

FEDERAL BUREAU OF INVESTIGATION
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18997

November 19, 1951

The Director
The Executive Conference

The Executive Conference of November 14, 1951, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Parsons, Tracy, Belmont, Mohr and Glavin was advised that Mr. Carlisle, Liaison Section, had delivered the attached forms to the Administrative Division with the request that they be prepared for delivery to Colonel Edward Bronson, National Security Resources Board, who is in charge of allort planning for the protection of key government personnel.

These forms which are Secret, the first which is the Directory of Emergency Relocation Sites, the second which is the Directory of Agencies for Emergency Relocation, and the third the Directory of Key Personnel for Emergency Relocation, will be maintained for the President in the same manner as the previous reports maintained for him. The material contained therein has been reviewed by the Training Division, the Laboratory, Records and Communications Division and the Domestic Intelligence Division.

It is recommended that approval be given to have Carlisle return these completed forms to Colonel Bronson at the earliest date possible.

Respectfully,
For the Conference

#323,013

OK
H.
Clyde Tolson

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DATE 4/16/92 BY SP-5 CIP/HK

INDEXED - 31

166-2554-9218
NOV 20 1951
10

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

EX - 32

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

50 NOV 21 1951

Handwritten initials and signatures

The Director
The Executives Conference

November 20, 1951

PRISON GUARDS TRAINING
PRISON GUARDS
DEPARTMENT OF CORRECTIONS AND INSTITUTIONS
MONTGOMERY, ALABAMA

The Executives Conference on November 19, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin and Clegg, considered the request of the Mobile Office that authority be given to train six carefully selected prison guards of the Department of Corrections and Institutions of the State of Alabama so that they in turn could train other prison guards of that Department.

The Mobile Office referred to the cooperative friendly assistance of Governor Persons of Alabama and recommended that the Bureau provide this training.

The Executives Conference was opposed unanimously due to the fact that the heavy case load now assigned to Agents would make this practice undesirable and the fact that they are prison guards rather than law enforcement officers makes this program outside the scope of the Bureau's policy.

If approved, there is attached a letter to the Mobile Office with copies for Birmingham, accordingly.

Respectfully,
For the Conference

Clyde Tolson

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DATE 4/16/92 BY Sp-Scip/DAF

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC: JGS

RECORDED - 26

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

The Director

November 15, 1951

The Executives Conference

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DATE 4/16/92 BY sp-sc/btk

FBI RECREATION ASSOCIATION
INCREASE IN DUES

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Hennrich, Ladd, Rosen, Clegg, Gearty, Nease, and McGuire, today considered the recommendation of SA Frank C. Holloman, President of the FBI Recreation Association, that dues for membership in the Association be increased from \$1.00 per year to \$1.50 per year.

Mr. McGuire advised the Conference that in order for the FBI Recreation Association to be run on a current fiscal basis it would be imperative that means be taken to increase the receipts in order to balance the expenditures in connection with the activities of the FBIRA.

The Conference was advised that during the year 1951, total receipts are estimated to be \$16,670.71. Total expenditures are estimated at \$17,451.54, leaving a deficit of \$780.83. This deficit may possibly be taken care of between now and January 1, 1952.

Of the expenditures of \$17,451.54, the largest items represented are for service keys, which this year have run to approximately \$5,933; basketball \$1,250.96; softball \$2,066.74; baseball \$1,374.93; Investigator paper \$4,178.01. The Conference was advised that next year we will have to put out approximately \$7,628.50 for award keys. This does not include 25 year and 30 year keys, which are paid for by the Department. In view of the fact the Investigator is put out monthly rather than every two months, it is estimated the cost of paper for the Investigator for 1952 at current prices will run to \$4,800.00. Both of these items are substantially increased over the expenses during 1951.

As to receipts during 1951, memberships at \$1.00 each amounted to \$14,557.00. During this past year we have had a very large number of employees. The total number of employees has now dropped to approximately 14,500 and we have never had complete 100 per cent membership of Bureau personnel, for various reasons. On the basis of having 14,500 employees in 1952 we can not expect memberships to amount to more than 12,000. If membership fees are increased to \$1.50 each, the total receipts from the approximately 12,000 expected to join would be \$18,000.00. This should provide a

cc: Mr. Clegg
Mr. Mohr

JJM:CMC

Attachment

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WMA
82

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

sufficient budget on which the FBIRA can operate, keeping in mind the anticipated increase due to the larger number of service award keys which will have to be made in 1952, and the increased cost of paper for the Investigator.

The Conference unambiguously felt the annual dues should be increased from \$1.00 to \$1.50 per year, and that the field and Seat of Government should be advised that service award keys are paid for out of the funds of the FBIRA. This has not previously been done, and it was felt that the clerks and Agents alike, both at the Seat of Government and in the field should be apprised of the fact the service award keys they receive come from their membership in the FBIRA. A suggested notification to the field along this line is attached.

Respectfully,
For the Conference

OK
✓
Clyde Tolson

The Director

November 19, 1951

The Executives Conference

SUGGESTION OF SA ROBERT W. FAUNTLEROY
Training and Inspection Division

The Executives Conference on November 19, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin and Clegg, considered the suggestion of Special Agent Robert W. Fauntleroy that all Field Offices submit summaries of unsolved important cases to logical adjoining offices periodically, such summaries to be used as a basis for discussing the cases with confidential informants in the adjoining areas.

Advantages:

1. It would permit Agents who contact confidential informants to make specific inquiries concerning unsolved cases. A photograph could be exhibited and modus operandi could be discussed with the informants with a view to possibly aiding in the solution of the cases.
2. The modus operandi when known to the adjoining office might aid in identifying the subjects of such unsolved cases with the subjects of pending cases in the adjoining districts.

Disadvantages:

1. It would disseminate information unnecessarily to confidential informants who might logically not have any knowledge of the case.
2. Summaries are now prepared and sent to all logical offices in important cases such as the Robin case.
3. The present practice of supplying summaries to nearby offices whenever it is logical to do so makes this suggestion unnecessary and arbitrary.
4. It would lead to indiscriminate contacts with confidential informants.

cc - Mr. Mohr
Mr. Clegg

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166-2554-9221
NOV 27 1951

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

5. Field Supervisors are aware of any possible advantages from such a practice where in specific instances it appears logical to do so.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable.

Respectfully,
For the Conference


Clyde Tolson

OK
A

my
THE DIRECTOR

November 19, 1951

THE EXECUTIVES CONFERENCE

HANDLING OF DISPOSITION SHEETS
IN THE IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/16/92 BY SP-5 C. B. H.

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Rosen, Parsons, Laughlin, Glavin, McGuire, Gearty, and Tracy on November 19, 1951, considered a suggestion of Mr. Quinn Tamm concerning the handling of disposition sheets

The Conference was advised by Mr. Tracy that it is presently the practice in the Identification Division to (1) return disposition sheets when insufficient information is furnished to identify with a fingerprint card previously received and (2) when the disposition sheets report a current arrest for which fingerprints were not submitted originally.

There have been several complaints received showing irritation on the part of local law enforcement agencies for the reason they have furnished all the information available to them in most instances. In order to avoid complaints of this nature and the irritation resulting therefrom, it is recommended that when the Identification Division is unable to identify the disposition sheet with a fingerprint card in file, that it be destroyed.

For the Director's information the Bureau prior to May, 1951, destroyed all disposition sheets, (1) when the disposition was posted and (2) when the disposition sheet could not be identified with a prior fingerprint card in file. In May, 1951, the procedure was changed and (1) disposition sheets were filed permanently after posting and (2) disposition sheets not identified were returned to the contributor.

The Executives Conference unanimously recommends that disposition sheets not identifiable with a fingerprint card in file be destroyed rather than be returned.

Respectfully,
For the Conference,

OK
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NOV 27 1951

10

Mr. Clegg

Mr. Mohr

6 NOV 23 1951

EX-50

THE DIRECTOR
THE EXECUTIVES CONFERENCE
SUGGESTION SUBMITTED BY
[REDACTED]
IDENTIFICATION DIVISION

November 19, 1951

b6
b7c

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Rosen, Parsons, Laughlin, Glavin, McGuire, Gearty, and Tracy on November 19, 1951, considered a suggestion submitted by [REDACTED] of the Identification Division.

Mr. [REDACTED] of the Identification Division suggested that the present 4 x 8 inch "Change of Classification" sheet used in the Assembly and Technical Sections be reduced to 3 1/2 x 5 inch in order to permit the filing of the smaller size "Change of Classification" in the Card Index Section with the charge card whenever the master index card is out of file.

The adoption of the suggestion would result in a more efficient handling of the Changes in Classifications.

The Conference unanimously recommends approval of this suggestion. If the Director approves, there is a letter attached for the employee.

Respectfully,
For the Conference,

OK
H
Clyde Tolson *de*

Attachment

cc - Mr. Clegg
Mr. Mohr

EX - 28

RECORDED - 24

166-2554-9223
NOV 27 1951

A 20

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

SJT:do

6 NOV 30 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/92 BY SP-5 CIB/H

The Director

November 20, 1951

The Executives Conference

Jm

MEMORANDUM FOR THE DIRECTOR

The Executives Conference of November 19, 1951, consisting of Messrs. Tolson, Laughlin, Dearty, Clegg, Rosen, Parsons, Tracy, Ladd, McGuire, Mohr and Glavin was advised that Mr. Trotter of the Records and Communications Division submitted a memorandum to Mr. Nichols under date of November 7, 1951, pointing out that employees of the Messenger Unit and the Filing Unit of the Files Section had experienced considerable delay in waiting for elevators.

It was pointed out that 33 messengers during the two-day period had been delayed approximately 15.54 hours waiting for elevator service and that 91 employees of the Filing Unit were held up for a total of 18.11 hours waiting for elevator service during the same period which covered October 31 and November 1, 1951.

It was pointed out to the Conference that 129 employees were involved and approximately 28 hours of time were involved which, when broken down, reflects each employee being delayed approximately 7 minutes a day waiting for elevator service.

It was pointed out to the Conference that it might be worthwhile to consider special elevators and hire a couple of operators, that in this way we would save money.

The Conference wished to point out that the delay experienced per employee of approximately 7 minutes a day does not appear to be excessive. It was further pointed out that under our present appropriation it would not be possible for the Bureau to hire elevator operators, that maintenance employees must be hired and paid from the appropriation of the Public Buildings Service. It was further pointed out to the Conference that the Bureau continuously checks on the elevator service and that we are continuously bringing faulty elevator service to the attention of the building superintendent. Glavin pointed out that on several occasions recently he has personally discussed

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

CC: Mr. Mohr
Mr. Clegg
Director

RECORDED 108
EX-50

166-2034-9224
NOV 27 1951

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DATE 4/15/82 BY SP-501/STK

NOV 20 1951
F 37

Memorandum for the Director

This matter with the building superintendent and has been advised that everything possible is being done within the limits of the personnel assigned to the building to render elevator service which will be satisfactory.

It was the consensus of opinion of the Conference that we must continue to bring unsatisfactory elevator service to the attention of the appropriate authorities both in the Department of Justice and in the Public Buildings Service but that we not endeavor at this time to secure permission to hire our own elevator operators for the Bureau to operate elevators in the building.

Respectfully,
For the Conference

Clyde Tolson

*R. H. H. The elevator
service is rotten*

34

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Tracy
- Harbo
- Belmont
- Mohr
- Winterrowd
- Tele. Rm.
- Nease
- Holloman

The Director
The Executive Conference

November 18, 1951

M.H.

The Executive Conference of November 10, 1951, consisting of Messrs. Tolson, Laughlin, Boardman, Clegg, Rosen, Parsons, Tracy, Ladd, McGuire, Mohr and Glavin considered the desirability of purchasing additional blackout equipment for Bureau owned automobiles.

It was pointed out to the Conference that we purchased some time past from the Department of the Army \$2,389 worth of blackout equipment for Bureau owned automobiles. It was further pointed out to the Conference that we will have 3,000 automobiles assigned to the Bureau after the completion of the purchase of 700 cars which we produced under the supplemental appropriation for the fiscal year 1951. These cars are being delivered at the present time.

It was suggested to the Conference that the Bureau not purchase any additional sets of blackout equipment since it appears that the number of sets of blackout equipment for Bureau owned automobiles at the present time would be sufficient for our emergency needs.

The Conference was in agreement that additional blackout equipment be not purchased at this time.

Respectfully
For the Conference,

KA

Glavin Tolson

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DATE 11/16/92 BY SP-5 RCB/MP

cc: Mr. Mohr
Mr. Clegg

RECORDED - 112

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- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Alford _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Hess _____
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53 NOV 29 1951

THE DIRECTOR

11-10-51

THE EXECUTIVE CONFERENCE

The Executive Conference of November 9, 1951, consisting of Messrs. Tolson, Laughlin, Gearty, Clegg, Ladd, Parsons, Quinn Tamm, Mohr, and Glavin considered the attached suggested amendments and attendance register forms submitted by [redacted] Cartographic Section employee. It was pointed out to the Conference that Mr. [redacted] had suggested the utilization of the suggested forms to be of assistance to the time and attendance clerks in the various Divisions at the Seat of Government in reporting employee working attendance.

b6
b7c

The Conference had instructed in the first instance that the various time and attendance clerks assigned to the Seat of Government be given opportunity of examining the suggested forms to determine whether they felt such forms would be of assistance to them. It was reported to the Conference that various time and attendance clerks after having opportunity of reviewing the forms in question did not feel that they are having any particular problems at the present time and did not feel that a new form for signing in and signing out, reflecting sick and annual leave, should be prepared.

In view of this fact, the Conference recommends no further action in connection with this suggestion and should the Director agree, Mr. [redacted] will be appropriately advised.

b6
b7c

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DATE 4/16/92 BY sp-5 el/bmf

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

DDG:JC
AAS:con:cm

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

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10

EX - 8

NOV 29 1951

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[Handwritten signature]

18993

The Director
The Executives Conference

November 19, 1951

SUGGESTION OF SA STEVE S. CARTER
Seattle Field Division

The Executives Conference on November 19, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin and Clegg, considered the suggestion of SA Steve S. Carter of Seattle that where such number is known, the Bureau file number and the Field file number of the various Offices should be listed on the file jacket cover in the Field Office.

Advantages:

1. It would save time in locating the Bureau and Field Office file numbers when dictating letters or reports.

Disadvantages:

1. It would clutter up the file cover. It is required that the Bureau and Field Office file number be set forth where it is conveniently available and it is not required that there be any extensive research to locate and identify such file number.

2. The file covers are not intended to serve as a log record for various activities noted in the file or of file numbers and other data contained therein.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable.

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DATE 4/6/92 BY SP-5C BHF

Respectfully,
For the Conference

Clyde Tolson

OK
H

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

cc - Mr. Mohr
Mr. Clegg

HNC:IGS

88 NOV 30 1951

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INDEXED - 85 NOV 27 1951
EX-11510

The Director

November 13, 1951

The Executives Conference

FIELD OFFICE ADMINISTRATION
SURVEY

The Executives Conference on November 9, 1951, Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Ladd, Gearty, Laughlin and Clegg being present, considered the procedure which was used in the Charlotte Office of tabulating certain phases of each Agent's work on a monthly basis as follows:

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

By SAC Letter on June 16, 1951, all SACs were notified as to this tabulation and its use was authorized. The use of the system was not made mandatory. On September 29, 1951, an SAC Letter requested the Field to advise of the use which had been made of this device and their opinions concerning it.

Fifty Field Offices replied. Eight of the Offices favored the use of this procedure or a modification of it. The Anchorage Office was already using the suggested procedure and felt the delinquency of the Office can be reduced considerably by bringing to the attention of Agents those cases which will be delinquent at the end of the month. The Boston Office advised that the use of the form had been very effective. The Cleveland Office used the form for all Resident Agents and headquarters city Agents working on criminal cases. Preliminary results noted indicated some interest was stimulated. The Miami Office found the monthly tabulation of certain phases of Agents' work had been of great benefit to the SAC. The Richmond Office found it makes Agents more aware of their continuing responsibility.

Attachment

cc - Mr. Mohr
Mr. Clegg

UHC:IGS

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

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66-2554-9728

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Forty-two Offices were opposed for various reasons including the following:

Matters discussed personally with Agents
Monthly or weekly tabulations made
Individual Supervisors maintain statistics
Files periodically reviewed with Agents
Spot checks made
Close supervision effective
Clerical operations entailed impractical - value not commensurate with additional work involved
Not practical due to nature of work
Office divided into squads handling different types of work - would provide no informative data
Similar devices and separate tabulations being used
Such a list does not give a fair basis for comparison of Agents.

Most of the Offices opposing the use of the form did not make use of it as they felt it was not adapted for their Office or they were using some other system they thought was better.

The Executives Conference unanimously recommended that the above tabulation be required in all Field Offices for a period of ninety days for all Agents except those on regular organized Security squads. The favorable results indicated by some of the offices which did use the system seemed to justify requiring all offices to make use of this form for all Agents except those on regular organized Security squads.

If this is approved, there is attached hereto instructions to the Field accordingly.

Respectfully,
For the Conference,

Clyde Tolson

Tolson
 Ladd
 Clegg
 Glavin
 Nichols
 Rosen
 Tracy
 Harbo
 Mohr
 Belmont
 Pennington
 Nease
 Gandy

Mr. Mohr
 Mr. Clegg
 Mr. Egan

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NOV 27 1951

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INDEXED - 31
 Clyde Tolson

respectfully,
 for the conference

There is attached hereto a letter to the employees
 expressing appreciation for this suggestion.

In view of the fact that there may be some other
 stenographers who have reported on duty without this special
 2-day course, the Executive Conference unanimously recommended
 that this 2-day course be given to the 11 employees of the
 Identification Division on November 29 and 30, 1951. It was
 also agreed that if any other stenographers had reported on
 duty at the Bureau in recent months who had not taken such a
 course, similar instructions should be given to them. It is
 necessary, due to the size of the classroom, to limit classes
 taking these courses to a total of 15. There is attached a
 memorandum to Mr. Tracy and Mr. Glavin, instructing that the
 11 employees of the Identification Division and 4 other employees
 who have not taken the course may report for this training on
 November 29 and 30, 1951 and if there are additional employees
 in the same category, they will be given the course at a later date.

The Executive Conference on 11/14/51, consisting
 of Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd,
 Rosen, Gault and Clegg considered the suggestion of Clavin
 of the Identification Division that since in recent months stenographers had reported on duty to
 the stenographic pool of the Identification Division, they
 should be given a 2-day course on Bureau forms and procedures.
 At present, after clerical employees have finished the
 shorthand course given in the Bureau, they are given an additional
 2-days on forms and procedures to acquaint them with type of
 correspondence, stationery, and the like, used in the Bureau.
 There have been 11 stenographers in the past few months report
 to the Identification Division who were appointed as stenographers
 and who have not taken such a course on forms and procedures.
 Employee's suggestion was that the 2-day course be given these
 11 employees.

SPECIAL TRAINING COURSE FOR STENOGRAPHERS

The Executive Conference

The Director

11/15/51

b6
 b7c

THE DIRECTOR

11-21-51

THE EXECUTIVE CONFERENCE

The Executive Conference of December 15, 1951, consisting of Messrs. Tolson, McGuire, Goetz, Ladd, Nease, Rosen, Hennrich, Parsons, Tracy, and Glavin was advised that a memorandum had been received from the Administrative Assistant Attorney General with which was attached a copy of an announcement of nominations and other pertinent information relative to the appointment of candidates to the Jacob Guard Academy, New London, Connecticut.

The conference did not feel that any additional action need be taken in connection with this matter.

Respectfully,
FOR THE CONFERENCE

JKH

4

Clyde Tolson

11/21/51

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

RECORDED - 31

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DATE 4/14/92 BY SP-SC/STW

- Tolson
- Ladd
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- Aldoh
- Belmont
- Laughlin
- Mohr
- Tele. Room
- Nease
- Gandy

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3 NOV 20 1951

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THE DIRECTOR

November 27, 1951

THE EXECUTIVE CONFERENCE

The Executive Conference of November 26, 1951, consisting of Messrs. Ladd, Parsons, Tracy, Gearty, Harbo, Glavin, Mohr, Rosen, and Glavin was advised by Glavin that inquiries are now being received by the Administrative Division concerning the Bureau's policy regarding Christmas parties for the coming holiday season.

It was pointed out that last year, when Christmas fell on Monday and the Saturday and Sunday before Christmas were non-work days, the Bureau approved the various Divisions and Sections having Christmas get-togethers on Friday before Christmas. These get-togethers were to begin no earlier than a half hour before the close of the business day.

The Conference recommended that the same procedure be placed into effect during the forthcoming holiday season and that Christmas parties in the various Divisions be approved to be held no earlier than 5:30 P.M. in those Divisions having working hours ending at 5:30 P.M. and in those Divisions or Sections having working hours ending at 4:30 P.M. the parties are to begin no earlier than 4:30 P.M.

It is pointed out to the Director that Christmas this year falls on Tuesday, and it is entirely possible that Monday before Christmas will be declared a non-work day which will give the Bureau employees Saturday, Sunday, Monday and Tuesday as a Christmas holiday.

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

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Wanda

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

RECORDED - 153

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NOV 28 1951
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- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
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- Laughlin _____
- Mohr _____
- Tele. Room _____
- Hesse _____
- Gandy _____

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HEREIN IS UNCLASSIFIED
DATE 4/16/92 BY SP-5 CPH/MS

76 NOV 30 1951

CC - MR. LADD
CC - MR. BELMONT
CC - MR. BAUMGARDNER
CC - MR. COX

THE DIRECTOR

November 26, 1951

THE EXECUTIVE CONFERENCE

EMERGENCY DETENTION PROGRAM
APPROHENSIONS BY POLICE OFFICERS

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On November 26, 1951, the Executive Conference consisting of Messrs. Ladd, Glavin, Parsons for Harbo, Rosen, Tracy, Mohr, Coarty and Henrich for Belmont considered the question raised during the Internal Security - Espionage Conference, November 5 and 6, 1951, as to whether the Bureau should broaden field instructions regarding apprehensions of Security Index subjects by police officers alone without Special Agents being present.

Under present Bureau instructions a Special Agent must be present at each arrest and/or search under the Emergency Detention Program unless in outlying areas of field division territory where no Special Agent will be within striking distance there is sound reason for effecting apprehensions by police officers alone.

Internal Security - Espionage Conference Suggestions:

The Internal Security - Espionage Conference recommended that in those instances when the apprehensions of Security Index subjects cannot be made promptly on the basis of having Bureau personnel present at each apprehension to plan their apprehension program in a manner so that Bureau personnel will be present at the apprehension of all Topcom subjects (which includes Top Functionaries, Key Figures, Comstab subjects and others listed for priority apprehension) but that authority be granted to utilize the police to make apprehensions without the presence of Bureau personnel on such of the remaining subjects as is necessary.

The Internal Security - Espionage Conference believed that at least some of the major field offices will not be in a position to effectively place into operation the program from the standpoint of making immediate apprehensions if Bureau personnel must be present. The Conference based their reasoning in making the above recommendation on the increased and ever-increasing number of subjects in the Security Index, to their experience in the recent Smith Act cases reflecting that Communists will go underground and into hiding at a moment's notice, to the fact that in an emergency the field will be faced with an increased number of cases needing immediate attention such as

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- Gandy _____

CC - Mr. Clegg
CC - Mr. Mohr

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sabotage and espionage matters and to the large number of complaints that will be received from the public in time of emergency requiring prompt investigation resulting in additional apprehensions.

Realizing the fact that the Bureau has heavy responsibility under the Program and that the Program must be administered in such a manner as to avoid criticism of the Bureau in future years and realizing that it would be preferable to utilize Agent personnel in every plckup, the Conference believed that the primary and fundamental responsibility of the Bureau in making prompt apprehensions overrides those considerations.

Executives' Conference Recommendations

The Executives' Conference agreed that apprehensions must be made without delay if we are to fulfill our tremendous responsibilities under the Program and was of the unanimous opinion that authority should be granted to permit the apprehension of certain routine Security Index subjects under the Emergency Detention Program by police officers alone without Special Agents being present in those instances when field offices with a large number of Security Index subjects do not have sufficient personnel to effect apprehensions promptly. There would be no change in the requirement that a Special Agent be present at each apprehension of a retcon subject or search under the Master Search Warrant or Presidential Search Warrant. Assignments of cases for apprehension by police alone would be made through Special Agents stationed at police precincts or other logical police centers and the apprehensions would be channeled through the same Agents for recording and detention purposes.

In the event you agree, the attached SAQ Letter instructs each field office to evaluate the Program from the standpoint of preparedness for making apprehensions promptly and to submit recommendations for consideration at the Bureau as to whether it is necessary for the office to plan for the apprehension of certain routine Security Index subjects by police alone.

Respectfully,
For the Conference

Clayde Tolson

The Director
The Executive Conference

November 26, 1951

~~CONFIDENTIAL~~

COMMUNIST PARTY, USA
[TOPLEV] (C)
INTERNAL SECURITY - C

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OTHERWISE~~

The Executive Conference on November 26, 1951, was advised that the Internal Security - Espionage Conference held on November 5 and 6, 1951, was made aware of the status of the program to develop high level informants in the Communist Party and known under the code name as Toplev Program. (C)

Details were furnished of the special indoctrination course conducted by the Bureau on September 17 and 18, 1951, at which time ten specially selected Special Agents were given an intensive training course preparatory to interviewing Communists on the highest level. Representatives of the four offices involved, New York, Detroit, Chicago and Los Angeles, unanimously stated at the Internal Security - Espionage Conference that the Agents involved in this program are showing tremendous enthusiasm and are doing an excellent job, considering the fact that they are dealing with "died in the wool" Communists. (C)

It was further mentioned that of 14 interviews conducted to date, one individual, Jacob Childs, is cooperating and has been furnished a symbol number. Another subject, [redacted] has shown every indication of cooperating in the future. It was the unanimous recommendation of the Internal Security - Espionage Conference that the program be extended to other key offices where top members of the Communist Party reside. In connection therewith, an additional two-day conference was recommended for specially selected Agents from these offices in order that they might be properly trained. In determining the offices to be included under this program the offices where prosecution is contemplated under the Smith Act are being given first consideration and other offices which have a large numerical Communist Party strength and are industrial areas are being considered. (C)

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Attachment

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NOV 29 1951

CC - H. H. Clegg
Mr. Mohr

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The offices involved are as follows: Baltimore, Pittsburgh, Buffalo, Cleveland, Newark, Philadelphia, San Francisco, Seattle, Indianapolis and New Haven. In addition, it was recommended that additional Agents from the New York and Los Angeles Offices be trained due to the concentration of the Communist Party in those places. By selecting two Agents from each of the above offices, except Los Angeles which should have one additional Agent, a total of 23 will be included. (S)

The success of the program to date is believed partially due to the fact that a small group of Agents, namely ten, were handled and given very close supervision and attention at the Bureau. The 23 Agents will, therefore, be brought to the Bureau in two groups, one of 12 on December 10 and 11, 1951, and another of 11 on January 7 and 8, 1952. (S)

The Conference, consisting of Messrs. Ladd, Rosen, Tracy, Glavin, Mohr, Gearty, Parsons for Harbo and Hennrich for Belmont, unanimously approved the recommendation of the Internal Security - Espionage Conference and there is attached an appropriate teletype to the offices which are to be included in the course of training scheduled for December 10 and 11, 1951. In the event you approve. (S) W

Respectfully,
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

October 29, 1951

Mr. Glavin

H. L. Edwards

BLOOD DONATIONS FOR NAVAL HOSPITAL, BETHESDA

Pursuant to my discussion with you, it is recommended that the Bureau approve the policy of permitting the agent personnel who are sent to the Naval Hospital at Bethesda for their physical examinations to be advised that Bethesda welcomes blood donations so that if any of them desires to volunteer to contribute blood, the same can be handled while they are at Bethesda for their physicals.

I feel that the approval of this policy would decidedly benefit our relations at Bethesda by enabling us to reciprocate for some of the splendid courteous services which they have always been willing to render our men.

Furthermore, I know that Bethesda needs blood because within the past two weeks, I received information that the blood bank at Bethesda was depleted for Type O blood and I arranged for a group of volunteer supervisors to make donations of blood at Bethesda in this emergency instance.

Should this suggested policy be approved, I will arrange for it to be immediately placed into effect and I will also see that the Commanding Officer at Bethesda is informed of our offer.

HLE:etw

ADDENDUM: WRG:JC 11-6-51

The Executives Conference of November 1, 1951, consisting of Messrs. Tolson, Gearty, McGuire, Mason, Winterrowd, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin felt that this would be a good idea provided the men taking physical examinations were desirous of donating blood to the hospital at the time their physicals were taken.

DIRECTOR'S NOTATION: "OK.H."

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THE DIRECTOR

November 27, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of November 20, 1951, consisting of Messrs. Ladd, Parsons, Tracy, Clegg, Hennrich, Mohr, Rosen, and Nease considered the attached communication concerning the Governing Board of the Special Agent Insurance Fund and recommended their approval.

Respectfully,
FOR THE DIRECTOR

Clyde Tolson

Attachments (2)

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

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- Gandy

CONFIDENTIAL

1, 1951

MR. GLAVIN

H. L. EDWARDS

NEW LEAVE LAW

sl

The Annual and Sick Leave Act of 1951 recently passed by Congress and signed by the President on October 30, 1951, makes several basic changes in the leave provisions effective January 6, 1952, and in the meantime, restores the system in effect prior to the passage of the Independent Offices Appropriation Bill late in August, 1951.

The main changes include the establishment of a graduated annual leave system under which the accrual varies between 13 and 26 days, depending on length of service; the non-crediting of leave to new employees until they have been in the service for 90 days; the change in sick leave accrual from 15 to 13 days annually and the removal of limitations on the amount of sick leave which may be accrued.

The new law will require a change in instructions issued to the field under the Independent Offices Appropriation Bill and new instructions must be placed in effect in the Time and Attendance reports covering the pay period ending November 10, 1951. It is, therefore, imperative that the field and the Seat of Government be advised of the new law and changes as soon as possible.

It is recommended that the attached suggested SAC Letter for this purpose be approved and be disseminated on an expedite basis.

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Attachment
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The Executives Conference of 11-1-51 consisting of Messrs. Tolson, Gearty, McGuire, Mason, Winterrowd, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin considered the attached suggested communication to all SACs concerning the annual and sick leave and recommended its approval. For the Director's information, the attached communication points out leave benefits under the present annual and sick leave law which staggers leave from 13 days annual leave for each calendar year for those employees having less than 3 years, to the 26 days annual leave for those having 15 years or more of service.

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THE DIRECTOR

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THE DECLASSIFIED CONFERENCE

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The Executive Conference of November 9, 1951, consisting of Messrs. Tolson, Laughlin, Carty, Mohr, Glavin, Loran, Ladd, Parsons, Quinn Tamm, and Glavin considered a suggestion submitted by Special Agent Elmer L. Martindale.

Martindale pointed out that in most field offices the purchase of gasoline is under GSA contracts which provide that the Government will pay retail list price. He pointed out that during the period of time he assisted in the Baltimore inspection it was ascertained that Baltimore had purchased approximately \$10,000 worth of gasoline during the preceding year and purchases for the following year will approximate \$25,000. With the exception of minor purchases at the contract garage in Annapolis, all purchases were at retail list price.

Martindale pointed out that it was determined through discussion with major oil companies that a commercial fleet operator in Baltimore who used a comparable volume of gasoline would probably operate his own gasoline pump, thereby effecting a savings of 6% to 7% per gallon or approximately 2/3 of the retail price without taxes. He pointed out that the Baltimore office does not have pump facilities available.

As Martindale further pointed out that a commercial operator who did not wish to operate his own pump would normally contract for his purchases with a retail dealer at a savings of approximately 10%. This would usually involve taking delivery at one given location. However, representatives of major oil companies consider it possible that a discount might be granted by a company operating a chain of retail outlets with the provision that credit card purchases could be made at any station in the chain.

Martindale pointed out that although it was not possible to arrange a discount in Baltimore at the time of the inspection, it is suggested that each office survey the possibility of effecting a saving on gasoline. The following methods should be given consideration in this regard: (1) an office-operated gasoline pump; (2) a contract with a company operating a chain of retail outlets; and (3) a contract with a fixed location retail outlet in the headquarters city and in each Resident Agency.

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Memo for the Director - Continued

Inspector Laughlin states that he is opposed to suggestions one and three as set out by Agent Laminola. He further points out that the major companies are not interested in contracting for gasoline purchased through a chain of retail outlets.

It was pointed out to the Conference that in past years the Bureau of Revenues has been purchasing contracts throughout the entire country and it was necessary to handle a great number of contracts in this way. Each office would necessarily have to enter into a number of contracts with all the necessary preliminary circularization for invitation to bid, the procurement of bids, review of bids, redrafting of contracts in the Department of Justice, return of the contracts to the Bureau and subsequent return to the field. It was further pointed out to the Conference that it was the experience of the Bureau that in most instances in recent years the gasoline companies and service stations answering our invitations to bid would offer a price at the retail sales price and in very few instances were discounts offered and secured.

It was further pointed out that several years ago the General Services Administration entered into a negotiation with gasoline companies on a country-wide basis securing contracts for the Government as a whole and under these provisions all that was necessary for us to participate in these contracts is about any preliminary steps, looking toward the procurement of the contracts in question, and that we utilize the credit card method of purchasing gasoline in every one of our Divisional offices as at the present time.

