will be assigned to the Correlation Unit immediately and in 60 days an additional 40 Clerks and 4 Supervisors will be assigned and further space will be made available for these Clerks through the removal of out of service personnel files to the Identification Building. The opening of this space will make possible at least temporary day shift work for the Correlation Clerks.

Respectfully,
For the Conference

Clyde Tolson

*I recommend the addition
of 15 clerks and one (1)
Supervisor new and
that report be further
considered on June 1, 1952*

[Handwritten initials]

10/14

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Mohr _____
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Gandy _____

THE DIRECTOR

10/4/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY Sp-5/bmp

On 10/4/51, the Executives Conference, consisting of Messrs. Tracy, Parsons, Belmont, Rosen, Gearty, Sizoo, Laughlin, and Mason, considered the attached SAC Letter presented by Mr. L. B. Nichols, instructing the Field to use more care in the ~~dispatch of bulky mail.~~

The Conference unanimously recommended favorably.

If the Director approves, the attached SAC Letter should be sent.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

LBN:dmg

OK

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

RECORDED - 23

INDEXED - 23

EX - 15

106-254-9136
OCT 15 1951

STOP DESK OCT 6 1951

106-254-9136

THE DIRECTOR

10/15/51

EXECUTIVES CONFERENCE

WAR PLANS SURVEY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-54/DAE

2/B

* BUREAU

The Executives Conference on 10/15/51, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty, McGuire, and Clegg, considered the status of the Bureau's evacuation program. Much is yet to be done. A great deal is being done that has not been brought to completion. Mr. Glavin is in charge of all aspects of the evacuation program including (1) the evacuation from offices to the air-raid shelter in the event of an air-raid and (2) evacuation of selected portions of personnel, records & equipment from the City of Washington.

Mr. E. D. Mason is General Coordinator of War Plans.

It was felt that there is so much detail work to be performed in order to complete the plans for evacuation that this work for the time-being would require the full-time services of one man. Mr. Frank J. Holmes was recommended and unanimously approved for this full-time assignment until the arrangements are complete. He is assigned to the Training Section of the Training & Inspection Division.

Respectfully,
FOR THE CONFERENCE

4

G. Tolson

I want a dead line set. This should not drag along. I want monthly status reports

gt

BW

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

65 OCT 18 1951

RECORDED - 102
INDEXED - 102 8
1066-3554-9137
OCT 18 1951

HHC:HD
CC - Mr. MOHR
CLEGG

mg

THE DIRECTOR

October 17, 1951

THE EXECUTIVES CONFERENCE

REQUEST FROM KANSAS CITY FOR
60 WATT REMOTE CONTROLLED STATION

28194

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY *SP-5 CIB/BJ*

On October 15, 1951, the Executives Conference consisting of Messrs. Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Gearty, McGuire and Parsons considered the request of the SAC in Kansas City to make a permanent installation of an antenna for a 60 watt radio for the Kansas City Office.

In many of the field offices not having the 250 watt central station to communicate with radio-equipped cars, a 60 watt portable, trunk-type unit has been set up in the office to provide a limited range of communication with the radio cars. In many of these offices antennas have been erected on the roofs of the field office buildings to increase the range. Recently, the El Paso office was authorized to install an antenna on top of a mountain where the sheriff's office maintains their radio equipment in order to provide increased range of communication with the Bureau cars.

The SAC at Kansas City has advised that the Public Building Services has recently obtained possession of the Fidelity Building in Kansas City which is one-half block from the U. S. Court House and Post Office where the field office is located. There are two clock towers which rise 35 floors above street level and on top of one of these towers there is an antenna structure which was originally erected by a local radio station and which is no longer used. The FCC, who occupy the top floors of the Fidelity Building, have granted permission to utilize the antenna on top of the building and will provide space for the 60 watt transmitter and receiver in one of the clock towers, but specifically under the exclusive control of the field office. The total cost of this installation including the 60 watt unit, the antenna, feed line and accessories would be approximately \$1,000 and it would require from one week to ten days for a Bureau engineer to make the installation.

The Conference unanimously recommends the approval of this installation to provide communication between the Kansas City Field Office and radio cars operating in Kansas City.

Respectfully,
For the Conference

RECORDED - 55
INDEXED - 55

cc: Mr. Clegg
Mr. Mohr

Glyde Tolson

166-23574-9138
OCT 20 1951

S

THE DIRECTOR

10/3/51

EXECUTIVES CONFERENCE

~~LOYALTY OF GOVERNMENT EMPLOYEES~~
~~REPORT WRITING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/BAF

The Executives Conference of October 2, 1951, consisted of Messrs. Ladd, Parsons, Mohr, Glavin, Belmont, Nease, Sizoo, Nichols, Laughlin, Rosen, and Mason.

By letter of September 24, 1951, the Washington Field Office inquired as to whether Bureau Bulletin No. 39, dated September 20, 1951, had any effect upon the identification of investigative employees in the body of investigative reports in Loyalty of Government Employee matters. Briefly, the Bureau Bulletin instructed that in the future Special Employees should be identified in reports in the same fashion as Special Agents are identified except that the initials SE should precede the names of Special Employees. Current rules prohibit the identification of Special Agents in the body of Loyalty Reports.

It was believed advisable to inquire of the Conference if this rule should be continued or whether circumstances have changed to make this special technique obsolete.

The Conference unanimously felt that no Special Agent or other investigatory employee should be identified in the body of Loyalty Reports so as to preclude the possibility of Loyalty Hearing Boards requesting the appearances of various Special Agents and Special Employees.

This represents no change in the current procedure and no instructions to the Field appear necessary. The attached letter answers the inquiry of the Washington Field Office.

Respectfully
For the Conference

OK
H

RECORDED - 55

Clyde Tolson

66-2554-9139

OCT 22 1951

HACM

INDEXED - 55
EX. 15

cc: Mr. Mohr
Mr. Clegg

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
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- Harbo _____
- Alden _____
- Belmont _____
- Laughlin _____
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- Tele. Room _____
- Nease _____
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OCT 28 1951

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THE DIRECTOR

October 11, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CJP/DA

The Executives Conference of October 9, 1951, consisting of Messrs. Tolson, Rosen, Tracy, Parsons, Mohr, Ladd, Glavin, Sizoo, Laughlin, McGuire and Glavin considered a suggestion submitted by Mr. [redacted], Special Agent assigned to the Administrative Division, that the Bureau give consideration to the possibility of designating one experienced clerical employee to take over the duties of an authorized certifying officer of the Bureau.

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It was pointed out to the Conference that at the present time Messrs. Mohr, Callahan, Gurnea, [redacted] and Glavin are authorized certifying officers for the Bureau, certifying Bureau expense vouchers. We receive approximately 8,000 vouchers a month and considerable time is expended in signing the vouchers in question.

It was pointed out to the Conference that during the past 8 months, Mr. [redacted] who has handled most of the vouchers, stated that to the best of his knowledge, it was necessary to return only about six vouchers to the Voucher Unit for correction, that at the present time with the number of vouchers being secured, it is practically impossible to carefully scrutinize each voucher that is signed. It was pointed out to the Conference that all blue slip vouchers are certified by Mr. Glavin and checked by Mr. Egan before being sent to Mr. Glavin for certification. Mr. Glavin checks these vouchers to see that no expenditure is being made which would subject the Bureau to criticism insofar as confidential expenditures are concerned. The routine vouchers of the Bureau are not audited until they reach the Department of Justice, they being audited after the certifying officer has certified them.

RECORDED - 38 [66-2534-9141]

It was pointed out that the authorized certifying officer in the Department of Justice is a Grade GS-5 employee and in the Immigration and Naturalization Service a Grade GS-5 employee is the authorized certifying officer. It is further pointed out that the authorized certifying officer's duties are delegated to clerical employees in a number of Government agencies. The Conference was advised that it was the suggestion of [redacted] that the assistant supervisor of the Voucher Unit be designated as the authorized certifying officer to perform these duties. It was pointed out that

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Rosen
Tracy
Mohr
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REJ:JU
CC - Mr. [redacted]
Mr. [redacted]
63 OCT 26 1951

OCT 28 1951

[Handwritten signature]

Memo for the Director - Continued

the assistant supervisor is designated since it is felt that the supervisor of the Voucher Unit should not be tied down to the certification of the vouchers but should be available for many other necessary supervisory duties in that Unit.

The Executives Conference, with the exception of Messrs. Tolson and Rosen, recommend that approval be granted for the assistant supervisor of the Voucher Unit being designated as the authorized certifying officer.

Messrs. Tolson and Rosen feel that the Bureau should continue as at present with the policy of having Special Agent personnel and above certifying all vouchers being certified by the Bureau for handling.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

James A. [unclear]

Leon
dd
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acy
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lamb
nr
lo. Ross
lso
dy

2236

The Director

October 17, 1951

The Executives Conference

The Executives Conference of October 15, 1951, consisting of Messrs. Clegg, Gearty, Mohr, McGuire, Belmont, Parsons, Tracy and Glavin was advised that the attached brochure concerning a coffee bar was made available to the Bureau with the thought in mind that the Bureau may wish to establish such coffee bars in the space occupied by it.

The Conference is of the unanimous opinion that no such coffee bar should be secured for installation in the Bureau's space.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

Director

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/92 BY SP-5/OK/W

RECORDED - 38

INDEXED - 38

EX - 15

66-2554-9142
OCT 23 1951

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

169 *[Signature]*
69 OCT 26 1951

STOP DES OCT 23 1951

The Director

October 10, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CIB/ML

The Executive Conference of October 9, 1951, consisting of Messrs. Tolson, McGuire, Laughlin, Clegg, Sizoo, Rosen, Ladd, Mohr, Parsons, Tracy and Glavin considered a suggestion submitted by SA [redacted] of the Administrative Division concerning the possibility of granting advances for travel to certain Special Agents of the Bureau.

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The Conference was advised that recently a number of complaints had been received regarding the time required to process expense vouchers, that many of the complaints are based on the fact that employees who are away from headquarters for an extended period of time do not have readily available sufficient funds to pay for long extended assignments and that in view of this it has been necessary for the employees to secure funds from various financial agencies at an interest rate.

Mr. [redacted] pointed out that under Public Law 600, approved August 9, 1946, allows Government agencies to advance funds to civilian officers and employees for travelling expenses. [redacted] does point out, however, that the Bureau's present regulation states that employees shall provide themselves with sufficient funds for current travel and the lack of funds will not be accepted as an excuse for failure to perform required travel.

It was further pointed out to the Conference that the matter was informally discussed with a representative of the Department of Justice and information was secured that the Bureau could advance funds to agents utilizing the funds and use the same until completion of their trip or until they had returned to headquarters city. It was pointed out that the advance of funds in these cases would be the same as advance of funds for the transportation of household goods and effects as a result of official transfers.

It was pointed out to the Conference that, as heretofore mentioned in this memorandum, if funds are advanced it would be necessary that these advances be returned, either as an offset against an expense account being submitted, or in cash, upon expiration of the travel for which the advance was made. It was further pointed out to the Conference that [redacted] in his memorandum, stated he believed it desirable that some consideration should be given to advance funds to employees who have some definite knowledge that they will be away from their head-

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

cc: Mr. Clegg
Mr. Mohr

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RECORDED - 38

INDEXED - 38 15

7 20
OCT 26 1951

66-2554-9143

STOP DESK
OCT 23 1951

Memo for the Director

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quarters for a period of thirty days or more. Such individuals as Inspectors and Inspectors Aides who are away from their headquarters on an assignment of a definite duration or other individuals on special assignment for a longer length of time undoubtedly have a financial problem. [redacted] feels that such advances would relieve a financial burden of the employees or employee in question.

In the discussion of this matter it was pointed out that Travers suggests covering those who are designated as Inspectors or Inspectors Aides who are away from their headquarters for stated periods of time, that further, it would cover individuals such as those Agents temporarily assigned to the Pittsburgh Office to handle certain of the large accounting cases presently being investigated there; the men who are temporarily assigned to the El Paso Office in connection with Communist activities; and men assigned to the Boston Office in connection with the bank robbery investigation assignment. It is not felt Agents on a regular road trip could be given the advantages of such advances since these advances would have to be cleared up at the end of each trip and the bookkeeping work involved would be so great that these accounts could not be efficiently handled.

For the Director's information, it is pointed out that the average for the clearing of expense accounts takes approximately 37 days and that no more than 8 days of this time is chargeable to the Bureau, the remaining time being chargeable to the Department and the Treasury in issuing the checks in question. *This is entirely the long.*

It was pointed out to the Conference that in cases where special vouchers are submitted, such as confidential expenditures for which we have information that the voucher should be handled special, these vouchers are handled special through the Bureau, through the Department and through the Treasury by setting up special schedules and the Bureau employee follows the voucher through the Department and to the Treasury. It was pointed out that this type of service could not be given to all of the vouchers being received in the Bureau as the Treasury Department, due to lack of personnel, objects to special schedules being forwarded for special handling.

The majority of the Conference, however, felt that it would be well worthwhile to consider granting advances to groups of employees such as those enumerated above.

Messrs. Tolson, Tracy, Mohr, Ladd, Clegg, Sizoo, Laughlin and McGuire recommended that the Bureau approve advances for Inspectors and Inspectors Aides and others on special assignments where they will be away from their headquarters for periods of 30 days or more, it being understood that these advances be cleared upon completion of the travel.

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- Gandy _____

AJ - 2 -

Memorandum for the Director

in question. Messrs. Parsons, Rosen and Glavin do not feel that it would be desirable to establish such a procedure at this time. It was pointed out that the establishment of such a procedure would result in certain employees in the Bureau getting advances for necessary travel while other employees who might feel that they too should be given this permission would not receive such advances for travel.

Glavin pointed out that the bookkeeping features of such a plan would be difficult, that he can foresee continuous advances to Inspectors and Inspectors Aides, particularly in order to defray expenditures arising out of official travel. It was pointed out that if necessary, men on such assignment can submit expense accounts more frequently than on a monthly basis. These employees could request that they be handled special which could be done by the Bureau.

has been done also. T. J. J.

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

Respectfully,
For the Conference

Clyde Tolson

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

THE DIRECTOR

10/19/51

EXECUTIVES CONFERENCE

SUGGESTION OF [redacted] RADIO COMMUNICATIONS OFFICER INDIANAPOLIS DIVISION FORM COM-10 BE PRINTED IN TWO COLORS TO DESIGNATE INCOMING AND OUTGOING MESSAGES

b6 b7C

The Executives Conference of 10/19/51, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Mason, considered the suggestion of [redacted] of the Indianapolis Division dated October 15, 1951.

The suggestion is to the effect that Bureau Form COM-10 (copy attached) utilized for radiograms be printed in two colors. The suggesting employee believes that a substantial savings in time would be effected since all employees handling radio messages would be able to tell at a glance which radio traffic is outgoing and which is incoming.

The suggesting employee has in mind utilizing the present pink colored Form COM-10 for incoming messages only and that a new form be prepared on yellow paper, identical in format with COM-10, for use in the preparation of outgoing radio communications.

The Conference unanimously felt that, inasmuch as the present form has columns showing to whom the message is addressed and from whom the message emanated, there is no need for having two forms, and that the creation of an additional colored form for the use of outgoing radio messages would entail needless expense, the maintenance of additional supplies of forms and no justifiable need has been presented for any change in the present system.

If the Director agrees with the rejection of this idea, there is attached hereto for signature a letter to Mr. [redacted] thanking him for his suggestion.

b6 b7C

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4/10/92 BY sp-scib/br

Respectfully, For the Conference

Clyde Tolson

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

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

REC'D DESK OCT 24 1951

RECORDED - 104

INDEXED - 104

66-255-9144

OCT 25 1951

58 OCT 25 1951

THE DIRECTOR

10/19/51

EXECUTIVES CONFERENCE

LIEUTENANT [redacted]
COUNTER INTELLIGENCE CORPS SCHOOL
U. S. ARMY, FORT HOLABIRD
BALTIMORE, MARYLAND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 8-rci/hw

The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason.

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The Baltimore Office has received a request from Lieutenant [redacted] of the Counter Intelligence Corps School of the U. S. Army at Fort Holabird, Baltimore, Maryland, for a firearms instructor of the FBI to train some Counter Intelligence Corps instructors in the proper manner of shooting the Practical Pistol Course.

It was pointed out to the Conference that the Practical Pistol Course was devised by the FBI and there is little likelihood that the Counter Intelligence Corps could obtain proper instruction in it through sources other than the FBI.

It is the intention of the Baltimore Office that Counter Intelligence Corps instructors would be trained by the FBI and those Counter Intelligence Corps instructors would then train the CIC without FBI help.

Mr. Tolson was opposed to the idea, feeling that the Bureau is not in a position to train the entire CIC or instructors from other branches of the service and that the Bureau has enough work on hand without undertaking additional projects.

The remainder of the Conference felt that because of the extremely close liaison with the Counter Intelligence Corps and the fact that representatives thereof have been extremely helpful to the Bureau that every effort should be made to be of service to them and that a course of training should be provided for CIC instructors in shooting the PPC.

cc: Mr. Mohr
Mr. Clegg

RECORDED - 62
INDEXED - 62

66-2554-9145
OCT 28 1951

EDM:atp

59 OCT 26 1951

STOP DESK OCT 24 1951
EX 13

7204

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
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No specific starting time or length of time has been set for the school, however, it is entirely possible that I presume instructor could adequately handle this matter in 2 days' time.

If the Director agrees with the majority, the attached teletype should go forth to the Baltimore Office.

Respectfully,
For the Conference

Clyde Tolson



CT ✓

THE DIRECTOR

10/20/51

EXECUTIVES CONFERENCE

SUGGESTION OF [REDACTED]
TYPING SECTION, IDENTIFICATION DIVISION

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The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason.

The Conference considered the suggestion of Mr. [REDACTED] of the Typing Section of the Identification Division for the construction of 5 bins on each of the 6 shelves in Supply Room #2 in the Typing Section in order to keep stacks of tissue and carbon inserts in a neat, easily obtainable fashion as a means of eliminating waste.

This suggestion although dated October 9, 1951 was handled completely in the Identification Division by Mr. Tracy and it is pointed out by Miss [REDACTED] Supervisor, that the suggestion had been tried for approximately 1 month and it was found to be satisfactory.

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Mr. Tracy prepared a letter dated October 12, 1951 acknowledging the suggestion and advising Mr. [REDACTED] that the idea had been/force. put into

Mr. Tolson inquired as to whether the employee was entitled to any award.

The suggestion first came to the attention of the Training Division on October 16 and was presented to the Conference on October 18, at which time the Conference unanimously recommended that a \$10 cash award be given to Mr. [REDACTED] inasmuch as the Executive Order covering suggestions provides for a \$10 award for each \$200 savings when the amount involved is from \$1 to \$1,000 premium.

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If the Director agrees that a \$10 cash award should be made to Mr. [REDACTED] the Administrative Division will take this up with the Superior Accomplishment Award Committee representing the Department of Justice.

al

Respectfully,
For the Conference

RECORDED - 1166-2504-9/11/51
Clyde Tolson

OCT 24 1951

EX-105

HANDLED BY [REDACTED] SOPE DEK

SUGGESTION #101
cc: Messrs. Mohr & Clegg
53 OCT 26 1951
EDU:atp

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/95 BY SP-1/BJE/BJE

THE DIRECTOR

10/20/51

EXECUTIVES CONFERENCE

SUGGESTION OF SA WILBUR L. MARTINDALE
BULKY EXHIBIT INVENTORIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 c/bt

The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gurnea, and Mason.

The Conference considered the suggestion of Mr. W. L. Martindale, currently assisting Inspector T. E. Naughten on the Baltimore Inspection, which suggestion was received in the Training and Inspection Division on October 16 and provides that bulky exhibits consisting of signed statements, interview logs, Agents' notes, Communist literature, and other documents be removed from the regular bulky exhibit area and be placed either in the 1-A envelope of the file or be serialized into the file or be made into a sub-section of the file for retention in the same cabinet drawer as the file.

