

THE DIRECTOR
THE EXECUTIVES CONFERENCE

January 21, 1952

The Executives Conference of January 18, 1952, consisting of Messrs. Tolson, Ladd, Holloman, Cresham, Lason, Rosen, Belmont, Harbo, Tracy and Glavin considered the attached communication received from the Special Agent in Charge at Seattle wherein the Agent in Charge sets out in detail information contained in the Instructor's Packet of the Organized Reserve Corps School, U. S. Army, at Fort Lawton, Washington, concerning claims in favor of the Government. A review of the information reflects the method of handling claims under the Tort Claims Act as promulgated by the policies of the Office of the Judge Advocate General of the U. S. Army. Of particular interest is the comment which states that the U. S. Army has reached the conclusion that civilian employees and Army personnel should not be held personally liable to the Army in cases involving simple negligence.

The Conference is of the definite opinion that the Bureau should not in any way amend its rules and regulations covering the operation of Bureau owned automobiles. In those instances where it is determined that the employee operating the Bureau owned vehicle has been negligent in its operation, he will be held responsible for the damages incurred.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/28/22 BY SP-1/cci/ok
323,013

WRC:mle

cc - Mr. Neht
Mr. Glegg

RECORDED - 49

EX-140

166-2554-9349

Attachment

149
JAN 24 1952

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The Director

1/18/52

Executives Conference

PROPOSED REVISION OF FORM FD-127
(Daily Report Chief Clerk's Office)

The Executives Conference of January 15, 1952, consisted of Messrs. Ladd, Mohr, Tracy, Glavin, Belmont, Rosen, Harbo, Gearty, and Mason.

The Conference considered a suggestion for the revision of Form FD-127 (Daily Report of Chief Clerk's Office, copy attached) utilized in Field Offices.

The Minneapolis Office has in mind adding more topics to the form and providing columns subdivided into minutes, hours and days showing the work performed in each category yesterday and the amount on hand at the commencement of business today.

The suggested form, a copy of which is attached hereto, was examined by SAC Scheidt who feels that it is not practical for large offices and that it requests information on matters not susceptible to accurate calculations or of an inconsequential nature.

SAC McKee at Newark felt that the present daily report form for Chief Clerks is simpler, requires less time to execute and when next printed, he suggests that item #10 "Alien Files" be eliminated inasmuch as this was of value only during the last war.

SAC Hood at Washington Field feels that the present daily report form for Chief Clerks is adequate and meets the needs of the Field. He suggested certain elements on the present form be consolidated and that additional miscellaneous lines be added.

Inspector Maughan concurs with the SACs of New York and Newark and in addition points out that the proposed form is not flexible in applicability to all offices, requires undue expense in preparation and execution. Inspectors Long, Stein and DeLoach agree. Inspector Brown sees some value in setting out additional clerical functions as a reminder to the Chief Clerk and SAC, but in summary he feels the present form is adequate.

RECORDED - 76
INDEXED - 76

66-2557-9349
JAN 28, 1952

cc: Mr. Mohr
Mr. Glavin

EDM:ATP

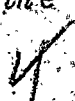
EX-26

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/28/92 BY SP-5 C/P/H

The Conference unanimously recommended that present supplies of Form FD-127 be used up and when the form is next printed, Item #10 pertaining to "Alien Files," which is no longer applicable, be deleted and that 2 additional lines be added under "Miscellaneous."

If the Director agrees, appropriate action will be taken and the attached memorandum should be dispatched to Minneapolis.

Respectfully,
For the Conference


Clyde Tolson

OCZ

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

The Director

1/21/52

The Executives Conference

SUGGESTION #676
FILING OF CLOSED FILES

The Executives Conference of January 9, 1952, consisted of Messrs. Tracy, Harbo, Mohr, Holloman, Ladd, Rosen, Gearty, Belmont, Halse and Mason and considered the procedure of filing files in file cabinets.

G.I.R.-7

Files are customarily filed in file cabinets from front to back. On past occasions in recent years the Bureau has considered whether this procedure should be revised so that files would be placed lengthwise in the file cabinet drawer. Under this arrangement there would be 2 rows of files in each drawer. In the past the Bureau has rejected the suggestion.

There is a 20% to 25% saving of space when legal-size file cabinets are used for the suggested arrangement as will be seen from photograph 2 which is attached. Photograph 1 shows the present procedure of filing files. The savings occurs only in legal-size file cabinets. There is no saving when letter-size cabinets are used. There are many legal-size cabinets in use both at the Seat of Government and in the Field and there are also many letter-size cabinets. The exact number of each cannot be obtained without a survey of the entire field service. However, the Executives Conference recommended and the Director approved in March, 1947, instructions that the Bureau would in the future purchase only letter-size file cabinets. Because they are 3 inches narrower the letter-size cabinets take up less floor space, and are about \$10 apiece cheaper.

The current suggestion that files be placed lengthwise in file cabinet drawers is sponsored by Inspector H. B. Long. Long has in mind the fact that the Department of Justice has instructed that file cabinets be used to the maximum and that new file cabinets will not be purchased because the General Services Administration is trying to save metal for vital defense needs. Future file cabinets obtained by the Bureau will be obtained from the surplus of other agencies of the Department of Justice, or failing that, from other agencies of the Federal Government. File cabinet needs will become more acute with the passage of time.

The Louisville Office, with Bureau authority, in November, 1947, arranged its files lengthwise in file cabinet drawers. This

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

cc: Messrs. Mohr & Clegg

RECORDED - 4
INDEXED - 4

66-2554-9350
JAN 23, 1952

M

EDM:ATP
50 JAN 25 1952

EX-78

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/28/92 BY SP-5 CIP/H

arrangement is followed in some other field offices. It serves the needs of Louisville because most of their cabinets were of legal size. Louisville reports that disadvantages are that files from one row slip into the other row in the same drawer despite the fact that there is a divider in each file cabinet drawer. The divider lacks 2 inches going completely from side to side in the drawer, so the Director will notice from photograph B, the front row of files will not stand up straight in the drawer unless they are packed in tight. This disadvantage results in torn files. Files are a little harder to get to under the new arrangement. Louisville hesitates to recommend this arrangement for field wide application. SACs Scherib and Hokee are opposed.

The principal advantages are a 20% to 25% savings of space in file cabinets, therefore, more file cabinets made available and less floor space taken up in field offices.

The principal disadvantages are a greater tendency for files to get misfiled, stuck together, worn by rubbing against the sides of cabinets, more time consumed in getting to files, no savings when letter-size file cabinets are used.

Another objection consists of the fact that there are in field offices many wooden file cabinets. Wooden file cabinets have an opening in the slats at the bottom of each drawer and the present filing arrangement does not permit files to slip through the space between the slats because files are at right angles to the opening. Under the proposed system the opening at the bottom of each drawer would have to be covered by heavy cardboard, a stripped disc record of the type used on technical surveillance, or some other covering.

The Conference unanimously would not desire the proposed system to be utilized at the Seat of Government for a number of additional objections not applicable to the field crisis making it impractical to follow the proposal in the Records Section at the Bureau.

With regard to rearranging files in field offices, the majority of the Conference consisting of Messrs. Harbo, Holloman, Ladd, Rosen, Gandy, Belmont, and Ladd were opposed.

The minority, Messrs. Tracy, Mohr, and Mason favored the suggestion.

Based on the Director's wishes appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

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

The Director

1/21/52

Executives Conference

SUGGESTION OF MRS. [redacted]
RECORDS & COMMUNICATIONS DIVISION

The Executives Conference of January 18, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, Holloman, and Mason.

The Conference considered the suggestion of Mrs. Marie Venable, Supervisor, Recording Unit, Records Section, that the initials of the stenographer be omitted on abstract slips in that they serve no useful purpose since the dictator's initials are shown.

According to Mrs. [redacted] a minimum of 3 typing strokes would be saved on each abstract if the suggestion is approved.

b6
b7c

The majority of the Conference was opposed to the suggestion feeling that the benefits if any in savings would be infinitesimal and would be offset by the expense of changing manuals and training employees to omit the initials. The majority of the Conference consisted of Messrs. Tolson, Glavin, Harbo, Belmont, Ladd, Gresham, Rosen, Holloman, and Mason.

Mr. Tracy dissented feeling that the suggestion is a good one.

If the Director agrees with the majority, no further action will be taken and the attached letter should be dispatched thanking Mrs. [redacted]

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 52

EX-25

66-2557-9357
JAN 23 1952

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

cc: Mr. Mohr
Mr. Clegg

EDM:ATP

Suggestion # 16-5-52

Jan 24 1952 3393

JM

Cy

M

The Director

1/22/52

The Executives Conference

~~TRAINING SCHOOL~~
~~CLERICAL SUPERVISORS~~

The Executives Conference of January 18, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, Holloman, and Mason.

A training school of 24 hours' duration is given to each of the clerical supervisors at the Seat of Government. Mr. Tracy suggested and the Training and Inspection Division concurs that the tour of the Identification Building be eliminated and in its place there be substituted a shorter discussion of the functions and problems of that Division. The Training and Inspection Division feels that the teaching demonstrations could well be eliminated. The Conference was unanimous favorable.

If the Director approves the revised program, the course of training will be reduced from 24 to 14 hours and it will still contain compact valuable information for clerical supervisors.