The Conference feels that the operation of gasoline pumps by the offices would not serve our purpose. First, we would have to procure the necessary space for a pump and the necessary tanks. It would be necessary to have at least one employee on duty 24 hours a day to operate the pump, we would have rentals in connection with location, and there could be no savings whatsoever in the installation of such a system. It is further pointed out that the operation of the gasoline pump by the office itself would care for the headquarters city only, and the rest of the Division would necessarily have to be serviced either by the over-all Government contract or through independent contracts which we might be able to secure.

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Memo for the Director - Continued

The Conference further feels that in connection with suggestions two and three, that in view of the fact that the majority of dealers would bid in at the retail sales price of gasoline at this time, there would be no savings to the Bureau since much additional work would necessarily have to be entered into in order to effect the procurement of the necessary contracts to cover each of our Divisional areas.

Should the Director agree with the Conference recommendation in connection with this matter, Special Agent Hoffmann will be appropriately advised.

Respectfully,
FOR THE CONFERENCE

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Clyde Tolson

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The Director

~~CONFIDENTIAL~~

November 28, 1951

The Executives Conference

~~ASSIGNMENT OF LIAISON REPRESENTATIVE WITH
U. S. ARMY, SALZBURG, AUSTRIA~~

The Executives Conference, consisting of Messrs. Tolson, McGuire for Nichols, Mason for Clegg, Glavin, Parsons for Harbo, Rosen, Tracy, Mohr, Ladd, Gearty and Laughlin, on November 28, 1951, reconsidered the request of Lieutenant General S. Leroy Irwin, Commanding General, Headquarters, U. S. Forces in Austria, to have a Bureau Agent detailed for duty in Austria. You will recall that General Irwin by letter dated July 27, 1951, to General Bolling, G-2, had stressed the need of an FBI Agent in Austria. By letter dated August 24, 1951, General Bolling forwarded General Irwin's letter and advised that in the event the Bureau approved the request, he would do everything in his power to facilitate the assignment of the Agent in Austria.

On August 28, 1951, the Executives Conference considered General Irwin's request and it was recommended that the Bureau examine the results of the Bureau's liaison operation at Heidelberg, Germany, and if information of interest to Domestic Intelligence was secured through that assignment, that consideration then be given to complying with General Irwin's request. This recommendation was approved by you and General Bolling was advised by letter dated August 29, 1951, that at the end of three months the Bureau would give further consideration to General Irwin's request in order to determine whether it would be possible to assign an Agent in Austria.

With regard to the results of the Bureau's liaison operation at Heidelberg, Germany, Special Agent George A. Van Roy, the Bureau's representative in that city since September of this year, has established a very satisfactory working relationship with Army officials who immediately took steps to orient Van Roy with the Army's intelligence operations and facilities in Germany. The Heidelberg office has handled various matters since September and the case load as of November 1, 1951, was fourteen. Included in these cases were very pertinent leads pertaining to matters entitled "John Garfield, Security Matter - C, Perjury," and "Donald Duart MacLean, Guy Burgess, Espionage - R." Since his arrival in Germany, Van Roy has obtained information from the Army regarding the Joseph

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

EX-25

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Katz Espionage Case. This information was of a type which may not have reached the Bureau if a liaison representative was not assigned in Germany. Through Van Hoy's contact with the Army he has been able to stabilize the problems of Ernst Peter Burger, who from time to time has been confronted with various problems bearing on his security and welfare. (X)

The potential value of liaison in Austria can be summarized as follows:

(1) In his letter General Irwin pointed out that several Americans in Austria allegedly belong to an "espionage complex" believed to be Soviet directed. It was his observation that the FBI would have a very real interest in this matter. The tone of General Irwin's letter indicated that the Bureau might be able to derive significant benefits from information developed on the activities of those Americans in Austria. (X)

(2) The MOCASE has numerous highly important leads in Vienna, which necessitate attention. Up-to-date it has not been feasible to have any outside agency handle these leads. When the MOCASE comes to a head, there will be additional leads needing attention in Austria. (X)

(3) Another Bureau case with angles in Vienna is the case entitled "Otto Verber, Espionage." Two of the principal subjects, who are American citizens, are still in Vienna. (X)

(4) Vienna is a center of international intrigue and is a well established locale for the operations of the intelligence agencies of all Power Countries, including Russia. This atmosphere offers potentialities for the development of sources of information, double agents, and the acquisition of information relating to Soviet espionage and sabotage techniques. (X)

The Conference unanimously recommended that an Agent be assigned to serve as a liaison representative with the Army at Salzburg, Austria, on a one year trial basis.

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~~CONFIDENTIAL~~

If you approve, immediate steps will be taken to notify General Rolling, to select the Agent for assignment and to expedite his travel to Austria.

Respectfully,
For the Conference

Y
Clyde Tolson

OK

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November 20, 1951

The Director
The Executives Conference

The Executives Conference of November 19, 1951, consisting of Messrs. Tolson, Laughlin, Gearty, Clegg, Rosen, Parsons, Tracy, Ladd, McGuire, Mohr and Glavin considered a suggestion submitted by [redacted] Clerk of the Kansas City Office, under date of October 27, 1951, wherein he suggests that a rubber cover for the foot feed in Bureau owned automobiles be procured to eliminate excessive wear to the floor mat at the base of the foot feed where the driver's heel comes in contact with the mat.

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Mr. [redacted] in his suggestion, estimated that of the presumably large number of floor mats that are replaced annually throughout the Bureau, approximately 80% are replaced due to excessive wear around the base of the foot feed. [redacted] feels that by the utilization of this cover a considerable savings could be made by the Bureau in that the cost of a floor mat is approximately \$11.00 while the cost of the cover suggested by him is approximately \$.69 on the retail market. He feels that there will be an annual savings of at least \$2500 to \$3000.

SAC Boardman stated he believes the suggestion merits consideration and would effect a substantial saving to the Bureau.

At the suggestion of the Conference a check was made of certain offices to determine whether the replacement of floor mats is the usual procedure in the field.

The Conference was advised that personal inquiry at the Washington Field Office reflected that the Washington Field Office very rarely purchases new floor mats for Bureau owned automobiles.

The Conference was further advised that for the first quarter of the fiscal year 1952, vouchers submitted by the Los Angeles, San Francisco, New York and Kansas City Offices did not reflect that any floor mats were purchased by any of these offices.

The Conference was further advised that insofar as Bureau owned automobiles at the Seat of Government are concerned, very few purchases of new floor mats for these cars are made.

CC: Mr. Mohr
Mr. Clegg
WRG:cr

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Memorandum for the Director

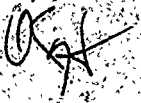
The Bureau feels, therefore, that it would not be economical or to the best interests of the government to purchase the suggested foot feed covers for all Bureau automobiles at this time.

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b7C

Should the Director agree with the Conference recommendation the attached communication should go forward to Mr.

Respectfully,
For the Conference

4



Clyde Tolson

John
Edwin

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

FROM : L. B. Nichols

SUBJECT:

DATE: October 23, 1951

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The Director desires hereafter, in connection with supervisors' conferences, that the Special Agent in Charge, Assistant Special Agent in Charge and supervisors of the Washington Field Office be invited to attend.

de

LBN:hmc

I extended invitation this time through Asac Fletcher. She could not attend because of their own conference.

Bob

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THE DIRECTOR

11/28/51

EXECUTIVES CONFERENCE

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The Conference of November 28, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason.

The Executives Conference considered the matter of ~~file~~ reviews in Applicant-type cases during Field Office inspections.

This arose out of a suggestion at the recent Inspectors' Conference that a more intensive analysis of ~~investigative operations~~ could be made if Field Inspectors could review ~~closed Applicant cases~~ rather than review Applicant files pending.

This suggestion was based on the fact that pending Applicant files normally contain one communication from the Bureau and nothing else, and no investigative report appears in the file until after the case has been closed. Many of the Applicant cases contain only a charge-out slip. On the other hand, by reviewing Applicant cases closed during the early part of the inspection or those closed immediately prior to the Inspector's arrival, the Inspector would be enabled to make a detailed analytical evaluation of the quality of Applicant investigations as he is able to do in other types of investigative work.

This would mean that Inspectors, instead of reviewing each of the current pending Applicant files as is the present requirement, would review a proportionate number of recently closed Applicant files.

This change in procedure would have no bearing upon the present practice of checking Applicant files to see if deadlines are being made and the extent of delinquency.

In support of their suggestion the Inspectors listed the following advantages:

1. Closed files show all of the action taken, whether the office has met the deadline, the quality of interviews, the quality of reporting and similar facts are brought to light which are of prime interest to the Inspector.
2. Because all pending Applicant cases are under deadline set by the Bureau the Inspector's efforts to obtain those files

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cc-Mr. Mohr
Mr. Clegg
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NOV 30 1951

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Memorandum for the Director


frequently collide with efforts of employees in the office seeking to dictate, stenographers typing dictation or supervisors seeking the files to peruse outgoing reports. There would be economy in file clerk operations by reducing the number of demands on the pending files.

3. The pending files consist principally of a serial from the Bureau for Applicant files are concluded in one RUC report. As long as the file is pending the RUC report has not been written. Therefore, the Inspector is prevented from properly analyzing, criticizing and evaluating and offering constructive criticism to the office concerning the investigative operations.
4. In view of the fact that in many instances the pending files will actually contain only a charge-out slip, the attempt to review the file is meaningless.

The Executives Conference unanimously opposed the suggestion feeling that the pending Applicant cases should be individually checked and that the real danger lies not so much in closed Applicant cases, but rests more in an Applicant case which has been pending for some length of time beyond the deadline and is still not closed.

If the Director agrees with the Executives Conference, no action will be needed for no change in the current procedure will be made.

Respectfully,
For the Conference


Clyde Tolson

FIVE DIRECTOR

November 27, 1951

FIVE DIRECTOR'S OFFICIALS

The resumption conference of November 20, 1951, consisting of Messrs. Ladd, Parsons, Tracy, Neasey, Henschel, Clegg, Mohr, Rosen, and Glavin considered an automobile accident involving Special Agent Robert G. Haines of the Springfield Division.

The conference was advised that Haines was involved in an automobile accident on October 5, 1951, at approximately 3:00 p.m. while driving on U. S. Highway 51, changing the speed out by an amount calculated from 1592.40 to 3000.40.

A detailed memorandum concerning this accident is attached hereto.

Briefly, for the Director's information, Agent Haines was en route to Springfield when he noticed a motorist who appeared to make the description of a subject recently abandoning a stolen automobile at Carlisle, Illinois. Agent Haines contacted the Sheriff at Carlisle and arranged to meet the Sheriff to conduct an investigation. Haines was approximately 6 miles west of Sandougl, Illinois, and was observing incoming traffic in an effort to identify the Sheriff, who was proceeding to West Anna, Illinois.

Haines pointed out that upon reaching the crest of a hill he observed a tractor pulling a farm implement also traveling west, the same direction in which Agent Haines was traveling. He stated that he was crossing the railroad tracks and in view of the incoming traffic applied the brakes to slow down rather than pass the tractor. At that time the Bureau car skidded and to the best of his knowledge, he corrected one or two skids to the left and a similar number of skids to the right. While the car was skidding he released the brakes in an effort to correct the skidding (unlike the proper procedure) and the Bureau car proceeded off the south side of the highway and struck the shoulder of a cement culvert and turned over. Agent Haines was not injured. The distance between the railroad track and where the car turned over was 355 feet and the concrete culvert shoulder was 9 feet south of the highway roadbed. Agent Haines stated that before he applied the brakes, he was traveling at a speed not to exceed 35 miles per hour.

An Illinois State Police Officer arrived on the scene shortly after the accident occurred and he stated that the cause of the accident

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

Attachment
 Not J. H. Clegg
 J. F. [unclear]
 [unclear] [unclear]

RECORDED - 108
 INDEXED - 108
 EX - 99

166-2554-9243
 NOV 30 1951
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7/13 BY SP-56 BJK

November 27, 1951

was the result of the car skidding off the roadbed and hitting a cement culvert abutment which caused the car to turn over. The officer stated there would not have been any property damage and the car would not have overturned if it had not struck the culvert abutment. The officer further stated that approximately 1 1/2 hours prior to the accident, it had been raining which he described as a drizzle. He pointed out that prior to 1950, the roadbed had been a cement pavement; over this roadbed had been placed a tar and asphalt covering approximately one inch in thickness and then crushed rock had been placed over the asphalt.

The officer stated that during the summer of 1951, the tar-asphalt had become soft as a result of the hot weather and the traffic on the roadway had caused the tar and asphalt to cover the crushed rock. At the present, when this stretch of pavement becomes wet it is extremely slippery. The officer stated that shortly after the Bureau car overturned another car skidded and overturned approximately 3 miles west of the scene of the instant accident. The officer further stated that a bisecting road just west of the railroad crossing had been oiled during the summer of 1951, and a certain amount of oil from this side road was noted to have been carried onto the highway roadbed which was a hazardous condition in the area where the Bureau car skidded. He stated that he made a careful examination of the roadbed but there were no skid marks on the pavement. It was the opinion of the officer that the Bureau car was not traveling at an excessive rate of speed and there being a slight curve in the highway was another factor that caused the car to skid off the pavement.

The Special Agent in Charge stated that in view of the report of the Illinois State Highway Patrol, which reflects that the road over which the Bureau car was traveling presented an unusually hazardous condition due to the weathering of the original covering and an oil slick on the road, he recommended that the Bureau assume the cost of the repairs of the Bureau car.

The Conference, with the exception of Messrs. Parsons and Tracy, feel that Special Agent Haines was not responsible for the accident in question. The skid of 225 feet over a slippery road is not evidence that the Agent was traveling over a safe speed limit. The majority of the Conference point out that such skid could occur with a car traveling at a reasonable rate of speed and even though every effort would be made by the driver of the car to bring the car out of the skid, if road conditions were unfavorably the possibility of an accident was critical.

Messrs. Tracy and Parsons feel that the Agent should have been able to bring the car out of the skid and they feel that he did not exercise due caution in handling the car in question. They feel that Agent Haines should defray the cost of the damages.

MEMORANDUM FOR THE DIRECTOR

November 27, 1951

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

For the Director's further information, Agent Haines was also involved in an automobile accident on September 12, 1951, when a Bureau car was damaged in the amount of \$800.

This accident, from all information which was gathered concerning it, was the result of a piece of junk equipment falling from a truck which was proceeding in the same direction as was the Agent and as Agent Haines endeavored to pass the truck, this piece of junk machinery, more definitely a piece of "starter housing", had locked the front wheel causing the car to swerve out of control and collide with the truck. The Laboratory examined the tire of the right wheel of this car and found that the tire was partially cut by a relatively dull object and that the hole was further enlarged by tearing. The inner-tube was found to have a hole which appeared to have been made in a similar manner as the hole in the tire. The Laboratory stated that the holes in the inner-tube and tire could have been made by contact with the starter housing. The Laboratory examiner stated it was particularly concluded that if one or the other of the two posts protruding from the starter housing came into contact with the tire, the holes as described could have been caused, and the Laboratory examiner could not definitely state that this was the manner in which the accident occurred.

The Conference did not feel that Agent Haines was responsible for this particular accident.

*I recommend
the agent pay
one-half the
damage.*

*11-29
/*

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

*I share majority
view*

21

The Director
The Executives Conference

November 29, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/92 BY SP-5/bj

The Executives Conference today was advised by Mr. McGuire that under the law the Bureau is required to prepare for each employee a W-2 Withholding tax form, advising such employees of the total wages earned and the tax deducted. We are also required under the law to send a copy of the W-2 form to each State Department of Internal Revenue and in 7 or 8 cities we are obligated to send a copy of the form to these cities in view of local tax laws.

The major problem confronting the Bureau is to have current and up-to-date residence addresses of all non-Agent personnel which must be printed on the W-2 form. In prior years different procedures have been tested in getting the addresses on the forms, both by the old Machine Accounting Unit of the Administrative Division, and by the Statistical Section. None has operated satisfactorily and has usually delayed the preparation of the forms.

Accordingly, it was recommended that each of the Bureau's non-Agent personnel in the field and at the Seat of Government prepare a 3 x 5 card showing his name, residence address and place of assignment (office, section or unit) and that these cards be forwarded to the Statistical Section of the Bureau not later than December 10, 1951. The Conference was advised that there is no problem in connection with Agent personnel as the Department has ruled in view of the constant travel status of Agents the W-2 forms can be directed to the Agents at their headquarters offices.

The Executives Conference was unanimously in favor of forwarding the attached GAO letter immediately. Those in attendance were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, McGuire, Mason, Gurney and Laughlin.

Respectfully,
For the Conference

[Handwritten initials]

RECORDED - 108
Glavin Tolson

INDEXED - 108

EX - 99

66-2554-9244
NOV 30 1951

cc - Mr. Glavin
Mr. Mohr

Attachment

JJM:MP

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

DEC 5 1951

[Handwritten signatures]

THE DIRECTOR

11/29/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/72 BY SP-SC/DW

The Executives Conference of 11/28/51 consisted of Messrs. Tolson, Ladd, McGuire, Glavin, Tracy, Parsons, Mohr, Rosen, Gearty, Laughlin and Mason.

The Conference advised that Thomas V. Ryan of the New York Division of Safety is the Secretary-Treasurer of the FBI National Academy Associates and that he has occupied this position for approximately 7 years. Mr. Ryan's books have never been audited although he may handle as much as \$7,000 of FBI National Academy Associates' funds during the course of the year. The Conference was advised, however, that, although no complete audit has been made, nevertheless on his visits to Washington, Ryan brings with him cash receipts, money order stubs, check stubs, dues cards and related records which accounts have been checked periodically and have always been found to be in good condition.

A complete audit would include checking bank account records and other items not previously available.

The Conference was advised that the Bureau has no actual responsibility to audit accounts of the FBI National Academy Associates but on the other hand the organization of Associates is a recognized adjunct of the FBI National Academy and any shortage in accounts could result in unfavorable publicity to the Bureau.

The Conference unanimously felt that SAC Battle at Albany should casually suggest to Mr. Ryan that, if he ever desires a complete audit of his accounts, a Special Agent Accountant will be glad to handle this work. The Conference felt that an issue should not be made which might offend Ryan; that he should not be forced into an audit; and yet the Bureau's services should be offered.

If the Director agrees, the attached letter should be dispatched to SAC Battle at Albany.

Respectfully,
For the Conference

Clude Tolson

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

Attachment
cc-Mr. Mohr
Mr. Clegg

744
DEC 4 1951

EX-25
RECORDED - 122
INDEXED - 122
DEC 3 1951
16

RECEIVED
NOV 30 10 09 AM '51
FBI
OFFICE OF THE DIRECTOR

18992

The Director
The Executives Conference

November 27, 1951

MAGNETIC TAPE SOUND RECORDERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/13/92 BY SP-5C/ABZ

On November 28, 1951, the Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, Mason, Gerty, Laughlin, McGuire and Parsons considered the purchase of additional magnetic tape sound recorders for field use.

For more than ten years the Bureau has had in the field recorders which utilize a disc similar to a phonograph record for recording purposes. These units because of their age have been wearing out and also causing a maintenance problem. In May 1950 to replace the recording equipment in New York City the Bureau approved the purchase of thirty-five magnetic tape recorders which utilize a plastic tape as a recording medium. Experience with this equipment has shown many advantages over the older disc equipment. The magnetic tape is, of course, less expensive and the recordings can be erased and the tape used over and over again. As a result of the savings of as much as \$300 a year, these units will pay for themselves in most instances in from three to five years use. Another outstanding advantage is that these units may be used to record in automobiles and Bureau radio equipped trucks and have been successfully used with the undercar transmitters to record conversations in automobiles. As a result, largely of this advantage a number of requests have been received from the field for magnetic tape recorders.

It was pointed out to the Conference that in May of this year it was recommended that two hundred magnetic tape recorders and forty-five companion playbacks be purchased which was disapproved because of lack of funds. Because of the shortage of funds at this time it was proposed that we now purchase twenty recorders and five playbacks and that consideration be given to the purchase of additional units when funds are more readily available.

The Conference unanimously agreed with the proposal that we purchase at this time twenty Magnecord Magnetic Tape Sound Recorders and five playbacks at a cost of approximately \$19,720.

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

Handwritten initials

Respectfully,
For the Conference
RECORDED
INDEXED: 46
Clyde Tolson

66-2557-9246

cc - Mr. H. H. Clegg

76 DEC 1951

DJP:VH

Handwritten initials

THE DIRECTOR

11/29/51

EXECUTIVES CONFERENCE

The Executives Conference of 11/28/51, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason.

The Conference considered the suggestion of ASAC Edward L. Boyle of the Richmond Field Office that mimeograph machines now in use in each Field Office be replaced with multilith machines. Mr. Boyle felt that multilith machines could be operated more economically.

The Administrative Division advised that there is no difference in cost in the operation of multilith and mimeograph machines, but multilith machines will use bond paper so that better looking copies can be prepared. On the other hand, bond paper costs more than mimeograph paper. Inasmuch as 3 multilith machines are being shipped to the larger Field Offices because these machines are no longer needed at the Seat of Government because of replaced equipment, the Administrative Division suggested no further action be taken until those offices which will use the multilith machines have an opportunity to compare the results with the mimeograph machines in so far as Field operations are concerned. The Conference unanimously agreed.

If the Director agrees, no further action need be taken.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/13/92 BY SP-5C/BMX

cc-Mr. Mohr
Mr. Clegg

RECORDED - 46

INDEXED - 46

DEC 3 1951

EX - 50

76 DEC 5 1951

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

EDM; DMG

166-2537-924

THE DIRECTOR

11/30/51

EXECUTIVES CONFERENCE

The Executives Conference of 11/28/51 consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason.

The Conference considered the suggestion made by SA Orrell A. York of the Albany Office that each office be equipped with a recording device attached to one telephone line in the Field Office so that Resident and Road Work Agents telephoning in to the office during the night hours, when no stenographer is available, may instruct the Night Clerk to hook up the recording apparatus in order that the calling Agent may dictate teletypes or other urgent matters.

The Conference was vigorously and unanimously opposed because of the obvious embarrassment which could result in having a recording apparatus on telephone lines.

If the Director agrees, no further action is necessary for Special Agent York has already been thanked for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

[Handwritten initials]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/92 BY SP-5 CBT/ST

cc-Mr. Mohr
Mr. Clegg

RECORDED - 46

INDEXED - 46

DEC 3 1951

16

EX-50-58

66-2537-9248

[Handwritten signature]

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- Tolson _____
- Ladd _____
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- Gandy _____

7 6 DEC 5 1951

18990

The Director
The Executives Conference

November 29, 1951

250 WATT FIELD OFFICE RADIO STATIONS

On November 28, 1951, the Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Rosen, Mason, Gearty, Laughlin, McGuire and Parsons considered the installation of additional 250 watt FM radio stations in Bureau field offices. It was pointed out to the Conference, that voice radio stations have been installed in the following field offices which permit voice communication with the radio equipped automobiles and with other radio equipment used by Special Agents in investigative matters:

- | | |
|---------------|-------------|
| New York | Detroit |
| Washington | Baltimore |
| Los Angeles | Miami |
| San Francisco | Cleveland |
| Chicago | Pittsburgh |
| Philadelphia | Albuquerque |
| Newark | |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/09 BY SP-1000

Similar stations have been approved for Boston, Saint Louis and Seattle but the installation is not yet complete.

Radio stations have been requested by the SAC's at Minneapolis and Buffalo and as a result of the recent inspection of those offices the Inspector has recommended that such stations be installed. The Laboratory has considered these requests and feels that they are completely justified. The other offices not approved for such installations were likewise considered on the basis of the population of the headquarters city, the number of cars assigned to the metropolitan area, the number of Agents assigned and the Detcon subjects in those field divisions. On the basis of this consideration it is felt that there is one field office having better justification than either of the two recommended, that office being New Haven, and that in addition thereto Milwaukee is very close to Minneapolis and Buffalo in their justification. Nine other field offices were also considered but do not have the outstanding justification to warrant their proposal at this time.

W

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

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

RECORDED - 46

INDEXED - 48

66-257-9749
DEC 2 1951

DJP:YH
DEC 5 1951

EX-50

Rd
H


18991

Memorandum for the Director

The average cost of a field office installation is \$12,000. As a result of a recent survey of the offices now so equipped, the SAC's were unanimous in their contention that the stations were well justified. Each office was requested to estimate the annual savings in Agent time, telephone calls and administrative operations, and the average estimate of these field offices was \$9,000 per year. This savings is over and above the investigative advantages where no monetary savings can be shown.

The Conference unanimously recommends the approval of 250 watt radio stations in New Haven, Minneapolis, Buffalo and Milwaukee.

Respectfully,
For the Conference


Clyde Tolson

Copy

The Director
The Executives Conference

November 20, 1951

*to
Muir*

The Executives Conference of November 19, 1951, consisting of Messrs. Tolson, Laughlin, Gearty, Clegg, Rosen, Parsons, Tracy, Ladd, McGuire, Mohr and Glavin was advised that Mrs. [redacted] Assembly Clerk of the Identification Division, submitted a suggestion under date of November 5, 1951, that the Bureau work Saturday, December 22nd instead of Monday, December 24th, that this would give the employees a three day weekend - unbroken. CHRISTMAS HOLIDAY

It was pointed out to the Conference that the Administration has at the present time under consideration a recommendation made by the Personnel Officers Association of the Government to make December 24th a non-work day and that instead of working on December 24th that Saturday, December 29th be considered as a regular work day. No definite action has been taken in connection with this suggestion up to the present time.

b6
b7c

The Conference feels, therefore, that the Bureau should not take any action in connection with the suggestion of Mrs. [redacted] until appropriate governmental policy has been established by the President for this particular holiday.

Should the Director agree with the Conference recommendation the attached communication should go forward to Mrs. [redacted]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/92 BY sp-5c/btg

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

RECORDED - 92

166-2554-9250
DEC 8 1951
16

WRG:cr

INDEXED - 92

Attachment

58 DEC 6 1951

THE DIRECTOR

December 3, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of November 28, 1951, consisting of Messrs. Tolson, Laughlin, Mason, Ladd, Mohr, Parsons, Tracy, Rosen, McGuire and Glavin was advised that approximately 2 months ago the Bureau approved a request of the ~~FBI~~ American Legion Post, Number 58, for permission to sell subscriptions to the Readers Digest Magazine at cut-rate prices to Bureau employees, a project which, a year ago, raised considerable money for the Post.

~~Sale of magazine subscriptions to Bureau Employees by~~
The Conference was advised that representatives of the American Legion Post had decided that an even better method of raising funds for the Post would be to sell subscriptions to a large variety of magazines rather than to sell only the Readers Digest magazine as they did a year ago.

The Conference was advised that the magazines which would be sold by the American Legion Post were those included in the attached pamphlet which reflects the names of the magazines plus the subscription rates. The magazines included therein are such as Adventure, Air Trails, American Mercury, Boys Life, Child Life, Collier's, Atlantic Monthly, Better Homes and Gardens, Country Gentleman, Good Housekeeping, et cetera. Included in the magazines which would be sold by the American Legion Post is the Consumers Reports and the Consumers Research Bulletin. The question had been raised by the Veterans Counselor as to whether the Bureau would have any objection to the Consumers Reports being sold under this magazine program. It will be recalled that Consumers Reports is prepared by the Consumers Union of the United States. The Conference does not feel that there would be any objection to the American Legion Post selling the magazines listed in the attached pamphlet.

The Conference unanimously recommended that the Legion Post be given permission to sell the magazines as requested.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

INDEXED - 35

RECORDED - 35

66-2554-925

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/13/92 BY [signature]

[Handwritten initials]

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

WDG:JO
Attachment

CC - Mr. H. H. Clegg
Mr. J. E. [unclear] 1951

THE DIRECTOR
EXECUTIVES CONFERENCE

11/30/51

The Executives Conference of 11/28/51 consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason.

The Conference considered the suggestion of Messrs. C. E. Thompson and F. E. Webb of the FBI Laboratory that a form be printed for the use of Field Offices in sending check cases in to the Laboratory and that these forms be submitted in triplicate in order that Laboratory findings, if negative, could be marked on the form for return to the Field Office without additional typing.

Forms

The employees also suggested the use of the same form to be utilized as an attachment to the Laboratory report when positive findings are developed in check cases.

The use of the form is justified by the fact that in making submissions to the Laboratory some Field Offices include great detail relative to various checks submitted and some Field dictators include skimpy information. The use of the form would provide the Laboratory with the essential, desired information; assure uniformity and reduce typing time required.

The Training and Inspection Division recommended favorably concerning the adoption of the form and the Executives Conference unanimously agreed.

If the Director agrees, the appropriate forms will be prepared and the Field will be supplied. Attached for the Director's signature are letters to Messrs. C. E. Thompson and F. E. Webb thanking them for their suggestion.

Respectfully,
For the Conference

OGT

CLYDE TOLSON
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/92 BY SP-5 CDM

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

Attachments

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

5 DEC 7 1951

RECORDED - 79
INDEXED - 79
EX-25

66-2554-9232
DEC 4 1951

F-114

THE DIRECTOR

November 20, 1951

THE EXECUTIVE CONFERENCE

The Executives Conference of November 20, 1951, consisting of Messrs. Tolson, Laughlin, Mohr, Ladd, Nease, Parsons, Tracy, Rosen, McGuire and Glavin considered a suggestion received from both the New York and Philadelphia Offices that the Bureau employ a well qualified clerical employee to compile reports from memoranda submitted by the various Special Agents who have conducted applicant investigations under the cover order and such clerical employees complete the report to be forwarded to the Bureau for further action. It was pointed out that the SAC at Philadelphia stated he is believed that the correlation of information and the preparation of the report can be handled in an efficient and satisfactory manner by an experienced, intelligent and carefully trained clerical employee who is thoroughly acquainted with Bureau rules and regulations and in addition has had a number of years experience taking dictation and writing reports. The SAC at Philadelphia points out that Messrs. Ladd and Nease could be assigned as advisors. A Correlator could be assigned to the handling of the preparation of reports for three agents on a trial basis. The Correlator would be dictated the rough drafts submitted by these agents and would prepare and type the reports. He pointed out that the Correlator could assemble the material and dictate the report or the Correlator could assemble the material and type the report in final form. He feels that in considering the merits of the two systems the greater volume could be produced and the purpose better served if the Correlator dictated the report, since her production would otherwise be limited to the number of pages which a stenographer could type in a day, less the amount of time necessary to correlate and assemble the information. He pointed out that the name of the agent to whom the case is assigned would be used as the reporting agent and the initials of the Correlator would appear in the caption, as well as those of the stenographer or typist.

The SAC of the New York Office stated, in response to an inquiry received from the Bureau concerning the assignment of a clerical employee to perform entirely non-investigative duties in connection with applicant investigations cases, that if such a position were established the function of the Correlator clerk would be to correlate the various inserts to be received from Liaison and Liaison Agents who actually prepare the investigative report incorporating therein all the required information. The SAC at New York pointed out that in a typical case the trained and capable clerical employee would be preparing a report which would not contain derogatory

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

cc - Mr. Mohr
 cc - Mr. Clegg

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED

DATE 2/13/92 BY SP-SC/BH

RECORDED - 35
 INDEXED - 35

66-3554-9253

197

Memo for the Director - Continued

information and which could not forth, for example, such information as investigation of a university in New York City as handled by a Liaison Agent, a neighborhood investigation in Far Rockaway, New York as handled by the zone Agent and the results of credit and original inquiries made by personnel assigned to the Liaison Section of the New York Office.

The Conference, in considering both these matters, did not feel that it would be desirable to have a clerical employee assigned to correlating duties such as suggested by the SAC of the Philadelphia Office and as enumerated by the SAC of New York in response to a Bureau inquiry thereof. The Conference feels that the correlation of leads and references in applicant cases handled by Liaison representatives and by zone Agents in the headquarters office should be handled by qualified Special Agent personnel. It is felt that in this way and in this way only could the office be certain that Bureau policy and procedure was being followed and that the investigations so reported were complete and correct.

Sincerely,
For the Conference



J
John Tolson

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

THE DIRECTOR
EXECUTIVES CONFERENCE

12/3/51

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/92 BY SP-5 CIP/PL

The Executives Conference of 11/29/51 consisted of Messrs. Tolson, Ladd, McGuire, Glavin, Tracy, Parsons, Mohr, Rosen, Gearty, Laughlin and Mason.

The Conference considered the suggestion of Miss [redacted] Clerk, Albuquerque Office, that 3" x 5" index cards be made in continuous strips, perforated every 3 inches so that they can be rolled easily through a typewriter without continuous insertion.

b6
b7C

The Executives Conference unanimously felt that this procedure should be tried. The procedure will have greatest applicability to those clerks in the File Room who type index cards virtually all day long. It will have no bearing upon stenographers in the Field for those employees type index cards only after completing other documents, such as, reports and letters.

The Administrative Division pointed out that index cards in continuous strips will cost \$3.52 per thousand, as compared with the cost of \$2.00 per thousand for 3" x 5" cards. There would be a greater reduction for bulk buying. It is estimated that the Bureau will use a little less than 2,000,000 index cards in a year's time.

If the Director approves, the Administrative Division will order a supply of these cards in a continuous strip and send them to the Field for a trial period. The cards will be torn apart at the end of the day for filing. This procedure, utilized in the Identification Division at the present time, does not result in rough edges on the cards.

b6
b7C

There is attached for the Director's signature a letter to Miss [redacted] advising her that her suggested procedure will be put into use experimentally. It is noted she was previously thanked by letter of November 6, 1951 for her suggestion.