This suggestion is contrary to the basic belief of the Bureau throughout the years that files are maintained better when only files appear in file cabinet drawers and the proper place for evidence of a bulky nature is to be placed along with other bulky exhibits in properly packaged form.

Mr. Martindale based his suggestion on the fact that the semi-annual inventory of property retained as evidence which must be submitted by each field division to the Bureau does not require reporting certain documentary property but there is no way to eliminate from consideration in preparing the semi-annual inventory this documentary material without examining the green sheet contained on the outside of each bulky exhibit package.

Mr. Martindale feels that it is desirable to purge the bulky exhibit containers of all documentary material which can be returned to the case files.

cc: Mr. Mohr
Mr. Glegg

EDH:atp

SUGGESTION #1057

59 OCT 26 1951

INDEXED
RECORDED - 55

66-2557-9147
OCT 24 1951
AACM

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
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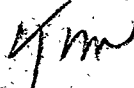
The Executives Conference unanimously disagrees, feeling the case files should be purged of all bulky data as an aid to tidy housekeeping of files, protection of files against tears, maintenance of files in neat, upright, edgewise fashion, to prevent a file from sliding beneath packages or other files, and the retention of bulky exhibits all in one area makes possible more thorough checking by SACs and designated employees.

The Conference is unanimously opposed to the suggestion. If the Director agrees with the Conference, there are attached:

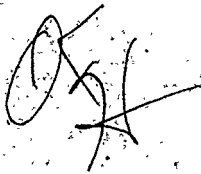
1. A letter thanking SA Martindale for the suggestion and advising him that it cannot be adopted.

2. Carbon copies to Inspector Naughten and SAC, Baltimore advising them to make arrangements to store existing bulky exhibits in containers other than file cabinets inasmuch as file cabinets are critical material and new ones cannot be obtained. This will make available 48 file drawers in the Baltimore Office.

Respectfully,
For the Conference



Clyde Tolson



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

THE DIRECTOR

October 22, 1951

THE RECEIVED CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/btf

The Executives Conference of October 17, 1951, consisting of Messrs. Tolson, Nichols, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin has advised that Special Agent G. H. Davidson of the Administrative Division had been contacted by Mr. [redacted] representative of the Off-Campus Division, College of General Studies, George Washington University, on October 15, 1951, to ascertain if the Bureau would be interested in circularizing its employees in Washington to determine if any of them would be interested in enrolling in the college.

b6
b7c

It was pointed out to the Conference that George Washington University has set up an Off-Campus Division and that arrangements have been made with the Department of Justice proper to have classes held in this building and the Old Post Office Building for employees of the Department of Justice.

I am attaching hereto a catalogue covering the program in question. The cost for this particular course of study is \$10 per credit hour.

The Conference was advised that in the past, when educational institutions furnished brochures to the Bureau concerning their courses of study this information has been placed on the various bulletin boards so that Bureau employees may have access to such information.

It is recommended that the same procedure be followed in connection with this particular course of study.

Respectfully,
FOR THE COMMISSIONER

Clyde Tolson

Attachment

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

RECORDED - 55

HANDLED BY
NOT DEAR
INDEXED - 55

66-2557-9148
OCT 24 1951

62 OCT 27 1951

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

2237

THE DIRECTOR

October 23, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/90 BY SP-SCI/DM

Executive

The Executives Conference of October 17, 1951, consisting of Messrs. Tolson, Nichols, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin, considered a suggestion submitted by [redacted] of the Identification Division to the effect that the Bureau consider granting Bureau employees the Saturday off before Armistice Day.

b6
b7c

It was pointed out to the Conference that Armistice Day is on November 11, which falls on Sunday this year, and since it is a national holiday, Monday, November 12, will be celebrated as a holiday by the Government service.

The suggestion submitted by this employee is to the effect that Saturday, November 10, be considered a non-work day so that employees of the Bureau would have a long weekend, from the close of business on Friday, November 9, until the beginning of the business day on Tuesday, November 13, 1951.

Miss [redacted] pointed out that it would be a great morale booster as it would enable a large number of employees to visit their families without using annual leave. With the large number of new employees in the Bureau and the annual leave being cut, most employees will not have sufficient leave at that time for such a visit. She pointed out she knew of a number of new employees who are away from home for the first time and are feeling the pangs of homesickness, and after a visit at home they would return to work in a happier frame of mind and therefore do a much better job for the Bureau. The supervisor of the Assembly Section, Mr. [redacted] states he feels her suggestion has a great deal of merit.

The Conference was unanimously opposed to declaring Saturday, November 10, a non-work day, pointing out that the pending work of the Bureau is increasing daily, that we have requested funds for Saturday work, and it is felt that in the interest of efficient functioning the Bureau should consider Saturday, November 10, a regular work day. Should the Director agree, Miss [redacted] will be appropriately advised.

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b7c

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

I concur

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

Mr. Clegg
Mr. Mohr

RECORDED - 13

INDEXED - 13

EX-83

66-2554-119
OCT 26 1951
18

50 OCT 26 1951

THE DIRECTOR

October 22, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP-5 C/BK

gm

The Executives Conference of October 17, 1951, consisting of Messrs. Tolson, Nichols, Garty, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin considered a memorandum from Mr. H. L. Edwards to Mr. Glavin dated October 8, 1951, covering two suggestions.

It was suggested that consideration be given to issuing appropriate credentials to Personnel Counselors so that they may use these credentials in checking boarding houses, apartments and such. It was pointed out to the Conference that the female Personnel Counselor of the Bureau periodically checks rooming houses, boarding houses and apartments which are maintained on the Bureau's housing list to insure that these particular places of residence are being appropriately maintained. It was pointed out that the Personnel Counselors have not had any particularly difficult time in the past in connection with these checks and it is not felt that special credentials need be issued to them at this time.

The Conference was in agreement with this.

It was further suggested by Mr. Edwards that the Personnel Counselors be reimbursed either through being permitted to use Bureau streetcar passes in their official travel in metropolitan Washington, or at the rate of 7¢ per mile in the event they utilized their personally-owned cars while on official business. The Conference was further advised that it had been suggested that perhaps the Bureau may wish to have these employees use Bureau-owned automotive equipment in connection with these official duties.

It was recommended to the Conference by Mr. Glavin that Personnel Counselors be permitted to utilize official Bureau streetcar passes for travel and in those instances when these employees use their personally-owned automobiles, they be reimbursed at the Government standard rate of 7¢ per mile for official travel performed by them on official duties. It was recommended that the official Bureau-owned cars not be used in such cases. The Conference was in unanimous agreement.

Respectfully
FOR THE CONFERENCE

Clyde Tolson

OCT 24 1951

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Miss Gandy

cc - Mr. Clegg
Mr. Mohr

EX-105
RECORDED - 73

66-2554-9150
JTB

INDEXED - B
EX-105

OCT 20 1951

October 2, 1951

MR. ROSEN

MR. F. H. SCHMIDT

MURDER OF MASSACHUSETTS STATE POLICE OFFICER
FBI LAW ENFORCEMENT BULLETIN - RESEARCH

With reference to the attached memorandum of 9-28-51, from Mr. M.A. Jones to Mr. Nichols the following observations are made:

While it is true that the Boston Office has not received full cooperation from the Massachusetts State Police in the investigation of the Brinks case, it does not appear that this item in itself should disqualify the publication of the attached material in the Law Enforcement Bulletin. Captain Joseph C. Crescio of the Massachusetts State Police during the investigation of the Brinks case has not cooperated in the real sence with the Boston Office. However, contact with the Massachusetts State Police has been maintained by the Boston Office and information assiting in the investigation of the Brinks case has been secured from members of the Massachusetts State Police, including Captain Crésicio. In other bank robbery investigations in Massachusetts the Massachusetts State Police have cooperated to a greater extent and relations with individual members of the Massachusetts State Police in these investigations have been on a cooperative basis.

Inasmuch as the instant matter involves the murder of a law enforcement officer and the publication of the material in the Law Enforcement Bulletin might help further relations with the Massachusetts State Police, it is felt that further consideration should be given to the publication of this material.

Attachment

FHS:jlw

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DATE 4/10/92 BY sp/r/p/z

ADDENDUM; LBN:hmc 10/6/51

The Executives Conference, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, Nease and Nichols, unanimously recommended that the wanted notice issued by the Massachusetts State Police be carried in the FBI Law Enforcement Bulletin.

DIRECTOR'S NOTATION: "OK.H."

INDEXED - 52
RECORDED - 52
HANDLER [initials]
SEARCHED [initials]

166-2554-9157
OCT 24 1951
ORIGINAL
INITIALS [initials]

OCT 27 1951

34073-118
ORIGINAL IN

THE DIRECTOR

9-4-51

THE EXECUTIVES CONFERENCE MEMOS

GENERAL INDEX - RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CBT/ME

On August 29, 1951, the Executives Conference consisting of Messrs. Tamm, Parsons, Belmont, Ladd, Glavin, Gearty, Laughlin, Nichols, Mohr, and Rosen, considered the suggestion submitted by the Records Section that the Walcott-Taylor Index System, now used in the General Index Of the Records Section, be replaced with the Shaw-Walker Space Saver Expandex System, a more flexible type of index.

The Walcott-Taylor Index System was installed in the General Index of the Records Section in 1943. Experience has shown that the guide cards used in this system have an estimated life of five to eight years. Many of these guide cards have been replaced from time to time. At this time a very substantial number are badly worn and in need of replacement. The cards used in this system are of paper stock, having cellulose acetate covering over the tab. However, considerable difficulty has been experienced because the tabs split and fold down, and, generally speaking, are not able to withstand the tremendous use in our index.

Approximately a year and a half ago Shaw-Walker Space Saver guide cards were installed in one of our cabinets. This system uses a thin pressed board guide card with a celluloid insert mounted on the tab. The card is thinner but more durable, having an estimated life of approximately fifteen to twenty years. The cards are provided with tabs in six different positions and are color coded for faster searching. The insert type tab makes it possible to keep the index well guided at all times, since a typist adds new guide cards as needed. The old system requires correspondence with the Walcott-Taylor Company where guide cards are printed and returned to the Bureau in sixty to ninety days. The Records Section has made test searches comparing the cabinets equipped with the Shaw-Walker guide cards against cabinets equipped with the Walcott-Taylor System. In these tests searches made in the former took one-third less time than those made in the latter. It is estimated that a change to the Shaw-Walker Space Saver System will decrease by 55 the number of searchers necessary to handle the average monthly receipts. This will result in a saving of approximately \$100,000.00 annually in the operation of this index.

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

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

JAS: jc

66-2554-9152

RECORDED - 2

SEP. 25 1951

47

OCT 5 1951

ORIGINAL FILE IN

66-2554-9152

Jasper
[Handwritten signatures and initials]

TO: THE DIRECTOR
FROM: THE EXECUTIVES CONFERENCE
SUBJECT: GENERAL INDEX - RECORDS SECTION

9-4-51

Another important factor is the fact that the Shaw-Walker Space Saver Guide Cards are already stocked by the Bureau Supply Section since they are used by the Identification Division and in all but a few small Field Offices. They can be requisitioned as needed and will not require a special order as is true of the present index guide system.

The index is now growing at the rate of 2,400,000 cards per year requiring the addition of approximately 60,000 guide cards annually. Therefore, action should be taken at an early date. We must either install many additional guide cards in the old system or replace it with a more flexible one.

In attempting to determine if any other companies manufacture equipment comparable to the Shaw-Walker Space Saver System contact was made with the Remington Rand, Inc. and Diebold, Inc., manufacturers of office equipment. However, neither makes guide cards which fill our requirements as well as those manufactured by Shaw-Walker. The Diebold Card is not of the space saver type, that is the acetate covering the tab extends down into the guide card itself, resulting in double thickness. Furthermore, it is of regular paper stock. While Remington Rand makes a Space Saver guide card of pressed board, it comes with tabs only in three positions rather than six as is true of Shaw-Walker. Our index is so voluminous that the six positions are necessary for adequate break downs.

To replace the guide cards now necessary and bring up to date the Walcott-Taylor System will cost \$58,889.36 while to replace this System with Shaw-Walker Space Saver System will cost \$71,082.09 or approximately \$12,000.00 more. It is believed that the personnel time necessary to install the Shaw-Walker System, would be less than that necessary to order and install guide cards which would be involved in the renovation of the Walcott-Taylor System.

The Executives Conference was of the unanimous opinion that it would be to the Bureau's best interest to replace the Walcott-Taylor Index System with the Shaw-Walker Space Saver Expandex System in the General Index of the Records Section.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

October 20, 1951

THE EXECUTIVES CONFERENCE

BUREAU WAR PLANS - RECORDS SECTION

Survey

On October 19, 1951, the Executives Conference consisting of Messrs. Tolson, Nichols, Gearty, Mason for Clegg, Rosen, Ladd, Belmont, Mohr, Tracy, Callahan and Harbo considered a suggestion made by the Records Section that we obtain file fronts in a distinctive color for use on the evacuation files in order that such files may be more readily pulled from the cabinets and located in the supervisors' offices in the event of an emergency. The use of an orange cover with black printing was suggested. It was indicated that the files to be evacuated to an emergency headquarters number slightly over twenty thousand.

The Executives Conference was of the unanimous opinion that it would be desirable that a distinctive color be used on the files to be the "evacuation" files and concurred in the recommendation of the Records Section as to color.

If you approve, appropriate steps will be immediately taken to acquire an appropriate number of such file covers.

Respectfully,
For the Conference

Clyde Tolson

JAS: rmb

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

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DATE 4/10/92 BY SP-5/SCB/DA

INDEXED-77

RECORDED-77

EX-79

OCT 24 1951

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66-5554-9153

OCT 23 1951

- Tolson _____
- Ladd _____
- Clegg _____
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- Belmont _____
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THE DIRECTOR

10/18/51

THE EXECUTIVES CONFERENCE

~~AGENTS' EXPENSE VOUCHERS~~ ~~COMMERCIAL VOUCHERS~~ ~~PROCESSING~~
OF

The Executives Conference on 10/15/51, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty, McGuire, and Clegg being present, considered the time required for processing Agents' expense vouchers and commercial vouchers in the Bureau and in the Department.

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DATE 4/10/92 BY SP-5 cjh/af

Processed by
FBI Voucher Unit

TIME FOR HANDLING

<u>March</u> <u>1951</u>	<u>April</u> <u>1951</u>
7.20 days	7.84 days

FBI Statistical Section
(for budget classification
of expenditures)

4.76 days 5.88 days

TOTAL TIME IN BUREAU.....11.96 days 13.72 days

Department of Justice 21.28 days 18.08 days

Treasury Department 5.00 days 5.00 days

TOTAL DAYS REQUIRED FOR
PROCESSING.....38.24 days 36.80 days

As a result of the inspection, the following suggestions were made with the action recommended by the Executives Conference with reference thereto:

1. Recommendation: that one extra copy of the Agent's expense voucher be prepared. An original and two copies are now sent to the Bureau. This additional copy, upon arrival of the voucher at the Bureau, would be sent to the Bureau's Statistical Section where the recording of the obligations are made by types of expense, such as travel per diem and the like. An average of 5 days is required in *all*

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RECORDED - 108

INDEXED - 108

65-7557-9154

OCT 25 1951

18

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CC - Mr. Mohr, Mr. Clegg

the Statistical Section for this processing. By sending this extra copy to the Statistical Section, the figures could be recorded as at present and save 5 days' delay in the Bureau.

Because any record used as a basis for recording these obligations must be maintained in the Bureau's files, this copy of the voucher which was analyzed by the Statistical Section must be preserved. After the voucher is audited in the Department, they return one copy for the Bureau's files and these two copies could then be put together in the file. This would require some additional time for clerks matching the two copies, if it were felt desirable that they be matched, and there would be required some additional space for filing this extra copy. If it were not desired to match the two copies and file them together, the Statistical Section could cause its copy to be filed in one place and the regular copy could be filed as it is at present. The advantage is that this would shorten by 5 days the amount of time required for an Agent to get his check.

2. Commercial vouchers require 37.84 days for processing. (3.4 days in the CCO, 5.72 days in the Statistical Section, 24.96 days in the Department of Justice, 3.76 days in the Treasury Department. Total: 37.84 days)

By obtaining an extra copy of these commercial vouchers, as in the above suggestion, there would again be saved approximately 5 days in the handling of commercial vouchers, and the Bureau's creditor would receive his check approximately 5 days earlier.

3. The place of the big delay in handling Agents' expense vouchers is in the Justice Department where the voucher is audited. The time for examination in the CCO of the Bureau and the time for auditing in the Department is increased by the fact that all these expense vouchers, about 4,000 in number, arrive between the 1st and the 5th of each month. This creates a backlog and they are handled

on a "first-come, first-served" basis. Agents in nearby offices would normally get their checks earlier than those from offices further away.

It is therefore recommended that vouchers from Agents in offices east of the Mississippi River be received at the Bureau as at present by the 5th of the month. It is also recommended that Agents in offices west of the Mississippi River submit their vouchers for the period covering the 16th of one month thru the 15th of the next month, such vouchers to reach the Bureau not later than the 20th of the month. This would reduce the backlog and shorten the length of time required for Agents to get their checks after the expenditures are made.

This would require that one special voucher be submitted as of June 30 each year for the period June 16 thru June 30 by Agents in offices west of the Mississippi River in order that the expenditures on the fiscal year basis could be calculated.

At present there is submitted to the Director a monthly statement of expenses. By having the western offices stagger the submissions on a fiscal month basis, there would not be at any time the exact total of expenses for the specific month without some additional labor in making the calculations. However, the accountants offering the suggestion considered it good accounting practice to expedite the payment of these vouchers and they were of the opinion that calculations, which could be made from these two voucher submissions, would be sufficient to set forth the estimated expenditures with reasonable accuracy and that there would be no loss in effectiveness of the monthly report.

Executives Conference Consideration:

The conference was informed that negotiations were presently under way which would probably lead to the Bureau's auditing its own expense vouchers rather than having the

THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

STENOGRAPHIC REPORTS

The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason.

The Conference considered the attached proposed form entitled "Daily Tabulation of Work" which is in use in the Domestic Intelligence Division.

This form is utilized for recording the number of pages of work on hand and ascertaining the availability of a Stenographer for additional dictation in line with the Director's earlier instructions that there are to be no daily reports for stenographic employees at the Seat of Government although tabulations of work on hand are permissible.

The Conference inquired as to the advisability of a similar tabulation throughout the Seat of Government and arrived at the conclusion that varying needs in different sections and divisions make the establishment of one uniform form for tabulating stenographic work inadvisable.

If the Director approves, the attached form will continue in use in the Domestic Intelligence Division only.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

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DATE 4/10/92 BY SP-5/bjk

cc: Mr. Mohr
Mr. Glegg

RECORDED - 108

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EX-79

66-2554-9155

OCT 24 1951

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Attachment

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53 OCT 26 1951

THE DIRECTOR

10/20/51

EXECUTIVES CONFERENCE

SUGGESTION OF [redacted] RECORDS & COMMUNICATIONS DIVISION
TELEPHONE DIRECTORY BE PREPARED
LISTING ALL BUREAU EMPLOYEES IN WASHINGTON

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b7c

The Executives Conference on 10/19/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Mason.

The Conference considered the suggestion of [redacted] of the Crime Records Section, Records and Communications Division, that a telephone directory be prepared listing all employees of the Bureau in Washington in order to reduce the number of calls of inquiry received at the Information Desk in the Communications Section.

The current arrangement is that the Information Desk in the Communications Section of the Records and Communications Division keeps readily available the office telephone extension and name of each Seat of Government employee along with certain other necessary information, such as, home telephone number.

Every month an FBI telephone directory consisting of 1 page is issued showing the office telephone extension and room numbers of all Seat of Government officials and Supervisors. Every 2 months a similar document is issued showing the office telephone extension and room numbers of secretaries, stenographers and clerical supervisors at the Seat of Government.