Respectfully,
For the Conference

[Handwritten mark]

Clyde Tolson

[Handwritten initials]

cc: Mr. Mohr
Mr. Clegg

EDM:ATP *[Handwritten mark]*

ALL INFORMATION CONTAINED
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DATE 2/29/52 BY SP-5 cjp/mtf

[Handwritten numbers]
9352
935

RECORDED - 117
INDEXED - 117

JAN 24 1952

EX - 28

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

[Handwritten signature]

The Director

1/22/52

Executives Conference

SUGGESTION OF [redacted]
CHIEF CLERK, ST. LOUIS DIVISION

The Executives Conference of January 18, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, Holloman, and Mason.

The Conference considered the suggestion of Chief Clerk [redacted] of the St. Louis Office that the current procedure of filing preliminary inquiries in loyalty of Government Employees investigations be changed.

b6
b7C

Current regulations require the placing of these inquiries in file 121-0 in field offices. If these preliminary inquiries are later converted (and they are 1/3 of the time) to full-field investigations they are removed from the "0" file and a separate case file is opened.

Mr. [redacted] recommends that instead of placing these serials in the "0" file initially they be kept unserialized, unindexed, but arranged alphabetically in loose folders for a period of one year. Current regulations permit destruction at the end of the year.

In his suggestion Mr. [redacted] points out that the proposed procedure might not benefit all field offices.

The advantage of a slight amount of time saved on the part of clerks seems to be offset by the possibility of error and the lack of control over unindexed, unserialized, unbound documents.

b6
b7C

The Loyalty Unit of the Domestic Intelligence Division favors the suggestion and Mr. Belmont agreed.

The majority of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Gresham, Holloman, and Mason was opposed to the idea.

If the Director agrees with the majority no further action is necessary for Mr. [redacted] has been thanked for the idea.

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- Belmont _____
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- Glavin _____
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- Rosen _____
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- Mohr _____
- Tele. Rm. _____
- Nease _____
- Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/92 BY Sp-5 ci/btf

Respectfully,
For the Conference

RECORDED - 117
INDEXED / 117

Clyde Tolson

66-2534-10353

cc: Messrs. Mohr & Clegg

EMH:ATP

EX - 28

The Director

1/22/52

Executives Conference

NEW AGENTS' TRAINING

The Executives Conference of January 18, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, Holloman, and Mason.

The Conference was advised that during New Agents' Training School 4 hours' instruction is given in surveillance matters consisting of a 2-hour lecture on surveillance techniques and procedures and 2 hours' class discussion of surveillance situations.

The Training and Inspection Division recommends an increase of 3 hours so that New Agent will, in the future, receive a total of 7 hours of surveillance training. This recommendation was made because of the importance of surveillance matters and the great number of Agents presently engaged in this type of work at the present time.

If approved, there will be 2 hours on surveillance techniques and procedures, 1 hour on surveillance photography, 1 hour devoted to the showing of a motion picture film on surveillances and a discussion thereof, 1 hour on Communist Party techniques to detect and avoid surveillances and 2 hours on practical problems during surveillances; this period requiring class discussion.

The Conference unanimously favored the increased time in training school on surveillance matters, the additional 3 hours being taken from practical work in Atomic Energy Applicant investigations. New Agents will continue to receive 4 hours of lecture and 12 hours of practical work in Atomic Energy Applicant matters.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/29/92 BY SP-5 CIB/BJE

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

cc: Messrs. Mohr & Glegg

EDM: AFP

RECORDED - 131

INDEXED - 131

66-2554-93

JAN 24 1952

6 JAN 29 1952
7843

THE DIRECTOR

1/15/52

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/23/92 BY SP-5 ci/bn

The Executive Conference of January 11, 1952, consisting of Messrs. Ladd, Clegg, Gearty, Rosen, Nichols, Belmont, Mohr, Harbo, Tracy and Glavin considered the attached suggested letter to all investigative employees concerning dual headquarters and recommended its approval.

The Conference wishes to point out that insofar as per diem charges are concerned, the Bureau has for many years past had the policy of not approving per diem when an Agent is at official headquarters or at his legal residence and in many instances dual headquarters have been established for Agents who have their legal residence in their division of assignment although it may be a city different than their official headquarters. It was pointed out to the Conference that the Comptroller General had in the recent past rendered a decision that an employee who for the greater portion of a month performed duties at the place of his domicile, which is other than his performance of duty station, is to be regarded as having dual headquarters and therefore is not entitled under Standardized Government Travel Regulations to payment of per diem in lieu of subsistence while on duty at his domicile. It was the opinion of the Conference that it would be well, in the establishment of our dual headquarters, to have the official headquarters and the domicile rather than official headquarters and the legal residence, where very times the legal residence is a vacation residence only and the Agent is subject to the same additional expenditures as any other Agent in that particular area.

In the event the suggested communication to all investigative employees is approved, it will not be necessary in the future for the Liaison Unit of the Administrative Division to reflect on the movement cards the legal residence of Bureau employees. The appropriate record will be maintained in the Voucher Section, showing official headquarters and domicile, so that appropriate audit can be made to see that only proper per diem charges are being made.

Respectfully,
For the Conference

Clyde Tolson

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

64 FEB 15 1952

Mr. Ladd
Mr. Clegg
Attachment

66-7554-9355

C
O (mcw)
P
Y

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE

DATE: 1/15/52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/92 BY SP-5C/btf

The Executives Conference of January 11, 1952, consisting of Messrs. Ladd, Clegg, Gearty, Rosen, Nichols, Belmont, Mohr, Harbo, Tracy and Glavin considered the attached suggested letter to all investigative employees concerning dual headquarters and recommended its approval.

The Conference wishes to point out that insofar as per diem charges are concerned, the Bureau has for many years past had the policy of not approving per diem when an Agent is at official headquarters or at his legal residence and in many instances dual headquarters have been established for Agents who have their legal residence in their division of assignment although it may be a city difference than their official headquarters. It was pointed out to the Conference that the Comptroller General had in the recent past rendered a decision that an employee who for the greater portion of a month performed duties at the place of his domicile, which is other than his performance of duty station, is to be regarded as having dual headquarters and therefore is not entitled under Standardized Government Travel Regulations to payment of per diem in lieu of subsistence while on duty at his domicile. It was the opinion of the Conference that it would be well, in the establishment of our dual headquarters, to have the official headquarters and the domicile rather than official headquarters and the legal residence, where many times the legal residence is a voting residence only and the Agent is subject to the same additional expenditures as any other Agent in that particular area.

In the event the suggested communication to all investigative employees is approved, it will not be necessary in the future for the Movement Unit of the Administrative Division to reflect on the movement cards the legal residences of Bureau employees. The appropriate record will be maintained in the Voucher Section, showing official headquarters and domicile, so that appropriate audit can be made to see that only proper per diem charges are being made.

Respectfully,
For the Conference

llw

9356

OK

RECORDED - 117
89-13

W. Clyde Tolson 66-2534-935

WRG:mle

CC - Mrs. Mohr

Mr. Clegg

ATTACHMENT # 28 1052

3343

The Director

January 16, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/29/92 BY SP-5 C. B. J.

The Executives Conference of January 16, 1952, consisting of Messrs. Tolson, Tracy, Harbo, Ladd, Rosen, Coarty, Belmont, Mohr, McGuire and Glavin was advised that a form communication had been received from the Community Chest Federation pointing out two methods of collecting pledges during the current calendar year, it being the suggestion of the Collection Section of the Community Chest that the agencies set up a plan to collect the pledges, forwarding such collections to the Community Chest Federation headquarters.

The Conference does not feel that the Bureau should set up any collection desk for the pledges in question. The Conference pointed out that considerable work would be entailed through such collections and it is felt that employees of the Bureau can be better utilized in their official duties.

Respectfully,
For the Conference

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

URG:cr

EX-25

RECORDED - 96

INDEXED - 96

166-2554-9357

JAN 25 1952

24

59 JAN 29 1952

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

THE DIRECTOR

1/21/52

THE EXECUTIVES CONFERENCE

~~BANK~~ ROBBERY POLICY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/93 BY SP-5 CIB

The Conference, with Messrs. Tolson, Glavin, Harbo, Mohr, Nease, McGuire, Gresham, Belmont, Ladd and Rosen in attendance, considered the present policy with reference to handling information furnished to the field office that there would be an attempt to commit a bank robbery.

At the present time, the policy is as follows:

Manual of Instructions, Section 21D(32):

When a Division office receives information concerning a contemplated robbery, burglary, or larceny of a bank or other similar financial institution, the field office should immediately notify the officials of the bank and the local law enforcement agencies of the possibility of the violation. However, the field office should not maintain or assist in the maintenance of a guard or surveillance over the bank in which the contemplated violation is to take place.

This policy has heretofore proved to be effective in that in most of the cases information is received from informants of unknown reliability, and by means of anonymous telephone calls or communications. This immediately placed the Bureau on notice, and charged the Bureau with the responsibility of getting such information to local authorities and to the subject bank. The possibility of a shooting affray in the bank, involving customers and the public as innocent victims, the inability to completely dominate the situation if local police were asked to participate with the Bureau and the fact that in most cases experience over the years has shown that the bank robbery never occurs, have been some of the reasons for the present policy.