Respectfully,
For the Conference

Clyde Tolson

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

Attachment
cc-Mr. Mohr
Mr. [redacted]
EDM:DMG

744
DEC 11 1951

RECORDED-77

INDEXED

65-2554-9254
DEC 3 1951

FILE

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

b6
b7C

Date October 23, 1951

m

To: DIRECTOR, FBI

From: [Redacted] CLERK

Field Office or Division ALBUQUERQUE

[Handwritten signature]

SUGGESTION:

It is suggested that index cards be made in continuous strips perforated every three inches, so that they can be easily rolled through a type-writer without continuous insertion.

Its advantages are:

Would save a lot of TIME

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/13/92 BY SP-5CJ/DTF

It should save at least \$?? annually.

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



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

It is recommended that the Bureau look into the possibility of obtaining perforated strips, and that this suggestion be experimented with in the Record Section of the Bureau to determine whether time would be saved in preparing index cards in this manner.

b6
b7C

Review of Admin. request 11/6/51 RDM

(Original suggestion) This is being held for by SAC Albuquerque 11-6-51 RDM

(Signature)

SPECIAL AGENT IN CHARGE

(Title)

66-2554-9254

The Director

11/30/51

The Executives Conference

~~TITLES OF REPORTS~~
~~SPANISH NAMES~~

The Executives Conference of November 29, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gandy, Laughlin, McGuire, and Mason.

The Conference considered a letter of November 21, 1951, from the San Diego Division pointing out that Spanish speaking people frequently reverse their names. For instance, Jose Sanchez Lopez might use that name or he may just as frequently use the name Jose Lopez Sanchez. It may be that the name Lopez when checked through the records of another agency would result in no information being discovered. However, a check of the name Sanchez might produce a record on the same individual.

As an example, the San Diego Office offered the case [redacted] fugitive, CS-48. A report prepared in the San Diego Office required a check by the Los Angeles Division of employment records relating to the subject. The report from Los Angeles showed that a check was made under the name [redacted] but apparently no check was made under the name [redacted]. A Spanish speaking person frequently uses his middle name as his last name.

The San Diego Office proposes setting out these variations of Spanish names in the titles of reports and correspondence.

The Conference was unanimously opposed to this idea for variations exist of Chinese, Japanese, and Russian names as well as Spanish names. The Conference felt that an alias should not be carried unless it is known that the subject utilizes that alias and the tendency of Spanish speaking people to reverse names, while predominant, is not universally true.

cc: Mr. Mohr
Mr. Clegg

RECORDED-77
INDEXED-77

66-2554-9253

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-52/bx

The Conference felt that the current procedure of names and aliases in reports and correspondence should be continued without change.

Under date of January 20, 1947, the field was furnished with facts as to how to handle foreign names. It appears that any misunderstanding on the part of investigative employees can be quickly eliminated through perusal of the index guide.

If the Director approved there are attached:

1. A memorandum to SAC, San Diego acknowledging his letter of November 21, 1951.
2. A proposed SIO letter calling attention of SACs to the previously furnished index guide and instructing that the handling of foreign names be discussed at the next conference of Agents.

Respectfully,
For the Conference


Clyde Tolson

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

November 19, 1951

Mr. S. A. Andretta
Administrative Assistant Attorney General

Director, FBI

OFFICE SPACE
U. S. POST OFFICE
GARY, INDIANA

This is to advise that information has been furnished to this Bureau to the effect that the Bureau of Internal Revenue is vacating three rooms in the post office at Gary, Indiana, and the Postmaster is of the opinion that part of this space might be available to this Bureau.

At the present time there are fifteen Special Agents working out of our three rooms that we have in the basement of the U. S. Post Office at Hammond, Indiana. It is felt that due to the volume of work in this area an additional room in the Post Office at Gary would relieve the congested space situation in that area. It is also felt that by securing an additional room in the Post Office at Gary it would provide necessary space for interviewing of individuals in connection with our investigations and also for handling of other confidential matters which require additional space.

It is requested that you contact the appropriate official in an effort to secure for this Bureau one of the available rooms being vacated in the Post Office at Gary, Indiana. In this connection our Special Agent in Charge of the Indianapolis Office has been granted authority to contact the local Postmaster in an effort to secure a room in the Post Office at Gary.

It would be appreciated if you would furnish this Bureau with any information received regarding this matter.

SAC, Indianapolis

NPC:blg:ja

The Executives Conference of 11-9-51 consisting of Messrs. Tolson, Ladd, Gearty, Clegg, Rosen, Laughlin, Parsons, Quinn Tamm, Mohr, and Glavin, considered the above and were in agreement that this matter should be handled in this way.

RECORDED - 3

66-2554-9257

NOV 21 1951

50 DEC 1 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5C/BHF

ORIGINAL COPY FILED IN 66-2554-9257

18989

November 19, 1951

SAC, INDIANAPOLIS

DIRECTOR, FBI

OFFICE SPACE
GARY, INDIANA
HAMMOND RESIDENT AGENCY

Jm

Reference is made to your letter of October 25, 1951, concerning the availability of space at Gary, Indiana.

This is to advise that you are authorized to secure a room in the U. S. Post Office Building at Gary. You should negotiate for this space through the local representative of the General Services Administration.

It is desired that you advise the Bureau at the time of occupation of this room and furnish a copy of the Occupancy Confirmation Report as soon as it is received from the General Services Administration.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP-5/RCI/BTF

66-5

NPC:blg:jc

The Executives Conference of 11-9-51 consisting of Messrs. Tolson, Ladd, Gearty, Clegg, Rosen, Laughlin, Parson, Quinn Tamm, Mohr and Glavin considered the above and were in agreement that this matter should be handed in this way.

RECORDED-77

66-2554-9258

RECORDED

47 NOV 30 1951

244
11-9-51
LA JJ

THE DIRECTOR

12/5/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/02 BY SP-5/BJB

The Executives Conference of 12/3/51 consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Nease and Mason.

The Conference was advised that informal and preliminary inquiries have been made to ascertain whether it would be advisable for the Bureau to have a direct leased-line from the Seat of Government to Quantico for telephone communications.

The monthly telephone bill at Quantico normally runs about \$106. A leased-line would cost \$112 per month. The lines on the U. S. Marine Base, one being a commercial line and the other a Defense Department line, are always overcrowded and sometimes exhaustive delays occur up to 3 hours in reaching Quantico. In connection with War Plans and the possibility of an emergency, in which event the Quantico line would be busy practically all of the time, it has appeared that a direct FBI telephone line would be advisable.

The Marine Corps is not interested in releasing one of their lines. They want more lines and have been badgering the Telephone Company to put in more cables. The only possibility of getting a leased-line at this time, according to Mr. John Howard, President of the Chesapeake and Potomac Telephone Company of Washington, is to take one of the long distance lines running from Richmond to Washington, D. C., withdraw it from general use and turn over the Washington to Quantico portion to the FBI. Mr. Howard is willing to do this if the FBI considers its position an emergency. On the other hand, Howard suggests that, since a new cable will be installed between Washington and Richmond by June 1952, it will then be possible to put a direct line from the Bureau in Washington to the Academy building at Quantico without inconvenience to anyone.

The Conference felt that the Bureau should wait until the new cable is installed and then obtain a direct telephone line. Meanwhile the Bureau should advise the Chesapeake and Potomac Telephone Company of Washington in planning the installation of the new cable to reserve a direct line for the Bureau's use to Quantico.

If the Director agrees, Mr. Newby who made the original contact in this matter will communicate with President John Howard of the Chesapeake and Potomac Telephone Company.

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

61 DEC 10 1951

cc-Messrs. Mohr & Clegg
EDM:DN

Respectfully,
For the Conference

EX-25 RECORDED - 69 INDEXED - 59
DEC 6 1951
Glyde Tolson

12/4/51

THE DIRECTOR
EXECUTIVE CONFERENCE

SUGGESTION OF [REDACTED]
PITTSBURGH DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5CJ

The Executive Conference of December 3, 1951, consisted of Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gurnea, McGuire, Nease, and Mason.

b6
b7c

The Conference considered the suggestion of Troos D. Wilkowitz, 11/23/51, of the Pittsburgh Office to the effect that if field offices will use both sides of the paper for investigative reports and blind memoranda which have to be mimeographed a savings of \$20,000 per year can be effected.

Miss [REDACTED] bases her computation on the fact that there would be a 20% reduction in paper through using both sides, a savings of time in the assembling of reports and a savings of space in field and Bureau files.

Mr. Sommerger of the Mechanical Section advised that the current mimeographed paper can be utilized on both sides.

Mr. Tolson expressed the view that investigative reports should not be printed on both sides for this would lead to complaints from United States Attorneys. All members of the Conference agreed with Mr. Tolson and felt that having to turn files upside down and around to read the reverse side of mimeographed pages along with slight loss of clarity when both sides of the paper are used and the possibility of complaints from other agencies are in themselves sufficient reason to reject the suggestion.

The Conference regarded the suggestion as unanimously unfavorable.

If the Director agrees, there is attached a letter to Miss [REDACTED] thanking her for her idea.

b6
b7c

Respectfully,
For the Conference

Clyde Tolson

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

DEC 13 1951

INDEXED - 31

RECORDED - 31

DEC 6 1951

66-2554-9260

RECEIVED

THE DIRECTOR

12/5/51

EXECUTIVES CONFERENCE

16
D

The Executives Conference of 12/3/51 consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Nease and Mason.

The Conference considered the proposed program of Semi-Annual Technical Training Conferences to be used in the Field during the 1952 calendar year.

Section 3B(6) of the Manual of Rules and Regulations requires notification to the Bureau by routing slip by the 5th of July and the 5th of January that Conferences have been held. Previously the Bureau authorized, in connection with Quarterly Conferences of Agents and Conferences of clerical employees in the Field, the preparation of memoranda for the Field file showing that such Conferences had been held. This is checked on inspections. The Conference believes this desirable.

If the Director concurs, the attached SAC Letter giving detailed instructions for Technical Training in the Field should be signed. Also attached is an appropriate Manual revision.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5 CJP/BJE

Attachments

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

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

RECORDED - 31

66-2554-9511

DEC 6 1951

INDEXED - 31

57 DEC 10 1951

THE DIRECTOR

10/19/51

EXECUTIVES CONFERENCE

SUGGESTION OF MISS MARY E. TRIPLETT
RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/18/92 BY SP-5 C. J. [Signature]

The Executives Conference of October 8, 1951, consisting of Messrs. Tracy, Rosen, Belmont, Parsons, Gearty, and Mason originally considered the suggestion of Miss Mary E. Triplett of the Records Section relative to the procedure of Classifiers reading in entirety certain investigative reports.

At present, Records Section Classifiers read the entire report and index fully all names appearing in the details of the report, when indexing appears warranted, in all classifications of files except the following:

EXCEPTIONS

<u>Classification Number</u>	<u>Classification Name</u>
17	Veterans Administration Matters
25	Selective Service Act
29	Federal Reserve Act
36	Mail Fraud
42	Deserters
46	Fraud Against the Government, Contract Settlement Act, Renegotiation Act, Surplus Property Act, False Claims
48	Postal Violations (except mail frauds)
49	National Bankruptcy Act
60	Treason and Misprision of Treason
62	Condemnation Proceedings; Lands Division Cases
73	Application for Executive Clemency; Application for Pardon after Completion of Sentence
77	Departmental Applicants
82	War Risk Insurance
83	Court of Claims
84	Reconstruction Finance Corporation
93	Ascertaining Financial Ability
96	Alien employment in Military Aircraft Plants

cc: Messrs. Mohr and Glegg
Messrs. Harbo, Rosen, and Sizoo

EDM:atp

ESTS
1951

RECORDED - 23

OCT 27 1951

166-2554-9262 / MAC:n

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

Classification Number

Classification Name

104

Servicemen's Dependents' Allowance Act of 1942

120

Federal Tort Claims Act

All Accounting Reports

The Executives Conference of October 6, 1951, felt that before acting on the suggestion of Miss Mary E. Triplett to include in the above list the following:

Classification Number

Classification Name

76

Escaped Federal Prisoners

88

Unlawful Flight

131

Admiralty Matters

That a study should be made to see if more classifications could be added to the list, it being Mr. Rosen's thought that possibly more work could be saved.

During the inspection of the Records Section, Assistant Director Harbo designated [redacted] to check with the Investigative Division and the Domestic Intelligence Division and found that Classification 115 (Bond Default) should likewise be added.

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b7c

The Executives Conference of October 18, 1951 consisting of Messrs. Filson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty and Mason unanimously recommended that Classifiers in the Records Section not read beyond the synopsis in the following classifications:

Classification 76 (Escaped Federal Prisoners, Escape and Rescue, Parole Violators, Conditional Release Violators, and Probation Violators).

Classification 88 (Unlawful Flight to Avoid Prosecution, Custody, Confinement, or giving Testimony).

Classification 115 (Bond Default).


Classification 131 (Admiralty Matters).

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

If the Director agrees:

1. The attached letter should be signed to Miss Triplett advising her of the adoption of her suggestion. She was previously informed by letter of September 26 from the Director that her suggestion would be studied.
2. The Records Section Classifiers will be appropriately instructed.
3. No award is involved inasmuch as this suggestion falls within the purview of Miss Triplett's duties.

Respectfully,
For the Conference


Clyde Tolson

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

THE DIRECTOR

12/5/51

EXECUTIVES CONFERENCE

The Executives Conference of 12/3/51 consisted of Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gearty, McGuire, Nease and Mason.

In connection with providing First Aid training for Seat of Government employees in accordance with existing War Plans, the Conference was informed that 2 sessions of 60 employees each have been provided First Aid training. The second session finishes December 7, 1951.

Rather than commence another session immediately, which would be interrupted by the Christmas holidays and pose problems relative to Annual Leave, the Conference felt it desirable to commence the 3rd session on Monday, January 7, 1952. For the Director's information, First Aid classes last 3 days a week and are of 3 hours' duration each. The total course consumes 24 hours.

Several of our instructors previously licensed by the American Red Cross were required to complete at least 1 training school by December 31; however, the American Red Cross has given a 30-day extension to these instructors.

The session commencing January 7, 1952 will make possible license renewals for all Seat of Government FBI Red Cross instructors.

If the Director agrees, the attached memorandum should go forth advising the Assistant Directors of the 3rd session of First Aid classes.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/94 BY 8-SC/DK

Attachment
cc - Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED 71
INDEXED 71

66-2557-9263

DEC 11 1951

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

The Director

12/5/51

Executives Conference

TRANSMITTAL OF REPORTS TO UNITED STATES ATTORNEYS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5 C/B

The Executives Conference of December 3, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Nease, and Mason.

The Conference considered the method of transmittal of reports to United States Attorneys.

SAC Letter #67, dated September 15, 1950, instructs the field to deliver by messenger or clerk all mail destined to United States Attorneys located in the same headquarters city as the Field Division. United States Attorneys in other cities are forwarded material by regular mail.

At the recent Inspectors' Conference the suggestion was made that the Bureau might possibly be open to criticism by having messengers carry routine mail to United States Attorneys located some distance from the Field Office although still in the same city. The Inspectors' Conference felt that it might be well to adjust the rule so that mail would be delivered by Clerk or Messenger when the United States Attorney is located in the same building as the FBI or in the immediate area of the FBI Office and in other instances be forwarded through the postal service.

All members of the Conference felt that the present procedure is the best and that the Bureau might, on the other hand, be criticized by mailing the document to a United States Attorney when some employee of the FBI Office has to go to the Post Office Building, where the United States Attorney is located, in order to mail the material. The Conference feels that no change should be made.

If the Director agrees, no further action need be taken.

Respectfully,
For the Conference,

Clyde Tolson

cc: Mr. Mohr & Mr. Clegg

EDM:atp

RECORDED - 71

INDEXED - 71

59 DEC 11 1951

F317

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

Handwritten initials: Ka, H, W, C

66-2534-92-64

The Director

12/3/51

Executive Conference

SUBJECT: SUGGESTION OF SPECIAL AGENT V. L. MARTINDALE
OF THE WASHINGTON FIELD OFFICE

The Executive Conference of December 3, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Beach, Gurnea, McGuire, Nease, and Mason.

The Conference considered the suggestion of V. L. Martindale of the Washington Field Office that the Bureau should periodically issue a list of outstanding wanted flyers in order that the Field will have a ready means of determining whether their wanted flyer files are complete.

The Investigative Division advised that there is an Identification Order outstanding for every wanted flyer subject except George Dowd and that there have been 23 wanted flyers issued since 1943. There are presently 10 outstanding. The Investigative Division further advised that whenever an Identification Order subject is arrested, an apprehension order is issued and thus there is a record in the Field Office which would clearly show that the wanted flyer is no longer outstanding.

The Conference unanimously regarded the suggestion as unfavorable.

If the Director agrees, no further action need be taken. Mr. Martindale has already been thanked for his suggestion.

Respectfully,
for the Conference

Clude Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5 CBF

cc: Mr. Mohr
Mr. Glavin

FOR MR. [unclear]

cc: Mr. H. B. Long, Boston (Please advise Mr. Martindale)

RECORDED - 121

INDEXED - 121

EX - 8

DEC 7 1951

16

66-2554-9265

WAM

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

744
65 DEC 11 1951

THE DIRECTOR

December 9, 1951

THE EXECUTIVES CONFERENCE

The Executives Conference of December 9, 1951, consisting of Ladd, Tolson, Nichols, Boardman, Rosen, Ladd, Belmont, Mohr, Tracy, Parsons, Nease and Glavin, was advised that at the present time we are receiving requests for ~~the~~ retroactive salary payments of former employees who, under the present pay law, can receive retroactive salaries and in the event they were still employed by the Department on the date the act was passed, October 23, 1951.

It was recommended to the conference that two form letters such as attached hereto be approved to answer these inquiries.

The Executives Conference recommended approval of the attached form letters.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Attachments (2)

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5C/br

RECORDED - 121

66-2554 92-66

INDEXED - 121

EX - 8

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

DEC 9 3 28 PM '51
U.S. DEPT. OF JUSTICE
RECEIVED
DEC 11 1951

THE DIRECTOR

December 6, 1951

The Executives Conference

COPIES OF IDENTIFICATION RECORDS ALL INFORMATION CONTAINED
TO CIVIL SERVICE COMMISSION HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5/BJT

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Harbo, Belmont, Mason, Mohr, Gearty, McGuire, and Tracy on December 4, 1951, considered a suggestion from the Investigations Division of the Civil Service Commission.

For the Director's information, Mr. [redacted] of the Investigations Division of the Civil Service Commission telephonically advised of a procedural difficulty in connection with the handling of identification records for civilian employees with the armed forces.

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Two copies of identification records are sent to the Commission. One copy is sent by the Commission to the agency interested and the other copy is sent to the Commission's Regional Office. There have been many instances where the Commission's Regional Office has contacted the Commanding General of a corps area inquiring as to whether a certain employee with a criminal record was still employed and if so, why, and the Commanding General has known nothing of the criminal record.

The armed forces duplicate the identification record prior to sending copies out to the various corps areas. This delays the submission for a considerable period of time. In an effort to get civilian employees removed promptly from the service, Mr. [redacted] has been checking into the armed forces procedures. He states that if the Bureau will furnish three copies of identification records, the armed forces can then be furnished with two of the copies, one to be mailed to the corps area commander at once.

b6
b7C

He inquired if the Bureau would consider furnishing three copies of the identification record.

The Conference was advised by Mr. Tracy that three copies are now furnished to United States Marshals, the extra copies being for the United States Attorney and the Probation Officer, that a third copy could be furnished to the Civil

cc - Mr. Glegg
Mr. Mohr

INDEXED - 105

RECORDED - 105

DEC 10 1951

66-2554-9267

SJT:edm

DEC 12 1951

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

Service Commission for a cost of approximately \$300 per year, this cost includes paper and employee time. Approximately 120,000 identification records are sent to the Civil Service Commission annually and the only additional work involved is running an extra copy on the ditto machines.

The Conference unanimously recommends approval.

Respectfully,
For the Conference,

Clyde Tolson

*Of that be
careful - it
sets a bad precedent
& while small in itself
it can mushroom.*

H

THE DIRECTOR

December 6, 1951

The Executives Conference

~~SUGGESTION BY CONSOLIDATION OF NONCRIMINAL
CARD INDEX FILE~~

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Harbo, Belmont, Mason, Mohr, Gearty, McGuire, and Tracy on December 4, 1951, considered a suggestion from the Identification Division.

Mrs. [redacted] suggested that space be made available for filling in the noncriminal files of the Card Index Section by consolidating the index cards without consolidating the corresponding fingerprint cards in the Technical Section.

The essence of her suggestion is to assign employees, when available, to handprinting on one index card the necessary data from all other index cards on the same individual. For the Director's information, there are many duplicates in the noncriminal files and it has not been possible to consolidate the index cards and the fingerprint cards and prepare a jacket for filling in the Assembly Section due to a lack of personnel sufficient to accomplish this task. The original files have been checked and are kept in a current, up-to-date condition.

Handprinting on index cards is not the most desirable practice; however, until such time as the fingerprint cards can be consolidated and jackets prepared, space can be made available in the Card Index Section by consolidating the index cards as suggested.

The Conference unanimously recommends approval of the suggested. If the Director approves, there is attached a suggested letter to Mrs. [redacted]

Respectfully,
For the Conference,

Clyde Tolson

Attachment

cc - Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED - 105

INDEXED - 105

DEC 10 1951

62-2554-2268

DEC 12 1951

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/11/83 BY SP-5 JSC/DTF

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

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

TO : The Director
FROM : The Executives Conference
SUBJECT:

DATE: December 6, 1951

The Executives Conference of December 3, 1951, consisting of Messrs. Tolson, Tracy, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, McGuire, Nease, Parsons and Glavin considered the attached Memorandum to All Employees concerning voluntary additional withholding taxes and recommended its approval for distribution.

Briefly, it advises all Bureau employees that in the event the withholdings being retained from their salaries for tax purposes are not sufficient to pay the tax in full they can increase the withholdings so that the full tax payments are deducted from their salaries.

Should the Director agree with the Conference recommendation the Memorandum will be prepared for distribution to all employees.

Respectfully,
For the Conference

OT
Clyde Tolson

CC: MR. MOHR
MR. CLEGG

WRG:cr
Attachment

RECORDED - 26 166-2554-9269
INDEXED - 26 DEC 12 1951

57 DEC 13 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP-5 CIL/DW

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: December 6, 1951

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

The Executives Conference of December 3, 1951, consisting of Messrs. Tolson, McGuire, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Tracy, Parsons, Nease and Glavin, considered a request received from the Commandant, U. S. Coast Guard, Vice Admiral Merlin O'Neill, that a sample copy of the Bureau credential be furnished the Coast Guard so that it can be included in the chart being prepared by the Coast Guard displaying facsimiles of those credentials which the guards should recognize.

The Conference was in agreement that such a sample credential card be furnished to the Coast Guard and should the Director agree, there is attached hereto an appropriate communication addressed to Vice Admiral O'Neill concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

WRG: JC
Attachment

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/15/92 BY SP-5C JPS

RECORDED - 62

INDEXED - 62

DEC 12 1951

66-2554-9270

6 DEC 12 1951

THE DIRECTOR
THE EXECUTIVES CONFERENCE

December 10, 1951

SUGGESTION FOR PURCHASE
OF FILE CABINETS

The Executives Conference of December 7, 1951 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference considered the suggestion of SA J. D. Sullivan to the effect that the Bureau should buy one-drawer high file cabinets to be placed on top of the existing four-drawer file cabinets in the Field in order to convert the cabinets to five-drawer height and thus save considerable floor space.

The Conference was advised that at present the Bureau cannot buy any file cabinets and the Conference further felt that this suggestion should not be adopted.

If the Director agrees, there is attached an appropriate letter to SA J. D. Sullivan thanking him for his suggestion.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-SCIB/ST

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

EM:cll *ali*
ATTACHMENT

RECORDED - 42
INDEXED - 42

66-2534-927
DEC 13 1951
[Handwritten signature]

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

65 DEC 18 1951

[Handwritten mark]

The Director

December 10, 1951

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/14/92 BY SP-5 W/BK

The Executives Conference of November 29, consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Cobby, Laughlin, McGuire and Mason.

The Conference considered the suggestion of Special Agent (A) V. L. Martindale to mark all postage stamps for "Government Use Only." It was the intention of Martindale that such a legend be printed on the stamps as a reason for affording stamps less security and less audit control than is currently given them.

The Conference was advised that the maintenance of stamp funds dates from December of 1948 when 2 representatives of the General Accounting Office called at the El Paso Office and, among other things, made inquiry regarding the maintenance of postage stamp records. At that time no inventory was kept of the stamps nor were the stamps kept under lock and key. Instructions were issued that the stamp fund be maintained under lock and key, that a continuous record be maintained of those expended and the records reflect the number of stamps sent to resident agencies. The Conference was advised that the Conference of January 4, 1949, noted that the Director was in thorough agreement with the fact that the stamp funds should be closely controlled and kept under lock and key. A communication was approved on January 4, 1949, instructing all SAC's to maintain a complete inventory of the purchase and disposition of the stamp funds so that any audit would reflect the fund being in balance. It was further instructed that the stamp fund be maintained under lock and key. An appropriate form was approved for the Daily Reports of stamps used and a perpetual inventory is maintained in each of the divisional offices and at the Seat of Government.

The Conference was of the very definite opinion that the records must necessarily be maintained.

It was further pointed out to the Conference that a legend on postage stamps for government use only would not be any assurance that they were being used for governmental purposes in the event any individuals in the government service decided to use one or more of the stamps for personal correspondence.

CC: Mr. Mohr
Mr. Clegg

RECORDED - 42

66-255A-9272
DEC 12 1951

URG: or 50 DEC 1 1951 INDEXED - 42

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

Memo for the Director

The Conference, therefore, recommends unfavorably as to the above reasons.

Respectfully,
For the Conference

Clyde Tolson



- Tolson _____
- Ladd _____
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- Harbo _____
- Malone _____
- Tele. Room _____
- Holloman _____
- Gandy _____

THE DIRECTOR

December 10, 1951

THE EXECUTIVES CONFERENCE

FBIRA PISTOL CLUB

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY sq-scj/bm-

The Executives Conference of December 7, 1951 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference considered whether the FBIRA Pistol Club should be reactivated in the near future.

The FBIRA Pistol Club has been organized four or five times in the past five years, however, the number of persons participating in this activity when compared with the overall FBIRA membership in Washington has been quite small. Undoubtedly the cost of firearms and ammunition which must be borne by the individual participants has had a deterring effect.

SA W. E. Clark, Activities Promoter, FBIRA, advises SAC Sloan that there is at this time some sentiment for resumption of the Pistol Club. The Club was reactivated early in 1951 and activities were suspended in the summer months because the attendance had declined to a handful.

A recent canvass of Bureau employees indicates that forty persons are definitely interested in joining the Pistol Club and there are fifty other potential participants.

The Conference was advised that shoots of the Pistol Club have in the past been held on the indoor range in the basement of the Justice Building. These firearms practices are supervised by a firearms instructor from Quantico. About twenty days of each month firearms training is scheduled from 8:30 a.m. until tours commence and after the tour time until 6:00 p.m. in order to accommodate supervisors from the Seat of Government, Bureau Officials, and Agents of the Washington Field Office in their monthly firearms practice. If FBIRA Pistol shoots are held, they will have to be held after 6:00 which constitutes a long day on the indoor range for firearms instructors. There have been no complaints; however, the possibility of fatigue should be considered although there have, so far, been no serious accidents.

RECORDED - 42
INDEXED - 42

66-2534-9273
DEC 15 1951
WACM

FE: ali
cc: Mr. Mohr
Mr. H. R. Clegg

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

61 DEC 14 1951

ADVANTAGES:

1. Supervised recreation for participating employees.
2. Instruction in safe handling of firearms for participating employees.

DISADVANTAGES:

1. The percentage of participants in the Pistol Club is small.
2. Activities must be scheduled after working hours and handled by a firearms expert from Quantico.
3. The element of danger, although not likely, must nevertheless be considered whenever firearms are used.
4. Possible embarrassment to the Bureau through the loss of firearms belonging to members of the Club and lack of secure storage places in employees' rooms at home. It will be recalled that on one occasion a member of the Pistol Club in the past brandished a revolver in the corridor and elevator of the Justice Building while enroute to the range. Within the past few months a murder was committed by a burglar who obtained the murder weapon from the living quarters of an employee who kept his FBIIRA pistol at home.

It was the recommendation of SAU Sloan that in the event the Pistol Club is to be reactivated that SAC Sloan arrange for a lecture with the entire club for a period of one hour covering safety rules, transportation of firearms from residence to range, security of weapons at home, and fundamentals of shooting. It is also SAC Sloan's recommendation that one of the firearms experts at the Seat of Government engaged in supervisory work be designated as the Counselor to the FBIIRA Pistol Club thus releasing the firearms instructor from Quantico who will have already had a long lay on the range prior to FBIIRA Pistol practice. Mr. Sloan also recommends that in the event attendance falls off to about a dozen employees that the Club be then discontinued.

*I heartily concur
in Sloan's views*

H

The majority of the Conference consisting of Messrs. Glavin, Harbo, Belmont, Ladd, Gearty, and McGuire felt that it was desirable to reactivate the FBIIRA Pistol Club and that it was perfectly natural that attendance should decline during the summer months. It was the view of the majority that the Club should be reactivated in January, 1952 for a set period of time and be discontinued in early May, 1952 to be reactivated again in the fall after the summer vacation period. The majority felt that the Pistol Club contributed greatly to esprit de corps and that it was an integral part of FBIIRA operations and was a definite and valuable recreational function as well as an opportunity to train clerical employees, some of whom will be later considered for the position of Special Agent.

The minority of the Conference consisting of Messrs. Tolson, Tracy, Rosen, and Mason were opposed to the reactivation of the FBIIRA Pistol Club at this time.

Based upon the Director's views, appropriate action will be later taken.

Respectfully,
For the Conference.

4
Clyde Tolson

Issue majority
new H

THE DIRECTOR
THE EXECUTIVE CONFERENCE

December 10, 1951
18987

The Executive Conference of December 7, 1951, consisting of Messrs. Tolson, Ladd, Belmont, Mohr, Harbo, McGuire, and Glavin considered a matter pertaining to Christmas leave.

It was pointed out to the Conference that during previous years, and during the present calendar year, appropriate instructions went out to the field concerning holiday leave as follows in SAC letter #105, Service 1951, dated 10/20/51:

"(a) ~~LEAVE~~ --- In connection with the granting of annual leave to employees of your office over the Christmas and New Year holidays, the following policy should be followed, bearing in mind the regulation that no more than a period covering three calendar weeks may be granted to an employee at any one time.

"First choice for leave over either one or both of the holidays should be given to those employees who have not yet had an opportunity to take extended leave during the current calendar year. 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 had 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 should be considered as extended leave."

It was pointed out to the Conference by Mr. Tracy that in the Identification Division with the continued receipt of fingerprints it is essential that absence be held down to a reasonable minimum even over the holidays. He stated that they have never been able in the past to let half of the folks go for the Christmas holiday and half for the New Year holidays. He further pointed out that in view of the many young new employees they have in the Identification Division and elsewhere in the Bureau, many such employees are desirous of getting home for the holidays because they have been home for the Christmas holiday during past years and wish to start their first year away from home. Mr. McGuire of the Records and Communications Division pointed out that they have had to hold such absence to approximately 50% at any one time.

The Conference therefore recommends that for the entire holiday period of the last of Government, absence for regular leave over the holiday period not exceed 50% at any one time.

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- Tele. Room _____
- Nease _____
- Gandy _____

RECORDED - 103
INDEXED - 103

166-2534-9274
DEC 11 1951
FOR THE CONFERENCE

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5 C/d/af

The Director

December 10, 1951

The Executives Conference

The Executives Conference of December 6, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, McGuire, Gearty, Mason, Mohr, Rosen and Glavin considered the desirability of establishing uniform leave without pay regulations for the Bureau, both at the seat of Government and in the field.

It was pointed out to the Conference that under date of October 6, 1951, Bureau policy was established insofar as extended leave is concerned regarding employees whose husbands are about to be shipped overseas in the armed services or when such spouse has returned from the armed forces overseas, that the Bureau would approve a maximum of 30 days leave, annual and leave without pay combined, to an employee whose spouse is on his last furlough before departing overseas in the armed forces and that the same maximum leave would be allowed the employee at the time her spouse was returning from armed forces duty overseas. For instance, if an employee had sufficient annual leave to carry her for 20 calendar days the Bureau would approve sufficient leave without pay to permit her to have a total of 30 calendar days leave in all.

The Conference was advised that previous to this time the Director had approved an Executives Conference recommendation that single employees to be married prior to the departure of their fiancées on foreign assignment in the military service be granted a maximum period of leave not to exceed 30 calendar days, that in the event the employee does not have sufficient accrued annual leave to her credit to permit such leave to be taken by her the Bureau would approve a maximum of 15 days leave without pay in such instances. For example, an employee having sufficient annual leave to be on annual leave for a period of 15 calendar days would be granted 15 calendar days of leave without pay making a maximum leave allowed of 30 calendar days. If the employee had annual leave accrued which would permit her to take only five calendar days of leave, the Bureau would approve only 15 calendar days leave without pay making the total leave granted this employee who contemplated marriage prior to her fiancée's departure out of the country in the armed services, 20 calendar days.