The suggesting employee feels that these documents cover only a minority of Bureau personnel and when it is desired to contact an individual whose extension or room number are unknown inquiry must be made of the Information Desk.

The suggesting employee pointed out that a disadvantage existed in new employees entering on duty and old employees changing their location and telephone extension, which procedures would make the telephone directory obsolete unless revisions were issued for inclusion in the directory.

The suggesting employee holds the view that a directory of employees would release most of the employees on the Information Desk for other duties and would, in the long run, minimize printing costs. Between 400 and 500 calls arrive at the Information Desk

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Attachment
CC-Messrs. Mohr & Clegg

EX-15
RECORDED - 108
INDEXED - 108
OCT 25 1951

66-2554-9/15/6
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/8/5 BY SP-6 Jc. DM

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105
2-204

Memorandum for the Director

daily and these calls are handled by 3 employees. Three other employees are needed for the recording of information obtained at the Information Desk, much of which relates to the movement of officials during and after working hours.

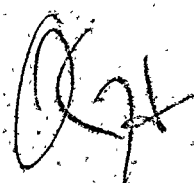
Mr. L. E. Wherry, Chief, Communications Section, is opposed to the suggestion. He points out that the current one-page directory requires one 8" x 10 $\frac{1}{2}$ " sheet of paper for each subscriber on 18 occasions per calendar year, whereas the suggested directory would require 40 pages of the same size per subscriber and there are 1,800 subscribers.

The Conference felt that no useful purpose would be served by establishing a telephone directory listing all Seat of Government employees and that the procedure would result in the directory becoming obsolete rather quickly. The Conference feels that the current procedure is the best. There was a unanimous rejection of the suggestion.

If the Director agrees, there is attached hereto a letter to Mr.

b6
b7c

Respectfully,
For the Conference




Clyde Tolson

THE DIRECTOR

October 20, 1951

THE EXECUTIVES CONFERENCE

~~CONFIDENTIAL~~

IMPLEMENTATION OF INTENSIFIED
COVERAGE ON [REDACTED]

The Executives Conference on October 19, 1951, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Callahan for Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Gearty and Belmont, considered the problem of implementation of the program of expanding our investigations on [REDACTED] which calls for a minimum of three weeks physical surveillances at six months intervals on [REDACTED]

This program was outlined in detail in a memorandum from Belmont to Ladd dated October 5, 1951, which is attached.

The Conference was advised that field supervisors Robert Granville of New York and Ludwig Oberndorf of Washington Field Office were brought to the Bureau for a conference on October 12, 1951, at which time this program was thoroughly discussed with them. These supervisors agreed that the program is necessary and practical and can be implemented if sufficient personnel is made available. They pointed out that with regard to [REDACTED]

[REDACTED], it would be impossible to conduct three week surveillances on [REDACTED] during each six months period because of the large number of [REDACTED] and due to the limited number of physical surveillances that can be operated in the vicinity of the [REDACTED] at any one time. Some surveillances, of course, can be operated discreetly, but it will take longer than six months to run three week surveillances on [REDACTED]. They pointed out also that they are making efforts to set up observation posts and if successful more surveillances can be operated discreetly and the coverage of [REDACTED] thereby expedited.

ALL INFORMATION CONTAINED
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EXCEPT WHERE SHOWN
OTHERWISE

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- Tracy _____
- Harbo _____
- Belmont _____
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- Nease _____
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RECORDED - 108

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

INDEXED - 108

66-2554-9457
OCT 25 1951

EX-79

Attachment
ETT: eal

~~CONFIDENTIAL~~

Classified by SP5CIBAF
Declassify on: OADR
4/10/92

53 OCT 26 1951

ETT

~~CONFIDENTIAL~~

Supervisors Granville and Oberndorf advise that this program cannot be implemented even in part with the personnel now assigned to the espionage squads in New York and Washington Field Office without seriously interfering with espionage cases now under investigation. They estimate that to fully implement this program it will be necessary to assign to the espionage squad in New York 179 additional agents and 127 additional agents to the espionage squad in the Washington Field Office. The conference discussed the question of how best to implement this necessary program. It was pointed out that under the estimates made by the Bureau in connection with the President's accelerated internal security program as defined in National Security Council Directive No. 68 there was included an estimate that 412 additional special agents would be needed in the field to increase physical and technical surveillances [redacted]

b7E

[redacted] The personnel estimates made by the Bureau in connection with the accelerated internal security program have been approved but, as yet, the Bureau has not recruited the full complement of agents. It was agreed, however, that a definite start should be made on this program immediately, and that the program should be fully implemented at the earliest possible date. (X)

The Executives Conference unanimously recommended that instructions be sent to the New York and Washington Field Offices outlining this program in detail and instructing that each office immediately assign a minimum of 25 additional agents to the espionage squads who are to immediately begin implementation of this program. It was recommended that New York and Washington Field Office be instructed that as additional agent personnel becomes available they be assigned to this program and the program is to be fully implemented at the earliest possible date. (X) W

Attached for your approval, if you concur with the above recommendations, is a letter to New York and Washington Field Office containing the appropriate instructions. You will note that each office is to report the status of this program each thirty days until the program is fully implemented.

Respectfully,
For the Conference

K2
~~CONFIDENTIAL~~
Glyde Tolson

The Director

10/23/51

The Executives Conference

PHYSICAL EXAMINATIONS FOR
SPECIAL AGENT APPLICANTS

ALL INFORMATION CONTAINED
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DATE 4/10/92 BY SP-5/BJH

Between April 24 and July 24, 1951, 6610 applicants for Special Agents were interviewed. Of these only 1457 were favorably recommended. Those who were favorably recommended, as well as the 5153 who were unfavorably recommended were furnished physical examination forms to be submitted in order to complete their application.

EXECUTIVE CONFERENCE CONSIDERATION

The Executives Conference on 10/22/51, consisting of Messrs. Ladd, Parsons, Mohr, H. L. Edwards, Gearty, McGuire, Glavin, Rosen, Belmont and Clegg unanimously recommended that:

- (a) Physical examination forms not be furnished to the Special Agent applicants at the time they are interviewed due to the fact that the Bureau knows the majority are not going to be favorably considered and/is undesirable to put these applicants to unnecessary expense for physical examinations.
- (b) It was recommended that these physical examination forms be mailed from the Bureau to the applicants who are receiving favorable consideration approximately one week after the interview is conducted.

In reaching the above recommendation it was recognized that this would slow down the receipt of these physical examination forms and it would impose some additional clerical work on the Seat of Government. This was felt more desirable, however, than to suggest physical examinations on the part of those who were not favorably considered.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

EX-791

RECORDED - 108

OCT 25 1951

HHC:EHK

7204

INDEXED - 108

23

OCT 26 1951

66-2554-9158

- Olson _____
- Ladd _____
- Logg _____
- Glavin _____
- Nichols _____
- Tracy _____
- Harbo _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

The Director

10/23/51

The Executives Conference

FBI NATIONAL ACADEMY
TRAINING PROGRAM

The Executives Conference on 10/22/51, consisting of Messrs. Ladd, Parsons, Mohr, H. L. Edwards, Gearty, McGuire, Glavin, Rosen, Belmont and Clegg, considered the matter of FBI National Academy Training Program. At present, the Bureau's program is for 3 months. After due consideration of the matter it was unanimously recommended by the Executives Conference that there be no planned extension of this course of training at the present, but in the event the proposed expansion of the National Academy takes place, then additional courses or lengthier courses could be considered, but it was deemed inadvisable to initiate a program at this time which would require that the student be absent from his home and his department for longer than the present session of 3 months.

Respectfully,
For the Conference

Clyde Tolson

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/bme

RECORDED
INDEXED
BY

RECORDED - 108
INDEXED - 108

166-2554-9159
OCT 25 1951
11

cc: Mr. Mohr
Mr. Clegg

HHC:EHV

EX-79

57 OCT 29 1951

- Tolson
- Belmont
- Mohr
- DeLoach
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Harbo
- Iden
- Belmont
- Laughlin
- Chapman
- Tele. Room
- Holloman
- Gandy

THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP3/BPT

On 10/18/51, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason present, considered the location of file numbers on Standard Form #64 (the official U. S. Government Memorandum Form).

It is already the rule that the dispatching office should put the file number of the receiving office immediately opposite the identity of the receiving office. For purposes of uniformity throughout the service, the Conference unanimously recommended favorably the following:

1. The dispatching office should put its own file number right beside the name of the dispatching office, rather than in the lower left-hand corner, as at present.
2. This will apply to the memoranda emanating from the Seat of Government and the Bureau file number, being necessary for the use of the Field, will appear as follows:

"Director, FBI (26-28931)."

No disadvantages are seen.

If the Director approves, the attached Bureau Bulletin should be issued.

Respectfully,
For the Conference

Glyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

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

RECORDED - 104

66-28931-9160

INDEXED - 104

OCT 27 1951

EX. 3

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT:

DATE: October 23, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/cbr

The Executives Conference of October 23, 1951, consisting of Messrs. Tolson, Gearty, Mason, Ladd, Belmont, Mohr, Harbo, Tracy, McGuire for Nichols, and Callahan for Glavin, considered the attached proposed memorandum to all employees concerning the Federal Employees' Pay Act increase recently approved by Congress.

For the Director's information, this points out that arrangements are being perfected to place this increase into effect within the pay period beginning October 28, 1951, so that all bi-weekly salary checks received for that and subsequent pay periods will contain the new increased salary rate and in addition the withholding tax will be at the new tax rate. For the period from July 8, 1951, the effective date of the Act, through October 27, 1951, supplemental salary checks are being drawn for each employee providing a lump sum payment, these checks to be dated prior to October 31, 1951, and therefore withholding tax will be at the old tax rate. Thereafter other necessary adjustments will have to be computed on each individual employee for adjustment of overtime payment, night differential and holiday payment and any salary changes occurring during the period July 8, 1951, through October 27, 1951, these changes to be processed and computed and the employees to be notified by furnishing them a form explaining the adjustments at the time the adjustments were taken on the check received by them.

The Conference was further advised that in order to accomplish the above it has been estimated that the Machine Accounting Unit, where a heavy volume of this work falls, will require the services of 10 employees for 20 hours each covering a period of 3 weeks in order to accomplish their phase of this work for a total of 200 additional man hours over and above the present 48-hour week. Also, the Payroll Preparation Unit of the Administrative Division will require the services of 23 employees working an additional 2 hours of overtime per day for a period of 3 to 4 months in order to handle the computations on the necessary adjustments to overtime, night differential, etc. The estimated cost of the above additional overtime above our present 6-day week would be \$11,000.

The Conference unanimously recommended that payment for the above necessary additional overtime be approved and that the attached memorandum to all employees go forward.

RECORDED - 27
INDEXED - 27

Respectfully,
For the Conference

EX-83
Glyde Tolson

63 OCT 30 1951

The Director

10/23/51

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

TRAFFIC INSTRUCTORS REFRESHER COURSE DATE 4/10/92 BY SP-5 ai/bkr

The Executives Conference on 10/22/51, consisting of Messrs. Ladd, Parsons, Mohr, H. L. Edwards, Gearty, McGuire, Glavin, Rosen, Belmont and Glegg considered the matter of bringing up-to-date the Bureau's instructors in traffic matters. There are 57 Special Agents in the service who have been trained as traffic instructors. Approximately 10 of these would not be available for a refresher course due to their being SAC's or holding other assignments, making them unavailable.

Mr. Wilbur Smith points out that there have been many new innovations and advances in the traffic enforcement field since these Agents were trained, and he felt that it would be to the Bureau's interest to bring these instructors up-to-date on such matters.

Mr. Smith, who is a visiting instructor in the FBI National Academy and SA Kunz are agreed that this job can be done in one week.

Mr. Smith states that he will be available to give this training, according to present plans, during the week of November 26, 1951, or in the event this is not agreeable, he can be available during the week of November 19th, and would endeavor to arrange the program so that they could complete the course by the following Saturday afternoon in spite of Thanksgiving holiday falling in that week.

EXECUTIVE CONFERENCE CONSIDERATION

The Executives Conference, with the exception of Mr. Glavin, recommended that those Special Agents who were qualified as traffic instructors be trained during the week of November 26, 1951, on traffic subjects by Mr. Smith and Mr. Kunz. It was the view of the Conference that those taking this course of training who had not attended In-Service Training could attend In-Service ending the week before the traffic course started or which would begin the week after the traffic school ended.

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

cc: Mr. Mohr
Mr. Glegg

RECORDED-77

INDEXED-77

HHC:EHV

63 OCT 27 1951

HANDLED BY
SPE DESK

EX-791

166-2554-9162

Those who have already attended In-Service, of course, would be instructed to attend for the week in question. If this is approved, appropriate instructions will be issued.

Mr. Glavin is opposed to the Bureau's participation in traffic training.

Respectfully,
For the Conference

OH
pl
Clyde Tolson

The Director
The Executives Conference

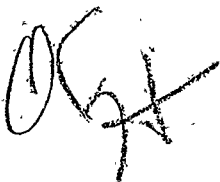
10/23/51

FORM FOR RECORDING INCOMING TELEPHONE MESSAGES

The Executives Conference on 10/22/51, consisting of Messrs. Ladd, Parsons, Mohr, H. L. Edwards, Gearty, McGuire, Glavin, Rosen, Belmont and Clegg, reconsidered the suggestion of the Chicago Office and unanimously recommended that the attached form for recording incoming telephone calls, when the Agent called is absent, be approved for the Field. This form, #0-5, is a regular approved Bureau form for the Seat of Government. It has not been approved for use by the Field. Frequent suggestions for the adoption of this type of form for the Field have been received in years past.

The Conference unanimously recommended that this form be approved for use in the Field and the copies be issued to the Field Offices for their use. If approved, there is attached hereto an SAC letter accordingly.

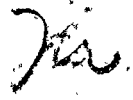
Respectfully,
For the Conference



Clyde Tolson

Attachments

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CIB/HK



RECORDED - 129

INDEXED - 129

66-2554-9163

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

cc: Mr. Mohr
Mr. Clegg

HHC: [Handwritten initials]

HANDLED BY
STOP DESK
10/31/51



53 NOV 1 1951

THE DIRECTOR

October 24, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 C/BM

The Executive Conference of October 2, 1951, consisting of Messrs. Clegg, Gandy, Mohr, McLaughlin, Belmont, Parsons, Tracy and Glavin considered the Bureau's present policy of annual leave.

The Conference pointed out that a maximum of three weeks annual leave will be approved for the Bureau employees having sufficient amounts of leave accrued to them under present Bureau regulations.

The question was put before the Conference for its opinion as to whether the Bureau at this time should consider amending its regulations concerning the granting of extended annual leave for the calendar year 1952.

It was the consensus of opinion of the members of the Conference that no change should be made in the Bureau regulations concerning the granting of a maximum of three weeks annual leave at any one time for the calendar year 1952. It was recommended that in view of the work pending in the Bureau at this time, with no reason to believe that this work will be reduced in any way during the calendar year 1952, that the Bureau's present policy of granting extended annual leave of a maximum of three weeks, be continued in 1952. The Conference pointed out, however, that in the event there is any material change in the Bureau's pending work picture during the year 1952, that this matter again be considered at such time as a change is noted.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

MEMO

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

cc - Mr. Clegg
Mr. Mohr

RECORDED - 13

INDEXED - 13

66-2354-9164

OCT 27 1951

THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

~~ATTENDANCE OF CIC AGENTS~~
~~NEW AGENTS' CLASSES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CJD/DF

The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason.

The Conference considered the advice of Major General A. B. Bolling of G-2 that he had received a request from Brigadier General Philip Gallagher, Chief of the Counter Intelligence Corps to perfect arrangements with the Bureau for 2 carefully selected officers of the Counter Intelligence Corps to attend New Agents school at the FBI annually.

General Gallagher, although relatively new in the field of intelligence is much impressed with the Bureau and is anxious to lift the standards of the CIC. General Bolling requests that the Bureau give favorable consideration to the possibility of 2 CIC officers attending New Agents Training.

It was pointed out to General Bolling by Mr. Reynolds of the Bureau that such a request had previously been made of the FBI and that overcrowded conditions of New Agents Classes prevented favorable consideration. However, the Director had recognized the problem and indicated a willingness to send instructors to advise and instruct the faculty of the CIC school at Fort Holabird, Maryland. Mr. Reynolds pointed out to General Bolling that New Agents' Training Classes at this time are even more crowded than they were at the time of the previous request that CIC men be admitted for Bureau training.

It was pointed out to General Bolling by Mr. Reynolds that New Agents' Training in the FBI covered a great deal of material which would be of no value to a CIC Agent and General Bolling stated he realized this but still felt it would be excellent training for an officer of the CIC.

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- Gandy _____

cc: Mr. Mohr
Mr. Clegg

EDM:atp

RECORDED-77

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OCT 26 1951

76 NOV 2 1951

EX-79

General Bolling stated that he would be willing to arrange a reciprocal agreement whereby FBI personnel could attend advanced CIC training schools.

General Holling does not believe that the CIC should attend the FBI National Academy since matters taught there are of primary interest to the Provost Marshal General of the Army rather than the CIC.

It is the observation of Inspector V. P. Keay that General Bolling and General Callagher are both friendly to the Bureau and that this is an opportunity to build contacts with the CIC for the future.

The Executives Conference of October 18, 1951, considered this matter and particularly the following views of Mr. Clegg who is opposed to the idea:

1. The FBI counsels New Agents relative to mustaches, crew haircuts, loud ties, jewelry, the wearing of fraternal emblems and related matters of dress and personal appearance which might very well sound ridiculous to outsiders.

2. The FBI emphasizes conduct in its lectures to New Agents and the FBI's views relative to personal deportment and moral behavior might not be endorsed by the Army.

3. New Agents' Training deals heavily with FBI report writing which would be of no interest to the Army inasmuch as they have their own system of report writing.

4. Much time is spent on bankruptcy and criminal violations which are of no interest to the Army.

5. The FBI will have no control over the CIC officers attending the course and if these persons later decide to write books or magazine articles, the Bureau cannot control it as it can with its own Agents.

Mr. Clegg's alternate recommendation is to invite the CIC officers to attend the FBI National Academy.

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Gandy

Mr. Belmont pointed out that an officer of Naval Intelligence attended New Agents' Training along with Mr. Belmont's class.

Files reflect the attendance of at least 6 officers of the Navy and Marine Corps in New Agents' Training as recently as 1936.

Mr. Mason felt that although the precedent has been set for the attendance of outsiders in New Agents' Training - the precedent is 13 years old - and during the interim there is no indication that representatives of other agencies have been permitted to attend New Agents' Training. With the current interest in training existing everywhere at this time, it is believed that opening the door to one agency to have its officers attend would have the way for additional requests from other agencies thus placing additional burdens on the Bureau. On the other hand, there is much to be said in favor from a prestige standpoint of having outstanding and highly placed officers attend Agents' Training and the privilege would be sought after by the military as its attendance at the various command and staff schools and the war colleges.

The entire conference felt that an exception should be made for the 2 CIC officers to attend.

If the Director agrees with the majority, the Liaison Unit of the Domestic Intelligence Division will arrange through General Bolting to have General Gallagher select 2 CIC officers to be given New Agents' Training.

Respectfully,
for the conference

Clude Tolson

THE DIRECTOR

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b7c

10/18/51

EXECUTIVES CONFERENCE

SUGGESTION OF SA [REDACTED]

LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 c/bw

TO MARK CERTAIN SECURITY FILES
IN A DISTINCTIVE MANNER

On 10/18/51, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason, considered the advisability of authorizing the Field to identify by block stamp approximately 1" high on the outside cover those files pertaining to subjects of Security Index or Communist Index cards. The files on Security Index subjects would be stamped with the large initials "SI" on the outer cover and files pertaining to Communist Index subjects would be stamped "CI."