The Conference was of the opinion that the rule should not remain inviolate; that the facts of each case ought to be examined to determine whether an exception should be made, but that where the information comes from a reliable informant, indicating a definite time and place that perhaps an exception should be made to the present

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

cc- Mr. Clegg
Mr. Mohr

76 JAN 29 1952

AR:LS

RECORDED - 57-66-2554-9358
INDEXED - 57 JAN 25 1952
EX-25 25

Memorandum for the Director

It was noted that as in the case of certain of our hijacking cases, we have allowed the field offices, on the basis of informant coverage, to set up a plant prior to the actual commission of an offense; so too could this practice prevail in a bank robbery case. These hijacking cases are handled on a selective basis and give the Bureau the opportunity to catch the subjects in the actual commission of an offense. It is noted, however, that the circumstances prior to the commission of an interstate shipment offense or hijacking are more within the control of the Agents. - The possibility of injuring citizens, who may become innocent victims of a shooting affray during the commission of a bank robbery, does not exist in a hijacking case, to the extent that it would be present during the commission of an attempted bank robbery.

We have been able in all of these cases to advise all banking institutions and local police that we do not afford guard services. If we go in on one case where the facts look favorable to us, and refuse to accept another case in the same locality or any other locality, we may have a rule which could create some difficulties. It can be anticipated that most of the cases will be unproductive inasmuch as most of the information received by the Bureau hardly ever materializes in an actual attempt to rob a bank or is the information sufficient to identify the subjects.

REGULATION

The Conference unanimously recommended that where information is received from an informant of known reliability that there will be a bank robbery of a specifically named bank at a definite time, an exception be made to the present rule.

Respectfully,
For the Conference

Clyde Tolson

This certainly makes sense. Our present rule is "stuffy" & overlooks possibility of our rendering worth-while services.

24

THE DIRECTOR

January 23, 1952

THE EXECUTIVES CONFERENCE

SMUGGLING OF ATOMIC BOMBS OR PARTS THEREOF AND OTHER WEAPONS OF MASS DESTRUCTION INTO THE UNITED STATES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/92 BY SP-SC/BME

The Executives Conference consisting of Messrs. Ladd, McGuire for Nichols, Mason for Clegg, Callahan for Glavin, Harbo, Tracy, Mohr, Nease, Gearty, and Belmont on January 23, 1952, considered the request of the Commissioner of Customs to be furnished, where circumstances permit, on a continuing basis with identifying data on individuals and firms who could be utilized by the Soviets for the clandestine introduction into this country of atomic, biological, chemical, radiological, or other types of unconventional weapons of mass destruction.

It was pointed out that since November, 1947, the Bureau has urged appropriate security measures be taken with reference to the smuggling of atom bombs or the component parts of such bombs into the United States. The Bureau of Customs proposes the setting up of a special watch list of persons and firms whose baggage and shipments should be subjected to thorough Customs scrutiny in order to prevent such smuggling. This procedure is being set up by Customs pursuant to secret orders from the Commandant of the Coast Guard under the provisions of Executive Order 10173 under which the President invoked the emergency law to control anchorage and movements of foreign flag vessels in waters of the United States when the security of this country is endangered by reason of subversive activity.

Customs is interested in information regarding the following categories where circumstances permit:

(1) Persons known or suspected of intending to import into the United States any unconventional warfare weapon and persons expected to arrive in the United States known to be or suspected to be directly or indirectly under the control of one of the Soviet Bloc countries. (This would apparently include individuals and firms who are registered agents of the Soviet Bloc countries.)

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

Attachments

cc - Mr. Clegg
Mr. Mohr

RECORDED - 100
INDEXED

166-2554-9359
JAN 25 1952
25

EX-164

117-268

AHB:emf
emf

MEMORANDUM FOR THE DIRECTOR

(2) Persons known to have or suspected of having Communist connections and who are known or suspected to receive importations through the mails or by express or freight.

(3) Individuals or business firms engaged or likely to engage in importing merchandise into the United States as a cover for the Soviet Bloc.

(4) Individuals or firms engaged in importing, freight forwarding or Customs brokerage which are affiliated in any way with the Soviet Bloc.

(5) Any individual in the employ of an importing firm, a freight forwarding organization, or a customhouse broker in the United States who is known or suspected of being a Communist.

Executives Conference

Recommendation:

The Executives Conference unanimously recommended that the Bureau furnish the information desired by Customs. There is attached a reply to the Commissioner of Customs advising him that we will furnish him pertinent data and requesting that he make available to the Bureau as promptly as possible the names and addresses of individuals and firms in the United States who come to his attention through the operation of other phases of his program as possible recipients of clandestine shipments of weapons of mass destruction. It is also pointed out that until such time as provision is made for appropriate examination of diplomatic baggage and shipments a tremendous loophole exists.

There is also attached for approval an SAC Letter instructing the Field to review the appropriate pending domestic intelligence files and submit to the Bureau names;

MEMORANDUM FOR THE DIRECTOR

addresses and a brief statement of facts regarding individuals and firms for the Bureau's decision as to inclusion in the Customs' watch list.

If you approve, these letters will be sent.

Respectfully,
For the Conference

4

Clyde Tolson

KJH

THE DIRECTOR

1/17/52

THE EXECUTIVES CONFERENCE

~~RECORDING OF INSPECTORS'
ITINERARY, RESERVATIONS, AND
DESTINATION~~

The Executives Conference of January 14, 1952, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg being present, considered the matter of inspectors recording, prior to their leaving Washington, their itinerary, reservations, and destination.

You will recall that an attempt is being made to make more secure the information as to when the various field offices are to be inspected. Some years ago the practice was to require the inspector to prepare a routing slip showing his time of departure and destination, which routing slip would be forwarded to Mr. Tolson and Miss Gandy. Another routing slip would be forwarded to Mr. Glavin showing his time of departure, his specific reservations and means of travel, and destination.

At present, inspectors sign out on the regular departure form as per the attached, which is then forwarded to the Movement Section of the Administrative Division. The Movement Section posts this date on their records and on the lists furnished to the Director as to the whereabouts of inspectors. They use this information as a guide and also they double check with the Training and Inspection Division as to the whereabouts of inspectors so that the Director's records will be complete.

EXECUTIVES CONFERENCE CONSIDERATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/62 BY sp5 u/dt

The Executives Conference unanimously recommended that the inspectors sign out on the regular departure sheets as per the attached which would be held in the Training and Inspection Division until the inspector was due to arrive at his destination, after which this form would be routed to the Movement Section for posting. So that both the Director's Office and Mr. Tolson would have information as to the destination and whereabouts of the inspector, upon his departure he would transmit

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

REC-61
Attachment
cc: Mr. H. H. Clegg
Mr. Mohr

RECORDED - 131

INDEXED - 131

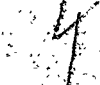
100-2554-9360


in an envelope a routing slip checked to Mr. Tolson and to Mr. Nease.

In the event some official of the Bureau wanted to get in touch with the inspector who is en route, say to the West Coast, to Honolulu, or elsewhere, the sign-out register where it was recorded should be maintained in the Training and Inspection Division. It would not be available during office hours for clerical employees and others to see and at night and during non-office hours it would be locked up in a cabinet in the office of the Chief of the Inspection and Planning Section (Mr. Mason's office) so that anyone having an official and necessary reason for getting in touch with the inspector would, by contacting either Mr. Mason or Mr. Clegg, be able to locate the records and contact the inspector en route or at his destination. Of course, after the inspector had reached his destination, the Movement Section would record his whereabouts and it would then be available throughout the Bureau. Prior to that time the Director's Office and Mr. Tolson would have the necessary information.

If the above is agreeable to the Director, the Conference recommended that this practice be initiated.

Respectfully,
For the Conference


Clyde Tolson



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- Belmont _____
- Clegg _____
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- Gandy _____

THE DIRECTOR

1/15/52

EXECUTIVES CONFERENCE

~~AWARDS OR RETIREMENT~~

The Executives Conference of January 11, 1952, Messrs. Tracy, Harbo, Belmont, Ladd, Rosen, Gresham, Glavin, Mohr, and Clegg being present, considered the suggestion of Inspector H. B. Long that the Bureau give consideration to giving an award to employees who are retiring similar to an award made by the Department of Interior. A friend of Inspector Long, recently retired, received a medal in an appropriate case. The medal was approximately 4 inches in diameter and on one side bore the seal of the Department of Interior, and on the other side there was an appropriate inscription pertaining to the individual's period of service. In addition, a retirement certificate is awarded, the certificate being suitable for framing; and also a lapel pin bearing the Department of Interior seal is given to employees who retire. This material is transmitted by an appropriate letter from the Secretary of the Interior to the retiring individual.

Mr. Glavin pointed out that the Bureau's Service Award Keys and Letters from the Director in his opinion suffice. The Executives Conference unanimously concurred with Mr. Glavin and felt that no additional award or certificate should be favorably considered for retiring employees. If this is approved, there is attached hereto a letter to Inspector Long accordingly.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/23/92 BY SP-5C/BME

RECORDED - 57

INDEXED - 57

EX-25

FHC:ulr
cc: Mr. H. H. Clegg
Mr. Mohr

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
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- Nease
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JAN 30 1952
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JAN 25 1952

66-2554-9361

Jm

THE DIRECTOR

January 13, 1952

The Executives Conference

SUGGESTION FOR FORM ANSWER
KOREAN WAR CASUALTY FILE
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Clegg, Glavin, Belmont, Gearty, McGuire, Parsons, and Tracy on January 25, 1952, considered a suggestion for the adoption of printed signature form letters in the Single Fingerprint Section.