RECORDED 103 - 66-2554-9295

At that time it was recommended to the Conference that the following policies be established in connection with routine leave without pay requests. It was pointed out to the Conference that

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

WRC:ar
CC: Mr. Mohr
Mr. Clegg
DEC 11 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/82 BY SP-5C/DAT

Memo to the Director - Continued

these leave without pay requests are not particularly heavy. For instance, during an average month approximately 28 requests were received. It was recommended to the Conference

(a). That the policy stated in the Manual of Rules and Regulations be continued to grant an employee leave without pay at the expiration of his accrued sick and annual leave due to illness; however, if the employee does not return after the expiration of 3 weeks leave without pay, a recommendation for further action will be submitted on each individual case by the Division of his assignment. It was pointed out to the Conference that this policy would concern only minor illnesses such as an appendectomy, tonsillectomy, et cetera.

The Conference recommended approval of this policy provided that in every case where a request is made for leave without pay to extend beyond the three weeks period, the final approval is noted in the office of the Associate Director.

(b). It was recommended to the Conference that an employee be granted an initial period of leave without pay at the expiration of accrued annual leave such leave without pay not to exceed two calendar weeks when there is a serious illness or death in the family requiring the employee's presence at home. It was further recommended that if the employee does not return at the expiration of two weeks leave without pay a recommendation for further action be submitted on each individual case by the Division of his assignment.

The Conference approved this recommendation provided that in every case where a request is made for leave without pay to extend beyond the two weeks period that approval be noted on the request in the office of the Associate Director.

(c). It was further recommended to the Conference that requests for leave without pay by employees due to impending marriages be considered. It was recommended by the Conference that the Bureau's policy of a maximum of three calendar weeks of extended leave be continued in all cases including those cases of employees who are to be married. It was further recommended to the Conference that in those instances where an employee who contemplates marriage does not have sufficient leave accrued to permit three calendar weeks of annual leave that such employee be granted a maximum of one week leave without pay, the combined accrued annual leave and leave without pay not to exceed two calendar weeks. In this particular instance, it should be

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Memo for the Director

borne in mind that an employee may have only 2 or 3 days annual leave accrued and upon request, due to contemplated marriage, would be granted an additional calendar week of leave without pay to permit the employee to complete her or his marriage plans but under no circumstances would the combination of accrued annual leave plus the week of leave without pay exceed two calendar weeks.

The Conference recommended approval of this policy.

(d.) It was recommended that leave without pay not be granted for any other personal reasons such as vacations, other members of the family going overseas, attendance at schools, etc.

(e.) A number of employees are on extended leave without pay for illnesses of various kinds, such as tuberculosis, poliomyelitis, etc. It has been the practice of the Leave Unit of the Administrative Division to check into the condition of these people every 2½ to 3 months by inquiring of their sections or the Health Service, or reviewing their files. In most cases, the next step is to send them a letter of encouragement from the Director. It is felt that this form of control over the group on extended leave without pay is adequate and should be continued.

In appropriate circumstances, the Administrative Division may recommend removal from the rolls of an employee on extended leave without pay, but there is no definite rule as to when such recommendation should be made, each case depending on its own circumstances.

It was further pointed out to the Conference that under the new leave law no employee can take annual leave until he or she has been in the government service at least 90 days and that this law becomes effective January 1, 1952. It was pointed out that we will have requests from new employees for leave during the first 90 day period. The Conference was advised that even though leave accrues to these employees during the first 90 days they cannot use it until they have completed 90 days of service. The Conference therefore recommended unanimously that in cases of such new employees that in emergency cases only would leave without pay be approved for employees not in the government service at least 90 days. The Conference was

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- Nease _____
- Gandy _____

Memo for the Director

of the unanimous opinion that leave without pay should not be granted to such employees for routine purposes such as visiting the hairdresser, doing shopping, etc.

pending the Director's decision further action in this matter is being held in abeyance.

Respectfully,
For the Conference

Clyde Tolson

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

THE DIRECTOR
THE EXECUTIVES CONFERENCE

December 10, 1951

~~VIRGINIA FILM
PATROLLING FOR SAFETY~~

The Executives Conference of December 7, 1951 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference considered the request of the Training and Inspection Division to purchase two copies of a film entitled "Patrolling For Safety." This is a 16 mm sound technicolor film of 15 minutes running time produced by the Virginia State Board of Education and made available to the Bureau through Captain W. L. Groth of the Virginia State Police.

A review of the film at the Seat of Government reflects that it is very well done and excellently portrays the training and working activities of school patrols and their relationship with police.

Each copy of the film costs \$93. The Conference unanimously felt that two copies should be purchased.

If the Director agrees, the Administrative Division will acquire two copies of the film and make them available to the Training and Inspection Division for use in appropriate police training schools.

Respectfully,
For the Conference

[Handwritten initials]

Glyde Tolson

[Handwritten initials]

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

EDM:dl
[Handwritten initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/72 BY SP-5 C/BH

RECORDED - 108
INDEXED - 108
66-2554-19276
DEC 13 1951

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
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- Alden _____
- Belmont _____
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- Nease _____
- Gandy _____

63 DEC 17 1951

E-39

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT:

DATE: December 11, 1951

The Executives Conference considered the attached communication to all SAC's concerning Performance Rating Matters with particular reference to the 90-day warning to an employee whose work performance is not satisfactory, and recommended its approval.

It was pointed out to the Conference that even though instructions have gone forward to the field prior to this time concerning the proper method of rating an employee Unsatisfactory on the Official Annual Performance Rating, that we have experienced difficulty with the rating officials in the field and it is felt necessary to reiterate previous instructions at this time so that improper handling of these Performance Ratings will be eliminated in the future.

Should the Director approve the Conference recommendation the attached form letter should be approved for distribution to all SAC's.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/82 BY SP-3C/PTR

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRG:cr

RECORDED - 108

INDEXED - 108

EX - 99

59 DEC 17 1951

166-2534-9277

al

THE DIRECTOR
THE EXECUTIVES CONFERENCE

December 10, 1951

~~YOUR CLERK STAMPED~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5 CBT/TK

The Executives Conference, consisting of Messrs. Tolson, Ladd, McGuire, Nichols, Mason, Clegg, Glavin, Harbo, Mohr and Belmont, considered whether a change should be made in the wording of two stamps which are used to respond to name check requests from other agencies.

The stamps are used in instances where the FBI has conducted an applicant-type investigation and derogatory information has not been developed. G.I.R.-6

The use of the stamps expedites the handling of name checks and results in great savings in time and money by avoiding the necessity for the removal of and the photostating of reports.

One of the stamps which is referred to as the "Complete Investigation Stamp" reads as follows:

"Investigation revealed nothing derogatory character, reputation, employment, neighborhood, and associates. This is not a recommendation or finding by the FBI as to clearance or non-clearance of the individual involved."

In connection with its use, the date of the closing report is inserted just ahead of the word "investigation" in the above stamp to indicate the date said investigation was conducted.

This stamp is limited in its use because of its restrictive wording and cannot be used where derogatory information of a trivial nature has been reported. Also, in many applicant-type cases, neighborhood investigations have not been conducted and in such instances this stamp cannot be accurately used.

The following amended stamp has been suggested:

"An investigation by the FBI, concluded on _____, revealed no pertinent derogatory

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

- Mr. Ladd
- Mr. Clegg
- Mr. Mohr
- Mr. Belmont
- Mr. Gandy

RECORDED - 61
INDEXED - 61

66-2554-9278

DEC 11 1951
g [Signature]

DEC 17 1951

LTC:mck

information. This is the result of a request for an FBI file check only and is not to be considered as a clearance or recommendation of the individual involved."

The other stamp under consideration is referred to as the "Incomplete Investigation Stamp" which reads as follows:

"FBI has not conducted a complete investigation. The investigation conducted revealed nothing derogatory character, reputation, employment, neighborhood, and associates. This is not a recommendation or finding by the FBI as to clearance or non-clearance of the individual involved."

This stamp is used to report the results of a partial or limited applicant-type investigation where no derogatory information has been reported. Examples of such cases are investigations (1) which have been terminated because the person under investigation no longer wished to be considered for the position, (2) where the scope of the investigation was general in character but had been limited in some respects by agreement with the requesting agency, and (3) where the inquiry was not general in character and was conducted solely for the purpose of developing information along certain restricted lines.

This stamp is limited in its use for the same reasons set forth concerning the "Complete Investigation Stamp."

The following amended stamp has been suggested:

"The FBI has not conducted a complete investigation. The investigation conducted, which was concluded on , revealed no pertinent derogatory information. This is the result of a request for an FBI file check only and is not to be considered as a clearance or recommendation of the individual involved."

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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
- Tele. Rm. _____
- Nease _____
- Gandy _____

Executive Conference
Recommendation

Messrs. Tolson, Ladd, McGuire, Glavin, Harbo, Mohr, and Belmont recommended the use of the amended name check stamps.

OK
A

The majority pointed out that by the rewording of these stamps it would be possible to use them to a greater extent. By removing the restrictive wording of the stamps now in use, the necessity for dictation and the removal and photostating of reports would be materially lessened in answering a name check request. The majority felt the use of the word "pertinent" in this instance was permissible and that any substitution for the word "pertinent" would be merely a subterfuge.

Mr. Mason dissented. He objected to the use of the word "pertinent" for although the incoming form from the other agency requesting investigation normally outlines the nature of the inquiry the specific limitations of the inquiry are not always shown. Thus, the document bearing the FBI stamp shows the FBI as judging pertinency without there being any indication on that document of the nature of the limitations of the investigation or name check. Under this arrangement the FBI would appear to be judging the pertinency of information which may or may not be of interest to another agency. Mr. Mason felt that in place of the word "pertinent" an appropriate sentence should be used conveying this thought: . . . "no information was located within the limitations of your request."

If you approve, the name check stamps as amended will be used in the future in accordance with the recommendation of the majority of the Executives Conference.

Respectfully,
For the Conference

✓
Clyde Tolson

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THE DIRECTOR

December 12, 1951

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/14/92 BY SP-5CJ/JHF

18986

The Executives' Conference of December 11, 1951, consisting of Tolson, Tamm, Tracy, Harbo, Mohr, Belmont, Ladd, Clegg, Gurnea, McGuire, Nease, and Glavin considered the recommendation made by Mr. Trotter of the Files Section to Mr. Nichols, under date of December 7, 1951, that the midnight shift of employees in the Files Section be permitted to work from midnight Friday, 12/21/51, until 9:30 A.M., Saturday, 12/22/51, and they be given compensatory leave for this work on 12/26/51.

It was pointed out to the conference that there are approximately 200 employees who will be involved in this change of working days. It was further pointed out to the conference that Mr. Trotter, in his memorandum, stated that in the event these employees were to work on 12/26/51, it would be necessary that they appear for work no later than midnight on 12/25/51 (Christmas night), and the day's work would be completed at 9:30 A.M., 12/26/51. It was pointed out that this would make it necessary for these employees to leave their families during the Christmas day, and as a matter of fact, they would undoubtedly have to rest during the day which would break up the Christmas holiday for them.

The conference was advised that the employees involved were particularly anxious to be permitted to work from midnight Friday, 12/21/51, to 9:30 A.M., Saturday, 12/22/51, rather than the same hours on 12/26/51.

The conference was advised that an informal inquiry of the General Accounting Office resulted in information being received to the effect that the General Accounting Office would have no objection to such a change in working days, and in view of that fact, the conference unanimously recommended that the midnight shift employees in the Files Section be permitted to work from 12:00 midnight Friday, 12/21/51, to 9:30 A.M., 12/22/51, rather than from 12:00 midnight Tuesday, 12/25/51, to 9:30 A.M., Wednesday, 12/26/51.

RECORDED - 61
RECORDED FULLY 66-2554-9279
FOR THE CONFERENCE

INDEXED - 61

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

WRO:psb

57 DEC 17 1951

EX - 32

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

The Director
The Executive Conference

12/19/51

18985

The Executive Conference of December 11, 1951, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Nease, and Mason.

The Conference considered the attached form entitled "Serials Charged Out Over 5 Days" which Inspector V. P. Kasy submitted for approval.

The Conference also considered the attached form entitled "Files Charged Out Over 5 Days" and the Conference unanimously recommended the adoption of both forms.

These forms are to be utilized at the Seat of Government in submitting tabulations of serials and files charged out more than 5 days to the Associate Director, as is required on the second Friday of each month. Instructions along these lines are contained in the Director's memorandum to Bureau officials and supervisors of November 30, 1951. The forms attached make possible implementation of those instructions.

If the Director approves, the forms will be printed and distributed at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5/BJP

EDM:ATP

RECORDED-14/66-2554-9280

DEC 18 1951

Attachment

INDEXED-11

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

FR3
50 DEC 18 1951

The Director

December 13, 1951

The Executives Conference

SUGGESTION 168

PLASTIC ENVELOPE FOR FINGERPRINT CARDS

my

The Executives Conference on December 12, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Gearty, Mohr, Glavin, Mohr and Clegg, considered the suggestion of fingerprint clerk [redacted] of the Identification Division that fingerprint cards be placed in thin plastic envelopes so as to protect the cards and the photographs thereon. This she believed would contribute to savings in repair work when the prints are torn and photographs fall off these cards.

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The Identification Division recommends unfavorably due to the cost of the plastic envelopes which would be about ten cents each and due to the amount of additional space which these envelopes would require. For these reasons the Executives Conference recommended unfavorably.

Respectfully,
For the Conference

OGH

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP5/BJK/STK

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INDEXED-77

DEC 13 2 22 PM '51

U. S. DEPT. OF JUSTICE

RECEIVED - DIRECTOR

DEC 14 1951

66-2354-9281

[Handwritten signature]

Mr. Mohr
Mr. Clegg

GS

- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Alden _____
- Belmont _____
- Laughlin _____
- Mohr _____
- Tele. Room _____
- Nease _____
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DEC 28 1951

THE DIRECTOR

December 12, 1951

EXECUTIVES' CONFERENCE

The Executives' Conference of December 12, 1951, consisting of Messrs. Tolson, Nease, McGuire, Gearty, Clegg, Ladd, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin was advised that [redacted] of the estate of Mae C. Ross, deceased, addressed a communication to the Director, under date of December 7, 1951, advising that as one of the beneficiaries of the estate of Mae C. ~~Ariss~~, deceased, the Director was being served with notice and a copy of the Current Report and Current Account of the executor of the estate, for the period of October 22, 1950, to November 15, 1951.

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Mr. [redacted] stated that after examining the report and if the Director were satisfied therewith, it would not be necessary for the Director to attend the court hearing, and in lieu thereof, he is requested to sign and return the appearance and consent form of the Current Report and Current Account.

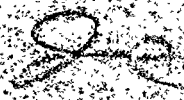
The Executives' Conference was advised concerning the report and recommends that the enclosed appearance and consent form on the hearing of the Current Report and Current Account form be signed by the Director and returned to Mr. [redacted]

A communication to like effect is attached hereto.

Respectfully
For the Conference,



Clyde Tolson



cc: Mr. Mohr
Mr. Clegg

Attachment

Enclosure

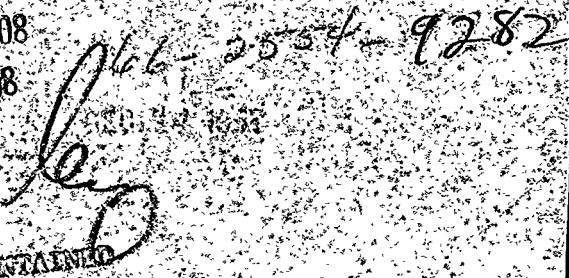
- Tolson
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- Tele. Room
- Nease
- Gandy

RECORDED 108

INDEXED 108

EX 15

65-2554-9282



65 DEC 18 1951

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DATE 7/19/94 BY SP-50/bmc

The Director

12/6/51

○ Executives Conference

~~PROMOTIONAL POLICY OF CLERICAL EMPLOYEES~~

The Executives Conference of December 6, 1951, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, and Mason.

The Conference concluded its study of the ~~procedure of promoting clerical employees~~, it being noted that on 2 earlier occasions the Conference had received reports from a subcommittee consisting of Messrs. Winterrowd, Gearty, and Mason. The subcommittee made recommendations as to the procedure for selecting 6 Identification Division employees on a purely merit basis to fill an equal number of supervisory jobs as grade GS-7 Coordinators in the Identification Division.

The subcommittee reviewed the records of 64 grade GS-6 Assistant Coordinators in the Identification Division and selected the top 6 and recommended that the vacancies be filled by the 6 employees listed below who are shown in the order of their relative standing on the basis of merit and qualifications:

- 1. [Redacted]
- 2. [Redacted]
- 3. [Redacted]
- 4. Elmer H. Johnson
- 5. [Redacted]
- 6. [Redacted]

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7/11/92 BY SP-5 CJB/ST

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b7c

Inasmuch as 3 of the positions are on the night force and 3 on the day force, the Conference believes that the first 3 men should have their choice of shifts.

The Director will recall that Identification Division employee [Redacted] directed a letter to Mr. Hoover saying that it was his understanding that since he had a considerable length of service he should be considered for one of the GS-7 vacancies. Another Identification Division employee, [Redacted] felt that he should be permitted to serve on the Day Shift and that he should be considered for one of the GS-7 vacancies because of his seniority. Neither

cc: Messrs. Mohr & Clegg

66-2554-9283

EDM:GCG:atp

RECORDED - 108

INDEXED - 108

15

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Rosen
- Tracy
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- Nease
- Gandy

DEC 18 1951

Handwritten initials and signatures, including 'WAKEM' and '56'.

of these employees, when considered on a merit basis, fell within the top six of the 64 Assistant Coordinators evaluated.

In arriving at the conclusion in the selection of the above six employees, which is concurred in by Assistant Director Tracy and by the Administrative Division, the subcommittee used the following basis for its selection:

1. Review of the personnel file of each employee considered for a period of five years. Particular emphasis was placed on the 1951 performance rating and specifically to those qualities of leadership having a bearing upon the vacancy to be filled. Greatest weight was given to those employees who were marked plus (+) denoting outstanding performance on certain aspects including: adequate technical supervisory experience and productivity, leadership and supervisory ability, resourcefulness, judgment, ability to work under pressure, training of subordinates, initiative, ability to devise procedures, attitude, accuracy and industry.

2. An analysis was made of efficiency reports for the three years previous to the 1951 annual rating.

This procedure quickly brought into prominence those employees having the best records. It was not necessary to consider seniority at all. It was the intention of the subcommittee that had employees turned up with identical evaluation, the committee would next have considered on a comparative basis the length of service of each candidate as computed from the original date of entry on duty in the service of the FBI. It is emphasized that in no instance was it necessary to make an evaluation in which seniority even entered the picture.

This procedure designed solely to evaluate merit was checked with Inspector Joseph A. Sizoo of the Records and Communications Division, who stated that a system of this type could be advantageously employed in the filling of higher paying vacancies in the Records Section.

The Executives Conference unanimously agreed with the selection of employees in the Identification Division as listed and recommended that the procedure to be followed in filling vacancies at the Seat of Government involving clerical capacities be as follows:

1. The Assistant Director in charge of a Division in which a higher paying clerical vacancy occurs will submit his recommendation as to his most outstanding employee following a review of the list of employees in lower paying categories.

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2. The Personnel Unit will request Assistant Directors of other Divisions to furnish names of their most outstanding employees who should be considered as candidates for higher paying positions. These Assistant Directors will also peruse their lists of employees in the lower paying jobs to make sure that deserving employees have not been overlooked.

3. The Personnel Unit of the Administrative Division will correlate the recommendations of the various Divisions and select the best qualified employee to fill the vacancy.

4. In the event employees passed over for a higher paying job number 5 or less the Assistant Directors having jurisdiction over these employees will see that each is afforded a private interview and advised as to the reasons which prevented the selection of the employee for the higher paying position. If 6 or more employees were passed over, it will not be necessary to advise the employees as to the reasons for their non-selection unless some employee raises a question. In both instances, however, Assistant Directors will justify to the Personnel Unit the reasons for their selection of the outstanding candidates and their reasons for passing over employees with a greater length of service. This is covered in detail in the attached SAC Letter which has applicability to the Field and Seat of Government and is treated subsequently in this Executive Conference memorandum.

This procedure met the unanimous approval of the Conference.

The Conference also considered the manner of selection of clerical employees to fill higher paying vacancies in the field. A similar procedure to that previously discussed for Seat of Government employees was unanimously approved.

The attached SAC letter was unanimously approved by the Conference after hearing it read verbatim. It outlines to the field the exact procedure to be utilized in filling clerical vacancies in higher paying jobs. It stresses merit qualifications and contributions to the service and positively instructs that seniority has no bearing on promotions except in those infrequent and unusual instances in which 2 or more employees will have identical

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records and only one position is to be filled. In which event, the employee with the greatest period of service will get the job.

If the Director approves:

1. The attached SAC Letter should be signed.
2. The 6 Identification Division employees selected should be given the opportunity to advance and serve a probationary period in the GS-7 Coordinator positions prior to reallocation.
3. The promotional policy discussed in this Executives Conference memorandum and in the SAC Letter will be binding upon the Field and the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

December 10, 1951

THE EXECUTIVES CONFERENCE

OFFICIAL AGENTS' QUARTERLY CONFERENCE

The Executives Conference of December 7, 1951 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Goarty, McGuire, and Mason.

The Conference considered a letter of December 3, 1951 from the SAC at Boston in which he suggested that slides be prepared for use at quarterly conferences of Agents and possibly at Police Training Schools showing the photographs of the ten most wanted fugitives. It was the belief of the SAC that this would be beneficial to Agents and give them an opportunity to examine these photographs while listening to a brief narrative relative to each individual being sought.

The majority of the Conference, consisting of all members present except Mr. Rosen, felt that there was no need to go to the expense of preparing slides inasmuch as glossy photographs of these fugitives appear in the files of each Field Division, identification orders are outstanding on each, and the files contain appropriate background information.

Mr. Rosen felt, on the other hand, that it is indeed desirable to keep Agents as thoroughly familiar as possible with the ten most wanted fugitives particularly in view of the fact that some Agents do not normally work criminal cases but are engaged in other matters, and this would serve as an appropriate refresher for the Agents.

Assuming that the Director agrees with the majority, there is attached an appropriate letter to the Boston Office. There is also attached an SAC letter reminding the Field of the value which could possibly accrue through having a discussion at a quarterly conference of the ten most wanted fugitives utilizing material already available in each Field Office.

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- Alden _____
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- Tele. Room _____
- Nease _____
- Gandy _____

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RESPECTFULLY,
 For the Conference
 RECORDED - 108
 INDEXED - 108
 EX - 15
 Clyde Tolson
 DEC 12 1951

66-254-9284

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

DEC 18 1951

ATTACHED

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DATE 2/14/92 BY SP-5/bk

THE DIRECTOR

December 13, 1951

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/72 BY SP-5 cjp

The Executives' Conference of December 11, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Ladd, Mason, Gearty, McGuire, Nease, and Glavin was advised that under date of October 23, 1951, Bureau authority was requested by the Butte Office to establish a Selective Service and Applicant desk and a full-time supervisor to handle such work in that office.

It was pointed out to the Conference that the SAC at Butte had made a survey of the volume of these types of cases during the past six months and discovered that on average of 600 to 1,000 are turned over in these classifications each month. It was pointed out that the Bureau is aware that the paper work on the Applicant and Selective Service cases is voluminous and supervision detailed. The SAC at Butte further pointed out that the Butte Office had utilized the services of a relief supervisor practically on a full-time basis to handle this work. SAC Vuly, the new SAC at Butte, felt, however, that a relief supervisor did not have the interest of a full-time supervisor and it is very difficult for him to follow cases to their logical conclusion, since the supervisor is on duty on this desk one day, off the next day, back on the desk the following day, etc. Accordingly, Mr. Vuly believed it expedient to establish a desk with a full-time supervisor for the selective Service and Applicant work in the Butte Office.

It was pointed out to the Conference that at the close of business October 31, 1951, the Butte Office had a total of 1,469 cases pending, of which 446 were of the Selective Service or Applicant classification, and that during the month the office had closed 777 investigative matters. It was pointed out that during the month of October, the Butte Office received 583 Selective Service and Applicant cases, and closed 444 such cases.

The Conference, considering the recommendation of the Administrative Division that a full-time supervisor be approved, did not feel that SAC Vuly has justified his need for an additional supervisor and recommends that Mr. Vuly be so advised, and that an additional

cc: Mr. Mohr
Mr. Clegg

RECORDED - 108

INDEXED - 108

66-2554-9285
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DEC 18 1951, EX. 15

- Tolson
- Ladd
- Clegg
- Glavin
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Memorandum for the Director (Continued)

supervisor not be approved for the Butte Office at this time. Should the Director agree, the attached communication should go forward to the Butte Office.

Respectfully,
For the Conference

CT
Clyde Tolson

Attachment

Tolson _____
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THE DIRECTOR
THE EXECUTIVES' CONFERENCE

December 18, 1951

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-5/SCB/ST

The Executives' Conference of December 7, 1951, consisting of Messrs. Tolson, Mason, Ladd, Belmont, Mohr, Harbo, McGuire, and Glavin considered a request from Mr. Quinn Tamm to Mr. Tracy, concerning the Identification Division night force whose working hours are from 3:30 PM to 12 midnight. 65 employees are assigned to this shift of duty. Mr. Tracy pointed out to the Conference that on Friday, December 21, the last working day before Christmas, many of the force are desirous of going home for the Christmas holiday and if their hours for that day could be shifted to 3:00 AM to 4:30 PM rather than 3:30 PM to midnight, they would be able to secure transportation on the evening trains, buses, or planes in order to reach home at the earliest possible time for the holiday period.

Mr. Tracy stated that there would be no difficulty in having the number of employees assigned to the night force working with the day force on December 21. He pointed out that in past years approval has been given by the Bureau for this night force to work regular day hours on the day before the Christmas holiday begins to enable the employees to leave the city at a reasonable hour on their last working day.

Mr. McGuire of the Files Section also advised that he felt this would be a desirable procedure to follow for the night force in the Files Section who have hours from 3:30 PM to 12 midnight. 65 employees are assigned to this shift. McGuire stated that there would be no difficulty in having these people work on the regular day force on that one particular day.

In response to an inquiry of a member of the Conference, concerning the midnight employees, it was pointed out that the work day for the midnight employees begins at 12:01 on December 21, and they have completed their work day for December 21 at 3:30 AM on that date and they would have no trouble in securing accommodations to go home during the early hours of December 21 if they are leaving town.

cc: Mr. Clegg
cc: Mr. Mohr

RECORDED-17

66-2534-9286

DEC 14 1951

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EX-68

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50 DEC 18 1951

The Conference recommends approval of the request that the night forces, that is, those forces working from 8:30 PM to 10 midnight in both the Identification Division and the Records and Communications Division, be permitted to work the regular day hours on December 21.

Respectfully,
For the Conference

Clyde Tolson

- Tolson
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- Nease
- Gandy

MR. NICHOLS

A. E. LEONARD

EMPLOYEE SUGGESTION
PATRICK W. BRADLEY
STATISTICAL CODING CLERK, GS-5, \$3225
EOD 2-2-48 0

10-9-51

18983

Luigi

Executive Conference

There is attached a suggestion by Mr. Bradley, Supervisor of our Voucher Unit. It is an excellent suggestion and has been adopted.

This is a new streamlined method for the tabulating and listing of IBM equipment of a report entitled "Field Office Expenditure Reports" prepared for the Administrative Division. The new form of the report was presented to Mr. W. C. Jackson of Division III who advised it would serve his purpose.

BACKGROUND

Because of the tabulating machine time involved in preparing this report and the fact that the report is cumulative, the punch cards growing more voluminous as the fiscal year progresses, the report has never been available on a current use basis.

This is a report which is requiring a 3-shift per day operation, IBM machines and operators. It is estimated we are 105 days behind a current use status and it has been previously estimated that we would be current next July 1. As you know, we recently instituted a 3d shift in the Machine Room of this Section. However, beginning with the 1952 fiscal year accounting, we have been advised it will be necessary for us to put in this same report the "employer's share" of the Social Security (F.I.C.A.) tax.

This added detail to the report would increase the work to the point where we would be falling farther behind instead of catching up unless additional machines and personnel were obtained.

The problem in connection with this report is and has been acute and one of the major concerns of this Section.

MMR:je
Attachment

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DATE 2/16/92 BY SP-5ci/bnz

RECORDED - 117

106-2554-9287

11 DEC 1951

INITIALS ON ORIGINAL

53

ORIGINAL COPY FILED IN 106-2554-9287

EFFECT OF BRADLEY'S SUGGESTION

18984
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Bradley's suggestion will streamline the procedure to the point that we can handle the report in its expanded form without the addition of any machines or personnel and in fact it will make machines and people available for other needed work.

ESTIMATED SAVINGS

Mr. Bradley estimates that his suggestion will net a savings of from 75 to 80 % savings in machine and operator's time. He qualifies this by pointing out that his estimate is based on actual machine time under ideal conditions.

Visualizing everyday operations, a conservative estimate is that Bradley's suggestion will have a machine and one half and the time of one employee and half another employee's time. The rental on the machine for this time is about \$750.00 per month and the employees' salaries about \$300 or a total savings of approximately \$1,050 per month or \$12,600 annually.

CREDIT FOR THE SUGGESTION

The idea is Bradley's. The job involved is in our Machine Room. Bradley is assigned outside our Machine Room in charge of a Unit. It is not a part of his job to devise new or better machine operations. Bradley took an interest in an acute problem of this Section and stayed on his own time to work out his idea. He stayed as late as midnight on at least one occasion. Mr. [redacted] of the Statistical Section, stayed after hours working with Bradley on the technical phases of the suggestion. [redacted] worked with Bradley until midnight on one occasion.

RECOMMENDATION

(1) As pointed out, Bradley's valuable suggestion has been adopted and put in operation.

(2) It is recommended that Bradley receive a cash award or other appropriate recognition for his suggestion.

(3) It is recommended that [redacted] receive letter of commendation for donating his own time in assisting Bradley with the technical phases of Bradley's suggestion.

ADDENDUM: JJM:hmc 11/2/51

Approved by the Executives Conference, consisting of Messrs. Nelson, Glavin, Parsons, Belmont, Ladd, Mohr, Winterrowd, Mason, Gearty and McGuire.

DIRECTOR'S NOTATION: "OK.H."

[Handwritten Signature]

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b7c

The Director

November 19, 1951

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/94 BY SP-5 C/BMS

The Executives Conference was advised of the suggestion made by Francis J. McGuire, supervisor of the Bureau's Mail Room, that all correspondence to field offices on Government Form number 64 be sent directly to the Mail Room by the approving officials of the Division in which the mail is prepared rather than to have such mail approved by the Reading Room as current procedures proscribe.

Mr. J. J. McGuire advised the Conference that approximately 25 per cent of the mail routed through the Reading Room to the Mail Room at the present time is directed to field offices on Government Form 64. At the present time, the bulk of the day's mail is received in the Mail Room between 2 p.m. and 8 p.m.; very little mail is received between 9 a.m. and 2 p.m.

The advantages of the suggestion are that this would permit a greater volume of mail being handled in the Mail Room in the early hours of the day and, likewise, this would take some of the burden from the Reading Room, permitting that unit to direct its attention to more important mail, thereby speeding its course through the Bureau earlier in the day.

As a disadvantage, the Conference was advised that the suggestion offered would make, in many instances, unit chiefs in the various Divisions the last responsible officials for approval of grammatical, typographical and policy accuracy of the communications, and it would be the function of the unit chief to place the Director's initials on such form correspondence going to the field.

Mr. McGuire advised the Conference that there are many types of form mail sent to field offices which should be called to the attention of the Assistants to the Director, the Associate Director and the Director, and that there would probably be resulting confusion from items going out of the Bureau which had not been called to the attention of the top echelon of supervision in the Bureau. This, also, would leave to the discretion

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cc: Mr. Clegg
cc: Mr. Mohr

JJM:hmc

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RECORDED - 61
INDEXED - 61
EX-68 ORIGINAL
166-2554-9288
NOT RECORDED
133 DEC 17 1951

65 DEC 23 1951

ORIGINAL FILED IN 66-2465-2170

Memorandum to the Director

November 19, 1951

of a grade 3 clerical employee in the Mail Room the judgment as to whether the communication should be mailed or called to some higher official's attention.

The Conference was also advised that a survey during the five-day period November 7 to November 12, disclosed that 1,505 pieces of mail on form 64 were processed by the Reading Room before being sent to the Mail Room and of this number 104 pieces required action by the Reading Room, 43 being sent back to the Divisions from which they emanated due to inadequate initialing and approval within the Division, 39 requiring notes were sent back to the Dictator on items for future information and reference as to correctness of form, and 22 pieces being returned for correction due to mispelling, wrong enclosures, wrong reports being attached, or similar errors of substance.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Clegg, McGuire, Gearty and Laughlin, was unanimously opposed to the suggestion.

A letter of appreciation to Francis J. McGuire is attached.

Respectfully,
For the Conference

Glyde A. Tolson

THE DIRECTOR

12/23/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/92 BY SP-5 CIP/ML

The Executives Conference on 12/11/51, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Nease and Mason.

The Conference considered the attached form originally suggested by the Baltimore Division. The form is for the use of file clerks who remove a file from an Agent's work box and deliver it elsewhere. The form is to put the Agent on notice as to what happened to the file. Another copy of the form would be paper-clipped to the outside of the file so that when the employee for whom it was removed has completed use of the file the messenger or clerk will know to whom the file should be returned.