The Conference also considered:

ADVANTAGES:

1. File clerks looking for files can immediately spot those relating to Security Index or Communist Index cards.
2. When an incoming document attached to a file arrives at the desk of a Security Supervisor for action in the Field he is immediately put on notice that the file contains a Communist or Security Index card. This saves looking through the entire file. The stamp is a signal that if the incoming document relates to change in residence or office address or similar data the Security Index card will have to be adjusted.

DISADVANTAGES:

1. The infinitesimal amount of time required to actually stamp the outer cover of the file.

This suggested technique, if approved, will apply only to Field files and will have no application to Seat of Government files, for the problem at the Seat of Government is entirely different.

For the Director's information, this matter was considered several months ago and the Los Angeles Field Division was authorized to put "CI" and "SI" stamps on its files as an experiment in order that the Bureau could have the benefit of actual practice with the technique.

Attachments
cc-Mr. Mohr
Mr. Clegg
EDM: DUG

HANDLED BY
STAMP DESK
10/20/51

RECORDED - 104

66-2550-9166
OCT 25 1951
11 26

INDEXED - 104

EX - 3

- Tolson _____
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- Clegg _____
- Glavin _____
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- Nease _____
- Gandy _____

58 OCT 31 1951

Memorandum for the Director

The Los Angeles Field Division having 14,000 Communist Index cards and more than 2,100 Security Index cards has found that the practice of stamping the files is time-saving and a distinct benefit to the administration of Security work.

The New York Office advised by telephone on 10/17/51 in response to an inquiry that it would like to have permission to stamp its files "CI" and "SI."


The Conference was unanimously of the opinion that the technique was a good one that should be applied to the Field as a whole.

The Administrative Division will obtain the necessary rubber stamps and forward them to the Field.

If the Director approves, the attached SAC Letter should be signed and dispatched. Also attached for the Director's signature is a letter to Special Agent [redacted] advising him of the ultimate outcome of his idea.

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b7c

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

10/20/51

EXECUTIVES CONFERENCE

ADDRESS FILE
CONFIDENTIAL PLANT INFORMANTS - GENERAL
AND AMERICAN LEGION CONTACTS
- LOS ANGELES OFFICE

The Executives Conference of October 18, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, and Mason.

The Conference considered a procedure in vogue in the Los Angeles Division whereby American Legion Contact cards and Plant Informant cards are filed by street address in addition to the regularly prescribed filing technique of listing these contacts and informants on cards filed alphabetically within each city.

A survey of the San Francisco, Pittsburgh, Philadelphia, Newark, New York and Baltimore offices reflected that these Divisions felt that the benefits derived from filing American Legion Contact and Plant Informant cards by street address would not be commensurate with the work involved in getting up a street address file and keeping this file current.

The Chicago, Cleveland, and Boston offices felt that the file might have some merit but those offices did not desire such a file be established within their Divisions.

The Washington Field Office requested permission to set up a street address file for American Legion and Plant Informant cards.

The Conference considered the following:

ADVANTAGES

1. Provides a ready reference as to Plant Informants and American Legion Contacts accessible to all Agents showing those who reside in certain areas for use in neighborhood and related investigations.

cc: Mr. Mohr
Mr. Clegg

RECORDED - 13

INDEXED - 13

SUGGESTION 167

EDUC:tdp

30 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/STP

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66-2554-9116
MARCH

2. Assists in providing maximum use of American Legion Contacts and Plant Informants.

DISADVANTAGES

1. Considerable work involved in typing up new index cards and filing them by street address in order to get the file established.


2. Considerable work in keeping the file up-to-date bearing in mind that Informants move, that Informants are deleted, that American Legion Post Commanders are in office for only a year at a time, etc.

3. Has applicability principally to heavily populated metropolitan areas.

The Conference unanimously felt that the Los Angeles and Washington Field Divisions should be authorized to set up American Legion Contact and Plant Informant cards by street addresses and should report to the Bureau at the expiration of 6 months fully justifying in detail the benefits derived from this procedure. No applicability for the remainder of the field service is contemplated at this time.

If the Director concurs, there is attached a letter to SAC, Los Angeles with a copy to the Washington Field Office.

Respectfully,
For the Conference


Clyde Tolson

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Gandy _____

The Director

September 26, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CIB/H

The Executives 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 the Bureau has received the attached Order Number 4078 (Second Revision), dated September 7, 1951, from the Department concerning the procedures and regulations governing fair employment practices and that the Order is addressed to all officers and employees of the Department of Justice.

The Conference feels that a copy of this Order should be placed on each of the bulletin boards at the Seat of Government and a copy of the Order be forwarded to each of the various divisional offices.

Should the Director agree, this matter will be handled in this way.

Respectfully,
For the Conference

Clyde Tolson

Attachment
NRG:or

ORIGINAL FILED IN 100-178600-111

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- Glavin _____
- Nichols _____
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- Harbo _____
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- Mohr _____
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- Gandy _____

RECORDED - 129

HANDLED BY
STGE DESK
10/31/51

166-2554-968

OCT 26 1951

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THE DIRECTOR

10/24/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP-5C/BW

On 10/18/51, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason, considered a letter dated October 10, 1951, from the SAC at Seattle, inquiring as to whether a cash award could be made to Special Agent [redacted] of the Seattle Division for his suggestion of 2/9/51, to the effect that employees be permitted to submit expense vouchers quarterly rather than monthly when the aggregate claim is less than \$50.00.

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b7C

On 2/16/51, the Executives Conference considered Mr. [redacted] idea unfavorably.

On 9/18/51, the Executives Conference considered the suggestion of Special Agent Kenneth S. Lay that funds be advanced to employees in the amount of \$5.00 a month to eliminate so many small expense vouchers.

In considering this matter the Conference concluded that approximately 500 expense vouchers are received per month involving claims of \$5.00 or less, and that it would be possible to handle these small vouchers on a quarterly basis. The Director agreed. Appropriate instructions were issued to the Field in Bureau Bulletin #41, dated October 4, 1951.

SAC Wilson of Seattle felt that the instructions contained in this Bulletin were based on the suggestion of SA [redacted] and that an award should be made.

b6
b7C

The Executives Conference of 10/18/51, unanimously felt that, while the number of vouchers arriving at the Bureau would be reduced by approximately 4,000 per year through the submission of vouchers quarterly rather than monthly the amounts involved totaling \$5.00 per month or less, it is not practical to assume that there will necessarily be any savings to the Bureau.

The quarterly vouchers will be the same length as 3 individual monthly vouchers and the same amount of accounting time will be expended on them.

The Conference also felt that the suggestion of Mr. [redacted] was one that would normally be expected from a Special Agent as a part of his official duties and the Bureau would be estopped from making an award in such an instance. The Conference unanimously felt that no award should be made to SA [redacted] and that the attached letter should go forth. Also attached is a letter to the SAC at Seattle in answer to his inquiry.

RECORDED - 129 (6) [initials]

Respectfully,
For the Conference

INDEXED - 129

Clyde Tolson

- Tolson _____
- Ladd _____
- Glavin _____
- Mohr _____
- Parsons _____
- Tracy _____
- Belmont _____
- Gearty _____
- Mason _____
- Nease _____
- Quinn Tamm _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Mohr
Mr. Clegg
Attachments
EDM:DMG

[Handwritten initials]

9/16/51

The Director

10-24-51

The Executives Conference

Cover for December Issue of
National Academy News Letter

On October 24, 1951, the Executives Conference consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Ladd, Mason, Gearty, Laughlin, Rosen, and Sizoo considered suggested covers for use on the December issue of the National Academy News Letter. It will be recalled that instead of sending a staff Christmas card, the front cover of the December News Letter has carried Christmas greetings. The same procedure has been previously approved for this year.

The Executives Conference was unanimous in the choice of the suggested cover marked "A" for the December NA News Letter for this year. If you approve, immediate arrangements will be made to have the necessary copies of this cover prepared.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 232/btk

Attachment

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

JAS:fd

RECORDED - 129

INDEXED - 129

EX-831

66-2554-970

65 OCT 29 1951

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

10/29/51

SECURITY COMMISSION

TRAINING PLAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/10/92 BY SP-5 CJS/STK

Twenty-two Bureau employees are trained in
Fingerprinting, 150 as first class instructors. Twenty-
one of these employees are still assigned to the Bureau.
They are required to do some teaching before 10/31/51,
or their teaching certificates will expire.

There is a need to train additional Bureau employees
in first class work in connection with our plans. Each course
lasts for 24 hours. Bureau employees who have been trained
as instructors will do the teaching of additional classes in
first class.

RECOMMENDATION

The Security Conference on 10/20/51, consisting
of Rogers, Tamm, Parsons, John D. J. Edwards, Security,
Coffey, Glavin, Ladd, Nichols and Tracy unanimously
recommended that there be held, beginning at an early date,
one class for 60 employees in the Justice Building and one
class for 60 employees in the Identification Building.
These classes will be held from 8:00 a.m. until 12:00 noon
on Monday, Wednesday and Friday of each week until the
required 24 hours of instruction have been completed.

If approved, the attached memorandum to Bureau
officials sets forth the details of this training which will commence
October 31.

Respectfully,
for the Conference

Handwritten initials

Slide given
RECORDED - 129
INDEXED - 129

66-2554-9171
Handwritten notes and initials

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

OCT 29 1951

THE DIRECTOR

10/21/51

EXECUTIVES CONFERENCE

MEMORANDUM OF SA ALESSIO SAVIOLO
NEW YORK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CIB/AT

The Executive Conference of October 13, 1951, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference considered the suggestion of Alessio Saviole, Special Agent, New York Office, to the effect that in files consisting of more than one section, the green sheets be retained at the top of the first section of the file. The suggesting agent offers the view under the belief that this would eliminate the necessity of removing all serials from the first section of the file in order to take out bulky exhibit green sheets presently maintained at the bottom of the first section of the file. The suggesting Agent bases his belief on the practice that bulky exhibit green sheets must be taken from the file every time an item is to be entered on the green sheets.

It has been the Bureau's practice to prepare bulky exhibit green sheets in duplicate, the carbon copy being affixed to the outside of the bulky exhibit package and the original remaining on the bottom of the first section of a file permanently. The suggesting employee has overlooked the fact that once a green sheet is placed in a file it is never necessary to remove it. As exhibits are returned, longhand notations are placed on the green sheet in the file. If an exhibit is to be added, an additional green sheet will normally be prepared. However, if circumstances arise, an additional entry may be made by longhand to an existing bulky exhibit green sheet.

If the suggestion were put into effect it would mean that all bulky exhibit green sheets would be maintained at the top of each file and until such time as the first section of the file was closed and the second section begun the green sheets would have to be removed every time an item of any nature was added to the file or serials were charged out to employees. If this particular procedure were not adopted, the green sheets would remain at the bottom of the first section of the file as at present and that when the first section of the file was closed to commence a second section all of the green sheets would at that time have to be removed to the top of the first section.

cc: Messrs. Mohr & Ladd RECORDED 129

INDEXED 129

66-2554-9724

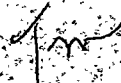
- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Belmont _____
- Laughlin _____
- W.C. Sullivan _____
- Tele. Room _____
- Nease _____
- Gandy _____

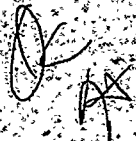
Consequently, no work or effort could be saved through the adoption of the suggestion and it would mean that bulky exhibit green sheets might be found in two places in the file rather than one as at present. Thus, adoption of the suggestion would add to confusion.

The Conference was unanimously opposed.

Attached hereto for the Director's signature is a letter of thanks to Special Agent Tavelic.

Respectfully,
for the Conference


Clyde Tolson



- Nelson _____
- Add _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Liden _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

THE DIRECTOR

October 19, 1951

THE EXECUTIVES' CONFERENCE

~~SECURITY INDEX~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY sp-5/cj/DF

On October 19, 1951, the Executives' Conference consisting of Messrs. Tolson, Ladd, Mason for Clegg, Callahan for Glavin, Harbo, Nichols, Rosen, Tracy, Mohr, Goarty and Belmont considered the question of whether closed Security Index cases should be reopened at such time as summary type reports and the subsequent yearly reports are rendered by the Field, or whether they should remain in a closed status and be followed by administrative tickler.

Inspector H. B. Long, during the inspection of the Minneapolis Division, advised that there is some confusion in the field as to whether cases on Security Index subjects employed in vital facilities should be reopened each six months at the time that the employment in the vital facility is verified and the appropriate Armed Forces agency is advised of the correct status of the subject by investigative report. Mr. Long recommended that the cases be reopened each six months for the purpose of verification and thereafter closed when the investigative report is written.

We have recently instructed the field to submit summary type reports on all Security Index subjects, regardless of whether they are employed in a vital facility, and to submit yearly reports thereafter. Therefore, the problem pointed out by Inspector Long exists in connection with all Security Index subjects and not just those employed in vital facilities. Heretofore, we have instructed the field that when they verify the current address and employment of Security Index subjects each six months, the case should be followed by administrative tickler and not be reopened or carried in a pending inactive status unless it falls in a specialized group, such as Key Figures. However, by SAC Letter Number 95 dated September 22, 1951, the field was instructed to follow cases for the yearly summary reports by administrative ticklers. They were instructed that these cases should be reopened upon the summary reports become due, re-evaluated in light of existing instructions and brought up-to-date to determine the subject's current activities.

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

cc - Mr. Clegg
Mr. Mohr

RECORDED - 129

INDEXED - 129

166-2554-9173
OCT 23 1951
16

Attachment
AUB: tlc:mjt

EX-83

[Handwritten signatures and initials]

OCT 27 1951

Executives' Conference
Recommendation:


The Executives' Conference was of the unanimous opinion that as it is necessary to conduct research, and in many instances investigation, prior to preparing the required reports, and further to insure the proper administrative handling and following of these cases, it is desirable to reorgan these cases at the appropriate time and assign them to Agent personnel for handling. After the required reports are submitted, the cases should again be closed and subsequently followed by administrative tickler.

We will continue to follow our past procedure of maintaining specialized cases such as Key Figures, Top Functionaries, etc., in a pending-inactive status, as there is need for continued investigative attention in these cases.

In order that we can be sure that the field is following Bureau instructions requiring the submission of summary type and investigative reports in Security Index cases, the Conference recommended that during both official inspections by Bureau inspectors and self-inspections in the field, the Inspector be required to check the files on all Security Index subjects for the purpose of ascertaining whether reports are being submitted at the required intervals.

In the event you agree, the attached SAC Letter advises the field that this procedure is to be followed and the Training and Inspection Division will issue appropriate instructions to Inspectors.

Respectfully,
Per the Conference


Clyde Tolson

THE DIRECTOR

10/24/51

EXECUTIVES CONFERENCE

SUGGESTION OF SA VINCENT J. ASCHERL
LOS ANGELES DIVISION
RE: ABBREVIATION FOR "SECURITY INFORMANT"

The Executives Conference of 10/23/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the suggestion of SA Vincent J. Ascherl of the Los Angeles Office that the words "Security Informant" be abbreviated to the letter "S." In report writing all informants are designated by the alphabetical letters denoting the Field Office supervising the informant and by a numerical designation identifying specifically that informant.

There is a need for distinguishing Criminal Informants from Security Informants. This need has been realized in the past by showing the words "Security Informant" as follows: "Los Angeles Security Informant [redacted]" The Conference unanimously felt that it is desirable to abbreviate "Security Informant" by the letter "S." Thus the informant mentioned above would be designated in report writing as: "LA - S [redacted]." This would immediately show that he is an informant of the Los Angeles Office in the Security field and that he is known as [redacted].

The Conference also felt that, since there might be an occasion where some Agent or typist will overlook the inclusion of the letter "S," the letter "C" should be added for all Criminal Informant designations to prevent any confusion. Thus a Criminal Informant would be designated as [redacted].

b7D

The Conference also felt that Potential Security Informants should be denoted by the letters "PS" and Potential Criminal Informants should be abbreviated in correspondence as "PC."

The Conference is in unanimous accord relative to these matters and recommends favorably that the attached letter of thanks to Agent Ascherl be presented to the Director for signature, along with the attached proposed Bureau Bulletin.

Respectfully,
For the Conference

RECORDED - 129
INDEXED - 129

Glyde Tolson

Attachments
cc-Mr. Mohr Mr. Clegg
EDM:DMC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/82 BY SP-8/SCB/DAE

[Redacted]
[Redacted]
(u) [Redacted]
as w:
Testified

b7D

APB

CONFIDENTIAL

The Director

October 24, 1951

The Executives Conference

**EMERGENCY POWER SUPPLY
SEAT OF GOVERNMENT**

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/btc

On October 22, the Executives Conference consisting of Messrs. Ladd, Mohr, H. L. Edwards, Clegg, Gearty, McGuire, Glavin, Rosen, Belmont and Parsons considered the purchase and installation of emergency generators to supply power for essential operations in the event of a power failure.

The Conference was advised that a survey had been made by the Laboratory and that Mr. Glavin had endeavored to arrange with General Services Administration for emergency generators and found that GSA would not install any emergency power supply.

There is presently installed a small emergency generator which is now able to supply power for the Washington Field Office voice transmitter. This transmitter is located on the eighth floor of this building. It was proposed that the Bureau purchase one 15 kilowatt emergency generator to supply the Teletype Room and Code Room to permit operation of teletypes, automatic encoding machines and the emergency CW radio station in the event of a power failure. This generator would cost approximately \$2,400.

It was further proposed that one 25 kilowatt generator be purchased and installed to supply power to the Switchboard Room, for office machines in the Director's Office, and a limited amount of lighting in the offices of the Director, Mr. Tolson, Mr. Ladd and Mr. Nichols. This generator would cost approximately \$2,750.

The Conference also considered the desirability of purchasing a 10 kilowatt generator to supply emergency power to the Statistical Section in the Identification Building. However, it was considered that the IBM machines used on the Security Index are primarily for the purpose of keeping the Index up to date and that in an emergency the Security Index periodically brought up to date and maintained in this building would be adequate, and the lack of emergency power in the Identification Building would not interfere with immediate operations in an emergency.

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

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

DJP:VH

RECORDED - 129
INDEXED - 129

EX-831

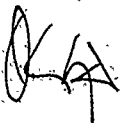
66-2574-9175

Memorandum for the Director

The Conference unanimously recommends the purchase of the 15 kilowatt generator to supply power to the Teletype and Code Rooms and a 25 kilowatt generator for supply to the Switchboard Room and electrical machines in the Director's Office, and a limited amount of lighting in the offices of the Director, Messrs. Tolson, Ladd and Nichols. These machines will cost a total of approximately \$5,150 plus an estimated cost of about \$500 for the necessary wiring in this building.

The Conference unanimously recommends against the purchase of a generator to supply emergency power to the Statistical Unit in the Identification Building at this time.

Respectfully,
For the Conference


Clyde Tolson

10/26/51

EXECUTIVE CONFERENCE
UNIT OF FIREARMS

The Executive Conference of October 2, 1951, consisted of Messrs. Tolson, Callahan, Tracy, Ladd, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference considered the suggestion of SAC U. G. Foster, Indianapolis, that the Bureau prepare a film to show the limitations and capabilities of the .30 caliber rifle, the 12 gauge shotgun, the Thompson submachine gun, the gas gun, and the revolver.

It was the idea of E. F. Foster that this film would be interesting to various police departments. The Conference felt because of the cost, the fact that few benefits would accrue to the Bureau plus the fact that capabilities of these weapons can be adequately demonstrated through charts, lectures, and actual use that no motion picture along these lines should be prepared by the Bureau.

If the Director approves, there is attached hereto a letter to SAC Foster.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/72 BY SP-5 CIB/BJ

Respectfully,
for the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Ladd

ED:atp

SUGGESTION 112

RECORDED - 129

INDEXED - 129

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

OCT 27 1951

ETP

66-2554-9476

cc: Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Price
Mr. Martin

The Director

The Executive Conference

2238

October 21, 1951

~~EXPLICITLY AND PRESSED CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/10/92 BY SP-5/BJD

PURPOSE:

To recommend liberalizing our restriction on releasing of information as to juveniles.