For some time past, the Single Fingerprint Section has been sending to the Quartermaster's Corps, Memorial Division, Department of the Army, reports of Korean casualties. Two separate form letters for signature have been used.

A revised form has been prepared with a printed signature of the Director in lieu of the two prior forms. The advantages are:

1. The representative of the Graves Registration Service at the Quartermaster General's Office who calls at the Single Fingerprint Section daily to deliver casualty reports and burial reports will be able to pick up the completed work if the newly suggested form is approved.
2. There would be less typing work in the Single Fingerprint Section and a savings on the part of all personnel presently reviewing and handling signature mail.

The Conference unanimously recommends approval of the suggested new form letter with the printed signature. If the Director approves, there is attached a proposed letter to the employee thanking him for his suggestion.

Respectfully,
For the Conference,

9362

cc - Mr. Clegg
Mr. Mohr

SJT:edm *Jm*

RECORDED - 24
CLYDE TOISON

JAN 29 1952

25. JAN 23 11 23 AM '52
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72-73

THE DIRECTOR

1/25/52

EXECUTIVES CONFERENCE

The Executives Conference of 1/23/52 consisted of Messrs. Ladd, Harbo, McGuire, Mohr, Nease, Gearty, Belmont, Tracy and Mason.

The Conference considered the suggestion of SA Robert E. Mason of the Seattle Division that memoranda issued by SACs to office personnel be dated at the bottom rather than at the top. The first pages of SAC Letters and Bureau Bulletins issued by the Bureau are dated at the top. Subsequent pages are dated at the bottom. These documents are dated at the bottom to avoid mutilation of the SAC Letter number and the date when holes are punched for filing.

Another consideration is that Bureau Bulletins and SAC Letters are kept in specific files in Field Offices. One file contains all Bureau Bulletins. Another file contains all SAC Letters. When thumbing through these files it is easier to note the date on a particular document being sought if the date is at the bottom. Some employees keep bound copies of Bureau Bulletins for reference purposes.

With these thoughts in mind, SA Mason felt that it would be well to have office memoranda issued by SACs also dated at the bottom. The majority of the Conference, consisting of Messrs. Ladd, McGuire, Nease, Gearty, Belmont and Tracy, felt that, inasmuch as all such documents are filed chronologically by date there is no need to require dates at the bottom of memoranda issued by SACs and that uniformity should be preserved in keeping these dates at the top. The majority pointed out that other memoranda, letters, teletypes and similar documents are dated at the top.

The minority of the Conference, consisting of Messrs. Harbo, Mohr and Mason, felt that it would be desirable to date office memoranda at the bottom in exactly the same fashion as Bureau Bulletins.

Based on the Director's wishes appropriate action will be taken. The employee has already been thanked for his suggestion.

Respectfully,
For the Conference

RECORDED - 88

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/82 BY SP-5 CBT

Glyde Tolson

66-2557-9363

JAN 29 1952

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- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Mohr
- Tele. Rm.
- Nease
- Gearty
- EDM:DMG

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

JAN 24 1952

THE DIRECTOR

January 25, 1952

The Executives Conference

PROPOSED CHANGES IN HANDLING CORRESPONDENCE
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Harbo, Mohr, McGuire, Nease, Gearty, Callahan, Mason, Belmont, and Tracy on January 23, 1952, considered a suggestion from the Identification Division that two rubber stamps presently being used in the Typing Section of the Identification Division be combined into one rubber stamp.

A rubber stamp is placed on outgoing criminal records where a possible identification has been made by name in the absence of fingerprints, FBI number, or police number. The stamp makes it clear that the Bureau is not making a positive identification and cannot guarantee the identity of the record. The wording of the two rubber stamps presently in use is as follows:

1. "It is understood that, owing to the fact that no fingerprints, FBI number or police number were received from you, this Bureau cannot guarantee in any manner the identity of this record, which is being furnished you in order that you may determine whether it pertains to the individual in whom you are interested."
2. "It is understood that, owing to the fact that no fingerprints or FBI number were received from you, this Bureau cannot guarantee in any manner the identity of this record, which is being furnished you in order that you may determine whether it pertains to the individual in whom you are interested."

The new stamp proposed will read as follows:

"In view of the fact that no fingerprints or identifying number, such as FBI number or police record number, accompanied your request, this Bureau cannot guarantee in any manner that this record is identical with the individual in whom you are interested."

The Conference unanimously recommends the adoption of the single rubber stamp suggested. If the Director approves, there is attached a proposed letter to the employee thanking her for the suggestion.

INDEXED - 117
RECORDED - 117
Respectfully,
For the Conference,

cc - Mr. Glegg
Mr. Mohr

Tolson
Ladd
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Clegg
Glavin
Harbo
Rosen
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JAN 31 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/29/92 BY SP-5 C/DH

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106-2534-9366

M

MR. TOLSON

1/11/52

MR. H. H. CLEGG

FORMER LIEUTENANT [REDACTED]
KANSAS CITY, KANSAS, POLICE DEPARTMENT
FBI NATIONAL ACADEMY GRADUATE

b6
b7C

Executive Conference

PURPOSE:

The purpose of this memorandum is to set forth information regarding a statement made by [REDACTED] to a former police judge in Kansas City to the effect that [REDACTED] had learned from the FBI that the police judge was not under investigation by us, and to recommend that [REDACTED] name be stricken from the list of the graduates of the National Academy.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP-5 [REDACTED]

BACKGROUND:

[REDACTED] as a representative of the Kansas City, Kansas, Police Department, graduated from the 30th Session of the Academy in 1945. His record was satisfactory and our relations with him since that time have been good.

SAC Boardman telephoned on January 7 and advised that there was considerable scandal in Kansas City, Kansas regarding gambling and that it appeared that Lieutenant [REDACTED] might be involved with former Police Judge J. Earl Thomas of Kansas City, Kansas.

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Later in the evening on January 7, Boardman received a telephone call from a reporter for the Kansas City Star who stated that he understood that recordings made by an investigator for the Attorney General's office as a result of the microphone installation in the office of Police Judge J. Earl Thomas had disclosed that Lieutenant [REDACTED] was in the Judge's office on October 1, at which time the Judge told [REDACTED] that the Judge was being investigated by the Internal Revenue Bureau and the FBI for income tax violation. Judge Thomas, according to the recording, asked [REDACTED] if he knew anyone in the FBI who could see what might be in the files on him, the Judge. [REDACTED] stated that he knew Jim Hill and

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JSR:VLA
6 FEB 11 1952

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166-2554-9365
RECORDED
27 JAN 1952

INITIALS ON ORIGINAL

Sam Smith. The Kansas City Star reporter further advised Boardman that on October 3 in another conversation in the Judge's office, [redacted] told the Judge there was nothing in the FBI files on him. Boardman advised the reporter that the FBI did not handle income tax matters and that he, Boardman, felt that this matter should be cleared up immediately.

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Shortly afterwards, Boardman received a phone call from Attorney General Dick Patzer of Kansas, who told him that he had heard the recordings, which are essentially the same as related by the reporter. Patzer told Boardman there was a third recording indicating that [redacted] did call the FBI office, but upon hearing a buzzing on the line and feeling that perhaps the line was tapped, he stated that he would wait until he got home to call the FBI.

The files of the Kansas City Office reflect that [redacted] did call SA Clarence Kelley, a relief supervisor, on October 1. [redacted] started off the conversation by telling Kelley what a fine man Judge Thomas is, that it was known that the FBI was investigating a company which Thomas represented, and that Thomas was honest and was [redacted] closest friend. [redacted] also told Kelley that if it was shown that Thomas was involved in gambling activities, [redacted] would be the first who would want him to be convicted. Kelley reported this conversation to SAC Boardman because of the peculiar nature of it, and Boardman instructed that a memorandum be prepared for the file.

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[redacted] has been talked with and has furnished a 3 1/2 page signed statement under oath in which he admits that Judge Thomas asked him if he knew any Agents and if he could get any information from the FBI as to whether an investigation of Thomas was being conducted. [redacted] stated that he told Thomas he would try to get this information.

Although the transcript of the recording in which [redacted] is alleged to have told Judge Thomas that the FBI has no investigation on him cannot be located at the present time, [redacted] is alleged to have so informed Judge Thomas. [redacted] admits that he has never asked any Agent or other employee of the FBI for any information in FBI files, nor has he ever received any such information. [redacted] admits

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that when asked by Judge Thomas for the information, he should have told him that it was impossible to get.

[redacted] however, has apparently attempted to play the part of a big shot in the eyes of Judge Thomas and tried to make it appear that he had access to confidential FBI information.

This matter is still pending, but this memorandum is being prepared at this time in order that a recommendation can be made for the removal of [redacted] name from the list of graduates of the National Academy.

[redacted] has been fired from his position as Lieutenant in the Kansas City, Kansas, Police Department since this matter arose.

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RECOMMENDATION:

It is recommended that [redacted] name be removed from all Bureau mailing lists, from the Directory of Graduates of the FBI National Academy, and that he be considered as "persona non grata" by the Bureau.

The Executives Conference of January 14, 1952, Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg being present, unanimously agreed with the above recommendation that [redacted] name be removed from all Bureau mailing lists, from the Directory of Graduates of the National Academy, and that he be considered as "persona non grata" by the Bureau. If this is approved, there is attached hereto a letter to the Kansas City Office to this effect.