In varying degrees similar forms or components thereof have been suggested by various Field Offices over a period of years. This particular form was examined by SAC Hood of Washington Field Office, by SAC Santolana of San Diego, by SAC Cornelius of Philadelphia, by ASAC Whelan of New York and by SAC Scheidt of New York, prior to presentation to the Executives Conference. These gentlemen agreed that a service of the type provided for by the form should be rendered. Though all were in favor of the form, SAC Cornelius suggested expanding the file charge-out slip or devising another form to substitute for the one suggested by Baltimore.

The attached form encompasses all of the suggestions received. The Executives Conference unanimously recommended its adoption. If the Director agrees, supplies of the form will be sent to the Field and the attached letter will be forwarded to the Baltimore Office.

Respectfully,
For the Conference

Glyde Tolson

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Attachments

RECORDED - 46

66-2554-9289

INDEXED - 46

DEC 18 1951

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

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

DEC 20 1951

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10/25/51

THE DIRECTOR
EXECUTIVES CONFERENCE

FIELD FIREARMS INSTRUCTORS
BE TRAINED IN FIRST AID

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/16/92 BY SP-5 CJB/STP

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

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED - 26

66-2554-9290
18 DEC 1951
70

NOT RECORDED
98-1951 DEC 18

50 DEC 21 1951

RECEIVED BY ORIGINAL MAIL

ORIGINAL COPY

18980

The Director

December 5, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/72 BY SP-SCI/DJF

The Executive Conference of December 3, 1951, consisting of Messrs. Tolson, Tamm, Tracy, Mohr, Belmont, Ladd, Rosen, Mason, Gurnea, McGuire, Casper, Parsons and Glavin considered an automobile accident involving SA Jack W. Miller of the Salt Lake City Division, damages totaling \$309.50.

The Conference was advised that the accident occurred at 4:30 P. M. on September 20, 1951, involving a tractor and semi-trailer owned by the Hengel Transfer Warehouse Company of Sheboygan, Wisconsin. The full memorandum of the accident is attached hereto.

Briefly, the Agent advised that the accident occurred at a point 7 1/2 miles south of Beaver, Utah, on Highway 101, which highway is on a slight up-hill grade. The road is hard surfaced and narrow and had a restricted passing zone for several miles prior to the accident. The Agent was traveling at approximately 40 to 45 miles per hour when he came out of a dip in the road, noticed a large truck about 30 yards ahead of him which was carrying a heavy load and traveling at a very low speed in the same direction. The Agent applied the brakes, which grabbed unevenly, throwing the rear of the car into the middle of the road. In order to also encounter traffic it was necessary to release the brakes in order to straighten the car out. He reapplied the brakes immediately thereafter but before he could completely come to a stop the Bureau car ran into the rear end-gate of the truck. At the time of impact he was traveling approximately 5 miles per hour and had the truck moved 10 feet further the Agent would have been able to come to a complete stop without the Bureau car striking the truck. The Agent stated he had been traveling in a westerly direction and prior to the accident he had lowered the sun visors in an effort to improve his vision as the sun was low during that period of the day and created considerable reflection through the front windshield. Damages to the Bureau car included a right front fender, hood, radiator and grill. There was no damage to the truck.

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The Conference was advised that the Sheriff of Beaver County, Utah, investigating the accident, advised that the road was dry, visibility was good and after examining the scene and talking to both drivers he issued no citations and made no written report of the accident. He stated the tire marks on the highway indicated that the brakes had been applied on the Bureau car and that such marks were

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Memo for the Director

visible for about 60 feet north of the point where the impact occurred. The speed limit on the highway was 50 miles per hour and passing to not allowed on the road at the place of the accident. The point of the accident is on an uphill grade following the course of a winding route running in a southerly direction. The accident occurred south of a dip in the road. The investigating Agent stated that while standing at the bottom of the dip it was impossible to see a car at the point where the accident occurred.

SAC Dawson stated that it was apparent that in coming out of a dip in the road Agent Hillie came upon the slow moving truck and trailer rather unexpectedly. The highway he was traveling is a very winding one in a mountainous area in the south central part of the State of Utah. He did not feel that under the circumstances the Agent should be required to pay for the damages of the Bureau owned car.

The Administrative Division pointed out that in its opinion Agent Hillie was not negligent in his operation of the Bureau car but was faced with an unexpected meeting with a slow-moving truck and did everything in his power to avoid a collision.

The majority of the Conference, consisting of Messrs. Tolson, Tracy, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, McGuire, Nease and Glavin are of the definite opinion that the Agent is responsible for the accident in question. These members of the Conference pointed out that the SAC had stated that the Agent was traveling on a highway that is a very winding one in the mountainous area in the south central portion of the State of Utah. The Agent, himself, stated that he was traveling from 40 to 45 miles per hour. He also stated that passing was not permitted on the road at the place the accident occurred. The majority of the Conference feels that the Agent, even though his SAC stated that this Agent had driven in rugged territory for approximately 3,500 miles a month for several years, in this particular instance did not exercise the best of judgment, that it should have been evident to him, he being acquainted with the terrain, that he might meet other traffic on the road. There is no information contained in the report that the brakes were faulty, the cars statement being made that when the brakes were first applied they grabbed unevenly. This could occur for many reasons and in the absence of specific information that the brakes were faulty the majority of the Conference does not feel that the uneven braking should be taken into consideration as a mitigating circumstance in connection with this accident. They recommend that the Agent be held responsible for the damages in question.

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Mr. Parsons is of the definite opinion that the Agent should not be held responsible for the accident. He pointed out that the Agent

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Memo for the Director

did apply his brakes and had they gripped evenly there is a possibility that the car would have gone to a stop without an accident occurring. Further, that he came upon the slow moving truck coming out of a dip and had a minute period of time to act in an effort to avoid the accident. Mr. Parsons does not feel that the Agent was in any way negligent in the operation of the Bureau owned car in this matter.

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

Respectfully,
For the Conference

Clyde Tolson

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

THE DIRECTOR

December 19, 1951

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/15/82 BY SP-5 c/btf

HANDLING LATENT FINGERPRINTS
IN IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Mohr, Belmont, Mason, Gearty, McGuire, Nease, and Tracy on December 11, 1951, considered the policy of handling latent fingerprints in the Identification Division.

The policy followed by the Identification Division for many years has been to make latent fingerprint comparisons for local law enforcement, other Federal agencies, and Bureau field divisions regardless of whether or not a comparison has been made prior to the submission of the latent fingerprints to the Bureau.

Local law enforcement agencies as a rule have an Identification Officer who makes comparisons of latents developed at the scene of a crime. Many submit the latent fingerprints to the Bureau for comparison in view of the fact their fingerprint expert is not sufficiently qualified while others make comparisons and so advise the Bureau, requesting a comparison at the Bureau for verification purposes. All correspondence from the Bureau after a latent fingerprint comparison contains a sentence to the effect that an expert will be made available upon request; however, an expert will not be made available if any other expert is to testify to the same point, i.e., that the fingerprints are identical.

Local "self-styled" fingerprint experts have been exposed on occasion in the past when alleged latent fingerprints have been submitted to the Bureau.

In 1941, a photograph of four latent fingerprints reported as having been developed on a lady's dress was submitted by the Sheriff's Office, Ely, Nevada. It was evident from an examination in the Identification Division they had not been developed on a cloth of any kind. The Bureau's Salt Lake City Office was advised and subsequently informed the Bureau the prints were developed by one [redacted] who posed as an fingerprint expert and whose profession was that of telegraph operator and at the time of inquiry, he was in the County Jail on a charge of forgery. As a result of the inquiry by the Bureau, the Sheriff was of the opinion that [redacted] had faked the prints.

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cc - Mr. Clegg
Mohr
TO DEPT. OF JUSTICE
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In January, 1941, the Chief of Police at Newport, Kentucky, transmitted four photographs of latent prints and requested a comparison. The prints were developed by Superintendent Charles R. Johns of the Bureau of Identification of the Newport Police. The Chief had no confidence in Johns' ability. At the trial, Johns testified he had developed the latent prints on the car as those of the suspect. A comparison made in the Identification Division disclosed the prints were not identical. Johns' name has been placed on the Bureau's restricted list.

In view of the very definite value to law enforcement, the Conference unanimously recommends that the Bureau continue to render latent fingerprint service to all local law enforcement agencies regardless of whether an examination was previously made or not.

With reference to Federal agencies, 148 latent fingerprint examinations were made during the last fiscal year as follows:

Air Force	58
Army	35
Navy	20
Marine Corps	14
Bureau of Narcotics	4
U. S. Secret Service	8
Alcohol Tax Unit	14
Post Office Department	6
Department of State	1
Census Bureau	2
Department of Commerce	1
General Services	2
Naval Gun Factory	2
U. S. Senate	1
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	148

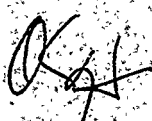
The Conference was advised by Mr. Tracy that the armed forces occasionally make latent fingerprint comparisons prior to making a request of the Bureau. This is also true of the Treasury agencies. In the case of the defense agencies, however, their fingerprints are on file in the Identification Division where they may be pulled from the file for comparison purposes.

With reference to the Treasury enforcement agencies, they have fingerprint experts within their own organization while other Federal agencies do not.

The Conference unanimously recommends that with reference to the Treasury enforcement agencies, the Identification Division prior to handling any latent fingerprint examination direct a communication to the agency inquiring if any fingerprint expert has examined the latents and made any comparisons. If the reply from the Treasury Department is that their expert has made such an examination, the Bureau advise the Treasury Department it will be unable to handle the case in view of the obvious duplication of work.

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

Respectfully,
For the Conference,


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Clyde Tolson

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MR. NICHOLS

November 20, 1951

J. A. SIZOO

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DATE 7/16/94 BY SP-1 C.B.M.

BUREAU FILES - CHARGE OUTS

Executive Conference

Mr. Belmont's memorandum to Mr. Ladd dated November 16, raises the question on page 2 whether or not it would be desirable to have all files recharged every Friday. He mentioned that this might prove a heavy burden on the Records Section. The Director asked, "What about this? This must be clarified at once."

It will be realized that there are approximately 9,000 files out of file in the hands of supervisors at any given time and a complete recharge every Friday would involve the handling of 9,000 recharges on a weekly basis. For this to be effective it would require the Records Section to physically recharge each file shown and to locate any files out of file not shown on the recharge lists. This is now done on a monthly basis on the receipt of the lists now required the last Friday of each month. It takes approximately 39 man days to recharge the files on this list and to check on those not reflected on the recharge lists. To do this on a weekly basis it would take approximately 160 man days each month. It is not believed that the benefits gained would compensate for the amount of work involved in such a procedure. It is also felt that this would be regarded as a routine procedure and the effect on supervisors to return the files to the cabinets immediately after they have served their purposes would be lost if this requirement completely replaced the present instructions concerning the retention of files over five days.

With reference to the 5-day rule the Supervisors' Manual provides that files must be returned after they have been charged out for five working days unless they are needed for a longer period of time in which circumstance the permission of the Assistant Director must be obtained. This manual instructs that every two weeks each Assistant Director is responsible for the compilation of a complete listing of all files and serials held in his Division in excess of five working days, and a report is to be made to Mr. Tolson showing the number of serials and files held over five days. It is believed that the rule requiring the return of files within five days is highly desirable and should be continued. However, certain modifications in the submission of memoranda in this connection are believed desirable and there is attached hereto a suggested memorandum to all Bureau Officials and Supervisors incorporating these changes and reiterating the rules and regulations pertaining to the charging out and transferring of Bureau files.

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59 DEC 27 1951

Memorandum to Mr. Nichols
Re: Bureau Files-Charge Outs

11-20-51

Previously existing instructions called for the preparation of a biweekly memorandum in each Division showing the number of serials and files held over five working days and the charge out date of the oldest file. We believe it is desirable for the specific files to be identified rather than merely a total number shown. It is also believed desirable that a copy of this report be designated for the Records Section and sent to the Filing Unit where it will be helpful in connection with pending file locates. This memorandum was previously required on a biweekly basis; however, since we are recommending that the files themselves be listed it would appear that there would be duplication between this report and the monthly recharge report which is prepared on the last Friday of each month.

Therefore it is believed that it would be adequate if each Division prepared this particular memorandum on the second Friday of each month and that on the last Friday of each month this memorandum be consolidated with the complete inventory now required by identifying with an asterisk those files on the list more than five days old. It should still be the responsibility of the Assistant Director to authorize the continued retention of any files over five days old which may be shown on either memorandum. Both memoranda should reflect the situation as of 9:00 a.m. on the Friday on which they are prepared and they should reach the Records Section by 1:00 p.m. in order that a substantial portion of the handling in the Records Section may be accomplished over the weekend.

It will be noted that the biweekly memorandum previously required called for the number of serials out more than five days as well as the number of files so charged out. It should continue to be the responsibility of each Assistant Director to satisfy himself that serials as well as files are being currently handled and sent to file. However, it is suggested that the statement as to the number of serials retained over five days be required only on the second Friday of each month in connection with the memorandum dealing with files so retained.

CONCLUSIONS AND RECOMMENDATION:

1. It is recommended that Seat of Government employees not be required to recharge files in their possession each Friday because the excessive costs involved would not be commensurate with the benefits that would be derived under such a system. It is felt that the present system of recharging files once each month on the basis of the monthly files inventories and strict adherence to the transfer rule by all employees at the Seat of Government will be adequate devices for the Records Section in the accounting for files charged out. Thus each time a file moves from one employee to another he is required to telephonically advise the Records Section of this transfer and at that time the file is recharged. In addition once each month a complete inventory of all files charged out is compiled and recharges are prepared at that time.

2. It is recommended that instructions be re-issued to all employees at the Seat of Government calling for the prompt

Memorandum to Mr. Nichols
Re: Bureau Files - Charge Outs

11-20-51

handling of files called by them and their immediate return to the Records Section as quickly as possible.

3. It is felt that a reiteration of the present rule calling for transfers of files that are passed between employees will be beneficial at this time, and it is recommended that all Seat of Government employees be again reminded of this rule. The Supervisors' Manual provides that when a file is so transferred the Records Section should be immediately notified by telephone.

4. Existing instructions call for the return of all files to the Records Section that have been charged out for a period of five working days. In unusual circumstances where a file is needed in excess of this time, employees should obtain the permission of their Assistant Director to keep the file. It is recommended that this rule be again called to the attention of Seat of Government personnel.

5. In order to provide for the closest possible check with a minimum of administrative operating procedure, it is recommended that the Supervisors' Manual be amended to provide for the following rules and regulations pertaining to the retention of serials and files:

A. On the second Friday of each month there should be compiled in each Division a complete listing of all files and serials held in excess of five working days. This list should be reviewed by the Assistant Director and approved for further retention.

B. On the second Friday of each month each Assistant Director should furnish to Mr. Tolson a report showing (1) the total number of serials which have been in possession over five working days together with the date of the oldest serial with complete identifying data, when received, reason for delinquency, and when it will be handled, and (2) a list of the file numbers held over five working days and the charge out date of each.

C. A copy of the file report (item 2 in B above) should be designated for the Filing Unit (Room 6519) of the Records Section for the use of the locate clerks in running down requests for files that are charged out.

D. It is felt that each Assistant Director should again be reminded that it is his continuing

Memorandum to Mr. Nichols
Re: Bureau Files - Charge Outs

11-20-51

responsibility to satisfy himself that serials as well as files are to be handled currently and released as soon as they have served their purposes.

6. It is recommended that the present provisions of the Supervisors' Manual relating to the monthly inventory of all files in possession be amended to provide for the inclusion of an asterisk notation next to files retained over five days. This asterisk notation will serve as a flag to the Assistant Director, putting him on notice that the files so asterisked have been in possession over five days requiring his expressed permission for continued retention of the file. It is further recommended that the monthly inventory lists continue to be submitted on the last Friday of each month.

It is felt that the foregoing regulations will adequately serve the needs of the Records Section in keeping a close tab on the whereabouts of files that are charged out. It is further felt that by reiterating the five-day rules pertaining to the retention of serials and files and requiring the expressed permission of the Assistant Director to retain such serials and files, there will be an added deterrent against allowing work delinquency to pile up in the various Divisions.

There is attached a memorandum to all officials and supervisors at the Seat of Government embodying the instructions set forth above. It is recommended that the attached memorandum be approved and disseminated.

11-26-51

ADDENDUM:

The Executives Conference on 11-26-51 consisting of Messrs. Ladd, Parsons (for Harbo), Glavin, Hennrich (for Belmont), Gearty, Tracy, Rosen, and Mohr considered the suggestions in the foregoing memorandum and the instructions in the attachment and unanimously recommended approval.

CLT:jw

THE DIRECTOR

12/14/51

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/82 BY SP-5/BJP

The Executives Conference of December 11, 1951, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Mason, Gearty, McGuire, Belmont, Nease and Mohr, considered the present practice in the field of Special Agents working in pairs. The Director raised this question in a memorandum to Mr. Tolson dated December 7, 1951.

A check of the FBI Handbook and the Manual of Instructions, as well as SAC Letters, reflects that instructions have been issued to the field where in certain instances Agents should operate in pairs or in greater numbers. The FBI Handbook provides in Part II, Page 140 that a statement taken from a subject or suspect should be signed in the presence of a witness or witnesses in addition to the Special Agent to whom the statement was made. Frequently the witness in such instances is a second Special Agent.

Part III, Page 204 in the chapter dealing with White Slave Traffic Act investigations provides that two Agents should be present. In both of the instances cited, it was pointed out to the Conference that on many occasions Special Agents utilize the services of a local law enforcement officer. However, in many White Slave Traffic Act cases, particularly in the East where it might not be desirable to utilize a local law enforcement officer since the victim might be involved in local violations, it is most desirable to have a Special Agent present.

The Manual of Instructions, Section 87C, Page 30, dealing with security investigations, provides that interviews with subjects of security investigations are to be conducted by two experienced Agents. This provision has been recommended for change in a separate memorandum in that one experienced Agent and a new Agent can conduct these interviews.

The Manual of Rules and Regulations provides in Section 3F (5) that when new Agents are first assigned to the field from Training School they should be assigned to work with experienced Agents for approximately two weeks. If suitable progress is not made during this period of training, the time may be extended to approximately three weeks but the Bureau should be promptly advised.

Section 9A (1) d2 of the Manual of Rules and Regulations in discussing contacts with potential security informants provides that where female possibilities are involved they should not be interviewed in their own homes or apartments unless necessary and all such interviews should be handled by two Agents.

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- Gandy

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EX-130

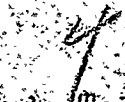
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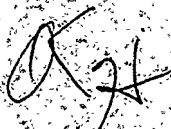
The Conference was also advised that in connection with the apprehension of suspects or subjects, that two Agents generally as a minimum go out on such investigative activity. The Conference was also advised that in some divisional offices local conditions exist where it is desirable for two Agents to go into a particular territory, as an example, New York City in Harlem regardless of the nature of the interview. The Conference was further informed that in certain instances where an interview might involve certain types of individuals or certain types of information, that two Agents are generally in attendance.

The Conference was advised that the question of whether Special Agents should obtain authority from the SAC, ASAC or Field Supervisor whenever they plan to operate in pairs was discussed with SAC McKee at Newark and ASAC Whelan at New York and they both felt such a rule would not work a hardship on the field. It is noted there is presently no rule requiring that Agents get permission before operating in pairs and it frequently occurs that the Agents make the arrangements themselves.

The Conference was unanimous in recommending that instructions should be issued that henceforth Special Agents who plan to operate in pairs or in greater number should first obtain permission from the SAC, ASAC or authorized Field Supervisor. Should you agree with the views of the Conference there is attached a proposed SAC Letter instructing that such permission be obtained henceforth.

Respectfully,
For the Conference


Clyde Tolson



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THE DIRECTOR
EXECUTIVES' CONFERENCE

December 13, 1951

ALL INFORMATION CONTAINED
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DATE 2/17/92 BY SP-5 CIB/BJ

The Executives' Conference of December 12, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Ladd, Mason, Gearty, McGuire, Nease, and Glavin was advised that under date of October 30, 1951, the SAC at Phoenix had requested that the Bureau approve an additional full-time supervisory employee in the Phoenix Office to handle Detective Services and Reporter cases.

The Conference was advised by Glavin that as of October 31, 1951, there were a total of 667 cases pending in the Phoenix Office, and that during the month of October, 613 of the investigative matters were closed by that office, making the total number of investigative matters handled for the month, 1,279.

The Conference did not feel that the SAC at Phoenix had submitted sufficient justification for approval of an additional supervisory desk in the Phoenix Office. The majority of the Conference, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, and Nease were of the opinion that the SAC at Phoenix should be advised that the Bureau does not feel that there is a sufficient volume of work in the Phoenix Division to justify an additional supervisor. Messrs. Mason and Glavin felt that the SAC at Phoenix should be advised that pending additional justification for the establishment of an additional supervisory position, favorable action could not be taken on the request by the Bureau.

It is pointed out to the Director that the Phoenix Office has no full-time supervisor at the present time, other than the SAC and the Assistant SAC.

In the event the Director approves the majority Conference opinion in this matter, the attached letter should go forward to the SAC at Phoenix.

Respectfully,
For the Conference

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Clyde Tolson

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

CC: Mr. Mohr
Mr. Glavin

RECORDED NO. 17-11-11

CONFIDENTIAL

THE DIRECTOR
EXECUTIVES CONFERENCE

11/29/51

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ALL INFORMATION CONTAINED
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DATE 2/17/92 BY SP-5 CJP/HF

The Executives Conference of 11/28/51, consisted of Messrs. Tolson, Ladd, Glavin, Rosen, Tracy, Parsons, Mohr, Garty, Laughlin, McGuire and Mason.

The Conference considered the suggestion of SA Joseph L. Gerry made to Mr. G. J. Engert of the Identification Division orally while Mr. Gerry was attending In-Service Training.

The suggestion is to the effect that Special Agents be brushed up on fingerprint matters so that they will be able to eliminate individuals from further consideration by looking at their finger tips and finding thereon a fingerprint pattern different from that shown in an Identification Order.

The suggestion contemplates that an Agent might be faced with a person who appears to fit the physical description of the fugitives although some doubt exists as to whether he is actually a fugitive and in such instances the Agent, by looking at the finger tips of a suspect, will find thereon an array of loops and arches whereas the Identification Order might show that the true subject was supposed to have all whorls on his fingers. This would immediately eliminate the suspect from further consideration.

The Conference unanimously felt that no additional training is needed for such training has already been provided Agent personnel.

The suggestion also contemplates that Agents be trained in fingerprint matters to such a degree that they could look at a subject's finger tips and compare those finger tips with a fingerprint classification provided in an investigative report or other document where no fingerprints themselves are furnished and on the basis thereof eliminate fugitives from further consideration. The Identification Division is opposed to this latter suggestion believing that it would be dangerous and one offering pitfalls.

cc: Messrs. Mohr & Clegg

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The Executives Conference unanimously agreed with the Identification Division and regarded this suggestion unfavorably.

If the Director agrees, no further action is necessary for the Agent has already been thanked for his suggestion.

Respectfully,
For the Conference

Clyde Tolson

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August 14/58

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- Nease _____
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The Director

December 18, 1951

The Executives Conference

WHITE ABSTRACT SLIPS IN
ATOMIC ENERGY ACT CASES
AND RELATED CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CIP/H

On December 14 the Conference composed of Messrs. Tolson, Glavin, Tracy, Glegg, McGuire, Mohr, Nease and Harbo considered the suggestion made during the recent inspection that white abstract slips not be maintained on receipt of the initial piece of mail in Atomic Energy Commission applicant cases or in other applicant type cases in which the streamlined procedures have been applied whereby individual reports in the file subsequent to serial one do not receive individual serial numbers or individual recording.

There were approximately 272,000 white abstracts in Atomic Energy Act cases received from 1947 to date; these represent serial one in the case files and occupy ninety-nine card index drawers. They are filed in chronological sequence behind a guide card labeled "Atomic Energy Commission" and are segregated from all other mail received from the AEC. The original white abstracts in these categories are used very infrequently if at all. Any inquiry about the existence of a case can be resolved by reference to the general index or to the blue copies of the abstracts filed by case file number in the Numbering Unit.

The Records Section was opposed to the suggestion on the ground (a) it would reduce our security control of material in file by fifty per cent since one of the two present abstract slips would be eliminated; (b) it would wipe out "source control," that is, a means of readily ascertaining all mail received from a given individual or organization; (c) the proposed exception would create confusion as to when it should or should not be applied; (d) only ninety-nine abstract file drawers would be saved at present; (e) the savings of labor involved in filing 300 abstracts per day would involve only a small part of the services of one employee.

It was pointed out to the Conference that space is at a premium throughout the Bureau and that every reasonable means should be utilized to conserve space; that the white abstracts in these types of cases are filed in chronological order and thus constitute a duplication of the blue abstracts which are filed by case file number which means that they are essentially in chronological sequence.

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

cc - Mr. H. R. Glegg
Mr. Mohr

RTH:VH

1952

RECORDED - 56

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DEC 29 1951
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RH

Memorandum for the Director

The Conference unanimously recommends that the Records Section discontinue the maintenance of white abstract slips in Atomic Energy Act cases and other applicant type cases in which the streamlined procedures have been employed whereby individual reports in the file subsequent to serial one do not receive individual serial numbers or individual recording.

Respectfully,
For the Conference




Clyde Tolson

The Director
The Executives Conference

December 17, 1951

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HEREIN IS UNCLASSIFIED
DATE 2/17/02 BY SP-5C/BMP

The Executives Conference of December 14, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Clegg, McGuire, Laughlin and Glavin was advised by Glavin that during the recent inspection of the New York Office the suggestion had been made that the Resident Agents specialize in their assignments. For instance, in those Resident Agencies having more than one Resident Agent, one Resident Agent would handle all Selective Service work and another all internal security work and another some other particular type of work.

Glavin pointed out that he had discussed this matter with the SAC and the ASACs of the New York Office and they were of the opinion that there should be no specialization insofar as their Resident Agents are concerned, that they feel the workload in the various Resident Agencies could be best handled by the assignment of Resident Agents to varied types of work in these Resident Agencies.

The Conference was in agreement and recommends that there be no specialization of Resident Agent assignments in the New York City Division.

Respectfully,
For the Conference

Clyde Tolson

OK

cc: Mr. Mohr
Mr. Clegg

WRG:er

RECORDED-114
INDEXED-114

166-2537-9298
DEC 29 1951
10

63 JAN 3 1952

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

[Handwritten signature]

The Director

12/13/51

The Executives Conference

FBI National Academy
Retraining School and Reunion

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CJP/BJP

The Executives Conference of December 14, 1951, with Messrs. Tolson, Glavin, Tracy, Harbo, McGuire, Laughlin, and Clegg being present, considered the prospect of retraining courses and a reunion for the National Academy Associates for 1952. The most recent retraining school and reunion was held in September, 1949. The Constitution of the Associates calls for an annual election of officers which would be held at the regular annual reunion. This has not been followed due to the fact that reunions and retraining courses have not been held annually.

It is understood that in some departments, particularly in New Jersey, budgets are made up to include such items as the attendance of graduates of the National Academy at the reunion and retraining school. Chief Dowd of Haslewood, New Jersey has stated that a notification as to whether there would be held such an annual meeting was of interest to many of the graduates.

The Executives Conference with the above being present unanimously recommended that for the year 1952 there be no retraining school and reunion held in Washington. This is due to the critical and uncertain world situation and it seems likely to continue in this manner for at least another year. Due to the increase in the preparedness program, due to a number of the graduates now being in the armed services, and due to the terrific amount of effort which would be required to hold such a meeting, it was unanimously recommended that such a meeting not be held.

It was also recommended that this notification be placed in the FBI National Academy News Letter and that

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

cc: Mr. H. H. Clegg
Mr. Mohr
HUC:rlr/vlr

RECORDED-114
INDEXED-114

DEC 29 1951

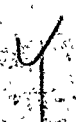
EX - 28

63 JAN 3 1952

there further be placed in this News Letter an indication that there would be held in each of the various regions covered by the State or Regional Chapters of the Association a program for a minimum of one day in the nature of retraining. It was also recommended that, in the larger and more important of these meetings, representatives of the Training and Inspection Division, such as Mr. Rogers or Mr. Holmes, be permitted to attend whenever it was practical to do so.

If this is approved, a notice will be prepared for inclusion in the News Letter and an SAC letter will be prepared advising that during the year 1952 a program of at least one day of retraining should be arranged for each chapter of the Associates on a state-wide or regional basis.

Respectfully,
For the Conference


Clyde Tolson



Mr. Nichols

December 7, 1951

M. A. Jones

~~FBI LAW ENFORCEMENT BULLETIN~~
Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-5 CPH/ST

As you well know, it has long been Bureau policy in editing the FBI Law Enforcement Bulletin to recognize outstanding police officers and the work they are doing to improve law enforcement. This is one of the means by which we seek to raise the standards of police work and administration.

It is suggested that in furtherance of this same policy we should reprint a few more articles from other police magazines. Such reprinting is not new but we have done very little of it. There are some articles of excellent content that we have passed over. They merited wider reading among police officers.

The suggested practice should work toward an improvement of the Bureau's press in other law enforcement magazines. Some of these magazines give excellent treatment to the Director's statements and other information from the Bureau. By reprinting selected material from such magazines, we should be able to improve our relations with them. Experience thus far shows that when we ask the editor of a magazine for permission to reprint, we get a very happy "your wish is my command" type of reply.

In each case the article must be one that merits reprinting and our relations with the magazine and those whom it represents must be satisfactory. The usual file check will be made.

As an outstanding example of the type of cooperation we have been receiving from other magazines, there is attached the November, 1951, issue of the official journal of the Illinois Police Association. On page 9 this magazine has reprinted the Director's message from the FBI Law Enforcement Bulletin; on page 22 there are photographs and descriptions of Bureau fugitives; on pages 26 and 55 there is additional favorable mention of the Director and the Bureau. By letter of November 25, 1951, the Chicago office advised that this same magazine has asked for permission to reprint the article "Marksmanship Encouraged by River Forest Police Department" which appeared in the November, 1951, issue of the FBI Law Enforcement Bulletin. Permission has been granted.

If you approve this policy, we will be circumspect in the use of it. The magazine, the publishing organization, the content and style of the article and the author will have to meet Bureau standards or we will not use it. Each article will be submitted to

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

DJD:vrh:bbm

INITIALS ON ORIGINAL

RECORDED - 22

INDEXED - 22

29 DEC 1951

63 JAN 3 1952

ORIGINAL COPY FILED IN 44-31-10085

66-2554-19300
JAN 19 1952

Memo to Mr. Nichols

December 7, 1951

the Editorial Board in the usual manner. If it is approved for publication in the Bulletin we will then ask the magazine in question for permission to reprint. There should not be more than one such article in any single issue of the Bulletin.

This does not involve duplication in the police magazine field. The publications from which we propose to reprint are state and city magazines of limited coverage.

OK but we should pass on each item first before asking permission to reprint.

ADDENDUM, JJM:GMC, 12-18-51

LBN

jm

Approved by Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Ladd, Glegg, Gresham, Tracy, Rosen and McGuire.

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

The Director
The Executives Conference

December 17, 1951

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CJP/BJE

The Executives Conference of December 14, 1951, consisting of Messrs. Tolson, Tracy, Harbo, Glegg, McGuire, Laughlin, and Glavin considered a memorandum submitted by Mr. Trotter for the attention of Mr. Nichols concerning the procurement of employees' personal lockers in the Records Section.

It was pointed out to the Conference that Mr. Trotter stated that during the past six months there had been two or three instances wherein thefts have apparently occurred from the purses of female clerical employees who are assigned to the Records Section. Similarly, in other instances employees have lost or misplaced money and because of the fact that they have left their purses in their personal purse boxes on top of the filing cabinets, there has most always been the suspicion in the employees' minds that possibly their purses were rifled during this time. Trotter pointed out, however, that in the latter case, they have conclusively proved in a number of instances that these so-called thefts were actually attributable to instances of carelessness on the part of the employees, in that they either lost the money, spent it, or in some other manner they were able to account for its disposition.

Trotter pointed out that this problem affects only the female clerical employees in the Files Section. He recommends that the Bureau provide 1,100 locked compartments for the female clerical employees of the Records Section to keep their purses in during the working hours. He pointed out that this container may be commercially available for purchasing and placing on top of the index and filing cabinets. There is the possibility of having such locked containers made and installed in the same places. He suggested that the container measure approximately 8 x 8 inches square and 16 inches deep, inside measurements. The lockers could be in the form of a drawer or compartment with a door. Whatever form is finally devised, it definitely should contain an individual lock with a key to be charged out to the clerical employee who is assigned each individual container. He pointed out insofar as the space for the containers is concerned, if they are devised in such a manner as to be placed in rows on top of the filing cabinets, they would not take up additional space and they could spread them out sufficiently so that the employees would not be jammed into a small area at starting and stopping times of the day to deposit and retrieve their purses. Trotter feels that this problem is an acute one and should be solved as quickly as possible. Mr. Sizoo and Mr. McGuire (for Mr. Nichols) were in agreement with Mr. Trotter in his recommendation. 66-2557-9301

It was pointed out to the Conference that the cost of such containers would be approximately \$3.30 each for a total of

cc: Mr. Mohr
Mr. Glegg

WRG:c

Memo for the Director

\$3,300 for 1,100 such lockers.