POLICY:

SAC Letter #71, July 29, 1951, which dealt extensively with publicity and press releases contains a section "Things to avoid in press releases," under which is the restriction, "Reference to juveniles."

OBSERVATION:

On August 31, 1951, we found it necessary to issue a wanted flyer on a juvenile 17 years of age under a Unlawful Flight to Avoid Prosecution - Murder charge. The individual possessed a prior arrest record and killed an individual in Jacksonville, Florida, when surprised burglarizing the deceased's residence.

RECOMMENDATION:

In line with the Director's comment that there is no reason to shield boys 15 years and older who commit violent crimes, there is attached hereto a proposed SAC Letter to outline a policy as to when the identity of juvenile subjects may be released to the Press provided proper clearance is obtained from the Bureau.

Unanimously approved by the Executive Conference today with Messrs. Glavin, Parsons for Harbo, Tolson, Goetz, Mason for Clegg, Laughlin, Mohr, Tracy, Ladd and Packer in attendance.

Respectfully,
For the Conference

RECORDED - 134

INDEXED - 134

Glynn Tolson

66-2554-9177
NOT RECORDED
145 OCT 27 1951

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

Mr. Clegg
Mr. Mohr
104
2

HANDLED BY
SOP DESK

EX-79
[Handwritten initials]

ORIGINAL COPY FILED IN 64-7-3-700

THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

SUGGESTION OF SA [redacted] FORM TO BE USED IN THE MOVEMENT OF FILES

b6
b7c

The Executives Conference on 10/18/51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason present, considered the suggestion of SA [redacted] that a form be utilized by clerks in field Offices whenever a clerk has a need to remove a file from an employee's work box. The idea is to leave the form in place of the file so that the employee who originally had the file will know of its removal and new location.

For record purposes the form suggested is reproduced below:

DATE _____

FILE TAKEN FOR _____

_____ HAS REQUESTED FILE. ROUTE AS SOON AS POSSIBLE.

RETURN FILE TO _____

PLEASE KEEP ALL OF YOUR FILES IN FRONT OF YOUR DRAWER WITH NOTES AND ROUGH DRAFTS DETACHED.

_____ HAS FILE # _____ YOU REQUESTED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/20/02 BY SP-9-CEJ/DEF

RECORDED - 38

HAS FILE #

OCT 26 1951

INDEXED - 38

EX-105

2554-9778
KASIN

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

Attachment

cc-Mr. Mohr & Mr. Clegg + [initials]


EDM:DMJ

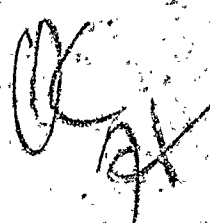
63 OCT 30 1951
HANDLED BY
SPE DESK

Memorandum for the Director

The Executives Conference carefully studied the form and felt that there was no need to establish another form; that where notes were necessary an employee could leave an appropriate message on a sheet of paper without being limited to the 5 items listed on the form, and if the Director agrees with the views of the Conference that the form is not desirable, the attached letter should go forth to Inspector T. E. Naughten advising him to see that the Baltimore Division discontinues the use of this form.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

SUGGESTION OF [REDACTED] CHIEF CLERK
ALBUQUERQUE OFFICE
CERTAIN FORMS USED ONLY IN FIELD OFFICES
BE CUT ON STENCILS AND RUN OFF ON
MIMEOGRAPH MACHINE AS NEEDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 cph

b6
b7c

On 10/18/51, the Executives Conference, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason present, considered the suggestion of [REDACTED] of the Albuquerque Office, which was received in the Training and Inspection Division on 10/15/51. Mr. [REDACTED] idea is that the present practice of the Bureau's printing up certain forms and dispatching them to the Field be discontinued as a means of saving postage and eliminating the necessity of the Field's requisitioning these supplies from the Bureau.

Specifically, [REDACTED] mentioned a number of forms, including File Charge-Out Slips, Daily Reports for Agents, Field Office Registers, Teletype Forms, Stop Notices, Mail Cover Forms, Complaint Forms, Automobile Registers, Stenographers' Daily Reports, and a number of other forms.

The Executives Conference felt that the idea was impractical; that it was cheaper for the Bureau to prepare these forms and let the Field requisition them as needed; that greater uniformity would exist throughout the Field by continuing the present practice, rather than permitting each Field Division to stop its regular work for the purpose of mimeographing forms when needed.

The Conference was unanimously opposed to the idea. If the Director agrees, there is attached for signature a letter to Mr. [REDACTED] thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

- Tolson _____
- Ladd _____ Attachment
- Clegg _____ cc-Mr. Mohr
- Glavin _____ Mr. Clegg
- Nichols _____
- Rosen _____ EDM:DMG
- Tracy _____
- Harbo _____
- Alden _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 121

INDEXED - 121

EX-79

OCT 26 1951

HANDLED BY
STOP DESK

58 OCT 31 1951

my

The Director

October 1951

The Executives Conference

Retention of Search Slips
On Outside Source Mail

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 cjh

The Executives Conference of 10-19-51 consisting of Messrs. Tolson, Nichols, Gearty, Mason for Clegg, Rosen, Ladd, Belmont, Mohr, Tracy, Callahan and Harbo considered a suggested memorandum for all Bureau officials and supervisors prepared by the Records Section. This memorandum requested all supervisory personnel who have had search slips prepared in handling outside source mail leave such search slips attached when returning the mail to the Records Section for filing. The supervisors are being requested to so indicate on the search slip in the event any of the references listed are identified as relating to the correspondent or the subject of the communication. This will obviate rechecking the indices by the Records Section.

No change is being made in the present rules or practices with reference to the actual filing of the search slips. The Records Section will continue to file the search slips automatically where this has been done in the past in connection with certain name checks and summary memoranda. Search slips sent to the Records Section with outside source mail as discussed herein will not be filed unless the supervisors mark "file" on the search slips, but will be destroyed after they have served their purpose in the Records Section.

The Executives Conference was unanimously in favor of the suggestion made by the Records Section.

If you agree it is recommended that the attached memorandum for all Bureau officials and supervisors be approved.

Respectfully,
For the Conference

Clyde 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

HANDLED BY
SP-5 [Signature]

RECORDED - 121

INDEXED - 121

63 OCT 31 1951

166-2554-980
OCT 26 1951

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im
THE DIRECTOR

10/18/51

EXECUTIVES CONFERENCE

SUGGESTION OF MESS [redacted]
BALTIMORE OFFICE

~~STAMPED NOTATIONS BE PERMITTED ON
FIELD/FILE COVERS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/10/70 BY SP-5 CDM

On 10/18/51, the Executives Conference consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason. The Conference considered the suggestion of Miss [redacted] that permission be given the Baltimore Office to use a rubber stamp in marking the outside of file covers as "RUC," "Closed," "Dead," or "Pending Inactive."

b6
b7c

The Conference bore in mind that an earlier suggestion made along this line had been received from SA Fred S. Bauknight of the Baltimore Division on 6/25/51, and that this was carefully studied by the Bureau and turned down because of numerous objections, including the fact that the use of ink or stamps showing the status of files has been considered again and again with the net result that the Bureau feels the current practice of marking the status of files in pencil is by far the most satisfactory.

If the Director agrees, the attached letter should go forth to Chief Clerk [redacted] of the Baltimore Office, advising her that her suggestion is not being adopted.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED - 32

INDEXED - 32

166-2534-918
OCT 25 1951
11 26

EX-166

HANDLED BY
STOP DESK
11/21/51

- Tolson _____
- Belmont _____
- Mohr _____
- Glavin _____
- Tracy _____
- Parsons _____
- Nease _____
- Harbo _____
- Quinn Tamm _____
- Tele. Room _____
- Holloman _____
- Gandy _____

NOV 1 1951

THE DIRECTOR

10/23/51

EXECUTIVES CONFERENCE

First Aid Training

FIELD FIREARMS INSTRUCTORS
BE TRAINED IN FIRST AID

The Executives Conference of 10/23/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the suggestion of Inspector C. W. Stein that all Quantico Firearms instructors be trained in First Aid.

Each Field Division already has 25% of its personnel trained in First Aid by the American Red Cross and there are an ample number of Red Cross instructors to handle this training. The standard First Aid Training Course lasts 24 hours.

The Conference unanimously approved the suggestion. If the Director agrees, there is attached an SAC Letter.

Respectfully,
For the Conference

[Signature]

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 8-5010

RECORDED - 129
INDEXED - 129

66-2534-9182
[Handwritten signature]

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

52 OCT 29 1951

The Director

10/23/51

The Executives Conference

ANSWERING CORRESPONDENCE FROM PROSPECTIVE APPLICANTS

The Executives Conference on 10/22/51, consisting of Messrs. Ladd, Parsons, Mohr, H. L. Edwards, Gearty, McGuire, Glavin, Rosen, Belmont and Clegg considered the matter of reducing correspondence in Field Offices and unanimously recommended that the Field be instructed that upon receipt of requests for application forms, these forms be placed in a properly addressed envelope, with no letter of transmittal, and that the requests for the application forms not be retained in the Field Office.

If approved, there is attached hereto an SAC letter accordingly.

Respectfully,
For the Conference

Clyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/72 BY SP-5 a/bk

RECORDED - 276-2554-9183

OCT 29 1951

INDEXED - 27

EX-83

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

cc: Mr. Mohr
Mr. Clegg

HEC: LHW

7204

57 OCT 30 1951

The Director

September 29, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP5 CIB/K

The Executives Conference of September 26, 1951, consisting of Messrs. Laughlin, Gearty, Parsons, Rosen, Ladd, Belmont, Mohr, Mason, Tracy and Glavin was advised that a communication had been received from Mr. S. A. Andretta, Administrative Assistant, Attorney General, dated September 18, 1951, with which he attached a copy of a letter addressed to Honorable James Howard McGrath from Jess Larson of the General Services Administration concerning the procurement of filing cabinets.

It was pointed out to the Conference that Mr. Larson, in his communication, pointed out that GSA had asked the Department of Justice by Personal Property Management Regulations Number 2, issued on August 24, 1950, to assist in the conservation of critical materials. It was asked in that communication to hold purchases of filing equipment to a minimum and to reduce the inventories of such equipment. It was also requested to release any unneeded equipment as excess for Government-wide utilization. Mr. Larson, in his communication to the Attorney General, pointed out that during the past year the expanding defense program has made the need for conserving filing equipment even more pressing.

He requested that all Federal agencies intensify their Equipment Conservation Program. He pointed out that the Department of Justice has unfilled requisitions for a total of 107 new steel filing cabinets. Among those orders are two small orders listed for the FBI for 6 cabinets each. The remainder of the outstanding orders are for other divisions of the Department of Justice. He recommended in connection with the Conservation Program that the Department take the following steps:

1. Dispose of all records that have been authorized for disposal by Congress, thus freeing filing equipment in your agency. Where such authorization has not been obtained, prepare and obtain authorized disposal schedules with the assistance of the National Archives and Records Service.
2. Remove office supplies, publications, and other non-record material from filing cabinets to more suitable storage equipment.

3. Transfer to the Federal Records Center, to the extent

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CC: Mr. Mohr
CC: Mr. Clegg
ERG:or

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INITIALS ON ORIGINAL

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RECEIVED
FEB 13 1951

STANDARD FORM NO. 64

for the reference
of the Bureau

Glavin advised that he is having a representative of his office check with the various divisions concerning this matter so that the appropriate Bureau can be contacted without delay.

It was also suggested that a review of the use of these cabinets be made to determine whether they could be released for use at this time.

The conference was advised that each division should make a check of cabinets assigned to those divisions to determine whether transfer cases could be utilized for the housing of some of the material in these cabinets. (The transfer case is a one-drawer metal case, sometimes made of other material, for the housing of indices records.)

Andretta, in his cover memorandum, stated that it was the view of his office that the Department of Justice has an adequate supply of filing cabinets available provided they are completely utilized and accordingly no new filing cabinets should be requested until the steps suggested by the General Services Administration have been followed. After these steps have been followed if it still appears that additional cabinets are needed the requisitions will be filled by transfer of excess filing equipment rather than the purchase of new equipment.

He further suggests that he be advised of the revised requisition of the Department of Justice month by month through December 1951. The requirements will be met by providing used steel or wood cabinets, also transfer cases, in lieu of new purchases to the extent that such made equipment is available. He stated that meanwhile they are deferring further action on the Department of Justice requisition until they hear from the Department.

4. Shift less active files, not transferable to the Federal Records Center, to wood cabinets or transfer cases when they are available within hour agency, utilizing steel filing cabinets only when files are especially active.

That it can make facilities available, inactive records not needed in daily business but not yet ready for disposal, when filing equipment in your agency can be released thereby.

Memorandum for the Director

THE DIRECTOR

10/25/51

EXECUTIVES CONFERENCE

DESTRUCTION OF FILES 25 YEARS OLD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/10/92 BY SP 50/BH

The Executives Conference on 10/23/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the procedure presently followed in the destruction of files 25 years old.

The Joint Committee and the Executives Conference, in March 1946, recommended and the Director approved destruction by SACs of files when the file has become 25 years of age. The Field was advised by Bureau Bulletin on June 26, 1946, of this authorization. The Field was instructed that, when a file is destroyed, the index cards relating thereto shall be marked with a stamp stating "File Destroyed - 1946." The idea was that this would make it possible at a later date to purge from the index those cards relating to destroyed files and in the interim would flag the Field Office that data on that particular subject could be obtained from original reports in the possession of the Seat of Government.

No provision was made nor were any instructions sent to the Field as to how to record which files were destroyed. For instance, if a subject's name was known, it would be easy to find out whether the file had been destroyed by consulting the alphabetical indices. On the other hand, a perusal of the closed files might well reflect in one drawer that the following files are present: 26-106; 26-107; 26-108; 26-110. The question would immediately arise as to what became of file #26-109. There would be no way of ascertaining the subject of this file so that the alphabetical index could be consulted. There would be no way of knowing whether the file is missing or has been destroyed.

The Conference of October 23, 1951, felt that some record should be made of destroyed files.

The majority of the Conference suggested that a list of "Files Destroyed" be prepared for each classification and that this list be filed at the very commencement of each of the 133 classifications in each Field Office. Of course, no list need be prepared until some files are destroyed in that classification.

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- Nichols
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- Tracy
- Harbo
- Allen
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Nease
- Gandy

cc-Mr. Mohr
Mr. Clegg
EDM:DMF

Laguer
Direct to please list
members voting

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KIM

58 OCT 31 1951

EX-83


Memorandum for the Director

The minority, consisting of Messrs. Mohr and Mason, felt that the entire file should be destroyed, but that the file front cover should be retained in its usual place in the file drawer and that it should be marked "File Destroyed" so that it would be apparent at a glance without reference to any list which files were destroyed.

The minority view has the advantage of making supplemental lists unnecessary. It has the disadvantage of file fronts taking up more space than a list of destroyed files. To really stretch the imagination, it has a disadvantage in that if the file front itself became misplaced there would then be no record of the file having been destroyed.

Based on the Director's decision, appropriate instructions will be issued to the Field in order that SACs and Inspectors will have a guide.

Respectfully,
For the Conference


Clyde Tolson

The Director

October 23, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/19/72 BY SP-5CJ/DK

The Executives Conference of October 23, 1951, consisting of Messrs. Tolson, Gearty, Mason, Ladd, Belmont, Mohr, Harbo, Tracy, McGuire for Nichols, and Callahan for Glavin, considered the attached proposed memorandum to all employees concerning the Federal Employees' Pay Act increase recently approved by Congress.

For the Director's information, this points out that arrangements are being perfected to place this increase into effect within the pay period beginning October 23, 1951, so that all bi-weekly salary checks received for that or subsequent pay periods will contain the new increased salary rate and in addition the withholding tax will be at the new tax rate. For the period from July 8, 1951, the effective date of the Act, through October 27, 1951, supplemental salary checks are being drawn for each employee providing a lump sum payment, these checks to be dated prior to October 31, 1951, and therefore withholding tax will be at the old tax rate. Thereafter other necessary adjustments will have to be computed on each individual employee for adjustment of overtime payment, night differential and holiday payment and any salary changes occurring during the period July 8, 1951, through October 27, 1951, these changes to be processed and computed and the employees to be notified by furnishing them a form explaining the adjustments at the time the adjustments were taken on the check received by them.

The Conference was further advised that in order to accomplish the above it has been estimated that the Machine Accounting Unit, where a heavy volume of this work falls, will require the services of 10 employees for 30 hours each covering a period of 3 weeks in order to accomplish their phase of this work for a total of 300 additional man hours over and above the present 48-hour week. Also, the Payroll Preparation Unit of the Administrative Division will require the services of 23 employees working an additional 2 hours of overtime per day for a period of 3 to 4 months in order to handle the computations on the necessary adjustments to overtime, night differential, etc. The estimated cost of the above additional overtime above our present 6-day week would be \$11,000.

The Conference unanimously recommended that payment for the

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- Nichols _____
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- Aiken _____
- Belmont _____
- Laughlin _____
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- Tele. Room _____
- Hess _____
- Gandy _____

cc: Mr. Mohr
Mr. Clegg
HSC:er

10-23-51
[Handwritten signature]

Memo for the Director

above necessary additional overtime be approved and that the attached memorandum to all employees go forward.

Respectfully,
For the Conference

Glyde Tolson

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THE DIRECTOR

10/26/51

EXECUTIVES CONFERENCE

DISCONTINUANCE OF DAILY REPORTS

The Executives Conference of October 26, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Winterrowd, Belmont, Gearty, Tracy, Glavin, and Mason considered the request of the SAC at Norfolk to discontinue the submission of daily reports from the Chief Clerk of the Norfolk Office inasmuch as his office is small.

2-2-a of the Manual of Rules and Regulations requires a daily report from every field clerical employee and from each Chief Clerk.

The Conference unanimously opposed any exception to this rule.

Attached is a letter to Norfolk so advising.

Respectfully,
For the Conference

Clyde Tolson

Dot Mr. Mohr
Mr. Clegg

WAT:atp

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 8-50107

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The Director
The Executive Conference

October 25, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 cph

The Executive Conference of October 24, 1951, consisting of Messrs. Tolson, Tracy, Parsons (for Harbo), Mohr, Ladd, Rosen, Mason (for Clegg), Gearty, Laughlin, Sizoo (for Nichols) and Glavin, considered the attached suggested communication to all investigative employees concerning the advance of funds for subsistence for official travel and recommended its approval. The Conference also recommended approval of suggested form letter to be utilized in connection with these particular advance funds, one which would be addressed to the agent securing the advance, the other addressed to the Administrative Assistant and Attorney General requesting that the voucher for the subsistence advance be placed in line for payment.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Attachment

CC: Mr. Mohr
Mr. Clegg

WRC:dlb/or

- Tolson _____
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EX-83

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THE DIRECTOR

10/25/51

EXECUTIVES CONFERENCE

ASSIGNMENT OF CASES
TO SPECIAL EMPLOYEES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/91 BY SP-5 C/DK

On 10/23/51, the Executives Conference consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the inquiry of the Milwaukee Office contained its memorandum of October 15, 1951, as to whether cases may be assigned to Special Employees. The past practice has been not to assign cases to Special Employees even though those cases may have consisted entirely of record checks which would be handled completely by a Special Employee. In such instances cases would normally be assigned to a Special Agent, a Supervisor, or the SAC.

It was pointed out to the Conference that a few days ago the Conference recommended favorably to the Director that salary grades for Special Employees be "upped" and that Special Employees in Grades GS-9 and GS-10 be permitted to do routine investigative work. This procedure would make it highly desirable to assign cases to the actual Special Employees doing the investigative work.

The Conference of October 23, 1951, felt it also desirable to assign cases to those Special Employees in the lower grades wherever the work involved is such that it falls within the scope of authority granted that Special Employee by the Bureau.