Respectfully,
For the Conference

Clyde Tolson

HHC: [signature]
Attachment

MR. TROTTER

12-29-51

O. GEORGE MEDLER

CHARACTER, "MISCELLANEOUS INFORMATION CONCERNING"

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY SP-SC/PC

PURPOSE:

EXECUTIVES CONFERENCE

The following suggestion is submitted so that the character of miscellaneous mail will be more clearly identified on correspondence received and dispatched from the Bureau. This is specifically in connection with mail that has the character set forth as "Miscellaneous Information Concerning".

BACKGROUND:

The Records Section has had to handle correspondence from the field that carries the character as set forth above and in these cases considerable difficulty is experienced in attempting to identify the section of the Bureau responsible for its supervision. This type of mail originates, as a rule, in the Crime Records Section when it becomes necessary to request the field for an investigation to identify an individual or organization. However, other sections of the Bureau, have on occasion, utilized this characterization for correspondence to the field when a definitely established character is not applicable. The following is suggested, therefore, to help expedite the handling of this type of correspondence.

SUGGESTION:

In view of the above, it is suggested that all Divisions of the Bureau when preparing outgoing mail which must necessarily bear the character, "Miscellaneous Information Concerning" or any like non-specific terminology that they follow the wording "Miscellaneous Information Concerning" with the name of the Division or section desiring to receive the reply; for example,

SUBJECT: Richard W. Coleman
Miscellaneous Information Concerning (Crime Records)

SUBJECT: Richard W. Coleman
Miscellaneous Information Concerning (Espionage)

SUBJECT: Richard W. Coleman
Miscellaneous Information Concerning (Internal Security)

OGU:rmb

59 FEB 15 1952

RECORDED - 76

166-2534-9366

JAN 31 1952

EX - 73

88

ORIGINAL FILED IN 66-3625-1116

Wilson
Ladd
Clegg
Glavin
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Rosen
Tracy
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Memo to Mr. Trotter
Re: Character, "Miscellaneous Information
Concerning"

12-29-51

It is the writer's belief that the adoption of this procedure will greatly expedite the processing of this type of mail and should curtail considerably "look-up" work which is necessary quite often in the Records Section to identify the supervisor to handle this correspondence.

RECOMMENDATION:

If the above meets with your approval, it is recommended that the attached memorandum to all Bureau Officials be approved for distribution to the officials and supervisors at the Seat of Government.

Attachment

ADDENDUM, LBN:CMC, 1-9-52

Unanimously approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Ladd, Clegg, Scatterday and Nichols.

THE DIRECTOR

1/25/52

THE EXECUTIVES CONFERENCE

PREPARATION OF CARDS TO INDICATE OFFICE OF ORIGIN

The Executives Conference of January 24, 1952, Messrs. Callahan, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg being present, considered the suggestion of [redacted] Clerk, San Antonio. In preparing assignment cards, when the office preparing them is the office of origin, the assignment card is a blue form. When another office is the office of origin, it is a white form. Both forms are identical as to the information required and both of them require that there be shown the "Office of Origin."

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THE SUGGESTION:

Employee suggests that since the blue card automatically means that the office preparing it is the office of origin, the requirement for this information to be typed on the form is unnecessary. This is usually shown by typing the word "Here." The employee believes that by omitting the office of origin on the blue card, it would save 1,000 annually in added typing time.

SAC F. H. McIntyre agrees and Inspectors Brown, Stein, DeLoach, and Long agree with the suggestion for the reason stated.

RECORDED - 111

66-2554-9367
JAN 31 1952

Inspectors Mason and [redacted] are opposed to the suggestion first, because the amount of typing is small, and second, because during Field Office inspections errors are found often in the designation of the office of origin on not only the white card but also the blue cards. In other words, at times the blue card is used and on the blue card it will be shown that some other office is office of origin. The blue card in such instances would be used erroneously. These errors and an opportunity to correct them would not be shown unless this information was required on the form. They believe that the frequency of those errors and the opportunity to correct them more than offsets the cost of typing which

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

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DATE 2/31/92 BY SP-5C/b7E

is now required. These errors affect the accuracy of the monthly administrative report.

The Executives Conference unanimously opposed the suggestion for the reasons advanced by Messrs. Mason and Naughten.

Respectfully,
For the Conference

Y
Clyde Tolson

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The Director

January 29, 1952

The Executives Conference

SUGGESTION #14-52

FIREARMS TRAINING WITH SHOTGUN

The Executives Conference on January 23, 1952, Messrs. Parsons, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg being present, considered the suggestion of Special Agent [redacted] of the Newark Office in which he advocates that firearms practice with the shotgun should be with No. 9 (skeet load) and that there be eliminated the requirement that once each year the "00" buckshot load be used in training. He pointed out that although the use of the shotgun with the buckshot load is required only once each year, the additional cost in the Newark Office alone is \$190.00 per annum, because the buckshot ammunition costs \$57.50 per case wholesale, while the No. 9 shot (skeet load) costs \$39.50 per case.

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He also points out that with the buckshot load there is much more "kicking" which causes Agents to be concerned about potential personal injury when firing this heavier load. He also feels there would be less strain on the shotguns to fire the lighter load. He still advocates maintaining buckshot loads at each office for emergency use.

This matter was submitted to SAC Sloan in charge of Firearms Training at Quantico, who pointed out that the savings would be less than indicated in the suggestion because the Bureau is able to get some additional discount due to large quantities purchased, although there would still be a savings if the buckshot load was eliminated and the skeet load was substituted during their firearms training with the shotgun.

Mr. Sloan felt that the use of the lighter load for training New Agents should continue as it is at present, but that also the "00" buckshot load should be continued in the training course once each year as is now required in order to keep the Agents familiar with the "kick" and so that they would grip the weapon firmly when the shotgun is used on an actual raid or practical problem and this would reduce the

cc - Mr. Mohr
Mr. Clegg

HHC:ITS

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JAN 31 1952

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EX-25

ALL INFORMATION CONTAINED
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DATE 2/31/92 BY SP-5C/for

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element of surprise and the possibility of physical injury because the weapon should be held more firmly with the buckshot load than with the skeet shot load. In other words, his recommendation is that we continue once each year with the buckshot load so as to keep the Agents alert when the heavy buckshot loads are used. This is only once a year in the Field and the Executives Conference agreed unanimously with Mr. Sloan and in opposition to the suggestion.

Respectfully,
For the Conference

g
Clude Tolson

OK

~~CONFIDENTIAL~~

THE DIRECTOR

January 28, 1952

THE EXECUTIVES CONFERENCE

NAME CHECKS ON ALIENS HOLDING
3(1) DIPLOMATIC AND 3(7)
INTERNATIONAL ORGANIZATION VISAS

The Executives Conference, consisting of Messrs. Ladd, McGuire for Nichols, Clegg, Parsons for Harbo, Tracy, Mohr, Gearty, and Belmont, on January 28, 1952, considered the method of filing photographic prints of Immigration and Naturalization Service visa cards pertaining to 3(1) and 3(7) visa holders from countries other than the Soviet and satellite countries, when the search of Bureau records reflects no derogatory information. (X)

Under the program we have set up to handle a check of our records on 3(1) and 3(7) visa holders, the Immigration and Naturalization Service forwards to us photographic prints of INS visa cards pertaining to all 3(1) and 3(7) visa holders. These photographic prints are checked through our files and if derogatory information is located the print and the information are referred immediately to the Domestic Intelligence Division for appropriate handling and, where necessary, for referral to the Department for its consideration under the Deportation and Exclusion Provisions of the McCarran Act. (X)

INS advises us that there are approximately 30,000 holders of 3(1) and 3(7) visas in this country, and there are, of course, additions and subtractions from that list occurring daily. In approximately 2% of the cases, the Bureau has a record of the individual showing derogatory information. In addition, we are opening cases on holders of 3(1) and 3(7) visas from the Soviet and satellite nations. In the remainder of the cases, which constitutes the bulk of these photographic prints from INS, there is no action to be taken other than filing. Ordinarily material is not filed without initialing. However, in these cases, with the exception of those mentioned above, no purpose is served by having the forms sent to the Domestic Intelligence Division for initialing, inasmuch as the initialing would merely constitute a mechanical procedure, as no action is taken relative to the forms. (X)

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- Gandy _____

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

RECORDED - 93

INDEXED - 23

JAN 31 1952

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

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65 FEB 4 1952

Classified by
Declassify on: OADR

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8/10/92
50-50154

~~CONFIDENTIAL~~

For this reason, it was proposed that this material be filed without initialing.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that this material be filed without initialing, except in the following cases:

(1) When the form pertains to Soviet or satellite nationals.] (X)

(2) When derogatory information is disclosed in our files as a result of the search.

If you agree, this procedure will be put into effect.

Respectfully,
For the Conference

OKH

4
Clyde Tolson

~~CONFIDENTIAL~~

The Director

January 25, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SP-5 CBT

The Executives Conference of January 24, 1952, consisting of Messrs. Ladd, Harbo, Mohr, McGuire, Nease, Gearty, Mason, Belmont, Tracy and Callahan considered the request of the SAC at the Los Angeles Office to utilize Special Employees in the preparation of channelizing memoranda based upon reports being received from the numerous active security informants of that office, thus relocating Special Agents who are now performing these duties to investigative activity. The SAC further requested Bureau authority to utilize the services of those Special Employees in his office with a background and training in photographic work to be utilized on spot surveillances to secure photographs of the Security Index subjects of that office.