The Conference feels that the problem confronting the Files Section at the present time concerning losses of personal funds is not such that this large expenditure of funds should be made. It is pointed out that in Mr. Trotter's memorandum it is stated that in only two or three instances during the past six months have thefts apparently occurred from the purses of female clerical employees.

It was pointed out by the Conference that if such lockers were secured there could be the continuous problem of lost keys, carelessness on the part of the employees in not locking the compartments, and it is not felt that the procurement of locked compartments could solve the problem presently confronting the Files Section. As a matter of fact, considerable additional work would be had in replacing lost keys and insuring that employees are most careful in locking the compartments at all times. It was pointed out that female clerical employees utilizing these compartments, when going to the rear rooms, lunch, etc., would necessarily have to procure their purses with possible resultant confusion in the Files Section.

The Conference therefore recommends against the purchase of the compartments in question. Pending the Director's decision further action in connection with this matter is being held in abeyance.

Respectfully,
For the Conference


Clyde Tolson



THE DIRECTOR

December 13, 1951

The Executives' Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/82 BY SP-5/BJY

At a meeting of the Executives' Conference on December 12, 1951, attended by Messrs. Tolson, Tracy, Harbo, Belmont, Glegg, Gearty, Mohr, Glavin, McGuire and Ladd, the attention of the conference was directed to the fact that there is presently no requirement that the Bureau field offices should designate specific Agents to contact hotels and business houses for the purpose of having a check made of the records of such hotels or business houses.

It was pointed out that the Washington Field Office has recently been instructed to designate two Agents to establish contact with the managers of the outstanding hotels and similar places where frequent contact is made and that all inquiry insofar as possible at these places of business be handled by the designated Agents.

It was pointed out to the conference that a number of offices have established a procedure whereby one or two Agents are designated for this purpose, but that there is no Bureau provision requiring this be done.

The conference was unanimously of the opinion that an SAC Letter should be sent to the field alerting the field offices to the fact that where there is a problem involving a large number of contacts with any major hotels or business establishments, that a definite program of designating two or more experienced Agents should be established and that insofar as possible, all contacts and requests for information from such establishments should be handled by duly designated Special Agents.

In the event you approve of the action of the Conference, there is attached hereto a proposed SAC Letter.

Respectfully,
For the Conference

Enclosure

Glyde A. Tolson

cc - Mr. Glegg
Mr. Mohr

RECORDED 120

JAN 2 1952

6 JAN 3 1952

DNL:dad

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

THE DIRECTOR

12/20/51

EXECUTIVES CONFERENCE

18978

The Executives Conference on 12/20/51 consisted of Messrs. Ladd, Glavin, Tracy, Harbo, Belmont, Mohr, Gresham, McGuire, Sizoo and Mason.

The Conference considered the suggestion of Radio Operator [redacted] of the Louisville Office that the Bureau utilize radio facilities in advising Field Offices to discontinue investigation in Applicant Matters.

Inasmuch as there is only one radio contact with each Field Office per day, there will be frequent delays in letting the Field know that Applicant cases should be discontinued and thus unnecessary investigativ activity will be performed by the Field. At present the matter is controlled through the dispatch of teletypes by the Bureau as soon as other agencies advise the Bureau the need for continuing an Applicant inquiry no longer exists.

There would be a savings in teletype costs if radio facilities were used but there would be a loss in investigative time with the net result of greater over-all expense to the Bureau.

The Conference unanimously felt that the present procedure should be continued without change.

If the Director agrees, no further action need be taken inasmuch as Radio Operator [redacted] has already been thanked for his idea.

I agree but I wish I could really believe there was such prompt use of teletypes in such instances

Respectfully,
For the Conference

Glyde Tolson

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

RECORDED - 71
INDEX - 3 - 71

66-2554-9303

DEC 29 1951
10

65 JAN 4 1952

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The Director

December 20, 1951

The Executives Conference

LABORATORY EXAMINATIONS FOR THE
UNITED STATES ATTORNEY'S OFFICE,
DISTRICT OF COLUMBIA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/2009 BY SP-5 CJB/HP

On December 18 the Conference composed of Messrs. Tolson, Ladd, Clegg, Belmont, Gresham, Mohr, Glavin, McGuire, Tracy, Rosen and Harbo considered the proposal to remove the United States Attorney's Office, Washington, D. C., from the list of agencies for which FBI Laboratory examinations will not be conducted.

The United States Attorney's Office was placed on the restricted list in February 1948 as a result of their violating Bureau policy by having the same evidence examined by Dr. [redacted] of the Bureau of Standards and [redacted] of the Treasury Department after the evidence had been examined in the FBI Laboratory. It is believed that this action was attributable to the former United States Attorney, George M. Fay.

b6
b7C

Since Charles Morris Irelan is now United States Attorney for the District of Columbia and since the Department has within the past year renewed its instructions to all United States Attorneys to use the FBI Laboratory rather than outside experts the Conference unanimously recommends that examinations be made for the United States Attorney's Office, District of Columbia, on the same basis as examinations are made for other United States Attorneys.

Respectfully,
For the Conference

OK
[Signature]

[Signature]
Clyde Tolson

llh

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

66-2554-9304

RTH:VH

RECORDED - 71

INDEXED - 71

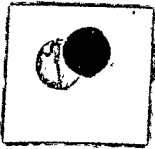
EX-5

DEC 29 1951
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RD

57 JAN 4 1952

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



THE DIRECTOR
EXECUTIVES CONFERENCE

12/26/51

18977

Per the Director's instructions, Mr. Mason advised the Executives Conference of December 20, 1951 that the Director desires there be planned organization in preparing for conferences with SACs who are visiting the Bureau in connection with In-Service Training or Two-Day Conferences.

The Conference was reminded of the Director's desire that prior to the arrival of SACs notes be made and plans be laid for the discussion of general and specific plans and problems in the respective divisions.

Present at the Conference were Messrs. Glavin, Tracy, Mohr, Belmont, Ladd, Gresham, McGuire, Sizoo and Mason.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/82 BY SP-5/BJP

cc-Mr. Mohr
Mr. Glegg

EDM:DMG

This is no passing idea of mine but I insist it be actively followed. Sac's have been coming in + outside of a very few officials here the conferences have been nothing but social visits + exchange of gossip

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

RECORDED - 71

INDEXED - 71

66-2554-9305

DEC 29 1951

57 JAN 4 1952

EX-5

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *m*

DATE: 12/18/51

FROM : J. P. MOHR

SUBJECT:

EXECUTIVE CONFERENCE

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

The Executives Conference of December 18, 1951, consisting of Messrs. Tolson, Harbo, Belmont, Ladd, Clegg, Gresham, Glavin, McGuire, Tracy and Mohr, was advised that it is imperative that each member of the Conference keep the Bureau advised at all times of his whereabouts.

The Conference was informed that there were to be no exceptions to these instructions.

J. P. Mohr

JPM:DW

G.I.R. 57

This must be strictly adhered to.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-5 CIP/MS

RECORDED - 108

66-2554-9306

DEC 29 1951

63 JAN 4 1952

C
O (mow)
P
Y



TO : The Director
FROM : The Executives' Conference
SUBJECT:

DATE: December 28, 1951

The Executives' Conference of December 18, 1951, consisting of Messrs. Tolson, McGuire, Gresham, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, Rosen and Glavin considered the attached suggested communication to all SACs concerning ~~one-week~~ training school for Special Employees and recommended its approval.

It was pointed out to the Conference that Special Employees at the present time, under Bureau regulations, are attending colleges in the various cities of assignment in order to secure the necessary educational qualifications for appointment to the position of Special Agent at a later date. It was pointed out to the Conference that previously it had been approved that Special Employees who were to be assigned to investigative work in applicant and possibly other cases such as interviewing of former employers, neighborhood interviews, etc., be called in to Washington for a one-week period of training. The Conference felt that those Special Employees presently attending residence schools should not be called in until the completion of the school year, i.e., during the summer months, for such training.

The Conference recommends, therefore, that the attached letter to all SACs go forward at this time.

Respectfully,
For the Conference

Clyde Tolson

Attachment
WRG:cr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-3/cbr

CC: Mr. Clegg
CC: Mr. Mohr

RECORDED-136

100-554-9307
JAN 2 1952

57 JAN 4 1952

INDEXED-136

6-75

THE DIRECTOR

December 7, 1951

THE EXECUTIVES CONFERENCE

MAINTENANCE OF CASE FILES
FOR INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-5 CIP/m

The Executive Conference of December 5, 1951 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Goarty, McGuire, and Mason.

The Conference unanimously recommended approval of the attached SAC letter which is presented for the Director's approval and signature. This SAC letter advises the field that sub files should be maintained for criminal informants whenever the volume of reports received tends to clutter up the Administrative File of that informant. It is the purpose of the sub file to contain reports submitted by informants and memoranda dictated by Special Agents who have orally received information from informants.

This matter initially arose as a suggestion from the field inspectors who pointed out that the Manual of Rules and Regulations is silent concerning whether sub files should be maintained for criminal informants. The matter of security informants is adequately covered by the Manual and sub files are kept for all security informants.

The Conference felt that the attached SAC letter would adequately remove any doubt from the minds of field employees.

Respectfully,
For the Conference

INDEXED - 74
RECORDED - 71
Clyde Tolson

66-2554-9310

JAN 2 1952

EX - 99

EMH:all *ali*

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

NOTE: Approved by Executives Conference on 12-5-51.
ATTACHED

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

6 JAN 7 1952

APR 25 1952

Ed

66-2554-9309

CHANGED TO

67-80010-1710

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/82 BY SP-5C/PTX

nl

The Director

December

The Executives Conference

FILE LOCATE PROBLEM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CBT/ST

On December 14 the Conference composed of Messrs. Tolson, Glavin, Tracy, Clegg, McGuire, Mohr, Nease and Harbo considered the suggestion made during the recent inspection that the Records Section for a trial period of four weeks prepare weekly a list of approximately twelve file locates consisting generally of the oldest pending locates and distribute copies of such lists to all Bureau supervisors seeking their assistance in locating the files.

The Records Section was doubtful that the suggested procedure would be helpful; further that the circularization of all Seat of Government supervisors and the resultant examination of files on hand might be more expensive of personnel time than the present procedure of relying solely on locate clerks in the Records Section. It was pointed out to the Conference that the Records Section at all times has over 1,000 files on locate and their daily reports show the oldest items had been on locate for approximately one month.

The Conference unanimously recommends that the Records Section for a trial period of four weeks prepare weekly a list of approximately twelve file locates consisting generally of the oldest pending locates, and distribute copies of such lists to all Bureau supervisors seeking their assistance in locating the files.

Respectfully,
For the Conference

Clyde Tolson

W

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

RTH:VH *vh*

RECORDED - 71
INDEXED - 71

166-2534-9311
JAN 10 1952

EX - 99

RH

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

JAN 7 1952

The Director

12/18/51

Executives Conference

E 1897c

Destruction of Inactive Personnel Files

The Executives Conference of December 18, 1951 with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gresham, McGuire and Clegg being present, unanimously recommended that the Identification Division's personnel files, (not the personnel files maintained at the Bureau but the ones maintained in the Identification Division) should be destroyed after employees have been out of service for three years. Those who are absent on military leave would not be considered out of service. The conference unanimously concurred in this recommendation.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. H. G. Clegg
Mr. Mohr
HAG:wp/rlr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/82 BY SP-5 JCB/BJB

RECORDED - 71

INDEXED - 7

66-2534-9312

JAN 2 1952

EX - 99

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

F20
HAG:wp/rlr

CC: MR. WILD
MR. ROSEN
MR. WINTERBROOK
MR. PRICE
MR. EVANS

RE: DEPARTMENT

January 2, 1952

THE INVESTIGATIVE CONFERENCE

MEMORANDUM FOR THE ATTORNEY GENERAL
RE: DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/80 BY SP-50/pjt

At the meeting of the Investigative Conference on January 2, 1952, the Conference considered the attached prepared letter to all Special Agents in charge which has been prepared as a result of the Attorney General's advisory to the President dated December 21, 1951, that the Bureau not authorize its conduct full and complete investigations in all cases within our jurisdiction, with the exception of anti-Communist cases and civil rights investigations. In those two types of cases, proper Departmental authority is necessary before investigation is instituted.

Previously, the Department authorized us to conduct preliminary investigations only in cases involving:

- 1. Election Law
- 2. Civil Rights and Involuntary Servitude and Slavery
- 3. Extortion cases arising out of racial matters

The attached letter authorizes the field to conduct full and complete investigations in those previously they could conduct only preliminary investigations. Cases in these classifications have always been closely supervised at the Dept. of Justice. Accordingly, we are still regarding that the field advise the Bureau when investigations in one of these cases is instituted. It will then be in a position to follow these cases closely, remove legal doubts from the Criminal Division of the Department when necessary, and make certain that the field directs its investigative efforts in the most productive manner. The attention of all Special Agents in charge is again directed to these situations of unusual local or national interest from which civil rights violations may arise and of the necessity of leaving the Bureau advised as to developments in these matters so that appropriate investigation may be instituted as a criminal violation within our jurisdiction subsequently develops, or if instructions are issued to do so, even though no violation is indicated by the Department. We will keep the Department advised of developments in these situations where no violation is reported, but will conduct no investigation in the absence of a Federal violation unless instructed.

- Tolson _____
- Glavin _____
- Ladd _____
- Nichols _____
- Belmont _____
- Tracy _____
- Harbo _____
- Alden _____
- Laughlin _____
- Tele. Room _____
- Hess _____
- Gandy _____

RECORDED - 59
INDEXED - 59
64-2554-9313
JAN 14 1952

The Conference, consisting of Messrs. Tolson, Glavin, Ladd, Nichols, Rosen, Tracy, Harbo, Alden, Laughlin, Mohr, and Tele. Room, unanimously approved the attached prepared letter.

EX. 8
Respectfully,
For the Conference
RW

65 JAN 5 1952

OK

4
JAN 5 1952

THE DIRECTOR

18975 1/3/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CIB/BJE

The Executives Conference on 1/2/52 consisted of Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Belmont, Gearty, Winterrowd and Mason.

The Conference considered the suggestion of Special Agent James M. Anderson of the Albany Office that resistors be assembled in Bureau automobiles so that the driver of the car could dim one or both headlights at will.

The suggesting Agent has in mind that while on surveillances the dimming of a headlight occasionally could be utilized to give the impression of at least 3 different automobiles following a fugitive's car at various times and thus avert suspicion.

Mr. I. W. Conrad believes that quite the contrary result would be obtained and the dimming of lights would actually create suspicion on the part of the person being surveilled inasmuch as most vehicles now have a sealed-beam type of headlight, all of which are of standard intensity. It would cost about \$10.25 minimum, excluding labor, for the cheapest installation of this type and the cost would vary from one make of automobile to another.

The Conference considered this matter and recommended unanimously unfavorably. If the Director agrees with the views of the Conference no further action need be taken for Mr. Anderson has already been thanked for his idea.

Respectfully,
For the Conference

Kat

Glyde Tolson

110

cc Mr. Mohr
Mr. Clegg

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
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66-2054-9314
ANON

INDEXED-17

EX-90

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05 JAN 7 1952

THE DIRECTOR

1/2/52

EXECUTIVES CONFERENCE

The Executives Conference on 1/2/52 consisted of Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Belmont, Gearty, Winterrowd and Mason.

The Conference considered a suggestion from the Baltimore Field Office that that division be tied in with the 13-state police teletype system in order to be apprized of bank robberies or other major cases within the Bureau's jurisdiction in nearby states. The suggesting Agent felt that this would put Baltimore on the alert for cases or fugitives in which that division might have an interest.

The Baltimore Office felt that while information of the type to be expected from participation in the 13-state police teletype system would normally come to the attention of the Baltimore Office anyhow the teletype system nevertheless would assure immediate and prompt reporting. Many of the messages to be received would be completely outside the Bureau's jurisdiction and of no interest.

The Communications Section, Records and Communications Division, pointed out that the Bureau offices in California have a teletype hookup with police agencies in that state using a teletype machine which rents at \$25.00 per month. This hookup is used to pass along criminal information in California.

The inquiry of the Baltimore Office raises the question as to whether one office should have a 13-state hookup in preference to arrangements of this type in another office. It would not seem economical for all offices to have such a hookup.

The Communications Section points out the percentage of usable information of interest to the Bureau would be minute compared with the volume of routine traffic passing over the network and all of this routine traffic would require perusal by an FBI employee in order to determine its value to the Bureau. The expense of the additional equipment and direct line would be out of proportion with the value of the information which would be received.

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Attachment
co-Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED - 108

INDEXED - 108

66-2554-9313
JAN 5 1952
16


65 JAN 7 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/82 BY SP-5 SC/BMF

If the Bureau felt that such a network hookup should be utilized the only practical method, in the opinion of the Communications Section, would be through the Seat of Government, which would require additional space in the Teletype Room and this room is already occupied to the maximum.

Based on the unfavorable views of the Records and Communications Division the Conference unanimously recommended unfavorably. If the Director agrees, there is attached hereto a memorandum to Baltimore.

Respectfully,
For the Conference



Clyde Tolson

il
THE DIRECTOR

December 20, 1951

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/10/92 BY SP-5 CJB/H

The Executives Conference of December 20, 1951, consisting of Messrs. Ladd, Sizoo, McGuire, Mason, Trosper, Belmont, Harbo, Tracy and Glavin considered an automobile accident involving SA [redacted] of the Cincinnati Office which occurred at 10:25 P.M. on 10/23/51.

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The accident occurred while SA [redacted] was actively participating in a surveillance at 10:25 P.M. that night. [redacted] stated that it was raining exceedingly hard at the time and when crossing an intersection at a reasonable speed he noticed the third party's car entering the intersection travelling at a much faster speed than the Bureau car. [redacted] applied the brakes to the Bureau car but due to the excessive rain the Bureau car slid approximately 10 feet before striking the third party's car in the right front section without the Bureau car reducing its speed to any noticeable degree. Agent [redacted] pointed out that the intersection was located in an old section of Cincinnati, had antiquated lighting along the streets which provided very poor illumination. The streets were slippery and the cars parked to the corners obscured not only the stop sign in the street along which [redacted] was travelling but to a certain degree obscured the intersection itself. [redacted] stated that he noted that most of the streets in the west end of Cincinnati may have the right of way for 2, 3 or even 4 blocks and then at the next intersection there might be a stop sign; that knowing this he had been very careful to reduce speed by applying the brakes at all intersections in order that he might be certain to observe any traffic controls and any other approaching vehicles. He also realized the streets were extremely slippery due to a heavy rain and falling leaves and had kept the Bureau car at a safe and controllable speed during the entire surveillance. At the time of the accident he had slowed to a reasonable speed at the intersection and upon seeing no other car approaching shifted to second gear and began to accelerate the car. After travelling approximately 5 feet he noted the third party's car entering the intersection travelling at a much faster speed than the Bureau car. As aforementioned the Bureau car slid approximately 10 feet before striking the third party's car without the Bureau car reducing speed to any noticeable degree.

The Bureau car was damaged to the amount of \$350.57; the other car was damaged by an amount of \$227.62.

The Conference was advised that the accident was investigated by two representatives of the Highway Safety Bureau of the Cincinnati

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RECORDED - 131

66-2554-91316
JAN 5 1952

JAN 8 1952

INDEXED - 131

EX-25

Memo for the Director - Continued

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Police Department. Their reports reflected Agent [redacted] failed to yield the right of way to the third party and no improper driving on the part of the third party. No citations were issued to either driver. The investigating officers, when interviewed, stated in their opinion Agent [redacted] was not grossly negligent in failing to observe the stop sign at the intersection on the night of the accident. They pointed out it was raining very hard, visibility was very poor, and stated that after they had received the call reporting the accident visibility was so bad that they, the police officers, did not see either car involved in the accident until they were within 100 feet of the intersection, at which time both cars were sitting in the intersection and the lights of both cars were still burning. They stated that they determined that there was no angle of visibility at the intersection due to the fact that the buildings on each corner protruded to the extent that the driver of a vehicle must necessarily be almost into the intersection before he can observe a vehicle approaching from his right or left on the cross-street. They further stated that a person without prior knowledge of the fact that there is a stop sign on Richmond Street (the street on which the Agent was travelling) where it intersects Linn Street (site of accident) would have no reason to believe that such stop signs exist due to the fact that Richmond Street being the wider of the two streets would appear to be the thoroughfare. They further pointed out that parked cars on Richmond Street tend to obscure the stop signs and such the intersection itself from the vision of approaching drivers, that the stop signs are actually too high for the headlights of a car to fully reflect upon them, and further, the street lighting at this intersection is poor and in bad weather the street lights do not give off a sufficient amount of light to properly illuminate the stop signs.

At the time of the accident Agent [redacted] who was a passenger in the Bureau car operated by SA [redacted] notified the second Bureau car on the surveillance of the accident so that the surveillance would not be lost. SAC Brown of the Cincinnati Office advised that there was a scheduled meeting of the Founding Convention of the National Negro Labor Council held in Cincinnati and the Cincinnati Division had received information indicating there was a possibility that I.O. Funtive James Edward Jackson might appear in Cincinnati, that and [redacted] is a key figure within the Cincinnati Division and it was deemed advisable to place [redacted] under surveillance since it was known he was handling the pre-convention arrangements and there was a possibility of contact between Jackson and [redacted]. The Agent in Charge stated that in view of the importance of the case in question the necessity of close surveillance was stressed to Agent [redacted] and this accident occurred during the course of a close surveillance. At the time the accident occurred former SAC Oethelhoff was SAC of the Cincinnati Office.

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Memo for the Director - Continued

SAC Brown did not feel that Agent [redacted] should be held responsible for the accident and the Conference is in agreement therewith.

An additional angle in connection with this accident involves the damages to the third party's car totalling \$257.63. SA [redacted] paid the amount of the damages to the third party's car himself, borrowing funds to pay this amount. The Bureau inquired as to why [redacted] was alleged to pay for the damages to the third party's car without first communicating with the Bureau. Information has been received from SAC Brown of the Cincinnati Office that the action taken by [redacted] was in accordance with the suggestion of former SAC Ostholtzoff. SAC Brown inquired as to whether it would be possible to reimburse [redacted] for the money expended by him in repairing the damage to the third party's car.

The Executive Conference instructed that in the event it is possible for the Government to reimburse SA [redacted] for the expenditures he made in the amount of \$257.63 for repairs to the third party's car, it, the Executive Conference, recommends that [redacted] be authorized to submit the appropriate claim to the Bureau for reimbursement. The Conference took this stand in view of the fact that [redacted] although not at fault in the accident, had defrayed the cost of the damages to the third party's car when this course of action was suggested to him by his SAC, the former SAC Ostholtzoff of the Cincinnati Division.

The Police Dept held him responsible. H.

It was pointed out to the Conference that the Assistant General Counsel of the Government Accounting Office informally indicated to Mr. Callahan of the Administrative Division that he felt that in the event the claim was referred to the Government Accounting Office for decision with favorable recommendations for payment to all parties concerned, the Government Accounting Office would go along and approve such payment.

The appropriate official in the Legal Section of the Administrative Division of the Department pointed out that they know of nothing to prevent the Special Agent from submitting a claim for reimbursement for this expenditure which, upon receipt, should be forwarded to the Administrative Division of the Department with a full statement of facts concerning the claim. The material would then be referred to the Claims Division for an expression of its opinion and if favorable it would be up to the Administrative Assistant Attorney General to approve funds necessary for the payment of this matter under the Federal Tort Claims Act. It was pointed out that before actual payment would be made the Department would submit the entire matter to the Comptroller General for decision as to the justification of such claim.

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Memo for the Director, Continued

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It is the opinion of the Executive Conference that SA [redacted] be advised that it is within his province to submit the claim in question and upon its receipt in the Bureau it will be appropriately referred to the Administrative Division of the Department for handling.

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

Respectfully,
For the Conference

✓
Clude Tolson

No. I want go along with this. The accident occurred on Oct. 23, Cincinnati doesn't notify us until Nov 14, Glavin doesn't write first memo re it until Dec. 17, Ex Conf. considers it Dec. 20 & I don't get any word about the whole matter until Jan 5 - 2 1/2 months after the accident - just why has this been handled so sloppily -
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The Director

December 6, 1951

The Executive Conference

The Executive Conference of December 3, 1951, consisting of Messrs. Tolson, Tracy, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, Nichols, Nease, Parsons and Glavin considered the attached Memorandum to all Employees concerning involuntary additional withholding taxes and recommended its approval for distribution.

Briefly, it advises all Bureau employees that in the event the withholdings being retained from their salaries for tax purposes are not sufficient to pay the tax in full they can increase the withholdings so that the full tax payments are deducted from their salaries.

Should the Director agree with the conference recommendation the Memorandum will be prepared for distribution to all employees.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Ladd
Mr. Glavin

For
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/82 BY sp-scj/bm

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EX-25

100-2057-9317
JAN 5 1952

1952

THE DIRECTOR

1/3/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/12/92 BY SP-5 CJP/MP

The Executives Conference on 1/2/52 consisted of Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Belmont, Gearty, Winterrowd and Mason.

The Conference considered the suggestion of Special Agent Howard A. Searl of the Philadelphia Office that a clip board be fixed up with a small "trouble lamp" for use in making notes in automobiles during the night hours. The suggesting Agent has in mind a trouble light of the type retailing for 98¢ in automobile accessory shops and powered by the automobile battery. The light would permit Agents to make legible notes or to display photographs when interviewing informants or for use in night surveillances.

Mr. R. F. Pfafman of the Laboratory feels that the clip board and light would be cumbersome and that pocket lights or flashlights would normally serve the same purpose of providing illumination for note taking.

The Conference unanimously agreed with Mr. Pfafman's views and recommended unfavorably. If the Director agrees there is attached a letter of thanks to Mr. Searl and no further action will be taken.

Respectfully,
For the Conference

Clyde Tolson

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66-2557-934
JAN 5 1952
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RECORDED - 131

INDEXED - 131

EX-25

Attachment

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

59 JAN 8 1952

THE DIRECTOR

1/3/52

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5C/BMF

The Executives Conference of January 3, 1952, consisting of Messrs. Tolson, Gearty, Mason, Winterrowd, Nichols, Mohr, Belmont, Harbo, Tracy and Glavin considered a communication received from Edward J. Fowers, Assistant Special Agent in Charge of the Minneapolis Office, wherein he expressed concern to the Director for his failure to properly evaluate Special Agent applicants, it having been necessary that certain applicants recommended favorably by Fowers for appointment to the position of Special Agent be separated from the service after they have entered in Special Agent Training School.

The conference was advised that Mr. Fowers stated that it has occurred to him that the observation conditions at the time of interview in the field are not comparable to those existing during the training program, which is competitive, fast moving, and strenuous, both mentally and physically. He suggested, therefore, that possibly conditions could be made more comparable if the applicant could be observed under some type of pressure during his initial interview. He pointed out that this could be accomplished in some degree by re-instituting the practice of having the applicant interview one or two Agents on a hypothetical case and then having him dictate the results in the presence of the interviewer. Fowers pointed out that under the present practice there is no opportunity to observe the applicant's reactions or any conditions which might reflect his emotional stability. He pointed out that as a matter of fact nothing takes place which he had not already conditioned himself to expect. Mr. Mohr, in discussing this matter before the Conference, pointed out that he personally feels that the suppositive interview and subsequent dictation are excellent adjuncts to the written examination and personal interview of Special Agent applicants. He felt that through the utilization of such interviews and dictation a better line could be had on the Agent applicants in question. Mr. Mason was in agreement with Mr. Mohr in this regard. The remainder of the Conference, consisting of Messrs. Tolson, Gearty, Winterrowd, Nichols, Belmont, Harbo, Tracy and Glavin, did not feel that any particular benefit would be derived through reinstating the suppositive interview and the dictation test. It was pointed out to the Conference by Glavin that favorably recommended applicants are not and far between today and he felt that in the event the Agent in Charge or the Assistant Special Agent in Charge, who are the only officials in the field office at the present time who may interview

- Tolson
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cc - Mr. Mohr
Mr. Clegg

Home

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EX-25

66-2554-9319

Memo for the Director - Continued

Special Agent applicants, was not sure that the applicant interviewed by him and recommended favorably could meet Bureau qualifications, that he could request that a particular applicant be interviewed by the other qualified interviewing official. The majority of the Conference therefore recommends that Mr. Powers be advised in this light.

Should the Director agree, an appropriate communication will go forward to Mr. Powers in this regard.

Respectfully,
For the Conference

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Clyde Tolson

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

December 20, 1951

The Executives Conference of December 20, 1951, consisting of Messrs. Ladd, Sizoo, ^{Mc}Guire, Mason, Gresham, Belmont, Harbo, Tracy and Glavin considered the attached suggested communication to all SAC's concerning ~~leave~~ and recommended its approval.

For the Director's information the communication in question enumerates the new leave policy which will be in effect after January 6, 1952. It requests a statement of service form from the employees and furnishes information concerning all phases of the new leave law. The Conference recommends its approval.

Respectfully,
For the Conference

Clyde Tolson

WRG:mle

cc - Mr. Mohr
Mr. Clegg

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5CJ/DTB

FORN
JAN 12 1952

RECORDED - 59
INDEXED - 59
EX - 8
JAN 5 1952
INITIALS ON ORIGINAL = 1a
166-2537-920

THE DIRECTOR

October 10, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-SC/PTM

The Executive Conference of October 17, 1951, consisting of Messrs. Tolson, Nichols, Boardman, Ladd, Rosen, Clegg, Belmont, Mohr, Parsons, Tracy and Glavin considered the desirability of establishing uniform leave without pay regulations for the Bureau, both at the seat of Government and in the field.

It was pointed out to the Conference that under date of October 6, 1951, policy was established that insofar as leave without pay is concerned regarding employees whose husbands are about to be shipped overseas in some branch of the armed forces, the Bureau allows 30 days leave, including annual leave, when the spouse is leaving the country and the same length of time when returning to the country.

It was recommended by the Executive Conference that single employees to be married prior to the departure of their fiancés be granted a maximum of 15 days leave without pay which the Director approves. It was not recommended that single employees whose fiancés or boyfriends is about to be shipped overseas should be given leave without pay unless exceptional circumstances exist and each such case would be handled on its own merits.

It was recommended to the Conference that the following policies be established in connection with routine leave without pay requests. It was pointed out to the Conference that leave without pay requests are not particularly heavy, that for instance, during an average month approximately 25 requests are made. The following recommendations were made by Mr. H. L. Edwards, Personnel Officer of the Bureau:

1. That the policy as stated in the Manual of Rules and Regulations be continued to grant an employee leave without pay, at the expiration of his accrued sick and annual leave, due to illness; however, if the employee does not return by the expiration of three weeks of leave without pay, a recommendation for further action will be submitted on each individual case by the Division of his assignment. This policy would concern only routine illnesses, such as an appendicitis, a tonsillitis, etc. Approval in these cases would be handled in the Personnel Section instead of going to higher officials.

2. That an employee be granted an initial period of leave without pay at the expiration of accrued annual leave not to exceed two weeks when there is a serious illness, death, or emergency in the family requiring his presence at home; however, if the employee does not return by the expiration of two weeks of leave without pay, a recommendation for further action will be submitted on each individual case by the Division of his assignment. This would be a routine case and would be handled in

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50 JAN 15 1952

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66-2557-932
JAN 5 1952
EX - 8 INITIALS ON

ORIGINAL FILE

Memo for the Director - Continued

the Personnel Section instead of going to higher officials.

3. That the rule continue that an employee receive leave without pay after using all accrued annual leave, up to a total absence of 30 days, to spend such time with the spouse during his last furlough in his States before shipment overseas. This leave without pay also includes an employee planning marriage immediately prior to her fiancée being shipped overseas. This is routine and will be handled in the Personnel Section.

4. That an employee be allowed leave without pay not to exceed one calendar week for the purpose of getting married. This would be a routine case, handled in the Personnel Section. At present, there is no uniform rule determining whether an employee will or will not get the leave without pay requested.

5. That leave without pay not be granted for any other personal reasons such as vacations, other members of the family going overseas, attending schools, etc. Requests for such absence on leave without pay will be considered non-routine, and referred to higher officials for appropriate action.

6. That in cases governed by 1, 2, 3, or 4, the employee's length of service should not be a factor, nor should his work record unless such record is unsatisfactory.

7. That in cases governed by 5, the length of service and work record should be considered, the leave without pay being in the nature of a reward for long service or excellent work record.

Mr. Tolson advised the Conference that he would recommend approval of the recommendations provided the final approval was noted by the office of the Associate Director. The Conference unanimously recommended approval of the recommendations as suggested by Mr. Tolson's suggestion. Should the Director agree, these standardized policies will be followed in the future.

Respectfully,
FOR THE COMBAT BOX

Clyde Tolson

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THE DIRECTOR

12/26/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CPT/H

On 12/20/51 the Executives Conference had in attendance Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gresham, McGuire, Sizoo and Mason.

The Conference considered the advisability of continuing the rule of thumb used by the Bureau for several years to the effect that there should be 500 pending cases and a squad of 25 Agents on the average as justification for a supervisory desk in the Field. Thus an office with 1,000 pending cases would have as Supervisors the SAC and ASAC. An office with 1,500 pending cases would have 1 Supervisor in addition to the SAC and the ASAC. The Conference concluded that this rule of thumb is unreliable.