If the Director approves the assigning of cases to Special Employees, this being purely an administrative matter, the attached SAC Letter should be signed.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg
EDH:DMG

RECORDED - 18

INDEXED - 18

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OCT 31 1951

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THE DIRECTOR

10/25/51

EXECUTIVES CONFERENCE

MAINTENANCE OF AGENTS' DAILY REPORTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 c/bw

On 10/24/51, the Executives Conference consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Lohr, Ladd, Rosen, Gearty, Laughlin and Mason.

The Conference considered the suggestion of ASAC J. R. Malley of the Houston Office to the effect that a revision be made in the present arrangement for the maintenance of Daily Reports in the Field.

It was pointed out to the Conference that Section 6D (h) of the Manual of Rules and Regulations requires that Agents' Daily Reports be fastened together by paper clips or staples and be maintained by months in date sequence, unbound, in the Agent's administrative file. During the Miami inspection it was found that Daily Reports in Agents' administrative files constituted a stack of papers 1" thick for the calendar year thus far.

The Miami Office was following the practice of leaving Daily Reports in the administrative file of each Agent for the current month and at the end of the month taking the reports out, fastening them together with an Acco fastener and then filing the Daily Reports monthly under each Agent's name.

The Conference unanimously recommended that this procedure be made available to the Field as a whole. If the Director approves, there is attached an appropriate revision for the Manual of Rules and Regulations and a letter to ASAC Malley thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

- Tolson
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- Nichols
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- Tracy
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Attachments

cc-Mr. Mohr

Mr. Clegg

EDM:DMC

RECORDED - 63

66-2534-9189
OCT 31 1951

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THE DIRECTOR

10/29/51

EXECUTIVES CONFERENCE

PREPARATION OF MEMORANDA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY 8-Scitnik

The Executives Conference of October 23, 1951, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered the request of the Washington Field Office contained in a memorandum of October 14, 1951, to the Bureau to the effect that, unless advised to the contrary, in the preparation of memoranda emanating from the Washington Field Office these documents will be shown as: "From: SAC, WFO." The idea behind this abbreviation is to save typing time. WFO is the abbreviation for Washington Field Office in common oral usage throughout the Bureau.

The Conference does not contemplate that any abbreviation will be utilized for other Field Divisions because of the confusion which would exist inasmuch as the other Field Divisions, with two or three exceptions, do not have commonly used and readily understandable standard abbreviations. The abbreviations utilized in teletypes are those devised by the Telephone Company and constitute almost a separate code.

Attached is a memorandum to the Washington Field Office.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

EDM - ATP:dmg

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OCT 31 1951

EX-130

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166-2554-9190

The Director

October 24, 1951

The Executives Conference

CHANGE OF CHARACTER IN CIVIL RIGHTS INVESTIGATIONS FROM "CIVIL RIGHTS AND DOMESTIC VIOLENCE" TO "CIVIL RIGHTS"

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP5 CIB/BJ

PURPOSE:

To recommend that the character of Civil Rights investigations be changed from "Civil Rights and Domestic Violence" to "Civil Rights."

BACKGROUND:

In 1939 the Department of Justice set up a Civil Liberties Section to handle civil rights matters, and according to correspondence, the Department since the early part of 1942 has referred to their section as the Civil Rights Section of the Criminal Division of the Department of Justice.

Our investigations under this character have steadily increased from seven in 1939 to over five hundred per year during recent years. The two main statutes are Section 241, Title 18, USC, entitled "Conspiracy Against Rights of Citizens," and Section 242, Title 18, USC, entitled, "Deprivation of Rights Under Color of Law." These statutes were designated to protect civil rights and privileges which are secured by the Constitution or the Laws of the United States.

Due to the close scrutiny given these cases and the continued wide-spread public interest exhibited, it appears that some question may arise in the mind of the public in regard to our classification of Civil Rights and Domestic Violence. One not familiar with the statutes, or the investigations which are conducted by us, could interpret our investigations under a Civil Rights and Domestic Violence character as including (1) Civil rights, and (2) Domestic Violence. As you know, our investigations are in regard to only civil rights. Domestic violence is usually thought of, in a broad sense, as local disorders arising out of riots, strikes, etc., and is not covered by Federal Statutes. Offenses commonly thought of as domestic violence are handled in local or state courts.

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cc Mr. Clegg
Mr. Mohr

Attachment

RECORDED - 15

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Memo for the Director

The term "Domestic Violence" does not appear in the Civil Rights Statutes; however, Chapter 13 of Title 18, USC, under which the Civil Rights Statutes are listed is entitled "Civil Rights." Sections 241 and 242, Title 18, USC, have been checked back through the U. S. Code and the Revised Statutes to the time of passage by the 41st Congress on May 31, 1870, and no pertinent information was obtained. The original Act was entitled "An Act to Enforce Rights of Citizens of the United States and the Several States of this Union and for Other Purposes."

The Section entitled "Civil Rights and Domestic Violence" first appeared in the Manual of Instructions in 1943. A review of the early "44" cases indicates that they were mostly in regard to Ku Klux Klan matters. Beginning in June and July, 1937, some reports submitted under this classification contained a character of "Civil Rights and Domestic Violence" (44-174 and 175). Prior to 1937, we used such characters as "Civil Rights," "Deprivation of Civil Rights," and "Civil Liberties Matter." A review of the early "44" cases failed to show why we have used the present character and a search of the general indices under "Civil Rights and Domestic Violence" has also failed to provide any background information of value. There was also no indication as to why this character was used when the section first appeared in the manual.

A review of our policy file including memoranda dating back to July 28, 1939, concerning these investigations, at which time our policy was established, as well as communications with the Department back in 1938 and 1939, at which time we started conducting these investigations on a large scale, failed to reveal any pertinent information. A review was also made of Bureau Bulletins issued in 1937 and 1939 and nothing of value was found. In all the above-referenced research, no reference was made to "Domestic Violence." It appears that the character was more or less arbitrarily designated "Civil Rights and Domestic Violence" and since this section first appeared in the Manual of Instructions in 1943 we have uniformly carried our investigations under this character.

RECOMMENDATION:

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Since the term "Domestic Violence" does not serve any useful purpose and in fact may be misleading and confusing, it is recommended that the character of our investigations be changed to "Civil Rights." It will still be carried as a "44" classification.

Memo for the Director

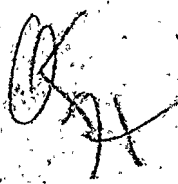
SECRET

If you approve, there is attached hereto a Bureau Bulletin to be issued to all investigative personnel.

It is suggested that this memorandum also be routed to the Training and Inspection Division so that the appropriate changes may be made in the FBI Handbook and the Manual of Instructions. If the change is approved, an appropriate memorandum will be designated to the Department advising them of the change in character.

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

Respectfully,
For the Conference


Clyde Tolson

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

October 31, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/cjv

The Executive Conference of October 20, 1951, consisting of Messrs. Ladd, Parsons, Mohr, Tracy, Belmont, Gearty, Mason, Winterrowd and Glavin was advised that the Administrative Division has again checked with Dr. Bruce, automotive expert at the Bureau of Standards concerning the use of Frestone Motor Oil in Government vehicles.

The Conference was advised that this matter was brought up before the Conference on August 1, 1951 at which time it was pointed out that appropriate inquiry had been made at the National Bureau of Standards which revealed this synthetic motor oil is in an experimental stage and is being sold in certain areas of the country to test public reaction. It was stated that inasmuch as this oil is in the experimental stage, it is not recommended for use in Government vehicles at the present time. The representative of the National Bureau of Standards stated that he thinks this type of oil has possibilities. It was suggested at the Conference of August 1, 1951, that this matter be again considered three months thereafter.

It is pointed out to the Conference that Dr. Bruce of the National Bureau of Standards advised the Administrative Division he could not recommend the use of Frestone Motor Oil in Government vehicles at this time, that perhaps one or two Government agencies might be using this oil but only for experimental purposes.

The Conference recommends therefore that an additional 60 days pass before further consideration is given to the use of this oil in Bureau-owned vehicles and at that time, further inquiry will be made of the automotive experts of the National Bureau of Standards to determine whether tests have been sufficiently extensive to determine whether this synthetic oil should or should not be used in Government owned vehicles.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

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- Nichols _____
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- Alden _____
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- Mohr _____
- Tele. Room _____
- Holmes _____
- Gandy _____

cc - Mr. Clegg
Mr. Mohr

RECORDED - 153

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EX-141

66-3537-2092
NOV 1 1951

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THE DIRECTOR

10/31/51

EXECUTIVES CONFERENCE

FIVE-DAY WORK WEEK
IN-SERVICE CLASSES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/91 BY SP-5 CIB/BR

The Executive Conference of October 31, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Winterrowd, Gandy, and Mason.

The Conference considered the days of training to be provided in-service classes of Agents under the 5-day work week arrangement.

The Conference unanimously recommends that in-service classes convene on Mondays as in the past and that classes be held on Saturday of the first week at which time the class will be at Quantico. Half of the class will have Firearms Training and half of the class will have Major Case Problem.

The Conference unanimously recommends that Sunday of the first week be devoted to classes between the hours of 1 and 6 p.m. for the in-service Agents at Quantico. This time will be devoted to arrest problems as at present.

In-service classes will be dismissed at 4:30 p.m. on Friday of the second week.

The Saturday and Sunday work by Agents attending classes and by instructors will be compensated through compensatory leave. This is the same procedure followed when the Bureau was previously working a 5-day week.

If the Director approves, there is an SIO letter attached.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

RECORDED - 78

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Gandy

MAA

Inspector T. E. Naughten (~~PERSONAL & CONFIDENTIAL~~)
c/o Baltimore Division

10/20/51

Director, FBI

FORM CONCERNING MOVEMENT OF FILES
IN THE BALTIMORE DIVISION

Reference memorandum of Mr. William L. Hornback, Jr. to you dated 10/10/51, concerning the form utilized by clerks in the Baltimore Division regarding the movement of files. You should see to it that this form is immediately discontinued.

Exec. Conference

EDM:DMG

(SUGGESTION #98 - considered unfavorably by the Exec. Conf. of 10/18/51, with Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty & Mason) EDM.

DECLASSIFIED BY *SP-5 CBT*
ON *4/10/92*

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THE DIRECTOR

10/29/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 C/T/MK

The Executives Conference on 10/29/51, consisted of Messrs. Callahan, Tracy, Parsons, Mohr, Belmont, Ladd, Winterrowd, Nease and Mason.

The Conference considered the suggestion of [redacted] of the San Juan Office that Field Offices upon receipt of Form O-1 from the Bureau make a longhand notation in the file as to the Bureau's file number in the event the Bureau's file number is not already contained in the Field file.

b6
b7C

Form O-1 is the follow-up or status inquiry from the Bureau advising the Field that a report is anticipated or that a deadline has been missed.

The thought behind the suggestion is that the recording of the Bureau file number in the Field file would make it possible for the Field to make reference to the Bureau file number in future correspondence and thus save some clerical time at the Seat of Government.

The Conference unanimously recommended approval of the suggestion. Attached for the Director's signature is a letter of thanks to Mr. [redacted]. No award is involved. Also attached for signature is a Bureau Bulletin.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc-Mr. Mohr
Mr. Clegg

- Tolson _____
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THE DIRECTOR

11/1/51

EXECUTIVES CONFERENCE

The Executives Conference on 11/1/51 consisted of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Belmont, Mohr, Winterrowd, Mason, Gearty and Nease.

The Conference considered the length of training of New Agents' Classes under the 5-day work week. New Agents' training currently lasts 14 weeks of 6 days each. Under the 5-day week program, the 14-week training schedule would be reduced by 14 days, or nearly 3 weeks.

The Training and Inspection Division presented proposed curricula for a 15-week, 16-week and 17-week course. The Conference unanimously recommends the adoption of the 16-week training course.

This can be handled by reducing slightly a number of various lectures and taking a minimum amount of time off the training on Manual of Rules and Regulations, which training itself lasts for 4 weeks.

If the Director approves, New Agents' Training Classes in the future will last 16 weeks and those 11 Classes now in training will have their schedule appropriately adjusted to permit departure at the earliest possible time, inasmuch as some classes have almost completed the entire training program.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/20/92 BY SP-5C/DJE

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

RECORDED - 26
INDEXED - 26

66-2554-9196

- Tolson
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THE DIRECTOR

11/2/51

EXECUTIVES CONFERENCE

SECTION 6 M
MANUAL OF RULES & REGULATIONS

The Executives Conference on 10/31/51, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Winterrowd, Gearty and Mason.

The Conference considered Section 6 M of the Manual of Rules and Regulations which requires that the Ticker Card Box be maintained in the office of the SAC.

The Conference felt that the Assistant SAC and Supervisors handling case assignments in the Field should keep their own ticklers on cases relating to their desks. The Conference unanimously recommended a Manual change.

If the Director agrees, the Manual of Rules and Regulations, now being rewritten, will be appropriately adjusted.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/10/92 BY SP-5 C. B. H. P.

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THE DIRECTOR

10/19/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 CIB/DA

The Executives Conference on 10/19/51, consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Mason.

The Conference reconsidered the matter of whether a Security Officer should be appointed to look after compliance with Executive Order 10290 in the FBI relative to the minimum standards for the classification, transmission and handling of certain security information. The Conference also considered in which division the Security Officer should be located at the Seat of Government, if the Director decides to appoint a Security Officer.

It is not required that the Director appoint a Security Officer. The Director is authorized by the Executive Order to delegate such functions and authority as he sees fit to insure the proper handling of classified security information. The Executive Order holds the agency head responsible for the entire program.

The idea of establishing a Security Officer originated in Mr. Ladd's memorandum of 9/27/51 and was later considered by the Executives Conference, it being thought that greater efficiency would be obtained if one person were held responsible for correlating all aspects of the program relative to the classification, transmission and handling of security information.

The Director will recall that this Executive Order pertains only to security information. Personnel information and data normally within the province of the Investigative Division are not involved at all in the program. It appears that the Domestic Intelligence Division and the Records Section of the Records and Communications Division will be the divisions at the Seat of Government most concerned with the program.

In the event the Director desires to appoint a Security Officer, it appears that his duties will fall along the following lines:

- (1) Prepare for the Director's signature instructions to the Field and Seat of Government concerning the present Executive Order and any amendments thereto.
- (2) Clarify questions which will arise from time to time as to procedures.

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cc-Messrs. Mohr & Clegg
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NOV 5 1951

INITIALS ORIGINAL

ORIGINAL FILED IN 100-1-17235-45

Memorandum for the Director

- (3) Decide as to what is and what is not security information.
- (4) Render opinions when disagreement arises as to the degree of classification ("Restricted," "Confidential," "Secret," and "Top Secret") which should be assigned to a particular document as determined from perusal of its text.
- (5) Be prepared, when called upon by the Director, to explain the operations of the program in the FBI, it being entirely possible that the Bureau may have to give an accounting at some future date.
- (6) Make periodic reports to the Director concerning the functioning of the program.

(The Executive Order does not require any reports. However, it is felt that the Director will wish to know of the FBI's status of compliance probably quarterly.)

- (7) Handle liaison with other agencies having problems relative to the classifying or de-classifying of security documents which emanated with the FBI.

It is noted that no agency receiving a communication from the Bureau can downgrade or de-classify one of our documents without prior FBI approval.

- (8) Ascertain that any future adjustments of procedure in the Records Section comply with the provisions of the Executive Order relative to the maintenance of files and records.
- (9) Check into operational phases in order to assure the Director of the FBI's proper performance.

This will include classification of documents in the Field; the proper handling of the FBI's courier or messenger service, delivering documents to other agencies; the proper safeguarding of confidential security information, etc.

The Executives Conference of 10/19/51, felt it desirable for the Director to appoint a Security Officer, although it should be noted that this is not a required act and is left to the Director's wishes.

Memorandum for the Director

The Conference of 10/19/51, also felt that this Security Officer should be an employee of the Training and Inspection Division. Mr. Mason disagrees, feeling that the Security Officer should be in the Liaison Unit of the Domestic Intelligence Division, inasmuch as the greatest volume of work will have to do with relations with other agencies. Documents not to be disseminated will not be marked for classification. The Department has already given blanket approval to the FBI's method of file maintenance.

At an earlier Executives Conference on 10/5/51, with Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Nichols, Gearty and Mason present, the matter of a Security Officer was discussed and at that time the majority of the Conference felt that a Security Officer, if appointed, should be assigned to the Training and Inspection Division. Messrs. Glavin and Clegg felt that the Security Officer should be in the Records Section.

It will be seen that the majority of the Executives Conference on 10/5/51 and the majority of the Conference of 10/19/51 felt that a Security Officer should be designated and it should be Mr. Clegg of the Training and Inspection Division since the Security Officer may be called upon to represent the Director in respect to his duties.

Respectfully,
For the Conference

Glyde Tolson

THE DIRECTOR

10/5/51

EXECUTIVES CONFERENCE

EXECUTIVE ORDER 10290

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 C. B. H.

The Executives Conference of October 5, 1951, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Egan, Nichols, Gearty, and Mason considered Executive Order 10290 prescribing minimum standards for the classification, transmission, and handling of official information relating to the security of the United States.

This Executives Conference consideration climaxed an earlier study by Inspectors Keay (Domestic Intelligence Division), Sizoo (Records Section), Mason, Mr. Sanders (Liaison Unit), and Mr. Fontz (Training and Inspection Division). This Committee made a detailed analysis of Executive Order 10290. The Order itself has already been sent to the Field. The Committee prepared the attached SAC Letter which clarifies certain portions of the Executive Order in its applicability to the FBI.

The attached SAC Letter was read verbatim to the entire Conference and was unanimously recommended favorably.

The Conference carefully considered the matter of establishing a Security Officer and this consideration followed the Assistant Directors having read the actual text of the Executive Order. Basically, the head of each agency is charged with all phases of the program under the Executive Order and is given the authority to delegate responsibility and authority as he sees fit. A Security Officer, if such is established for the FBI, would have the following general duties:

1. Prepare for the Director's signature instructions relative to the Executive Order and any clarification or amendment which will later be issued, interpret the Executive Order as it applies to existing or proposed procedures.

cc: Mr. Mohr
Mr. Clegg

EDH:atp

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2. Render opinions relative to classifying matters as to the degree of security classification which should be given a particular document based on its text in those instances when a disagreement or doubt arises.

3. Assume general responsibility for the over-all functioning of the program in the FBI under the Executive Order.

4. Be prepared when called upon by the Director to explain the operations of the program in the FBI, it being entirely possible the Bureau may have to give an accounting at some future date.

5. Handle liaison with any other agency concerning problems relative to the classifying or de-classifying of documents.

6. Check into operational phases in order to assure the Director that the Bureau is performing properly under the Executive Order.

The Conference considered that the greatest field of consideration necessary as far as the FBI is concerned would be the storage and retention of classified documents which normally come within the purview of the Records Section concerning which matter the Department has already expressed an opinion that our standards are satisfactory and exceed the minimum.

The Conference also considered that the Inter-Departmental Committee on International Security in the correlating and enforcement agency for this program in the Executive Branch and that relations with this group are usually handled through the Liaison Section. The Conference considered also the possibility of inquiries being received from other agencies as to whether certain documents could be downgraded or de-classified or should be upgraded and that such functions could well be handled by the Liaison Unit.

The Conference also considered that many angles of FBI operations under the Executive Order come within the field of training and also under the purview of operations and checks normally handled by the Inspection staff.

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Based on all of these considerations, the majority of the conference felt that if the Director desires to appoint a Security Officer he should be assigned to the Training and Inspection Division. There were two dissents:

Mr. Glavin felt that the Security Officer should be assigned to the Records Section of the Bureau and Mr. Mason felt that the Security Officer should be in the Liaison Unit of the Domestic Intelligence Division with all Divisions assisting in the program as it pertains to matters within their spheres of operations.

A copy of the Federal Register containing the Executive Order is attached.