It was pointed out to the Conference that neither of the above duties are duties which have been approved for Special Employees. Such approved duties are: (1) handling of technical surveillances; (2) making routine checks of credit records and other records; (3) maintenance and care of radio and technical equipment and to a certain extent, of automobiles and equipment; (4) necessary interviews in connection with record checks; and (5) routine applicant inquiries in the field, such inquiries to cover neighborhood and employment investigations.

The Conference recommended unanimously that the first request of the SAC that Special Employees be utilized to prepare channelizing memoranda not be approved since they feel it is a duty that was primarily the responsibility of Special Agents and, further, that Special Agents would have to see the full report in the final analysis in order to obtain sufficient information to logically handle their cases.

The Conference wishes to point out that the field has utilized the services of photographers on spot surveillances to secure photographs not only of individuals in whom the Bureau is interested from an internal security point of view but also in criminal matters. In every instance the photographers have been accompanied by Special Agents.

The Conference recommends, therefore, that the SAC at Los Angeles be advised that Special Employees assigned to his division who are thoroughly familiar with photography may be utilized for photographic work on spot surveillances provided such employees are at all times accompanied by Special Agent personnel.

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WPC:mie
cc - Mr. Mohr
Mr. Clegg

RECORDED-137
INDEXED-134

66-2534-9370
FEB 11 1952
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EX-50

FEB 4 1952
2343

Memo to the Director - Continued

In the event the Director approves the appropriate advice will be given the SAC.

Respectfully,
For the Conference.

Clyde Tolson

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
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- Harbo _____
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- Tele. Rm. _____
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THE DIRECTOR

January 28, 1952

THE EXECUTIVES CONFERENCE

~~COMMUNIST PARTY, USA~~
~~UNDERGROUND OPERATIONS~~
INTERNAL SECURITY - C

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN OTHERWISE

The Executives Conference, consisting of Messrs. Ladd, McGuire for Nichols, Clegg, Parsons for Harbo, Tracy, Mohr, Gearty, and Belmont, on January 28, 1952, considered a proposed SAC Letter alerting the field to the fact that the Communist Party is engaged in the practice of collecting and distributing to its members license numbers of automobiles which the Party believes are being used in surveillance operations. (X)

[redacted] Informant [redacted] has advised that at a meeting of the [redacted] Security Commission of the Communist Party a list of license numbers, supposedly of cars used in surveillance work, principally in Denver, Colorado, was distributed for the information of Communist Party members. Denver was instructed to ascertain the ownership of the cars listed by the Party, whether the cars identified as Bureau cars had been used on surveillances, and how the Party collected the license numbers in question. The purpose of this check by the Denver Office was so that we could advise other offices of this practice by the Party and so that they could be guided accordingly. (X)

b7D

Denver ascertained that of the 25 license plates listed by the Party, 8 actually applied to Bureau cars in Denver; 2 applied to out-of-state license plates used by Denver FBI cars intermittently during the latter part of September and the first part of October, 1951; and the remainder pertained to cars owned by the City and County of Denver (police cars) and by private individuals. The Denver Office ascertained that 4 of the 8 Bureau cars listed by the Party had not been used on surveillances and that the other 4 may have been used in conducting "spot surveillances." Denver advised that the Party may have picked up some of these license numbers from parking spaces near the Denver Office, although such spaces are not restricted to FBI use. (X)

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

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

AHB:LL
Attachment

RECORDED-137

INDEXED-137

166-2534-9371
FEB 17 1952
Classified by SP5CJ/DME
Declassify on: OADR
8/3/72

~~CONFIDENTIAL~~

FEB 4 1952

~~CONFIDENTIAL~~

or that the license numbers may have been identified at the garage or while agents were conducting investigations during which time they identified themselves as agents of the FBI, such as in criminal or applicant cases. (X)

As reflected above, the list composed by the Party was neither complete nor accurate. Nevertheless, it is felt that the field divisions generally should be apprised of the fact that the Communist Party has adopted this procedure in at least one locality and that the agents should therefore be alert and appropriate security precautions should be taken relative to our cars. (X)

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that the attached SAC Letter be sent to the field, alerting them to this procedure on the part of the Communist Party.

If you agree, this SAC Letter will be sent to the field.

Respectfully,
For the Conference

Clyde Tolson

~~CONFIDENTIAL~~

The Director
The Executives Conference

JANUARY 29, 1952

~~The San Cristobal Valley Ranch in New Mexico~~ is owned and operated by a man and wife who are Communist Party members. The ranch is used for business and resort purposes by Communist Party sympathizers from throughout the United States. As a result of confidential informants, mail covers and other investigative techniques, the Albuquerque Office is able to obtain information identifying visitors and guests. Because of the volume of this correspondence, the Albuquerque Office recommends that the attached form letter be approved for notifying other Field Offices of the arrival or departure of individuals at this ranch or of communications addressed to the ranch.

The Executives Conference on January 28, 1952, Messrs. Parsons, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg being present, unanimously recommended favorably.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SP-5 C/ptk

W

RECORDED-137

66-2554-9372

INDEXED-137

FEB 17 1952

Attachment

cc - Mr. Mohr
Mr. Clegg

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

THC:IGS

EX-50

76 FEB 4 1952

1343

THE DIRECTOR
EXECUTIVES CONFERENCE

1/25/52

The Executives Conference of January 18, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, Holloman, and Mason.

The Conference considered Section 6 I, paragraph 33, of the Manual of Rules and Regulations which requires that a red card 10" x 10" be placed inside ~~closed files~~ to designate the removal of a file, serial, or bulky exhibit.

The Houston Office by letter of January 10, 1952, advised that it has cut the 10" x 10" cards into 4 strips of 2 1/2" x 10" and uses these smaller strips for the same purposes as the larger card.

Houston believes that the larger cards hamper easy handling of the file and may be removed by employees reviewing a file and not returned to their proper location whereas the smaller cards offer no resistance.

Contacts were made with the New York and Newark Field Offices. In each instance the offices had an unfavorable opinion of the idea. The principal objection is that the red cards were originally made 10" x 10" in order to be distinctive and as the card is reduced to 2 1/2" x 10" it will not be so readily noticeable. Further, the arrangement of files would necessitate the cards' standing upright on the 2 1/2" edge. Both the Newark and New York Field Offices feel that the red cards would tip over and fall flat between the files, thus destroying the real purpose of the card. Newark and New York feel very strongly about this objection and recommend that the 10" x 10" card be continued.

The Conference unanimously felt that the larger cards were more distinctive and better served the Bureau's needs and, therefore, recommended no change. If the Director agrees, the attached memorandum should be dispatched to the Houston Office.

Respectfully,
for the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 C. B. J.

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

Attachment
cc Messrs. Mohr & Clegg

RECORDED-137

INDEXED-137

FEB 11 1952

10

EDH:ATP

61 FEB 4 1952

FLU

166-2304-9373

05-13

CC: Mr. Rosen
Mr. Winterrowd
Mr. Price
Mr. Thompson

January 23, 1952

The Director

The Executives Conference

CIVIL RIGHTS School

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/4/93 BY SP-5 CIP/ST

A civil rights school was held at the Bureau on January 14 and 15, 1952, attended by a selected group of 45 Special Agents, most of whom have had considerable experience in investigating this type of case. It is deemed advisable at this time to reiterate certain important policy and to furnish the field with some of the observations of the agents in attendance at the school.

ORIGIN OF CIVIL RIGHTS CASES:

Because of increased interest in civil rights cases, particularly in regard to some cases receiving very wide national interest, and so that there will be no misunderstanding on the part of agents in the field, it is deemed advisable to call to the attention of the field that a formal complaint is not required in order to initiate an investigation. If the field learns of an incident from any source indicating a possible violation, it is incumbent that an investigation be initiated.

USE OF POLICE OFFICERS DURING INVESTIGATION:

Present policy in regard to the use of local law enforcement officers during a civil rights investigation states "Local officers who are potential suspects and their associates, should not accompany agents when witnesses are being interviewed." A discussion of this policy by those in attendance at the school reflects that it is advisable to restate this policy clearly indicating that no law enforcement officer should be used in a case of this type without first obtaining Bureau authority.

PROMPT HANDLING OF INVESTIGATIONS:

It is deemed desirable to reiterate the need for immediate investigation and prompt completion of these cases. Experienced agents pointed out that the best interests of the Bureau and all concerned would best be served by an early completion of the case and removal of any additional agents from the scene of the inquiries.

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

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

RECORDED-14

66-2554-9374

FEB 11 1952

INDEXED-14

DST:pg
AR:WW

FEB 4 1952

05

195T

The Director

ADVISING HEAD OF LAW ENFORCEMENT AGENCY OF INVESTIGATION:

Upon occasion the Bureau has instructed the field to inform certain local officials of a pending investigation; however, there has been no set policy in this regard in all cases. Agents attending the school thought that in most cases it would be a matter of courtesy and good judgment to advise the head of a law enforcement agency when any of his men are being investigated by the Bureau. Of course this would depend upon the particular circumstances of a case and the personalities involved and it was recommended that the SAC consider this action on an individual case basis.