Views were obtained in advance from SAC Hood of Washington Field Office, SAC McKee of the Newark Office and Inspectors Naughten, Long and Brown. The Conference felt that it is almost impossible to set up a rule as to the number of cases in various categories which would justify the establishment of a supervisory desk in a Field Office without having a thorough analysis of the types of cases, the scope and ramifications thereof, advice as to the experience of investigative personnel assigned to the desk, it being recognized that New Agents require more supervisory time than experienced Agents. In addition, consideration should be given to the number of reports crossing the supervisory desk per month; the size thereof; the number of cases in active status and those of an inactive nature; the number of cases handled during the month; the quantity of paper work and any other special activity existing on the supervisory desk.

The Conference took full cognizance of the fact that during the past 15 months approximately 2224 New Agents have gone to the Field. The Conference considered also the need for tight, firm supervision of employees and the need for keeping Supervisors sufficiently loaded with work to keep them producing at the maximum pace, yet not reduce their actual supervisory responsibility in dealing with personnel because of an excess of paper obligations. The Conference was definite in its desire to keep the number of supervisory employees to a minimum in order that the greatest amount of manpower could be put on actual production.

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- Mason _____

cc-Mr. Mohr
Mr. Clegg
EDM: DIG & ATP

52 JAN 10 1952

RECORDED - 61
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JAN 7 1952

66-2554-9322
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The Conference recognized that conditions vary and that a Supervisor in the St. Louis Office can handle 1,600 Applicant cases a month because the reports are short and consist mostly of record checks. The Conference recognized that in an area where several Resident Agents had leads on the same investigative case and the Supervisor will have to prepare a consolidated report incorporating the results of the various Resident Agents' investigations that Supervisor will be able to handle a smaller volume of Applicant-type cases than would be possible in a metropolitan area.

Agreeing unanimously that no inflexible rule of thumb could be provided and that it would be necessary to analyze carefully the cases existing on each desk in order to justify that desk, which procedure is now followed during the course of field inspections, the Conference unanimously agreed that as a guide for the Inspectors and for the Administrative Division the following suggestions should be offered:

Routine Criminal Cases - 400 Pending Cases

(SAC McKee suggests 400 to 500
SAC Hood suggests 500
Inspectors suggest 400)

Routine Security Matter - 500 Pending Cases

(SACs McKee and Hood
and Inspectors agree)

Internal Security Cases - 150 Pending Cases

(SAC Hood recommends an absolute top figure of 200. The Inspectors recommend 150 pointing out that this is the field in which the greatest effort is currently needed and the greatest number of errors are being discovered. This category covers, in addition to the Communist Party, the Socialist Workers Party, nationality groups, organizations, Key Figures and the most complex type of investigations. Loyalty cases are normally on this desk also. This figure will be quite flexible and in some offices a Supervisor may handle a much smaller number than 150 cases. In isolated instances a Supervisor may handle only a handful of these matters having in addition 1 or 2 "hot" Espionage investigations of magnitude.)

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Applicant Cases

600 Cases Turnover During the Month
(Cases Closed)

(Mr. Ladd recommends not more than 500 cases turnover per month, believing that a greater figure results in less case supervision, opens avenues of criticism against the Bureau and in the law of averages a greater load will ultimately result in errors going out in reports intended for dissemination to other agencies.

SAC Kozee recommends 600 to 700 cases turnover per month, while the Inspectors recommend 700. It is not possible to justify an Applicant Desk by the number of cases pending at any given time. At the end of the month the office may have only 100 Applicant cases pending, however, during the month that office may close 700 Applicant cases. One figure indicates a light load on the desk and the other showing the turnover gives the true status of a heavy load. Therefore, the consideration of these cases must be entirely different from the consideration of Criminal and Security cases.

Major Criminal Cases and Major Espionage Cases

Variable

(No rule can be set up as evidenced by the fact that at one time Messrs. Cantalloy, Curran and McCabe were all 3 supervising the Sprinks case in Jackson. The Division case alone required a full-time Supervisor. There are numerous other examples.)

If the Director agrees, there will be no dissemination of the above calculations, but they will be borne in mind by Inspectors in justifying supervisory needs of the Field during inspections. The Inspectors will also make adjustments where necessary for in some offices the Applicant, Security Matter and Internal Security Cases will all be assigned to one desk. In larger offices there will be greater specialization of supervision.

In the event the Director approves the Field Inspectors and the Administrative Division will be notified.

Respectfully,
For the Conference

Clyde Tolson

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The Director

1/4/52

The Executives Conference

~~ADMINISTRATIVE PROCEDURES~~

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY 8-50107

The Executives Conference of December 27, 1951, consisted of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Nichols, and Mason.

The Conference considered a suggestion from the Birmingham Office that the block stamp presently placed on mail incoming in a field office be utilized also on the field office copy of outgoing mail; such as, reports, letters, and teletypes.

The block stamp referred to shows the name of the field office, the date, and has four lines for the initials of the employees who perform each of the following functions:

1. Searching
2. Indexing
3. Serializing
4. Filing

The practice of having an employee initial for each of the above mentioned functions is designed to fix responsibility. The Birmingham Office feels that in the interest of uniformity this same stamp should be utilized on file copies of outgoing communications.

Views of Inspector T. E. Naughten, SAC McKee of Newark, ASAC Fletcher of Washington Field, and ASAC Whelan of New York were obtained. These persons all opposed the suggestion pointing out:

1. The name of the office appears on the file copy of the outgoing communication as does the date both being placed there by the typist.

Attachment

EDM:fr
CC: Mr. Glegg
Mr. Mohr

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

RECORDED - 61

INDEXED - 61

JAN 7 1952

18

Handwritten signature

3 JAN 9 1952

EX - 3

2. No need to have a place for searching the mail inasmuch as outgoing mail is not normally searched.
3. No need for a line and initials concerning the indexing of outgoing mail for such is the normal responsibility of the stenographer who types the documents and any additional indexing is a rarity rather than the rule.
4. No need for lines relating to serializing and filing because outgoing correspondence has the file number already typed on it by the stenographer and as the document passes through the various supervisory desks and into the file room, the file is attached. The outgoing communication is detached in the Chief Clerk's Office and mailed. Normally the same employee serializes and files the document. In the field it is necessary to have the file before serializing can be performed and thus both operations are done by the same employee with regard to serializing and filing. Errors in serializing and filing seldom occur in mail, emanating in a field office the errors being most prevalent in incoming mail and the block stamp was designed to fix responsibility for these errors.

In view of the above comments and observations, the Executive Conference reached unanimously unfavorable toward the suggestion. If the Director agrees with the Conference, there is attached hereto a memorandum to the Birmingham Office.

Respectfully,
For the Conference

Y
Clyde Tolson

SAC, Philadelphia

December 26, 1951

Director, FBI

PENNSYLVANIA STATE CIVIL SERVICE DIVISION
IDENTIFICATION MATTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/10/92 BY SP-5 CJB/MS

There is enclosed a copy of a communication dated December 7, 1951, from Mr. [redacted] of the Verification Section of the captioned agency which communication is self-explanatory.

With reference to the recorded date of the applicant fingerprint cards listed, you are advised that this is the time the cards were received in the Bureau. The second date is the time that handling was completed and the probable date the cards were mailed for return to the Commission.

Inasmuch as the communication from Mr. [redacted] has not been acknowledged, you are instructed to have an agent contact him, advise him of the foregoing and explain that the Bureau cannot handle fingerprint cards for applicants for positions where a fingerprint check is mandatory prior to appointment. This rule is necessary due to the large volume of work in the Division and the fact that priority must be given to the handling of criminal fingerprint cards. The Bureau will search and acknowledge fingerprint cards of persons after they have entered on duty. However, the time element for handling will of necessity vary in accordance with the volume of more expedite work on hand in the Division. In view of the fact that the communication has not been acknowledged the contact with Mr. [redacted] should be expedited.

Enclosure
RCA:man

cc: Miss Dawson

Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Mohr, Belmont, Mohr, Rosen, and Tracy recommended the Special Agent in Charge of Philadelphia office explain the proper procedure to the Civil Service Commission of the State of Pennsylvania.

WDS

RECORDED - 108

166-2557-9324

JAN 8 1952

92

JAN 11 1952

ORIGINAL FILED IN 32 - 8449 - 4116

18973

THE DIRECTOR

12/15/51

EXECUTIVES CONFERENCE

ASSIGNMENT CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-5 CIP/ST

The Executives Conference of December 11, 1951, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Nease, and Mason.

The Conference considered the suggestion of ASAC F. C. Finley of the Norfolk Office that the practice of typing the word "Bureau" on assignment cards of cases opened in field offices be discontinued.

This same suggestion was obtained from Special Agent [redacted] of the Boston Division who submitted his views 5 days later than Mr. Finley's submission.

Approval of the suggestion will save a considerable amount of time for it will reduce many thousands of words typed per year. Applicant categories have the Bureau as origin and such appears in the Manual of Rules and Regulations and in other records.

The Conference was unanimously in agreement with the suggestion of ASAC Finley.

b6
b7c

If the Director approves, there are attached:

1. An SAC Letter advising the Field.
2. A letter to Mr. Finley informing him that his suggestion has been adopted.
3. A letter to Special Agent [redacted]

Respectfully,
For the Conference

4

Clyde Tolson

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

cc: Messrs. Mohr & Clegg

EDM:ATP

RECORDED - 117

INDEXED - 117

166-254-9325

JAN 18 1952

5499 + 162

50 JAN 11 1952

ue
THE DIRECTOR
THE EXECUTIVES CONFERENCE

1/8/52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-5C/bhx

The Executives Conference of January 7, 1952, consisting of Messrs. Tolson, Gearty, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, was advised in connection with the President's confidential book concerning emergency relocation sites that Mr. Bartlett in the Bureau's Liaison Section had advised that Mr. Russell Ash, former Bureau Special Agent presently handling this project for the National Security Resources Board, had requested certain additional information concerning the Bureau's emergency plans. The additional sheets are attached hereto. The Conference was advised of the information contained on the sheets in question, and was further advised that Mr. Bartlett had personally discussed this additional information with Mr. Ash and was assured that the information contained on the forms in question was entirely satisfactory.

There is also attached hereto a chart showing the emergency relocation sites of key agencies and high-lighting the Bureau's site at Shepherdstown, showing the mileage between the sites, which will also be forwarded to Mr. Ash in connection with the additional information on the forms in question. It is recommended that approval be granted to furnish this information to Mr. Ash through Mr. Bartlett of the Liaison Section.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Mohr
Mr. Clegg

Attachments

64 JAN 11 1952

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

RECORDED - 110

66-2554-9326
JAN 10 1952

INDEXED - 110

EX - 99

64 JAN 11 1952

THE DIRECTOR

1/9/52

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY Sp-5C/DH

ANNUAL LEAVE
SICK LEAVE

The Executives Conference of January 3, 1952, consisting of Messrs. Tolson, Boardman, Mason, Winterrowd, Nichols, Mohr, Belmont, Harbo, Tracy and Glavin considered a memorandum submitted by Mr. R. L. Edwards concerning the advising of employees of their accrued leave, both sick and annual. It was pointed out to the conference that at the present time in each Division at the Seat of Government and in each Division in the field a record is maintained showing the amount of sick and annual leave accrued by each employee assigned to that specific division. It was pointed out to the conference that a great many inquiries are received during the year as to the amount of leave accrued by employees of the Bureau and it was felt that it would be to the advantage of the Bureau if a statement on the accrued sick and annual leave were prepared by each of the divisions and furnished to each of the employees in that division, showing the annual and sick leave accrued as of 1/1/52 and showing the rate of accrual of both sick and annual leave during the year.

It was felt that in this manner all employees of the Bureau would have knowledge of the amount of leave accrued to them and many inquiries presently being received would not be made.

It was pointed out to the Conference that if this procedure was followed approximately 14,500 statements of leave would have to be made by the various divisions at the Seat of Government and in the field for delivery to the employees of the Bureau, and that this is work that is not mandatory at this time. It was pointed out to the Conference, however, that newspaper columnists have been suggesting to employees how to keep a record of their leave and that a number of Government agencies advise their employees at the first of each year as to the amount of leave accrued to them.

The Conference, with the exception of Glavin, felt that the preparation of this statement of sick and annual leave accrued is not necessary and should not be prepared for delivery to our employees at this time. It was the recommendation of the majority of the Conference, consisting of Messrs. Tolson, Boardman, Mason, Winterrowd, Nichols, Mohr, Belmont, Harbo and Tracy, that no statements of leave accrued be furnished to our employees but that upon inquiry by any employee of the Bureau of his or her divisional superior, appropriate information be furnished to the employee concerning leave accrued.

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

Mr. Mohr
Mr. Glavin

RECORDED - 110

INDEXED - 110

JAN 11 1952 EX - 99

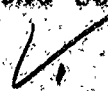
66-2134-9327
JAN 10 1952
18

Memo for the Director - Continued

Glavin felt that it would be desirable to furnish our employees with this accrued leave statement as of the first of the year, particularly since the entire leave structure is changed and from experience there will be countless inquiries during the year as to the amount of leave accrued by various employees.

Pending the Director's decision in this matter, no further action will be taken concerning it.

Respectfully,
For the Conference



Clyde Tolson

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

18972

The Director
The Executive Conference

January 5, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 cjb/af

The Executive Conference of January 3, 1952, consisting of Messrs. Tolson, Gearty, Mason, Winterrowd, Nichols, Mohr, Belmont, Harbo, Tracy and Glavin was advised by Glavin that Mr. Andretta, Administrative Assistant Attorney General, telephonically communicated with him concerning the Department of Justice Credit Union. Mr. Andretta stated that in view of the fact that a large number of Bureau employees are members of the Credit Union the directors of the Credit Union felt it would be desirable to have a representative of the Bureau on the Board of Directors of the Department of Justice Credit Union.

FEDERAL CREDIT UNION of Justice

For the Director's information, the Conference wishes to point out that a large number of our employees utilize the services of the Department of Justice Credit Union to secure needed funds. Other employees of the Bureau are shareholders in the Credit Union, depositing certain amounts in the Credit Union as desired. Dividend payments are made to all shareholders in the Credit Union. All employees who borrow money from the Credit Union must be shareholders. I have been advised that the Credit Union paid a dividend of 3% for 1950 and the Board of Directors will meet during the present month to determine what dividends shall be paid for the calendar year 1951.

Insofar as interest on loans is concerned the Credit Union charges 2% on the unpaid balance monthly. For instance, if an employee received a loan of \$200 from the Credit Union and paid it back at the rate of \$20 a month, a total interest payment of \$12 over a term of 10 months could be made by the employee. This interest rate is much more reasonable than the interest rate charged by the small loan companies which go as high as 5% a month. Banks in the city for loans such as this charge from 6% to 8% a year, certain banking institutions taking out the full amount of the interest at the time the loan is granted.

The Department of Justice Credit Union has been in existence since 1935. The Credit Union was organized to represent the entire Department of Justice. Members of the Board of Directors Credit Union Supervisory Committee are selected from representatives of the Department of Justice. In years past requests have been made from time to time for the Bureau to take an active part in the Credit Union and be represented on the Board of Directors who are selected by the members each year. In the past we have advised that we were not desirous of

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
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- Algen
- Belmont
- Laughlin
- Mohr
- Tolson
- Nease
- Gandy

Mr. Mohr
Mr. Glavin

RECORDED - 110

INDEXED - 110

66-2534-9328
JAN 10 1952

Memorandum for the Director

being considered for such membership, it being pointed out that our officials advise and such that a Bureau employee could not assume the additional responsibilities which such directorship would entail. The Conference was advised that Andretta stated that the meetings are held only once a month by the Board of Directors at this time.

It was pointed out to the Conference that some years ago the Bureau gave consideration to establishing its own Credit Union but was unable to secure a charter for such an FBI Credit Union since the Department of Justice had already established the Department of Justice Credit Union to serve all Department of Justice employees in this city. It was pointed out that the Immigration and Naturalization Service have their own Credit Union; however, this Credit Union was established when the Immigration and Naturalization Service was located outside of Washington.

For the Director's further information, it is pointed out that the Department of Justice Credit Union serves both our employees in this building and in the Identification Division building. At the time the Identification Division was housed in the Armory the Credit Union requested space in the Armory for its office but officials of the Union were advised that space was not available at that location. As a result the Credit Union rented a small office in a private dwelling immediately adjacent to the Armory grounds during the period of time the Bureau housed its Identification Division activities in the Armory.

At the present time the Credit Union has been permitted to have desk space three times a week in the Identification Division building so that employees assigned to that building may receive the benefits of the Credit Union.

The Conference recommends unanimously at this time that Mr. Andretta be advised that the Bureau does not feel it desirable to have one of its employees selected for inclusion on the Board of Directors of the Credit Union for the present year.

Should the Director agree Mr. Andretta will be appropriately advised.

I concur.
H

Respectfully,
For the Conference

Clyde Tolson

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

Executive Conference

RECORDED - 44 66-2537 - 9329

RECORDED
101 JAN 10 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY sq-5 c/pbx

INITIALS ON ORIGINAL

²⁰⁷
65 JAN 14 1952

ph

ORIGINAL FILED IN 66-2058-36-101

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 12-5-51

FROM : W. S. Tavel

SUBJECT: Bureau Automobile Accidents - *Original*
 1946 Buick - Motor No. 46661865
 Damage - \$157
 Date - November 1, 1951
 SA [redacted] - Omaha

b6
 b7c

At approximately 3:00 p.m. on 11-1-51 while operating a Bureau car Agent [redacted] was involved in an accident with a car owned by [redacted] and operated by [redacted]

Agent [redacted] advised he was proceeding west on Highway 12 approaching the intersection of U. S. Highway 81, approximately 5 miles east of Crofton, Nebraska. There had been intermittent snow most of the day and when about 1/2 mile from this intersection a fine misty snow started falling. The snow was carried by a strong north-west wind. He stopped at the stop sign which is about 75' from the intersection, observed no vehicles approaching from either direction, shifted into low gear and moved forward into the intersection. About 2 yards across the highway the Bureau car struck the third party's car. At the time [redacted] was proceeding at approximately 5-10 mph. The third party had been traveling at approximately 35-40 mph and after the collision continued north for a distance of about 40-50' and came to a stop heading south. [redacted] stated that the sun, low on the horizon, was shining from his left which was the direction from which the third party was coming. The blowing snow together with the bright sun shining back of the third party's car which is a light grey Ford, prevented him from seeing the third party before he entered the intersection.

b6
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The third party advised he was proceeding north on Highway 81 at approximately 35-40 mph. He stated that he was not familiar with the road and was looking for the road leading to Crofton. He stated that he noticed a car coming from the East but did not pay any more attention to it as he was looking for the road signs. His car skidded to the left of the road and stopped heading south. Two wheels, the right wheels, were on the shoulder of U. S. 81 and the left wheels were on the highway of U. S. 81. He stated that he did not believe Agent [redacted] was traveling very fast. The third party stated that he did not notice the Bureau car coming into the intersection until it hit his car. In his opinion the accident was unavoidable. He thought the combination of snow falling in the bright sun which was shining on the light grey Ford prevented [redacted] from seeing his car coming.

The owner of the car was riding in the back seat of his car at the time of the accident. He stated that he couldn't see the highway as he was lying down and the first he knew of the accident was when the Bureau car struck his car. He stated that he did not know how

DEC 5 1951

fast either car was traveling but did not think [] was traveling very fast because the cars did not hit very hard and if he had been going fast the third party's car would probably have turned over.

Sheriff Ralph E. Clements investigated the accident and he advised that the weather was very cold, the temperature being about 20 degrees above zero. There was a strong wind blowing from the northwest at a speed of at least 35-40 miles per hour. It was snowing and cloudy when he arrived at the scene of the accident; however, he stated the sun had been shining off and on all afternoon and there had been several brief snowfalls during the day. Clements stated that U. S. Highway 81 is a through highway and traffic entering this highway must come to a stop. Nebraska Motor Vehicle Laws states "All motor vehicles entering or crossing such state highways on which stop signs are erected shall come to a full stop as near to the right of way line as possible before driving onto such state highway and regardless of direction shall give the right of way to vehicles upon said highway".

Clements stated that the stop sign on the east side of U. S. 81 was at least 75' east of U. S. 81 probably due to the fact that the intersection has been widened in order to permit cars driving on Nebraska Highway 12 to make right turns. He pointed out it is confusing to many drivers who stop at the stop sign and then proceed to drive into or across U. S. 81 without coming to a stop at the beginning of the highway. He stated that the third party had advised him that he did not see Agent [] until the time he was in the intersection. He then speeded up in an effort to get by but was hit by the Bureau car. Clements stated that from the looks of the tracks visible just to the left of the center of the intersection, the third party had apparently swerved to the left upon seeing the Bureau car. Clements pointed out that this intersection is not a square intersection as Highway 81 runs northeast-southwest. He estimated the speed of the third party's car at approximately 35 mph and that of the Bureau car at 5-10 mph. He stated that if the Bureau car had been going much faster, it being a much heavier car, it would have turned the third party's car over and inflicted much more damage. He advised that the Bureau car was to blame for the accident in view of the fact the third party had the right of way under the state law. Further, he believed the accident was caused by poor weather conditions and he did not believe [] was driving recklessly.

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The investigating agent advised that Nebraska State Highway 12 is a gravel road running east and west. U. S. Highway 81 is a black-top highway which runs in a general north and south direction; however, at the intersection of these two highways, 81 runs in somewhat of a southwest-northeast direction with a very slight incline to the northeast. The intersection is much larger than the normal country intersection. In addition to the roads merely intersecting each other, the apron of this intersection is large enough for cars coming from the

east or west on Highway 12 to make right turns while another car could be pulling directly up to Highway 81. The width of Highway 81 is approximately 21' and the width of Nebraska Highway 12 is also 21'. Because of the portion of the intersection providing for right angle turns off Highway 12, the stop sign on the east side of Highway 81 is 78' east of the nearest edge of Highway 81. A diagonal measurement from the extreme northeast point to the extreme southwest point of this intersection measured approximately 68 yards. A car coming from the east could make a right turn immediately after passing the stop sign. A car proceeding on west would travel 78' after the stop sign before actually entering onto Highway 81. He stated that at the time of the accident the sun would have been in Agent [redacted] eyes when he looked south to see if any traffic was coming from that direction.

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Examination of Highway 81 revealed skid marks in a general east-west direction. These marks were not entirely clear; however, they appeared to be 12' in length and were probably made by the Bureau car. There appeared to be a skid mark starting about 3' north of the center of the intersection, which mark goes on an angle to the west and north, approximately 54' in length. These marks were apparently made by the rear wheels of the third party's car and they indicated the car skidded around and came to a stop, facing south. From the appearance of these two sets of skid marks, it appears that the Bureau car skidded approximately 6' prior to the impact with the third party's car and about 6' after the impact. These skid marks appear to be generally straight east to west with possibly a slight angle to the south. Judging from these marks the Bureau car was able to stop before crossing Highway 81.

DAMAGE

1. Bureau car - \$157
2. Other car - \$168
3. Personal injuries - none

SAC'S COMMENTS AND RECOMMENDATION

b6
b7C

SAC Dalton advises that the accident was obviously not the fault of the third party. Agent [redacted] informed the SAC that a light snow was falling at that time and was being driven by a wind of 40 mile velocity. The snow was being driven across [redacted] line of vision. The third party's car was light grey and had the sun behind it. This combination of circumstances resulted in [redacted] being unable to observe the car crossing the highway. He states there was no poor judgment or carelessness on the part of [redacted]. In view of the circumstances involved it is recommended that Agent [redacted] not be held financially responsible.

RECOMMENDATION

In view of the facts stated it appears that this accident was unavoidable. It is therefore recommended that Agent [redacted] not be held responsible and the cost of repairs to the Bureau car be borne by the Government.

In the event the third party submits a claim for property damage it is recommended that same be forwarded to the Department for their consideration.

LRH:bmc
LRH

b6
b7C

ADDENDUM: "RG:JC 12-11-51

The Executives Conference of December 7, 1951, consisting of Messrs. Tolson, Mason, Ladd, Belmont, Mohr, Harbo, McGuire and Flavin considered the details pertaining to the above-mentioned accident and were in unanimous agreement that Agent [redacted] should not be held responsible for the damages in question.

*Memo to SAC
12/13/51
WST:jk*



RA

THE DIRECTOR

1/2/52

EXECUTIVES' CONFERENCE

The Executives Conference of 12/26/51, had in attendance Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Belmont, Gearty, Winterrowd and Mason.

The Conference considered the suggestion of ASAC J. C. Ellsworth of the Los Angeles Office that the word "informant" as used in the Bureau be changed to the word "aide."

Mr. Ellsworth felt historically the word "informant" has come to mean an individual who betrays the confidence of his associates. He feels that most Agents try to avoid letting an informant know that he has that appellation. He feels that defense attorneys in court matters can belittle and degrade individuals who operate under the appellation of "informant." Mr. Ellsworth felt that the word "aide" would lend an air of greater respectability to an individual who is assisting the Bureau in its work. He recommends such terms as "Security Aide," "Plant Aide," and "Criminal Aide," as replacements for the terms "Security Informant," "Plant Informant," and "Criminal Informant."

The General Investigative Division and the Domestic Intelligence Division are both opposed to any change in the use of the word "informant."

The Executives Conference unanimously concurred with an unfavorable recommendation. In the event the Director agrees with the Conference no further action will be taken. Mr. Ellsworth has already been thanked for his suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/93 BY SP-5/BJH

Respectfully,
For the Conference

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Clyde Tolson

OK

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

cc-Mr. Mohr
Mr. Clegg

INDEXED - 134 66 - 2554 - 9330

RECORDED - 134 JAN 14 1952

EX-5

EDM:DMG

Jan 14 1952

THE DIRECTOR

11/29/51

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 C/BK

The Executives Conference of 11/28/51 consisted of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Rosen, Gearty, Laughlin, McGuire and Mason.

The Conference considered the suggestion of Miss [redacted] Assistant Chief Clerk, Denver Office, that lead cards presently typed on 3" x 5" paper in Field Offices be printed in the future on a form with pre-inserted, one-time use carbon paper as a means of saving time in the preparation of lead cards.

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b7C

The Conference was advised that the suggesting employee, who has already been thanked by the Director for her suggestion, has overlooked the following facts which led to an unfavorable recommendation regarding her suggestion:

1. Lead cards are not universally used.
2. Those offices which do use lead cards must prepare them in accordance with provisions in the Manual of Rules and Regulations and these requirements demand certain information in an office covering leads set out in a report prepared by that office and require less information on leads emanating from a report prepared in another office. Consequently, there are 2 sets of information needed.
3. There have been no previous requests for the preparation of a form of this type and the present practice of typing the necessary information on a 3" x 5" card is desirable as it does not require lining up a typewriter on spaces contained in a form.

WR

The Administrative Division reported that a form could be prepared for lead cards if the Bureau desires such a form and these cards with pre-inserted, one-time use carbon paper would cost approximately \$1.75 per thousand if ordered in 100,000 lots.

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The form suggested by Miss [redacted] being inadequate in that it does not contain spaces for all of the information needed on a lead card and in the absence of a strong indication that another form

66-2554-9331

INDEXED - 122

RECORDED - 122

66-2554-9238
NOV 30 1951
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cc-Mr. Mohr
Mr. Clegg
EDM:DMG

DEC 4 1951

EX-25

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

Memorandum for the Director

is desirable, the Executives Conference was opposed to the suggestion and unanimously recommended unfavorably.

If the Director agrees, no further action need be taken inasmuch as the employee has already received the Director's letter of thanks for her idea.

Respectfully,
For the Conference


Clyde Tolson



The Director

December 18, 1951

The Executives Conference

~~MUSIC IN RECORDS SECTION ON NIGHT AND MIDNIGHT SHIFTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/82 BY SP-5/BJP

On December 14 the Conference composed of Messrs. Tolson, Glavin, Tracy, Clegg, McGuire, Mohr, Nease and Harbo considered the proposal made during the recent inspection that music played over the Records Section public address system be limited to 2 ten minute periods on the night shift and 3 ten minute periods on the midnight shift. The Records Section felt that the existing practice of considerably more extensive music was desirable. The music consists of phonograph records played over the public address system which is heard throughout the entire Records Section space on the sixth and seventh floors of the Justice Building.

The proposal involves no change in the present procedure on the night shift. However it would involve a reduction from the present practice of playing music a total of two and one-half hours on the midnight shift to only thirty minutes.

On the midnight shift the rest period is "staggered" so that one-third of the employees are off duty at a time, making a total of sixty minutes of rest periods during which music is played although no one employee has more than 2 ten minute rest periods during the entire shift. The lunch periods are "staggered" so that the last lunch period ends one hour and fifty-five minutes after the first lunch period started. Music is played during the first ninety minutes of these lunch periods (3:30 to 5:00 A.M.). During the two and one-half hours of music, approximately two-thirds of the employees are in duty status. The rest periods and lunch periods are staggered because of the limited space in the room where the vending machines yielding sandwiches, coffee, candy and similar items are located.

The Records Section believes that the amount of music presently played on these shifts should not be decreased on the ground that it improves morale, helps production and accuracy. They point out it is difficult for the comparatively young employees to adjust themselves to the working hours on these shifts and that it is a real problem to keep them alert and enthusiastic.

INDEXED RECORDED 166-2537-9331X

During the inspection an analysis was made of the errors made by name searchers and file reviewers during August 1951. The file review employees on the midnight shift averaged 1,103 units of work per error made; the night shift 1,200 units per error; and the day shift 5,837 units per error. Comparable figures for GS-3 searchers in the Name Check Unit were: midnight shift, 103 units per error; night shift, 98 units per error; day shift, 121 units per error. Detailed figures of comparative production subdivided according to the months

cc - Mr. H. H. Clegg
51 JUN 23 1954

RH

ORIGINAL FILED IN 66-418-3052

Memorandum for the Director

of experience of the employees did not show any consistent superiority in accuracy on the part of the day workers insofar as the employees in the Name Check Unit were concerned, but the comparable figures for the File Review employees did, with only one exception, consistently show a superior record in accuracy for the employees on the day force who worked without any music on the public address system during the entire shift.

Mr. Harbo in reporting these findings agreed that the substantial amount of phonograph music played during the midnight shift is only one of several factors which may account for the difference between the performance shown by employees on the midnight shift and those on the day shift. However he believes that such music interferes with the concentration which is needed by the employees assigned to file review work and that the music is a factor which tends to contribute to errors in that type of work. In August 1951 there were 219 errors charged to the File Review Unit whereas in August 1950, with substantially the same number of references reviewed, there were 19 errors. A separate memorandum was submitted concerning the error problem setting out appropriate recommendations.

Messrs. Glavin, Mohr, Clegg, McGuire and Nease recommend that the existing procedure of playing music on the public address system of the Records Section space in the Justice Building be continued; this means twenty minutes of music on the night shift during which time all of the employees are in non-duty status and two and one-half hours of music on the midnight shift during which time two-thirds of the employees are in duty status.

Messrs. Tolson, Tracy and Harbo recommend that music played over the Records Section public address system be limited to 2 ten minute periods on the night shift and 3 ten minute periods on the midnight shift.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR
EXECUTIVES CONFERENCE

1/10/52

Jm

The Executives Conference on 1/8/52 consisted of Messrs. Ladd, Tracy, Harbo, Mohr, Holloman, Rosen, Gearty, Nease and Mason.

The Conference considered a letter dated January 2, 1952 from SAC Shine of Cleveland, inquiring as to whether any remuneration will attach to the suggestion of Special Agent John B. O'Donoghue, who suggested that a Correlation Clerk Program be set up in the Field.

You will recall that the rules governing awards prevent the making of an award to an employee when the suggestion grows out of his regularly assigned duties. O'Donoghue's idea was to establish Correlation Clerks to review and summarize pertinent portions of Field files. This practice had been in existence at the Seat of Government for some time prior to O'Donoghue's suggestion.

Because of these circumstances the Conference unanimously felt that no award should be made to O'Donoghue, but that he should receive another letter of thanks, it being noted that he was already informed of the adoption of the program.