If the Director approves:

1. The attached SAC Letter should be dispatched in order that the field may be given basic operating instructions.
2. An indication should be given us to the Director's wishes relative to a Security Officer.
3. Mr. Glavin will order the appropriate stamps (Top Secret, Secret, Confidential, and Restricted) for Field distribution. The Bureau will use only the 3 top classifications. Documents will be stamped "Restricted" only in replying to other agencies in response to enclosures received from them which have been classified "Restricted."

Respectfully,
For the Conference

Clyde Tolson

Mason
Glavin
Glavin

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THE DIRECTOR

11/1/51

EXECUTIVES CONFERENCE

The Executives Conference on 11/1/51 consisted of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Mason, Gearty and Nease.

The Conference considered the suggestion of Mr. E. R. McIntire that ~~Shorthand and Typing~~ Classes for clerical employees be suspended from December 21, 1951 through January 7, 1952, inasmuch as they would be poorly attended because of leave taken during the holiday period.

The Conference was in unanimous agreement. If the Director concurs, this procedure will be followed, it being the same procedure followed last year.

Respectfully,
For the Conference.

Clyde Tolson

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

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THE DIRECTOR

11/2/51

EXECUTIVES CONFERENCE

~~SUGGESTION PROGRAM~~

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/16/92 BY SP-5 C/ONE

The Executives Conference on 10/31/51, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Winterrowd, Gearty, McGuire and Mason.

The Conference considered the handling of the Suggestion Program now that the Joint Committee which has formerly met monthly has been abolished.

The Suggestion Program is set up in accordance with an Executive Order. The Bureau must submit a report at the end of each year as to the number of suggestions received, the number considered, the number adopted and the number of awards granted resulting from suggestions by employees.

Heretofore the Training and Inspection Division has kept a log of each incoming suggestion and has assigned a number to that suggestion, and recorded action taken on each. It was the belief of the Training and Inspection Division that the log could be discontinued now that the Joint Committee does not meet, and at the end of the year the Administrative Division, through a review of Executives Conference memoranda could ascertain material it needs as to the number of suggestions, awards and related data. It will be recalled that all suggestions are now taken up at the Executives Conference. The Executives Conference was opposed to the discontinuance of the log by the Training and Inspection Division.

The Conference was opposed to any change in the present procedure in the handling of suggestions and recommends that the Training and Inspection Division record each upon receipt, solicit the views of the other divisions interested, present the suggestions to the Executives Conference, acknowledge the suggestions, issue instructions to the Field, where necessary, and bring to the attention of the Executives Conference any awards involved.

Although the Conference agreed unanimously on these points, Mr. Clegg, who is out of the city, feels that there no longer being a Joint Committee, it would be more expeditious and more economical for each division to handle suggestions relating to its work rather than to channel all suggestions through the Training and Inspection Division.

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cc-Mr. Mohr
Mr. Clegg
EDM:DMG

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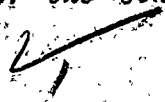
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NOV 7 1951

Memorandum for the Director

Unless the Director instructs to the contrary, there will be no change in the handling of the Suggestion Program except that the Joint Committee will not meet.

Respectfully,
For the Conference


Clyde Tolson

OK
H.

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THE DIRECTOR

11/1/51

EXECUTIVES CONFERENCE

SUGGESTION OF SA WILBUR L. MARTINDALE
SEMIANNUAL INVENTORY OF BULKY EXHIBITS

The Executives Conference of October 31, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Winterrowd, Gearty, McGuire and Mason.

The Conference considered the suggestion of Special Agent Wilbur L. Martindale resulting from his participation in the Baltimore Inspection along with Mr. T. D. Moughten.

Martindale's idea is that since the Field is required to submit a semiannual inventory to the Seat of Government listing bulky exhibits retained as evidence that a quick device is needed to separate at a glance those bulky exhibits pertaining to papers, books, records, and similar data which will not be inventoried.

Present Bureau rules call for elimination from the semiannual inventory of "non property" types of exhibits such as records in bankruptcy matters, literature obtained in subversive type investigations, etc.

Mr. Martindale suggested that the bulky exhibit sheet which is attached to the bulky exhibit be prepared in 2 different colors, one color denoting property type exhibits and the other denoting those packages which will not be inventoried. As an alternate suggestion Martindale advanced the idea of placing a distinctive mark on the green sheet and on the index card kept in the Chief Clerk's Office.

The Executives Conference was unanimously opposed to the original suggestion and to the alternate suggestion. If the Director agrees, a letter to SA Martindale is attached.

Respectfully,
For the Conference

Clyde Tolson

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DATE 1/10/92 BY SP-5 [signature]

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cc: Mr. Mohr / n
Mr. [signature] 164

Suggested 11/1/51

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NOV 5 1951

THE DIRECTOR

10/25/51

EXECUTIVES CONFERENCE

STATUS OF [REDACTED]
PITTSBURGH, PENNSYLVANIA, PD
FBI NA GRADUATE

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DATE 4/10/92 BY SP-5 CIB/ST

On 10/23/51, the Executives Conference consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

b6
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The Conference considered the status of [REDACTED] of the Pittsburgh, Pa., PD. [REDACTED] was a graduate of the Sixth Session of the FBI National Academy, October 1937.

He entered on duty as a Special Agent in April 1942. While assigned to the Pittsburgh Office as an Agent on Christmas Eve 1949, [REDACTED] had an accident with a Bureau automobile, which he did not report to the SAC, and left the car on the street. When this was reported to the Field Office by the Pittsburgh police on December 26th [REDACTED] related he had refrained from reporting it so as not to spoil the SAC's Christmas. As a result, [REDACTED] was suspended for 10 days, placed on probation, and transferred to Kansas City.

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On April 7, 1950, he left the Kansas City Office at 8 P.M. to go to dinner, intending to return to the office. He had one drink before dinner. After dinner had 4 or 5 more. He felt himself getting "out of hand" and instead of proceeding to his hotel room, he went back to the Field Office, fell asleep at his desk, was awakened and escorted out of the office by clerical employees shortly after midnight. Result: "Dismissal with prejudice."

Following his dismissal, [REDACTED] returned to the Pittsburgh PD. There is no indication that the Pittsburgh Office was ever officially notified by the Bureau of the dismissal of [REDACTED] in Kansas City. Present procedures guard against such an omission.

The Executives Conference on 9/11/51, considered [REDACTED] status as an FBI National Academy graduate and recommended that he not be considered in good standing and not be afforded the usual courtesies given graduates. Pittsburgh was advised of this by the Director's letter of September 12, 1951, with instructions that [REDACTED] not be invited to participate in Firearms Training or to attend meetings of National Academy Associates.

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Attachment
cc-Mr. Mohr
Mr. Clegg
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INDEXED 120

EX - 43

66-2554-9203

NOV 9 1951

Memorandum for the Director

By letter of October 18, 1951, the new SAC of Pittsburgh states that [redacted] is contacted daily by Agents of the Pittsburgh Office for the purpose of checking criminal records and in various types of investigation. [redacted] Officer of the Pittsburgh PD in July 1951. The SAC relates that [redacted] is acquainted with a large number of Agents, all of whom advise that [redacted] is extremely friendly toward the Bureau and has never been heard to make any derogatory comment, is well regarded by the law enforcement officers in the Pittsburgh area and that [redacted] has been regularly attending meetings of the FBI National Academy Associates since his return to the Pittsburgh PD.

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SAC Hallford states that it is essential that the Pittsburgh Office contact [redacted] on a daily basis and have his full cooperation. Hallford feels that to refrain from extending the usual courtesies to [redacted] at this time may cause ill feeling to be engendered.

Mr. Rogers, who coordinates the National Academy Program, feels [redacted] should be considered as a graduate in good standing. So does Mr. Clegg.

The Conference of October 23, 1951, reconsidered its earlier position in view of the additional facts furnished by the new SAC at Pittsburgh, and felt that it would react to the Bureau's disadvantage to keep [redacted] name out of the Directory of Graduates or to refrain from giving him the usual courtesies extended to National Academy graduates. The Executives Conference felt that in this instance [redacted] should be considered a National Academy graduate in good standing.

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If the Director agrees, there is attached a letter to the SAC at Pittsburgh.

Respectfully,
For the Conference

J. Edgar Hoover
John E. Tolson

*K but certainly
training has been
this matter originally
in not notifying Pittsburgh
of [redacted] dismissal
he certainly had procedure to
accept in good standing in N.A.
a man dismissed with prejudice from F.B.I.*

THE DIRECTOR
EXECUTIVES CONFERENCE

11/2/51

SUGGESTION OF ASAG J. R. JONES
SAN DIEGO OFFICE
ABBREVIATION FOR WORDS "FUGITIVE - DESERTER"

The Executives Conference of October 31, 1951, consisted of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Belmont, Winterrowd, Gearty and Mason.

The Conference considered the suggestion of ASAG J. R. Jones of the San Diego Office that, in correspondence between the Bureau and the Field, and between Field Offices, the words "Fugitive - Deserter" be abbreviated to "FUDE."

This abbreviation is obtained by taking the first two letters of the word "Fugitive" and the first two letters of the word "Deserter." The idea behind the suggestion is to save dictation and transcription time as well as teletype strokes.

Messrs. Tolson, Parsons, Belmont, Glavin, Tracy and Gearty favored the adoption of the suggestion.

Messrs. Ladd, Winterrowd and Mason were opposed. The minority felt that no useful purpose would be served, and that the code word itself might be quite confusing.

Assuming that the Director agrees with the majority, there is attached hereto a letter to ASAG Jones and a Bureau Bulletin.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc-Mr. Mohr
Mr. Clegg

- Tolson
- Ladd
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EX-111

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THE DIRECTOR

11/2/51

EXECUTIVES CONFERENCE

EXECUTIVE ORDER 10290

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY sp-5/bhp

The Executives Conference of November 2, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Winterrowd, Gearty, McGuire, and Mason.

The Conference considered the attached SAC Letter advising the Field more fully concerning interpretations of Executive Order 10290 relative to minimum standards for the classification, transmission, and handling of information relating to the security of the United States. The Conference unanimously recommends its approval.

The Conference also considered the attached memorandum to Bureau Officials and Supervisors setting forth procedures to be followed in the handling of this Executive Order at the Seat of Government. The Conference unanimously recommends approval.

The Conference also considered the attached memorandum to the Deputy Attorney General seeking clarification of certain points of Executive Order 10290 and unanimously recommends approval.

The Conference also considered the attached memorandum to the Assistants to the Director and Assistant Directors Glavin, Harbo, and Belmont instructing them to mark code books "Top Secret" and giving instructions relative to the use of couriers. The Conference unanimously recommends approval.

If the Director agrees, these documents are attached for signature.

Respectfully,
For the Conference

Clyde Tolson

OK
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cc: Messrs. Mohr and Clegg

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EX-83

The Director

November 5, 1951

The Executives Conference

OF EMERGENCY RADIO NETWORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/90 BY SP-5/btr

On November 2 the Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Belmont, Winterrowd, Mason, Gearty, McGuire and Parsons considered the purchase of radio equipment for the Bureau's CW emergency radio network.

It was pointed out to the Conference that a final decision on the relocation of the Bureau's main radio stations had not been reached due to additional factors including the possibility of moving the FBI Academy and also having a permanent relocation center in the Bureau's possession. Purely as a stopgap measure, a minimum of radio equipment has been stored at Shepherd College, Shepherdstown, West Virginia, but this equipment is comparable to the radio facilities at one of our smaller field offices. Since operation with this equipment would be manual and we would not be able to send and receive at the same time, it would limit the radio communication to approximately ten words per minute or less.

In order to avoid the expense of elaborate radio equipment exclusively for Shepherdstown, which might never be used, a study has been made and equipment specifically selected which would permit more nearly adequate communication from Shepherdstown. This equipment has already been selected as those items which would be essential when the main radio stations are relocated. Therefore, regardless of the decision as to whether our main stations are to be relocated along with training and relocation center facilities, we will not have expended any funds unnecessarily but simply will have expedited the acquisition of equipment for the new radio sites.

A survey has shown that a large portion of the equipment needed for the relocation of the main radio stations cannot be promised for delivery by the manufacturers for approximately one to two years. It is, therefore, considered desirable to place the essential items on order as soon as possible. One of the major items called for, three 2500 watt transmitters at a cost of approximately \$24,000, can be obtained in the next few months through an exchange of funds with the Navy and it was considered further desirable that we arrange this purchase rather than waiting the

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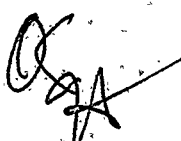
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RFB

Memorandum for the Director

longer period for the same equipment from the manufacturer. Based on the best estimates available the total equipment to be purchased at this time will cost \$73,679. Approximately \$50,000 of this is for transmitters, tubes, antenna equipment and accessories. Approximately \$20,000 is for radio teletype units, radio receivers and emergency power supply.

The Conference unanimously recommends the purchase of this radio equipment at this time at a cost of \$73,679 in order to as quickly as possible supplement the radio facilities available for our emergency quarters and also to expedite the relocation of our main radio stations as soon as the final decision is reached on their location.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

10/31/51

EXECUTIVES CONFERENCE

SUGGESTION OF ASAC J. R. JONES
SAN DIEGO

28260

The Executives Conference of October 31, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Egan, Winterrowd, Gurnea, and Mason.

The Conference considered the suggestion of ASAC J. R. Jones of the San Diego Office that in correspondence between the Bureau and the Field or between Field Offices the Selective Service Act of 1940 be abbreviated as SSAF and that the Selective Service Act of 1948 be abbreviated as SSAE.

The idea behind the suggestion is to save time in typing and to save teletype costs.

The Conference felt that the suggestion should be modified to the following abbreviations:

1. Selective Service Act of 1940 be abbreviated as SSA-40.
2. Selective Service Act of 1948 be abbreviated as SSA-48.

The Conference unanimously subscribed to these views. If the Director agrees, there is attached hereto a letter to ASAC Jones thanking him for his suggestion and a Bureau Bulletin.

Respectfully,
For the Conference

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

CC: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/20/89 BY SP-5 CJK/ML

RECORDED - 95

INDEXED - 95

16-2574-9207

NOV 27 1951

Suggestion 2110

NOV 16 1951

[Handwritten signature]

THE DIRECTOR

10/26/51

EXECUTIVE CONFERENCE

ADOPTION OF NEW TYPE OF RECORDS SECTION EQUIPMENT

The Executive Conference of October 25, 1951, consisted of Messrs. Ladd, Parsons, Mohr, Winterrowd, Belmont, Boardman, Glavin, and Rosen.

The Conference considered a report from Mr. Glavin to the effect that tests by the Administrative Division have reflected that the current 300-inch cellulose scotch tape dispenser cannot be reused for several reasons but a plastic dispenser holding 1/4 inch scotch tape which utilizes 2,250 inches of tape per roll may be used over and over again.

The use of the longer roll of scotch tape makes possible savings in the purchase of tape.

If the system is adopted by the Bureau, according to Mr. Glavin, the savings would be \$4,231 per annum based on the amount of tape used in the past year.

This idea grew out of the suggestion of Mr. Lee L. Anderson of the Records Section who originally suggested reuse of the 300-inch roll metal dispensers and who is responsible for the new idea and who is logically entitled to an award.

The Conference recommended adoption of the plastic holder of scotch tape, the purchase of the longer rolls which will result in savings, and a cash award to Mr. Anderson in the amount of \$150.

This award is based on the Bureau's schedule of cash awards in the bracket of savings from \$1,000 to \$10,000 per annum which stipulates \$50 for the first \$1,000 of savings and \$25 for each additional \$1,000 or fraction thereof saved.

If the Director agrees, the Administrative Division will arrange for the appropriate purchase and for contact with the Superior Court Appointments Awards Committee of the Department of Justice.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5/DAE

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

RECORDED - 18

INDEXED - 18

Mr. Tolson, Mr. Mohr & Clegg
Mr. Glavin

NOV 14 1951

Handwritten signatures and initials, including a large 'M' and 'J'.

T. E. DIRECTOR

November 8, 1951

THE EXECUTIVES' CONFERENCE

SECURITY POSTERS AND PAMPHLETS TO BE DISTRIBUTED BY THE OFFICE OF INDUSTRIAL SECURITY, MUNITIONS BOARD, WASHINGTON, D. C.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 4/10/52 BY SP-5 cjb/af

On November 7, 1951, the Executives' Conference consisting of Messrs. Tolson, Ladd, Callahan for Glavin, Tracy, Parsons for Harbo, Mohr, Rosen, Clegg, Gearty, McGuire for Nichols, Nease and Belmont, considered whether we should accept the offer of the Munitions Board to include among the monthly posters and pamphlets that Board is sending to industrial plants holding defense contracts posters and accompanying pamphlets showing the jurisdiction of the FBI in espionage and sabotage matters; whether one of the monthly editorials prepared by the Munitions Board for the local papers in various plants should feature the FBI's jurisdiction; and, whether the final page of a booklet on sabotage being prepared by the Munitions Board should reproduce the Presidential Directive of July 24, 1950, or the posters which we recently distributed following that Presidential Directive.

SAC Hood, of the Washington Field, advised that at the October 29, 1951 session of the IACP in Miami, Mr. Robert L. Applegate, Assistant Chief, Office of Industrial Security, Munitions Board, addressed the meeting and stated among other things that in the immediate future a number of posters on industrial security would be distributed throughout the country by his organization, the theme of which will be "Plant Security is Your Security." Mr. Hood recommended that the Bureau consider contacting the Munitions Board to arrange with that agency to refer in these posters to the fact that espionage and sabotage are within the jurisdiction of the FBI.

In accordance with instructions, the Liaison Unit contacted the Munitions Board regarding this and the matter was discussed with Mr. [redacted] Office of Industrial Security, Munitions Board. Mr. [redacted] advised that the program in mind will include a monthly poster reflecting a "theme of the month" with relation to security. Posters will be distributed to all plants having contracts and will be accompanied by small folders for individual employees which will include a miniature of the poster and a discussion of security factors. In addition, an editorial will be prepared

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- Gandy _____

CC - Mr. Clegg
Mr. Mohr

INDEXED - 55

RECORDED - 55

NOV 9 1951

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52 NOV 14 1951 EX-103

MEMORANDUM FOR THE DIRECTOR

monthly along the same theme for distribution to house organs of the industrial concerns. Three posters have been approved to date, the first bearing the legend "Be Sure It's Secure," carrying the drawing of a large lock. The second is entitled "Shh-h - They Are Listening on the Party Line" and has a drawing of a telephone hand set and numerous ears. The third with the theme "Your Machine Is Freedom's Weapon" bears a drawing of an industrial machine. The first of these posters is at the Government Printing Office and will be ready for distribution about January, 1952.

Mr. [] advised that his office would be happy to cooperate in publicizing to industrial plants the jurisdiction of the Bureau in espionage and sabotage matters. He suggested in this connection a poster on the theme of reporting possible violations to the FBI, the folders for individual employees and the monthly editorial for house organs being coordinated to include the same ideas. He stated that our Cartographic Section can prepare suggested ideas for the poster and the Bureau can submit material for the folders and editorial. On the other hand, he stated, his staff can prepare the material if the Bureau so desires. Mr. [] added that a committee composed of representatives of his office and of the military services considers each suggested "theme of the month" poster and must give approval. He stated Bureau representatives can be present at the committee meeting, if desired, in connection with the poster and related data concerning reporting matters to the FBI.

In addition, Mr. [] stated that his office is preparing a "sabotage booklet" presently in the formative stage for distribution to industrial concerns. In this connection it is planned to outline the dangers to production, the possible targets, and defenses which can be set up through plant security. He advised he would be glad to include, possibly as the final page of the booklet, a reproduction of the Presidential Directive of July 24, 1950, requesting all persons to report espionage, sabotage and subversive activities to the FBI or to reproduce the poster of the Bureau recently distributed with regard to this Presidential Directive. He stated he will be glad to have the Bureau examine the sabotage booklet prior to actual printing.