ASSIGNMENT OF SPECIAL AGENT PERSONNEL:

Considerable discussion was had, with a wide variance in opinion, as to the exact type of personnel who should be assigned to civil rights cases. It was generally conceded that no definite policy could be issued in this regard but that the SAC would have to consider each case on an individual case basis, depending upon the territory involved, personality of the subjects and agent personnel available. The selection of personnel is a problem which promptly and thoroughly discharge the Bureau's responsibility in a most fair and impartial manner. This responsibility is again being called to the attention of all offices.

DESCRIPTIONS OF SUBJECTS AND VICTIMS:

Most agents set out in reports the descriptions of both the subjects and victims; however, this is not always followed even though it is very pertinent. Such an example of its pertinence would be where the amount of force necessary for a police officer to effect an arrest is in dispute. It is believed advisable to require the inclusion of descriptions of subjects and victims in all cases.

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

The Director

CIVIL RIGHTS LECTURES TO POLICE SCHOOLS AND CONFERENCES

A great deal of discussion was had by the agents attending the school as to whether the Bureau should give an explanation to police officers of the Bureau's jurisdiction in Civil Rights cases. Many agents felt we did not have to be apologetic for the Bureau's work in these cases and that an explanation of the Bureau's work and jurisdiction would go a long way in clarifying and helping the Bureau's police relations.

Prior Bureau instructions in this regard are again being brought to the attention of the field for consideration.

PERSONNEL ATTENDING CIVIL RIGHTS SCHOOL:

The field is being advised that the agents attending this special civil rights school should be utilized to the fullest extent possible on civil rights cases where good judgment indicates.

Each Bureau Office is also being instructed to include a lecture pertaining to civil rights matters on the program at the next conference of Special Agents.

RECOMMENDATION:

The Conference unanimously recommended that the foregoing be incorporated in a letter to all Special Agents in Charge, with Messrs. Harbo, Mohr, McGuire, Tracy, Nease, Belmont, Mason, Callahan for Glavin, Gearty, Ladd and Rosen in attendance. There is attached hereto such a letter and if approved, it will go forward to the field.

Respectfully,
For the Conference

Clyde Tolson

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

O (mcw)

P
Y

TO : The Director
FROM : The Executive Conference
SUBJECT:

DATE: January 24, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/92 BY SP-5/pts

The Executives Conference of January 24, 1952, consisting of Messrs. Ladd, Harbo, Mohr, McGuire, Nease, Gearty, Mason, Belmont, Tracy and Callahan considered SAC Letter dated July 11, 1950, No Number, wherein the Bureau instructed each field office to keep on hand one set of tires for each automobile in their division in line with Bureau War Plans. Automotive Equipment

The Conference was advised that the Bureau recently received 699 automobiles equipped with new Firestone tubeless tires which have an estimated life of from 35,000 to 50,000 miles. In view of this it was recommended to the Conference that the instructions previously indicated above which are presently outstanding in the field to have one set of tires for each car be kept on hand insofar as this type of tire is concerned so that the field will now be required to only stock one extra tire for each car equipped with these tubeless tires.

The Conference was further advised that if an emergency should arise Firestone representatives have advised that additional such tires may be purchased from any Firestone dealer locally.

Accordingly, the Conference unanimously recommends that the field be instructed that insofar as the acquiring of additional tires of this type is concerned that it will be necessary only to secure one such tire for each car in operation in its division.

In the event the Director concurs there is attached a suggested letter to All SACs.

Respectfully,
For the Conference

Clyde Tolson

CA

Attachment
CC: Mr. Mohr
Mr. Clegg

NO

NPC:or

RECORDED - 76

INDEXED - 76

EX-25

66-2554-9375
JAN 31 1952

65 FEB 2 1952

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *NS*

FROM : W. G. EAMES *E*

SUBJECT: INDEXING OF LARGE ENCLOSURES

DATE: 1/30/52

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

During the recent inspection of the Records Section, it was recommended that the Supervisors at the Seat of Government be requested to note on mail having lengthy enclosures, where applicable, "not necessary to index the enclosure", in order to save the time of the classifier in unnecessarily reading the mail, and to guard against the possibilities of unnecessary indexing.

As a result of these instructions, the attached Memorandum to all Bureau Officials and Supervisors is submitted for your approval, and distribution at the Seat of Government.

It is suggested that this be routed to the Training and Inspection Division in order that appropriate Seat of Government supervisor manual changes might be made.

OGM:pae
 Attachment 7

RECORDED - 103 DEB 21 1952

ADDENDUM, JJM:CMC, 2-13-52

Approved by the Executives Conference today consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Winterrowd, Sizoo, Gearty, Nichols, and Holloman.

EX-3
 7 MAR 5 1952

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/4/92 BY SP-SCIP/...

53 MAR 3 1954

RECORDED-42

166-2554-9375X
 RECORDED
 133 FEB 24 1954

ORIGINAL FILED IN 166-5084-114

The Director

January 31, 1952

The Executives Conference

SUGGESTION #20-52
HANDLING OF O-1 FORMS

The Executives Conference on January 30, 1952, Messrs. Tolson, Ladd, Tracy, Parsons, Belmont, Rosen, Gearty, McGuire and Clegg being present, considered the suggestion of SA Loring J. McGee of the Salt Lake City Office that replies to the Bureau's form follow-up letters be noted in the Field Office on the assignment card rather than on a serial in the file.

In Applicant type cases the Bureau uses a form letter to follow the Field Office advising that the deadline is passed and on this form there is space for the Field Office to indicate when a report was submitted or when a report will be submitted and a reason for the delay. The form is returned to the Bureau as a reply. Instructions are that on the top serial of the case file there be a notation of the receipt and acknowledgment of this form letter. The suggestion is that this longhand notation be placed on the assignment card rather than on the top serial of the file. The reason for the suggestion is that applicant cases are being handled so rapidly and the files used so frequently by the Agents, the stenographers, the clerks and the Supervisors that there is difficulty at times to gain possession of the file to place this notation therein as required. In those instances when the RUC report has already been submitted it would be unnecessary to pull the file as the information could be obtained from the assignment card on which the notation of acknowledgment could be made.

This matter was submitted to the Investigative Division. It was pointed out that the form letter is not sent out to the Field until seven days after the deadline has been missed. If the Office meets the deadline the form is not sent. The need for the file by Agents, stenographers, clerks and Field Supervisors during the period seven days after the deadline is more limited and the file is more frequently available at such time.

cc - Mr. Mohr
Mr. Clegg

HUC: IGS

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

RECORDED - 100
INDEXED - 100

67-2554-9376
FEB 10 1952
10

EX-164

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/4/52 BY SP-5C/DT

64 FEB 6 1952

The Executives Conference further pointed out that the assignment card is a temporary record and the file is a permanent record which should reflect all investigative steps including follow-ups. It was further felt that the assignment card should not be used to post data concerning the administrative handling of the case. It was felt that as a matter of policy all notations of the type suggested should be in the file and the Executives Conference unanimously recommended unfavorably.

Respectfully,
For the Conference

A handwritten signature in dark ink, appearing to be 'C. Tolson', written over a light background.

Clyde Tolson

The Director

January 31, 1952

The Executives Conference

* POLICE TRAINING IN CALIFORNIA

The Executives Conference on January 31, 1952, Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Rosen, Gearty and Clegg being present, considered the question as to whether the Bureau would participate in two police schools, one at Chico and the other at Eureka, California, in which schools John W. Peper of the California Department of Education is participating. SAC Abbaticchio requested advice regarding our participation in these schools at the request of the Chiefs of Police, one of whom is a graduate of the FBI National Academy. Our present policy is not to cooperate with Peper in schools which are under Peper's sponsorship or direction. We have in times past participated in police schools operated by a police department in which Peper was one of the instructors.

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

BACKGROUND:

As you know, Peper is employed by the California State Department of Education. He has established police training programs in California primarily aimed at training police officers as teachers. He uses paid instructors. He has attempted to become active in police training in California and we have consistently refused to cooperate with him.

Peper was formerly an officer of the Berkeley, California, Police Department. Abbaticchio described him as a tactless person. Several years ago Peper publicly criticized the FBI's handling of a gun submitted for a ballistic examination. At a police school last fall Peper was discourteous, according to Abbaticchio, to an FBI Agent who was an instructor at the school. At luncheon during the course of the school other instructors were provided a free luncheon by Peper, and Peper specifically arranged for the FBI Agent to be given his own luncheon check so that he of the entire group had to pay for his own lunch. Abbaticchio describes Peper as hostile to the Bureau. Mr. Hood has in the past had to censure Peper for publicizing the FBI as cooperating in schools put on by Peper.

Attachment

HHC:IG-SOM

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

RECORDED - 100 66-21554-9377
INDEXED 100
FEB 1 1952

*Clegg -
I have
the facts re
this? Why
did we
participate?*

*Also did we
ever talk to Peper's
superiors re these
inculcating incidents?*

61 FEB 3 1952

Abbaticchio stated that recently [redacted] Peper's assistant, and who is described as a capable man, called on Abbaticchio regarding Police training. [redacted] told Abbaticchio that he felt that there was room enough for both the State Department of Education and the FBI in the police training field in California and that he was hopeful that we would help out in their schools. Abbaticchio stated that he did not specifically tell [redacted] yes or no, but indicated to him that our participation in any such schools would depend upon our commitments at the time. [redacted] told Abbaticchio that schools had been arranged by them at Chico and Eureka, California.

b6
b7c

Page should have told him - no

Just a few days ago, Abbaticchio received a letter from the Chief of Police at Chico, Jim Evans, NA, and also from the Chief of Police at Eureka, who is a good friend of ours, and in both of these letters the Chiefs requested Abbaticchio to furnish instructors for their police training schools. Abbaticchio emphasized that both Chiefs made it a point to advise him that these schools were operated by the Police Department. There is no doubt, however, that the schools have been arranged for by Peper and the curriculum as furnished to Abbaticchio was that Peper's Department will be handling some of the instructors.