Respectfully,
For the Conference

[Handwritten signature]

[Handwritten initials]

Clyde Tolson

[Handwritten initials]

Attachments

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP-5 CIB/BJ

RECORDED - 131

INDEXED - 131

165 JAN 18 1952

EX-25

166-5927-9332

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

THE DIRECTOR

January 8, 1952

THE EXECUTIVES' CONFERENCE

~~SECRET~~

DISSEMINATION OF STUDY ON OBJECTIVES OF SOVIET AND
SATELLITE INTELLIGENCE IN THE UNITED STATES

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

The Executives' Conference, consisting of Messrs. Ladd, Glavin, Tracy, Harbo, Mohr, Holloman for Nichols, Rosen, Mason for Clegg, Gandy, Nease and Belmont, on January 8, 1952, considered whether it is desirable to disseminate to certain top officials and the intelligence agencies in Washington copies of a study prepared by the Research Desk in the Domestic Intelligence Division on the "Known Objectives of Soviet and Satellite Intelligence in the United States." (S)

Attached is a study marked "Security Information - Secret" entitled "Known Objectives of Soviet and Satellite Intelligence in the United States," which is a well prepared analysis of the objectives of these intelligence services in this country, based on information gathered by the Bureau. In making this study worthwhile, the Research Desk included information coming to the Bureau as a result of a number of currently active double agent cases. The study is worthwhile and of definite value to our field offices to enable them to understand the extent of activities on the part of Soviet and Satellite intelligence agencies in this country. The study was originally prepared for the field and the attached SAC Letter has been prepared to transmit the study to the field offices. (S)

The Conference considered the proposal that this study also be made available to the following:

- Near Admiral Sidney K. Souers
- Honorable James S. Lay, Jr.
- The Attorney General
- Director of Special Investigations, Air Force
- Assistant Chief of Staff, G-2
- Director of Naval Intelligence
- Director, Central Intelligence

~~Classified by SP-5 C/BJF
Declassify on: OADR~~

2/20/92

Executives' Conference
Recommendations:

RECORDED - 131
INDEXED - 131

66-2504-9333

Messrs. Belmont, Harbo, Mohr and Nease recommended that this study not be disseminated outside the Bureau. They (S)

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

65 JAN 18 1952

cc - Mr. Clegg
Mr. Mohr

AND: b1c

~~SECRET~~

A 7

~~SECRET~~

argued that while the study would be of interest to the officials and agencies listed above and would show that we have extensive coverage and knowledge of the activities of these foreign intelligence services, the risk of dissemination is too great. They pointed out that on numerous occasions information of a secret or top secret nature, although disseminated within the Government on a highly restrictive basis, has leaked to newspaper columnists and we can have no assurance that the information contained in this study will not likewise leak to newspaper sources or other sources, as a result of which the Russian and Satellite intelligence agencies may be enabled to learn at least of some of the information set forth in the summary. (S)

As stated above, the summary is so prepared that although the double agents are not identified, should any of the principals learn even indirectly or partially of information contained in this study, the double agents will inevitably be exposed, resulting in the loss, not only of the double agents and our coverage through them, but resulting in danger to our double agents. It was pointed out that an analysis of the recent pamphlet "The Thirty Shameful Years" just published by the HCUA lists almost verbatim much of the information contained in a report dealing with espionage activities in this country disseminated on a selective basis by the Bureau in 1945. The HCUA report follows so closely the wording and format of the Bureau study that there can be no doubt that the HCUA had access to that report. (S)

Mr. Clegg by separate memorandum advised that he was of the opinion that the information of value in this study should be disseminated to those listed in this memorandum. However, he believed that before dissemination, the data should be edited in order to eliminate that material which points a finger at obvious Bureau informants and at "FBI controlled operations," but that the information received from such sources should be disseminated. He felt that it is the information which would be of value and the source would be of very limited value. He felt that information listed as having been received from Greenglass, Fuchs, Day, Bentley, Rosenberg, Whittaker Chambers and similar well known sources would not strengthen the Bureau's position. (S)

~~SECRET~~

MEMORANDUM FOR THE DIRECTOR

~~SECRET~~

since they are obvious sources of information. He recommended: (S)

- (1) that the sources of information be eliminated;
- (2) that clear indications that the FBI is controlling a source be eliminated; and,
- (3) that the actual information received from such sources be disseminated.

He saw no reason to jeopardize Bureau sources or to cite obvious ones. He felt that those receiving this information should be informed about the type of information being sought by the Soviet. (S)

Relative to Mr. Clegg's comments, it is noted that the sources of information in this study have been eliminated, except for those which do not matter from the standpoint of revelation. In the case of Greenglass, Fuchs, et al, the names were included inasmuch as this gave substance to the information attributed to them. If we eliminate the fact that the Bureau controls the source of this information, we emasculate the document to the point that it becomes meaningless. In other words, we do not present the picture for which the document is intended, namely, the specific targets of Soviet and Satellite espionage and we do not convey the fact that the FBI has coverage of Soviet and Satellite espionage intentions in this country. It is not felt that this document can be re-worked to present the message for which it is intended and further cover up the data which gives it its authenticity. (S)

Messrs. Ladd, Glavin, Tracy, Holloman, Dosen, Mason and Gearty recommended that instant study be disseminated, as indicated above. They point out that the Bureau should receive credit for the coverage we have been able to achieve in the Soviet and Satellite espionage field, and unless we disseminate information of this type, the Bureau receives no credit. They were of the opinion that the dissemination, as set forth above, was sufficiently restrictive that the possibility of a leak was most remote. (S)

~~SECRET~~

MEMORANDUM FOR THE DIRECTOR

~~SECRET~~

The majority of the Conference recommended dissemination of this document. If you approve, this will be done.

Respectfully,
For the Conference

*I agree with
the majority*

Clyde Tolson

1-15

✓

*I concur
H*

~~SECRET~~

1-15-64

The Director
The Executives Conference

January 11, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP-5CJ/bk

[redacted] presently a member of the Atlanta Police Department, was contacted on January 7, 1952, by Special Agent [redacted] of the Atlanta Office after the Chief of Police at Atlanta suggested that [redacted] might be in a position to furnish information regarding Ku Klux Klan activities. The Chief of Police does not know of the position held by [redacted] in the Klan although he may be aware that [redacted] is a member. [redacted] has been contacted by Agents of the Bureau in the past in criminal cases; however, he was first contacted on Klan matters on January 7, at which time he reported a possible dynamiting in Atlanta within ten days from that date in connection with a racial matter.

b6
b7C
b7D

[redacted] has been with the Atlanta Police Department since [redacted] and has been a detective for [redacted]. He has been a member of the Klan since 1948. He is [redacted] of age and has lived in Atlanta all of his life. He is a high school graduate, is married, and [redacted]. There is no criminal record for him in the Atlanta Police Department or in the Fulton County Bureau of Identification. Bureau records reflect that [redacted] participated in an arrest of an individual who subsequently alleged that he was the victim of third degree tactics. However, investigation failed to indicate [redacted] had participated in such acts. Bureau files also contain information concerning [redacted] with reference to his Klan membership.

b6
b7C
b7D

[redacted] is presently the [redacted] of the Associated Klans of America, which is the number [redacted] and is the position of [redacted]. He is in good standing with the Southern Knights of the Ku Klux Klan and with the Carolina Klan. He thinks the Klan is all right but is definitely opposed to any violence in connection with the attainment of the objectives of the Klan and is definitely interested in weeding out those members of the Klan who engage in acts of violence and in identifying individuals who perpetrated acts of violence in the name of the Klan.

RECORDED - 75 66-2534-9234

[redacted] is personally known to Special Agent [redacted] of the Atlanta Office, who, at one time, worked with [redacted] in the Atlanta Police Department. [redacted] considers [redacted] reliable and is of the opinion that [redacted] would not reveal to anyone the fact that he is furnishing information to the Bureau and that [redacted] definitely does not want the Atlanta Police Department to know in the event he acts as a Bureau informant in Klan matters.

b6
b7C
b7D

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

cc: Mr. H. H. Clegg
JAN 21 1952
AR:WV 30 130

[Handwritten initials and marks]

The Director

SAC Casper, Atlanta Office, states that [redacted] has offered to act as an informant of the Bureau in Klan matters, this offer of cooperation with the Bureau being made because of the friendship which exists between [redacted] and SA [redacted]. Casper states that [redacted] is reliable and recommends payments to him as an informant at the rate of \$50. a week plus reasonable expenses. [redacted] has indicated that he may be able to secure a leave of absence from the Atlanta Police Department and go to Florida in an effort to assist the Bureau in recent bombing cases there. If his services in this regard were desired, [redacted] plan would be to first contact [redacted] of Augusta, Georgia, who was banished from the Associated Klans of America and who is [redacted] for a splinter group known as Association of Loyal Americans. [redacted] has wide contacts among Klansmen in South Georgia and Florida. Based on the information he received from [redacted] he would then decide whether he should go to Tallahassee or Miami, Florida, to make his Klan contacts. He would also be guided by the nature of information he would be able to secure and suggestions of associate Klansmen in Florida. He believes he would be able to make arrangements to leave Atlanta by January 15, 1952.

b6
b7C
b7D

SAC Wall has advised that he is most willing and eager to use any type of investigative techniques as long as it is sound and logical, and Wall is of the opinion that it would be worthwhile to utilize the services of [redacted] in connection with the dynamiting cases. In this regard, it is possible that [redacted] may go to Florida under the pretext of determining what effect recent adverse publicity given to the Klan in these cases has had upon the reputation and standing of the Klan and further, whether such publicity will adversely affect the membership and activities of the Klan. Since [redacted] is a law enforcement officer, he may also be able to obtain information concerning Klan members who are police officers in Florida and also information concerning their activities. Wall advised that it would be necessary that [redacted] should have an entree to the Florida Klan members before he makes a trip to Florida. It would also be necessary for SAC Casper to make arrangements to determine that after [redacted] contacts [redacted] he has the necessary entree before proceeding to Florida. It would also be made plain to [redacted] that this trip would not be in the nature of a vacation and that his trip would be at Bureau expense and his activities would be followed and directed very closely by SAC Wall to whom he has agreed to report.

b6
b7C
b7D

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

The Director

RECOMMENDATIONS:

Messrs. Gearty, Clegg, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols and Rosen recommend that

1. The Atlanta office be authorized to utilize the services of [redacted] on a temporary basis contingent upon the value of information received from him, paying him at the rate of \$50. per week plus reasonable expenses. [redacted] was paid \$50. on January 9, 1952 on a c.o.d. basis for information furnished concerning Klan matters.
2. All of the above with the exception of Rosen recommend that [redacted] be sent to Augusta, Georgia, to contact [redacted] in an effort to effect an entree for a trip to Florida and if successful, to proceed to Florida in an effort to obtain information of value in the dynamiting and related cases there.

b6
b7C
b7D

Mr. Rosen does not believe that this should be done as yet inasmuch as [redacted] services have not been tried to the fullest extent in his present capacity and that to utilize a third ranking officer of the Klan without more assurance than we presently have may place us in a compromising position later.

Respectfully,
For the Conference

Clyde Tolson

*I agree with
majority*

9-15

✓

2024

VB

THE DIRECTOR

January 15, 1952

THE EXECUTIVES' CONFERENCE ~~CONFIDENTIAL~~

~~BUREAU WAR PLANS - [redacted] OFFICE~~

~~COMMUNICATIONS~~

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

On January 11, 1952, the Executives' Conference, consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, considered a proposal by the Legal Attache at [redacted] that in an emergency when the usual means of communication are not available, he would use the radio facilities of the [redacted] to send coded messages to the Bureau. (S)

The Legal Attache at [redacted] Mr. [redacted] has noted in his war plans that the [redacted] contacts of his office have offered their radio facilities to him, should he wish to send coded messages to the United States in case of emergency. He notes that there is no United States Army radio equipment presently available, although this may be available at a later date. (S)

A proposed letter was drafted to the Legal Attache advising that the Bureau's main radio station at Washington maintains a continuous watch on certain frequencies. In the event of emergency conditions, at which time the [redacted] radio station would be the only possible method of sending communications to the United States, this channel provided by the [redacted] radio station would be utilized for communication with the Bureau's main radio station in Washington, D. C. The Legal Attache was provided frequencies and call letters to be disclosed by him only if it becomes necessary to utilize the [redacted] facilities. (S)

It was pointed out that an emergency situation is conceivable such as a sudden state of war, at which time the Legal Attache in [redacted] may have extremely valuable information to furnish the Bureau which he cannot send to us except through an emergency channel, such as provided by the [redacted] authorities. Any messages sent by the Legal Attache would be through our regular code which is a one-time cipher pad, and consequently monitoring by either friendly or unfriendly organizations or individuals would not constitute a problem. (S)

RECORDED 109

166-2554-9335

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

Executives' Conference Recommendation

The Executives' Conference unanimously recommended that the Legal Attache be allowed to utilize this emergency channel. (S)

INDEXED 109

~~CONFIDENTIAL~~

Classified by SP-5 JSH/STP
Declassify on: OADR
7/2/92

JAN 23 1952

cc - Mr. Clegg
Mr. Mohr
AHB:tlc

MEMORANDUM FOR THE DIRECTOR

~~CONFIDENTIAL~~

with the provision, of course, that the call letters and frequencies to be used would not be made available by him to authorities until such time as an emergency actually occurs. If you agree, the attached letter will be sent. (S)

b7D

Respectfully,
For the Conference

G

Glyde Tolson

AGH

~~CONFIDENTIAL~~

THE DIRECTOR

January 15, 1952

THE EXECUTIVES' CONFERENCE

~~INTERVIEWS WITH SUBJECTS OF SECURITY INVESTIGATIONS~~

On January 14, 1952, the Executives' Conference, consisting of Messrs. Ladd, McGuire for Nichols, Clegg, Callahan for Glavin, Harbo, Tracy, Gearty and Belmont, considered a proposed letter to the field which points out that interviews with security subjects should not be conducted at their place of employment without prior Bureau authority.

In some instances, the field has arranged for and conducted interviews of subjects of security investigations through the employers of the subjects or at their places of employment. This is not considered a desirable practice, primarily because it provides a basis for Communist propaganda, alleging that the Bureau may be probing union activities, or may be taking the side of management against labor. In addition, should the interview prove successful and the cooperation of the subject be gained, the security of any arrangements for the subject to act as a Bureau informant is more easily breached if the subject's employer or fellow employees have knowledge of an interview by Bureau agents with the subject.

For this reason, it was felt that it is most desirable that interviews with security subjects be held elsewhere than at their place of employment.

Executives' Conference Recommendations

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/27/82 BY SP-5 CIB/BJ

The Executives' Conference unanimously recommended that the field be instructed not to interview security subjects at their place of employment without prior Bureau authority.

The attached letter has been prepared for your approval.

RECORDED
For the Conference
JAN 17 1952

166-2554-9336

INDEXED - 106

EX
Clyde Tolson

Tolson
Ladd
Nichols
Belmont

cc - Mr. Clegg
Mr. Mohr

Attachment
JAN 21 1952

DATE OF REMOVAL 1-24-52

June Mail

DATE OF MAIL 1-9-52

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 1736

SEE FILE 66-2554-7530 FOR AUTHORITY.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/22/92 BY SP-5C/pj

SUBJECT JUNE MAIL

REMOVED BY sh-51

FILE NUMBER 66-2554-9337

704

PERMANENT SERIAL CHARGEOUT

The Director

December 29, 1951

The Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/22/84 BY SP-5CIB/7P

BUREAU WORK PLANS - EMERGENCY CASE
HEADQUARTERS FOR SOG

The Executive Conference of December 27, 1951, reconsidered the Conference memorandum of December 7, 1951, concerning the Bureau's car plans, particular reference being made to the possible procurement of temporary housing in the vicinity of the Bureau's Shepherd emergency headquarters for the families of Bureau employees designated to work at such headquarters.

FOR BUREAU W.A.R. PLANS - EMERGENCY

It was pointed out to the Conference that the Director had commented that the Conference recommendation was not clear as to whether against moving the families into temporary housing or against moving families at all. It was pointed out that the Director is against moving families to our emergency headquarters.

The Conference again considered this matter and was of the unanimous opinion that families of Bureau employees assigned to our temporary headquarters be not moved into the temporary housing at our temporary headquarters by the Bureau, that those Special Agents who have been assigned to stay behind at the site of evacuation of Washington be instructed be given the responsibility of keeping in contact with and taking care of the needs of the families of Bureau employees who have been evacuated to our temporary headquarters. The Conference feels that if such an arrangement to take Bureau employees to be evacuated would be less hesitant of leaving Washington knowing that their families would be taken care of.

It was pointed out by Messrs. Mohr and Tracy that they did not feel that the Bureau should object to an employee who has been evacuated locating emergency housing facilities on his own for his family nearby our evacuation headquarters, pointing out that it is entirely possible that some evacuated might be able to find temporary headquarters for their families in Shepherdsboro, Charlestown, Martins Ferry, or one of the other adjoining small towns and they felt that this was a problem to be handled by the employee, to which the Bureau should not object.

Should the Director approve the Conference recommendation

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

Mr. Mohr
Mr. Clegg

RECORDED-137

66-2554-9338
JAN 21 1952
47

INDEXED-137

EX. 8

ORIGINAL FILE IN 66-17347-67

Memo for the Director

That upon being advised, upon evacuation, he given the responsibility of caring for families of Bureau employees who are evacuated appropriate notices will be immediately furnished the employees in question.

Sincerely,
For the Conference

Clyde Tolson

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

THE DIRECTOR

1/15/52

EXECUTIVES CONFERENCE

ADDRESSOGRAPH MACHINES -
EQUIPMENT FOR RETURN ADDRESS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/22/92 BY SP-5CJ/bm

The Executives Conference of 1/8/52, consisted of Messrs. Ladd, Tracy, Harbo, Mohr, Holloman, Rosen, Gearty, Nease and Mason.

The Conference reconsidered the suggestion of Inspector H. B. Long that addressograph machines in Field Offices be equipped with a plate so that the return address of the Field Office could be shown on the outgoing document.

This matter was originally considered on April 18, 1951 by the Joint Committee and was rejected because the Committee was informed that it would cost \$236.00 plus labor to install such a device.

Later inquiry by Mr. Long with a representative of the Addressograph Company reflected that a "dater" can be installed on an addressograph machine at a maximum cost of \$37.50. This "dater" can be adapted to show the return address of an office at the same time the envelope is addressed. Actually, the date itself will not appear at all. Any addressograph service man can make the necessary installation. The cost will include:

Ribbon guard	-	\$1.65
Dater	-	16.50
Platen	-	8.45
Labor	-	10.80
Plate	-	.10
TOTAL:		\$37.50.

If the machine already has a "dater" the cost will be less.

Mr. Long interviewed Mr. Renneberger of the Mechanical Section and such an installation was made by Bureau personnel at the Seat of Government. It works in an entirely satisfactory way.

For record purposes it is reported that the Conference considered the need for showing the return address on circulars, Identification Orders, Apprehension Orders and other matter distributed on a mass basis by Field Offices.

- Tolson
- Ladd
- Belmont
- Mohr
- Nease
- Tracy
- Harbo
- Alsen
- Laughlin
- Mason
- Tele. Room
- Holloman
- Gandy

Attachments
cc-Messrs. Mohr & Clegg
EDM:DMG

RECORDED - 61
INDEXED - 61

9339

65 JAN 23 1952

Memorandum for the Director

It was pointed out to the Conference that at the present time when circulars, IOs and AOs are sent out the return address of the Field Office is not shown. Consequently, as various business establishments close or move, mailing lists in Field Offices get out of date and the Post Office Department returns the matter mailed to the Seat of Government for ultimate return to the appropriate Field Office. The Post Office has no way of knowing what Field Office mailed the material. Sometimes a portion of this material is returned directly to the nearest Field Office by the Post Office. Problems then arise as to the dispatching office for in some states there are 2 or more Field Divisions.


No figures were provided nor have any every been compiled as to the extent of material returned from the Post Office.

There are attached hereto 3 samples showing the return address as it will appear if this technique is adopted.

All members of the Executives Conference regarded the suggestion as favorable, with the exception of Mr. Harbo. Mr. Harbo was not opposed to the suggestion, as such, but was opposed to its adoption in the absence of Field Offices showing a need for the return address, in the absence of any SAC having requested such a device for attachment to the addressograph machine.

In the event the Director agrees with the majority, the attached SAC Letter should be dispatched. There is also attached a letter to Inspector H. B. Long for signature.

Respectfully,
For the Conference


T
Clyde Tolson

The Director
Executives Conference

1/17/52

JM

~~SAC LETTERS~~

The Executives Conference of January 16, 1952, consisted of Messrs. Ladd, Mohr, Tracy, Glavin, Belmont, Rosen, Harbo, Gearty, and Mason.

The Conference considered the attached SAC Letter which puts in writing long-standing policy constantly enunciated to SACs and In-Service classes to the effect that SAC Letters are not to be reproduced or paraphrased into memoranda for employees by SACs. The reason for the rule is that it is not economical for SACs to dictate or cause to be retyped portions of SAC Letters with the additional expense of 52 separate operations of mimeographing in the Field Offices thus duplicating the Bureau's efforts. Another reason is that SAC Letters are sent out in preference to Bureau Bulletins in many instances as a security measure.

Messrs. Ladd, Harbo, Glavin, Belmont, Mohr, Gearty, Rosen, and Mason felt that the letter should be dispatched.

Mr. Tracy felt that the attached SAC Letter is unnecessary.

If the Director agrees with the majority, the attached SAC Letter should be sent.

Respectfully,
For the Conference

Handwritten initials: J, OH, H

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

EDM:ATP [Handwritten initials]

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

RECORDED-37
INDEXED

66-2554-9340
JAN 18 1952

JAN 23 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/22/92 BY SP-5/BJM

Handwritten signature: HADAM

THE DIRECTOR

1/17/52

THE EXECUTIVES CONFERENCE

FIELD OFFICE BULLETIN BOARDS
FOR I.O.'S and WANTED FLYERS

The Executives Conference of January 14, 1952, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg being present, considered the suggestion of SA Reese H. Chipman of the Seattle Office that a special bulletin board be placed in each Field Office and that the Identification Orders on wanted I.O. fugitives and wanted flyers on currently wanted subjects be posted on this bulletin board. He recommended that one clerical employee be designated to keep this bulletin board in current status.

It was pointed out by the Executives Conference that Field Offices do place I.O. and wanted notices on their office bulletin boards at present although no attempt is made to keep all the current I.O.'s and wanted flyers posted. It was felt that it would not be helpful to acquire such bulletin boards and then fill them with a large number of I.O.'s and wanted flyers, but to post them as they are received on the bulletin board in a current status without any attempt to keep all of the current ones on the bulletin boards was a more desirable practice, such as is followed at present.

The conference recommended unfavorably.

Respectfully,
For the Conference

Clyde Tolson

HHO:vjr
cc: Mr. H. H. Mohr

RECORDED-37
INDEXED-37

66-2554-9341

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

245
JAN 23 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/21/94 BY SP-SCIP/DA

THE DIRECTOR
THE EXECUTIVES CONFERENCE

January 18, 1952

The Executives Conference of January 15, 1952, consisting of Messrs. Harbo, Belmont, Gearty, Mason, Rosen, Tracy, Mohr, Ladd, and Glavin considered the attached suggested letter to All Special Agents in Charge concerning the marital status form and recommended its approval for distribution to the field. It was pointed out to the Conference that the change of marital status form had been previously approved for use in the future.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

WHA:ale

cc - Mr. Mohr
Mr. Clegg

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/22/92 BY SP-5CJ/BHP

RECORDED-37

66-2554-9342

INDEXED-37

EX-5

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50 JAN 23 1952

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The Director

1/17/52

The Executives Conference

COUNSELORS

49TH SESSION, FBI NATIONAL ACADEMY

F. B. I. N. A.

The Executives Conference of January 15, 1952, consisted of Messrs. Ladd, Mohr, Tracy, Glavin, Belmont, Rosen, Harbo, Gearty, and Hason.

The Conference considered the recommendations of the Training and Inspection Division for Agents to serve as Counselors to the 49th Session of the FBI National Academy which convenes March 17, 1952.

It was the view of the Training and Inspection Division that inasmuch as classes have heretofore averaged approximately 55 and starting with the next session will run up to 100 that the number of Counselors provided should be increased from 2 to 3.

It was pointed out to the Conference that Counselors work with National Academy men virtually every night visiting them in their homes and hotel rooms and in addition to keeping National Academy men out of trouble and conforming with accepted procedures of deportment and operations the Counselors do a vital and essential public relations job with members of the class.

Based on previous experience the Training and Inspection Division felt that with maximum output by Counselors 3 would suffice.

The Training and Inspection Division feels 3 Counselors are necessary in order to provide the individual consultation with members of the class relative to notebooks, note taking, and to properly evaluate and prepare progress reports on each member of the class. In addition, it would be necessary on most of the practical work to break the class of 100 into smaller groups.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY SP-5 CBT

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- Gandy _____

cc: Mr. Mohr
Mr. Clegg

EDM:ATP

RECORDED - 53 | 66-2554-9343
INDEXED - 53 | 25
JAN 22 1952

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PERS. FILES

The Conference considered the following suggested experienced Counselors:

SA [redacted] New Orleans
SA E. Fleming Mason, Savannah
SA [redacted] Boston
SA Tullis D. Easterling, Mobile

and the following suggested inexperienced Counselors:

SA Frank F. Meech, Miami
SA Charles B. Flack, San Diego
SA Charles Henry Fischer, Jr., New Haven

It was the recommendation of the Training and Inspection Division that Agents [redacted] Mason, and Meech be designated.

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The majority of the Conference consisting of Messrs. Ladd, Glavin, Belmont, Gearty, Rosen, and Mason agreed with the Training and Inspection Division recommendation that a total of 3 Counselors be provided, 2 of whom would be experienced.

The minority consisting of Messrs. Harbo, Mohr, and Tracy dissented feeling that 2 Counselors would be enough and that it was important to keep every Agent possible engaged in field investigative activities.

If the Director agrees with the majority, the Administrative Division will order in for Counselor duty of 12 weeks' duration Agents [redacted] Mason, and Meech to report at 9 a.m., Friday, March 14.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

1/17/52

THE EXECUTIVES CONFERENCE

WAR PLANS

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The Executives Conference of January 14, 1952, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg being present, recommended that the attached SAC letter go forward to the Field instructing that supervisory and key clerical, ~~clerical~~ and stenographic employees in Field Offices be informed as to their specific duties and obligations in the event of an evacuation or the necessity of destroying files in an emergency. For example, the Chief Clerk and certain key employees in that office should be informed of any files which would be destroyed in case of an emergency so as to eliminate confusion in this connection if such an emergency arose. The attached SAC letter is for this purpose and was unanimously approved by the Executives Conference.

Respectfully,
For the Conference

HHC:vir *vir*
Attachment
cc: Mr. H. H. Clegg
Mr. Mohr

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Clyde Tolson *en*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/01 BY sp-scip/ptj

RECORDED - 117
INDEXED - 117

166-2554-9344

EX - 28

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62 JAN 24 1952

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THE DIRECTOR

January 16, 1952

THE EXECUTIVES' CONFERENCE

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RESPONSIBILITIES OF THE FBI IN THE INTERNAL SECURITY FIELD

The Executives' Conference consisting of Messrs. Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, on January 15, 1952, considered the request of the Detroit Office that information under the above program be furnished to Mayor Albert Cobo, of Detroit, in blind memorandum form.

In the past we have authorized the SAC at Detroit to furnish information concerning various Security Index subjects employed by the City of Detroit to Mayor Albert Cobo, who is considered completely reliable by the Detroit Office. The SAC at Detroit advises that Mayor Cobo is very enthusiastic about this program but has requested that information be given directly to Mr. George T. Boos, Commissioner of Police at Detroit.

Our files reflect that in 1938 while Boos was with the Secret Service in Detroit, he was critical of the Bureau and at that time he was interviewed and admonished regarding his critical comments. The files further reflect that Boos has been unfriendly in the past to the Bureau. In a memorandum dated January 9, 1950, from Mr. H. A. Jones to Mr. Nichols, it is stated that Inspector J. S. Egan advised that he has known George T. Boos for many years and considers him as an individual who cannot be trusted and is most unreliable. On this memorandum the Director noted "We should be most circumspect in all dealings with Detroit Police Department as long as Boos heads it."

In January of 1950, SAC O'Connor was advised to be very cautious in his dealings with Commissioner Boos. Accordingly, the Detroit Office was advised on January 9, 1952, that the Bureau does not desire to furnish any information under this program to Commissioner Boos but that we should continue to furnish information direct to Mayor Cobo on a confidential basis, with the understanding that the source of any information furnished will never be divulged by him to anyone.

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ALL INFORMATION CONTAINED RECORDED - 42
HEREIN IS UNCLASSIFIED
DATE 7/22/82 BY _____ INDEXED - 42

66-2507-9345

cc - Mr. Clegg
Mr. Mohr

AHB:tlc

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MEMORANDUM FOR THE DIRECTOR

SAC Robey, of Detroit, called on the afternoon of January 11, 1952, to advise that on previous occasions when he had furnished information under this program to Mayor Cobo, the Mayor specifically requested that such information be furnished to Commissioner of Police George Boos. The Mayor has apparently so advised Commissioner Boos, inasmuch as Boos had called the Detroit Office and made casual inquiry relative to the receipt of this information. SAC Robey felt that in view of his previous conversation with Mayor Cobo and because the Detroit Police Department has been very cooperative, it would be indelicate for him to go back to Mayor Cobo and insist on furnishing to the Mayor verbally the information in question unless he wants to make an issue of past activities of Boos at this time. Robey feels that this is undesirable because the Mayor has exhibited an extremely cooperative attitude and has said that if at any time the police are not cooperating with the FBI, he wants to know and he will take whatever action is necessary, no matter how drastic, in order to insure such cooperation. Mr. Robey advised that to his knowledge Boos has been extremely cooperative with the Detroit Office and he has had no indication that Boos has been indiscreet or unreliable.

Mr. Robey recommended that under the circumstances he prepare, in true blind memorandum form, on unwatermarked paper, a statement concerning each of the individuals concerning whom the Bureau has approved the passage of information to Mayor Cobo and that he be permitted to hand this to Mayor Cobo. He stated this would avoid having to go into explanations with the Mayor as to why the Bureau is insisting that the information be furnished to him instead of to the Commissioner of Police.

Executives' Conference
Recommendation:

Messrs. Ladd, Glavin, Harbo, Tracy, Gearty and Belmont recommended that SAC Robey be authorized to furnish true blind memoranda to Mayor Cobo, as they felt that in view of the present cooperative attitude of the Detroit Police Department, this is not the time to raise an issue with Mayor Cobo concerning Commissioner Boos.

MEMORANDUM FOR THE DIRECTOR

Tolson

Messrs. Mohr, Mason and Rosen recommended that the policy set forth in our letter to Detroit of January 9, 1952, be continued, namely, that the information approved by the Bureau be furnished directly to Mayor Cobo orally and no memo furnished and the Mayor be advised that we desire to furnish information directly to him on a confidential basis, with the understanding that the source of any information furnished will never be divulged by him to anyone.

If you approve the recommendation of the majority of the Conference, the attached letter to Detroit will be sent.

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Respectfully,
For the Conference.

Y

Clyde Tolson

THE DIRECTOR
THE EXECUTIVES CONFERENCE

January 15, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/22/92 BY SP-5ci/BJK

The Executives Conference of January 15, 1952, consisting of Messrs. Harbo, Belmont, Gearty, Mason, Rosen, Tracy, Mohr, Ladd and Glavin considered a suggestion submitted by Veterans Counselor Special Agent Supervisor V. E. Clark to the effect that we give more widespread publicity to the Bureau's suggestion program. Mr. Clark recommended that we advise the employees as to the number of suggestions turned in each year and as to the number adopted. He felt if there was any objection to giving out this information, at least we could mention several typical suggestions. Clark felt this type of information would tend to show every employee that our suggestion program is a live one and one in which many people participate, further, that the program has resulted in many improvements in the Bureau's procedures. Mr. Clark appended a General Electric Company ad clipped from a local newspaper which shows to what extent General Electric has gone in publicizing their suggestion program.

It was pointed out to the Conference that Mr. Clark's suggestion appears to be well-founded and evidently has merit. However, it was pointed out that at the present time we give each new employee as he enters on duty a copy of our suggestion program folder which contains complete information concerning the program and advise the employee how to go about submitting suggestions to the Bureau. A copy of this folder is attached hereto. It was further pointed out that the Bureau's suggestion program is mentioned in various clerical conferences and is discussed in the lecture to new clerical employees and is also publicized from time to time in the Investigator. The Conference was advised that the above program was approved through the medium of Executives Conference memorandum dated March 22, 1951. At that time it had been recommended that the Bureau give additional publicity to the suggestion program by publishing posters for the various Bureau bulletin boards. The Executives Conference recommended at that time that we continue to utilize the Investigator for dissemination of information concerning the suggestion program and that posters not be published. This recommendation was approved by the Director. It was pointed out to the Conference, therefore, that the Administrative Division feels that we should, if necessary, intensify our publicity of the suggestion program in the Investigator but that we make no attempt to publish posters concerning the program. It is recommended, therefore, by the Conference, that Mr. Clark be thanked for his suggestion and

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RECORDED - 42

66-257-9346
WJF

EX-140

cc - Mr. Mohr
Mr. Clegg

Attachment JAN 24 1952

Memo for the Director - Continued

that it be pointed out to him that the program will be given additional publicity through the medium of the Investigator and the Bureau does not feel that the poster idea of publicity concerning the Bureau's suggestion program need be utilized.

The Conference recommends that the Bureau's present program be followed, that the suggestion program continue to be given publicity through the medium of the Investigator, and that no poster program be instituted. Should the Director agree, Mr. Clark will be appropriately notified.

Respectfully,
for the Conference

y
Clyde Tolson

*OK but see
that it is really
intensified.
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THE DIRECTOR

1/18/52

THE EXECUTIVES CONFERENCE

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BUREAU BULLETINS AND SAC LETTERS

The Executives Conference of January 14, 1952, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Tamm, McGuire, and Clegg being present, considered the suggestion that the enclosures with SAC letters and Bureau Bulletins be at all times marked "Strictly Confidential." In twenty-four instances since October 3, 1951, there were enclosures with SAC letters or Bureau Bulletins. At times these enclosures were not of a strictly confidential character, such as inventory forms, revised table of contents, and forms for obtaining advances for transporting household goods. At other times the enclosures such as those dealing with monographs in the Communist Party line were confidential.

It was unanimously recommended that instead of labeling all enclosures "Strictly Confidential" as suggested, only those which are in fact of a confidential type should be so labeled. If this is approved, there is attached hereto a memorandum to Bureau Supervisors to this effect.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/22/92 BY SA-SEP/STW

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ENC:ulr
Attachment

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

RECORDED - 42

INDEXED - 42

EX-140

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- Tolson _____
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JAN 20 1952

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