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b7c

MEMORANDUM FOR THE DIRECTOR

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It is observed that Mr. [] indicated that the posters, folders and editorial concerning Bureau jurisdiction will be entirely subject to Bureau approval and will be distributed by the Munitions Board at no expense to the Bureau. It is noted further that the sabotage booklet, with a page devoted to an explanation of the Bureau's jurisdiction, would likewise be distributed at no expense to the Bureau.

Executives' Conference
Recommendations:

Messrs. Tolson, Callahan, Parsons, Ladd, Rosen and Nease recommended against accepting the offer of the Munitions Board to include posters, pamphlets and editorials dealing with the FBI in this program. They likewise recommended against accepting the offer of the Munitions Board to include the suggested information in the proposed sabotage booklet. The basis for their recommendation was that the Munitions Board has shown by its handling of the plant protection program that it is a confused agency without a settled policy; that the Munitions Board has been under considerable criticism from industry and there is a possibility that the Munitions Board would welcome an association with the FBI, regardless of how slight, to lend stability to its program. By having the Munitions Board distribute these posters and information, it is possible that in the eyes of industry an association between the FBI and the Munitions Board would be built up whereby the FBI would share the criticism which the Munitions Board is receiving.

Messrs. Tracy, Olegg, Gearty, McGuire and Belmont were of the opinion that the Bureau should make use of this far-reaching medium to further impress on plant employees and the public the jurisdiction of the FBI. They felt that there is a full medium to control what the Munitions Board disseminates regarding the FBI; that we can, if we desire, prepare the material ourselves, thus insuring control; that the material to be disseminated is of a factual nature on a sound basis and has previously been disseminated widely. They pointed out that during the last war there was wide distribution of such posters and information depicting the Bureau's jurisdiction through the Office of War Information to the benefit of the Bureau.

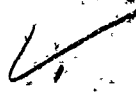
MEMORANDUM FOR THE DIRECTOR

They pointed out that in a previous manual submitted by the Munitions Board on plant protection the Bureau edited the booklet and insisted that material be placed therein to correctly portray the Bureau's jurisdiction. They pointed out that we went to the Munitions Board on this matter on our own; that the offer had been made in accordance with our request and we should accept it.

Inasmuch as the majority of the Executives' Conference recommended against accepting this offer, we will not pursue it further unless advised to the contrary.

*I share minority
view H.*

Respectfully,
For the Conference


Clyde Tolson

The Director

November 8, 1951

The Executives Conference

TECHNICAL SURVEILLANCE
PRE-AMPLIFIERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/10/92 BY SP-5 JHT

On November 7, 1951, the Executives Conference consisting of Messrs. Tolson, Ladd, Callahan, Tracy, Mohr, Belmont, Rosen, Clegg, Gearty, McGuire and Parsons considered the purchase of additional pre-amplifiers.

In microphone installations in the field a device known as an SD-2 pre-amplifier is used to step up the impulses which are then transmitted by telephone line into the field office or a central plant. This is done in order to coordinate the microphone surveillances thereby saving personnel and avoiding the necessity of renting premises near the subject where the microphone is installed. Eighty-two of these units have been supplied to the field in the past and as a result of additional requests a survey of the field has been made to determine current needs. Ten additional units have been requested and it was recommended to the Conference that twenty units be purchased in order to permit some reserve and availability of units for training purposes.

The Conference unanimously recommends the purchase of twenty additional pre-amplifiers at a cost of approximately \$87.00 each for a total of \$1,740.00.

Respectfully,
For the Conference

OT

Clyde Tolson

F395

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

RECORDED - 27

166-2554-9210

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INDEXED - 27

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- Tele. Room _____
- Nease _____
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61 NOV 21 1951

The Director

November 9, 1951

The Executives Conference

FIREARMS TRAINING AND DISTRIBUTION
OF FIREARMS IN THE FIELD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13/92 BY SP-Scip/HF

The Executives Conference on November 8, 1951, consisting of Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Nease, and Glegg, considered the matter of firearms training and distribution of firearms in the field.

A survey was made of the Field with respect to the following propositions, and the recommendations made in connection with each are set forth:

1. That the number of weapons to be stored in headquarters city, exclusive of those maintained in Resident Agencies, be on the following basis.

<u>Number of Agents Assigned</u>	<u>Number of Weapons to be Maintained</u>			
	<u>M. G.</u>	<u>.30 Rifle</u>	<u>S. G.</u>	<u>Magnum Gas Gun</u>
Under 50	1 Each for every 5 Agents	2	3	
51 - 100	15	15	10	3
100 - 200	20	20	15	4
200 - 400	25	25	20	5
Over 400	30	30	25	6

It will not be necessary to purchase any additional firearms to meet these standards. However, there are certain readjustments that may need to be made in Field Offices because, for example, Baltimore has a surplus of 10 machine guns and Atlanta has a shortage of 6 machine guns. Minor adjustments of one or two weapons to meet this standard are not believed essential. The standard will be a guide to SACs and inspectors.

Forty SACs believe the proposed tabulation is adequate. Two small offices suggested increasing the number of machine guns and shot guns and nine SACs suggested decreasing the number of rifles, if rifle training is to be discontinued.

cc - Mr. Mohr
Mr. Glegg

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Alden _____
- Belmont _____
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RECORDED - 112

NOV 13 1951

INDEXED - 112

EX - 32

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1951

66-551-9211

Executives Conference Consideration:

Unanimously in favor of this schedule which was prepared by SAC Sloan and is agreed to by the larger majority of the SACs.

2. Is the rifle a desirable weapon to have in the Field Division and what are the views relative to reducing rifle training in the Field from the present requirement of two shoots per year to one shoot per year with the rifle?

Forty-five SACs believe the rifle is desirable. Six SACs believe it is undesirable. Thirty specific cases were listed where rifles were assigned to be carried on raids, surveillances, or road blocks. Three cases were listed where rifles were fired on various cases and they were very old cases, (Bangor, Maine; Oklawaha, Florida; and Chicago, Illinois). The Baltimore Office listed three illustrations where rifles were used on raids.

Twenty-five SACs recommended continuing rifle training in the Field. Thirteen of these recommended reducing the practice period from twice a year to once a year. Twelve recommended that we continue twice a year training with the rifle. Twenty-seven opposed further training of any type with the rifle in the Field. Twenty-four of these SACs recommended that rifle training be given only at Quantico to New Agents' Classes and In-Service Classes. Twenty-five felt that this was not sufficient.

There are several ranges used by the Bureau in the Field where rifle firing cannot be engaged in, although other weapons can be fired on these ranges. It is necessary in such instances that on two firearms training periods per year the Agents go to another rifle range further away from the office to fire the rifle. This involves additional time and expense.

SAC Sloan recommends that in view of the large number of New Agents sent to the Field in the last year or so, at least for the time being the Bureau continue training with the rifle in the Field as at present, i.e. twice per year.

Executives Conference Consideration:

Messrs. Belmont and Clegg concur with SAC Sloan—twice per year training in the Field with the rifle.


Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, McGuire and Nease recommended that rifle training be continued in the Field, but that the total number of shoots with the rifle per year be reduced from two to one. It was felt that the training given at Quantico to New Agents and In-Service, plus this one practice period in the Field, would be adequate for this less frequently used weapon and also this recommendation would reduce the expense of travel and time, especially in those offices where a different range must be used.

3. There were some additional suggestions to the effect that a different rifle be purchased by the Bureau for future use. This is occasioned by the fact that frequent use of the rifle, particularly in training, will cause it to wear rather rapidly and it would then not function properly after it is worn. (5 rifles are reserved in each Field Office, are not used for training, so they will be comparatively new and ready to use at all times.) SAC Sloan advises that of all the present rifles being manufactured the one now in use is the best adapted to the work of the FBI. The Army type rifle is too powerful and would endanger lives unnecessarily, due to its excessive range. The Winchester Company has for the past few months been making special studies of the Bureau's needs for rifles and has been in frequent conference with the firearms experts. They are endeavoring to manufacture a rifle that would overcome the present difficulties being encountered in the mechanics of the weapon and retain all its advantages. They have promised to furnish a rifle for experimental purposes in the Spring of next year, and no change in rifles is recommended by Mr. Sloan at this time.

Executives Conference Consideration:

The Executives Conference unanimously agreed.

Respectfully,
For the Conference


Clyde Tolson

Mr. A. Devitt Vanech
Deputy Attorney General

November 5, 1951

Director, FBI

~~CONFIDENTIAL~~

MINIMUM STANDARDS FOR THE HANDLING AND
TRANSMISSION OF CLASSIFIED INFORMATION -
EXECUTIVE ORDER 10290

DECLASSIFIED BY SP-5 CPH
ON 4/13/92

I refer to Executive Order 10290 relating to minimum standards for the handling and transmission of classified information. Certain problems have arisen in connection with putting into effect within the Bureau the provisions of this order. In view of the provision in the order that you are to interpret these provisions, I should appreciate your advice on the following matters.

Paragraph 30c of the Executive Order provides that classified security information originating in another agency shall not be disseminated outside the receiving agency without the consent of the originating agency. As you know, in practically all instances information furnished this Bureau by other agencies is used as a basis for an investigation or becomes part of an investigation and, therefore, is incorporated in the investigative report prepared, which report is normally disseminated to one or more agencies of the government, including the Department. In other instances, of course, the information is passed on to a second outside agency after its receipt because it relates to matters in the jurisdiction of that agency, or it may be incorporated in our files and at a future date furnished to an outside agency as a result of an inquiry received from that agency. Such information is appropriately paraphrased and the source of the information concealed where necessary. In view of the above-quoted provision of the order, a severe impairment may result to the Bureau's operations if we literally follow what is set forth. It would necessitate in each instance getting the consent of the originating agency for further dissemination of the information, or necessitate that we make advance blanket arrangements with all agencies and branches of the government, with no assurance that we can successfully consummate such an agreement with all of them.

I should like to point out in considering the above provision that the Presidential Directive dated July 24, 1950, called upon all enforcement officers, both federal and state, as well as on other patriotic citizens, etc., to furnish information relating to espionage, sabotage, subversive activities, and related matters to the Federal Bureau of Investigation and, at the same time, charged the FBI with the responsibility of correlating this

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RECORDED - 112 166-2554-92/12
(approved by the Executives Conference of 11/9/51 consisting of Messrs. Tolson, ^{NOV 11 1951} ~~Malin~~ Tracy, Parsons, Mohr, Belmont, ⁴⁴ ~~Adair~~ Winterrowd, Gearty, McGuire & Mason who considered this matter and unanimously recommended its approval.

58 NOV 20 1951

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information and referring matters which are under the jurisdiction of any other federal agency with responsibility in this field to the appropriate agency. Also, I should like to point out that information is normally furnished to this Bureau by other agencies of the federal government for appropriate action, that is, for the purpose of making investigations, for the purpose of furnishing the data to the agency having jurisdiction in the event it is not in the Bureau, and for the purpose of correlating information with other data in the Bureau's possession. In each of these instances, the submitting agency, of course, knows that the information will be incorporated in investigative reports or other appropriate documents and disseminated to appropriate agencies.

It would seem that in view of the fact that the President asked other federal officers to submit security information to the Bureau and charged the Bureau with seeing to it that this information is furnished to the responsible agency, and in view of the fact that submitting agencies know that the information will be utilized by the FBI and incorporated in appropriate reports for dissemination, we would not have to secure any further authorization because of the provisions of instant Executive Order.

You will recall that Executive Order 10290 stresses documents should be classified according to their own content. Paragraph 26d specifically states that documents need not necessarily be classified according to their relationship with other documents. Paragraph 26g provides that a cover letter should bear a classification at least as high as its highest classified enclosure, which implies that a group of documents could be attached to a letter, which documents could bear a classification different from the cover letter, or some could be unclassified. However, Paragraph 26e provides that the classification of a file or a group of physically connected documents shall be at least as high as that of the most highly classified document therein. It is stated also that documents separate from the file or group shall be handled in accordance with their individual security classification.

From this I draw the conclusion that when a group of reports is transmitted to another agency or a group of reports is attached to a letter and they are clipped together in some manner for purposes of transmittal, they would not be physically connected in the sense that all of them should bear the same classification. In other words, unless the reports are fastened together so as to constitute a file, they may be classified differently even though transmitted together.

A similar question arises as to exhibits which are enclosed with investigative reports or letters. If a classification is put on these exhibits, it may mean that newspapers

or other public source data may be classified. Also, if these exhibits are stamped, it may preclude their use as evidence in a future trial. It would seem that exhibits should be characterized as documents separate from the report even though transmitted with it and, therefore, should be classified from the standpoint of their contents, if at all, in accordance with the general spirit of the order.

I note that the order provides that documents classified as "Secret" or "Top Secret" may not be reproduced without permission of the originating agency. It occasionally happens that such documents are received by the Bureau from an outside agency and it is necessary to forward copies, either typed or photostatic, to various field divisions for the purpose of their initiating an investigation. It will, of course, be burdensome to secure permission of the originating agency in these instances even though reproduction is solely within the FBI and is only for the purpose of facilitating our investigation. I should appreciate your views as to whether it would be possible to give this provision a "common sense" interpretation which would involve only contacting the original agency when circumstances indicate that such should be done, which is the practice we have followed in the past in such matters.

Departmental circular 4066, dated September 15, 1948, provided that material relating to internal security transmitted from one Bureau or Division in the Department to another or to another governmental agency should be marked "Confidential" and forwarded in double envelopes so marked. I should like to inquire as to whether this will now be necessary in those instances where the document is already classified and transmitted in accordance with the provisions of this new Executive Order. It would seem that the use of the word "Confidential" would be superfluous and confusing inasmuch as the document containing the security information will already have a classification which, in some instances, may be even higher than "Confidential."

I should appreciate receiving your views at an early date inasmuch as the reference Executive Order is now in operation.

The Director
Executives Conference

November 2, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13/94 BY SP-5/BJH

The Executives Conference was advised by Mr. McGuire today that as a result of the Bureau's receiving mail from field offices which has not been adequately sealed and in several instances where mail clerks in field offices had definitely been discovered responsible for the inadequate sealing, administrative action had been recommended. Other instances have occurred where it was impossible to fix responsibility in the field since several clerks handling mail during the course of a day's business might have actually improperly sent out mail.

The Minneapolis Office has instituted a system whereby the several mail clerks in that office have been instructed to place their initials on the back of the inside envelope so responsibility can be placed in the event envelopes are not properly sealed. It was recommended to the Conference that this system instituted by the Minneapolis Office be approved and applied to all field offices.

Mr. Tolson, Mr. Glavin, Mr. Parsons, Mr. Mohr, Mr. Belmont, Mr. Ladd, Mr. Anteroad, Mr. Gearty and Mr. McGuire were in favor of having all field office mail clerks place their initials on the inside of the flap of the envelope between the folding edge and the sealing surface and that this should be the last operation before the mail clerk seals the envelope for transmittal through the mail as it would definitely fix responsibility.

Mr. Mason was opposed on the basis that there is no need to establish an administrative device because of the failure of an SAC to enforce employees of the office doing their work properly.

Should the Director approve the majority view, a letter to all Special Agents in Charge is attached.

Respectfully,
For the Conference

Clyde Tolson

RECORDED-1

INDEXED-1

100-2551-7213
NOV 14 1951

Attachment

cc: Mr. Clegg
Mohr
JLL:hmc

NOV 21 1951

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

The Director

November 6, 1951

The Executives Conference

I.O.'s AND WANTED FLYERS

28199

The Executives Conference on November 6, 1951, consisting of Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, McGuire and Clegg, considered the suggestion made by Special Agent Robert M. Horner of the Washington Field Office that there be placed on I.O.'s and Wanted Notices a statement as to the localities in which the fugitive is known to have resided for any extended period.

The General Investigative Division recommended unfavorably, feeling that such items should be covered by investigative leads and that the I.O.'s and Wanted Flyers should be kept simple and should not be cluttered with such information which would be of very limited value on such circulars.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable for the reasons stated. A letter to Agent Horner is attached for approval.

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 26 | 66-2554 9214
INDEXED - 26 | NOV 13 1951

Attachment

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13/92 BY SP-SCI/DAF

- Tolson _____
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HANDLED BY
SP-41115
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58 NOV 16 1951

The Director

November 12, 1951

The Executives Conference

~~INTERVIEW LOGS - FD-153~~

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/13/92 BY SP-5 CBT

The Executives Conference on November 9, 1951, Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Ladd, Gearty, Laughlin and Clegg being present, considered the opinion of U. S. Attorney John Cowart of the Middle District of Georgia, that the interview logs used by Agents during the course of interviews with subjects and suspects are not admissible with respect to the item "Time guilt or participation in crime admitted."

The Conference felt that since this question had been raised technically and in view of the fact that there is shown in the interview log the "Time interview began" and the "Time oral interview concluded," as well as the "Time preparation of statement commenced in longhand or time dictation began to a stenographer" and the "Time statement completed in longhand or time dictation concluded"; and since the interview log further calls for time statement was handed to the interviewee for reading and signature and completed the reading and signed the statement, that it was not necessary to continue to include the words "Time guilt or participation in crime admitted."

The objection was to the word "guilt," a conclusion which only the Court or Jury can reach. It was unanimously recommended that this objectionable phraseology "Time guilt or participation in crime admitted" be eliminated from this form since the other information was adequate without this item which has now been questioned.

If this is approved, the new logs will be amended accordingly.

Respectfully,
For the Conference

Clyde Tolson

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

cc - Mr. Mohr
Mr. Clegg

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INDEXED - 5

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65 NOV 20 1951

The Director

11/15/51

The Executives Conference 12970

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IN-SERVICE TRAINING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/13/92 BY SP-5/MLG

The Executives Conference on 11/14/51, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Rosen, Gearty and Clegg considered the In-Service Program.

The elimination of the one eight-hour day from the schedule, due to the departure of the class on Friday instead of Saturday, has made adjustments in the schedule necessary. At present, the class goes to Quantico the first Monday night, after they arrive in Washington on Monday morning. They return to Washington from Quantico the second Monday night. At Quantico, they have 3 days firearms training and 3 days major case work.

The Conference unanimously recommended that in the future there be 2 1/2 days firearms training and 2 1/2 days major case work at Quantico. The In-Service class would then go to Quantico the first Monday night as at present. The class would return to Washington the following Sunday night. A train leaves Quantico at 6:45 p.m. and arrives in Washington at 7:35 p.m. Another train leaves Quantico at 7:27 p.m. and arrives in Washington at 8:30 p.m. It will thus be unnecessary for the bus drivers and buses to be used in transporting the class back to Washington.

This will mean that the In-Service class will assemble in the classroom in Washington on the second Monday morning. When sessions of the FBI National Academy and the newly arrived In-Service classes are in Washington, it will be necessary that the class returning from Quantico be located on the Monday following its return in the Old Post Office Building. This will entail some slight inconvenience, but the Conference unanimously recommended this program instead of small reductions in time from each of the lectures given in Washington.

Respectfully,
For the Conference

RECORDED - 82
INDEXED - 99
Clyde Tolson

6-2554-920
NOV 16 1951

OK

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

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cc: Mr. Mohr

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CLERK TOLSON

DATE 1/13/92 BY SP-5 J. H. P.
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Case # 323,013

FOR THE GOVERNMENT
RESPONSIBLY

pending the Director's position in this matter final action
to being held in abeyance.

pending in Congress at this time.
The Commission on the activities of the Communist Party in the United States
has recommended to the Conference by means of a report
that the Commission should be authorized to conduct a study
of the activities of a station wagon to learn their true nature
and to determine whether such a study is warranted.

It was recommended to the Conference by means of a report
that the Commission should be authorized to conduct a study
of the activities of a station wagon to learn their true nature
and to determine whether such a study is warranted.

The use of a station wagon could be used for other purposes such as
having baggage, supplies, etc. which are not available.

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THE GOVERNMENT COLLECTION

10-10-51

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