San Francisco

Abbaticchio stated that this matter presents 2 problems; (1) if we participate it will undoubtedly help make the school a success and this would mean that a school arranged for by Peper would be a success. (2) If we do not participate we are then refusing to give police training to a police department at the specific request of the Chief of Police. As indicated above, both Chiefs are friendly toward the Bureau. Abbaticchio asked what he should do.

RECOMMENDATION OF THE EXECUTIVES CONFERENCE:

Due to the fact that the information received earlier by SAC Abbaticchio from one of Peper's assistants was to the effect that they would operate a school at Chico and at Eureka, California, and as the request for participation in these schools made by the Chiefs of Police to the San Francisco appears more in the nature of an afterthought, and as there appears to be a strong likelihood that Peper has helped organize

these schools and is participating in them, it was unanimously recommended by the Executives Conference that the Bureau not participate in these two specific schools.

If this is approved, there is attached hereto a teletype to the San Francisco Office with copies by mail to Los Angeles and San Diego advising that the Bureau will not participate in these schools. SAC Abbaticchio has been advised to withhold action until instructed by the Bureau.

Respectfully,
For the Conference

I suppose Abbaticchio
of the other Sacs in Cal
should clearly understand
we will not have anything
to do in any school in which
Pepe participates. There is
to be no equivocation as to
this.

Clyde Tolson

H

THE DIRECTOR

1/21/52

THE EXECUTIVES CONFERENCE

*CRIMINAL INFORMANTS

The Conference considered the proposed SAC Letter recommending that special attention be given to the development of informants in all classifications in line with previous instructions and that this entire program be accelerated.

The Conference, with Messrs. Tolson, Glavin, Harbo, Mohr, Nease, McGuire, Gresham, Belmont, Ladd and Rosen in attendance, unanimously recommended that the letter to all Special Agents in Charge go forward.

Respectfully,
For the Conference

O.K.

H.

Glyde Tolson

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/20 BY SP-5 cjt/pts

cc-Mr. Clegg
Mr. Mohr

RECORDED - 96

66-2554-9378

INDEXED - 96

JAN 31 1952

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

AR:LS

FEB 15 1952

INITIALS ON ORIGINAL FILE

ORIGINAL COPY FILED IN 66-2554-9378

The Director

January 29, 1952

The Executives Conference

CONSOLIDATION OF INFORMATION CONCERNING
INDIVIDUALS OF THE SAME COMMON NAME

Common Names

The Executives Conference on January 28, 1952, Messrs. Parsons, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg, considered a suggestion submitted by Miss [redacted] a clerk of the New York Office. Miss [redacted] is a file reviewer.

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b7c

At present in the New York Office, and authorized for other offices, are "correlation clerks." These clerks review files and prepare a memorandum on the information contained in all of the files of the Field Office concerning a specific individual. This memorandum is placed in the appropriate case files and is suitably indexed.

The suggestion of Miss [redacted] is for a procedure which is not identical with that being handled by "correlation clerks." Her suggestion is that file reviewers prepare memoranda summarizing all information on all persons of the same common name. This memorandum would then be put in a special file and indexed. The fact was cited that a recent search of the files of the New York Office on a common name (such as Robert Miller, Julius Cohen, or James Clancy) resulted in one clerk spending seven employee-days making the search. By preparing a summary of all of the information on all individuals of the same name in one memorandum, it was possible during the following week to use the same data on three additional name searches of the same name. If the memorandum had not been preserved there would have been required on three additional and different occasions a seven day search of the files on the same name. By preparing a memorandum and saving it by placing it in a special file, it was possible to save twenty-one clerical employee days' work within the period of one week.

At present, it was pointed out, it is too often the practice for a clerk to make a summary of the information requested by an Agent and after he had selected the data which he desired, the pertinent excerpts would be incorporated in an investigative report and the summary would then be destroyed since it related to all persons by the same name and belonged in no special case file.

Attachment
cc - Mr. Mohr
Mr. Clegg

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Robert _____
- Tracy _____
- Mohr _____
- Tele. Rm. _____
- Halse _____
- Gandy _____

RECORDED - 82

INDEXED - 82

FEB 5 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/5/92 BY SP-16A LJO
EX-30-SC:DM

HHC:IGS

65 FEB 6 1952

166-2554-9379

The suggestion, therefore, is that when file reviewers search the files on individuals with common names, they prepare a memorandum summarizing all the data on all individuals of the same name. This memorandum would then be placed in a new and separate file bearing classification 62 (miscellaneous matters) and indexed. Subsequently, when the same name is the basis for search in the future, the file containing the summary will be pulled and examined and the Agent can use the information which pertains to his specific subject and avoid the necessity of a further search being made by file reviewers through all the files on persons of the same name.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference felt that there was possibly some merit in this matter. At least when a search is made on a common name and a memorandum is prepared, there should be some way to preserve this information for the benefit of those having a future interest in the same name. There was some question as to whether a copy of the memorandum prepared should be made for each of the files on individuals of this name or whether it should go in a 62 (miscellaneous matter) file as suggested. It was felt that the real advantage of adopting this suggestion could best be determined by experience and it was unanimously recommended that the New York Office experiment for the next six months and then advise the Bureau the results of its efforts so that a decision could be reached as to the desirability of extending this program to other offices. The suggestion seems to have merit.

If approved there is attached hereto a letter to the New York Office instructing that this suggestion be put into effect and that a report be submitted by July 15, 1952, setting forth the results and recommendations. There is also attached a letter to Miss. expressing appreciation for her suggestion.

b6
b7c

Respectfully,
For the Conference


Clyde Tolson

The Director

January 30, 1952

The Executives Conference

SUGGESTION #12-52

OF SA F. E. WEBB AND SA C. E. THOMPSON

The Executives Conference on January 28, 1952, Messrs. Parsons, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg being present, considered the suggestion submitted jointly by SA Frederick E. Webb and SA Curtis E. Thompson of the Technical Laboratory concerning a proposed form letter to the Field to be used in submitting certain document type of evidence to the Laboratory. The Bureau approved a form of this type for the National Fraudulent Check File in which the total number of submissions are approximately 20,000 per annum.

Forms

The estimated number of requests for 1951 for other types of documents such as those which SAs Webb and Thompson had in mind in explaining the suggestion are as follows:

Anonymous Letter File	600
Confidence Mens' File	12
Federal Impersonation File	9
National Lottery File	3
National Security File	100

The purpose of the suggestion was to permit the Field to submit specimens for comparison with the above files by form letter. The Laboratory would then use a copy of the form on which to note in longhand that there was no record and a copy of this form would be returned to the Field Office submitting it.

Advantages:

- (1) Some typing would be eliminated at the Seat of Government, but the Field Office would have to submit a description of the evidence which would have to be typed on the form.
- (2) Some dictation time on the part of the examiner would be saved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/76 BY sp-Sci/KTC

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

cc - Mr. Mohr

Mr. Clegg

6 FEB 6 1952
HHC:IGS

RECORDED - 82

INDEXED - 82

FEB 4 1952

EX-164

66-2554-9380


Disadvantages:

- (1) There are not enough requests in the other types of document cases to justify such a form. It may create a tendency for Laboratory reports to degenerate into a rubber stamp form which would not give the Field the assistance needed.
- (2) The Field would not be uniform in its method of describing the evidence and, therefore, the records of the Bureau would not be adequate.
- (3) The Supervisor who reviews the outgoing reports from the Laboratory of such matters felt that there would be greater difficulty in supervising and checking on the work of the examiners if this type of form were adopted in these less frequently reported types of cases.
- (4) There would be no savings in the Records Section since a copy of the form would have to be filed and this is no less difficult than filing a copy of the outgoing report.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference recommended unanimously unfavorable.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

1/31/52

EXECUTIVES CONFERENCE

SUGGESTION OF [REDACTED]

CLERK, PHILADELPHIA OFFICE
PROPOSED FORM FOR BUREAU EMPLOYEES TO
FILL IN NAMES OF SPOUSE FOR FIELD OFFICE
INDICES SEARCH

b6
b7C

~~Forms~~

The Executives Conference of 1/24/52, with Messrs. Callahan, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, McGuire, and Clegg present, considered the suggestion of [REDACTED] Clerk, Philadelphia Office.

It is now required that the names of the husband or wife of all employees arriving at a Field Office on transfer or entering on duty initially at the Field Office be searched through the office indices. The purpose of this search is to determine if there is any derogatory information. The name of the employee is automatically searched when an index card is prepared for personnel and administrative files on the employee.

Employee suggests that since in some instances the name of the employee's spouse is a common name and as it is necessary to ascertain the name of the employee's spouse before the search can be made, it would be advisable to adopt a form for employees to fill out upon their reporting to the Field Office. The form would show the name of the employee, the name of the spouse, and the wife's maiden name, the date and place of birth of the spouse, and a list of the residences of the spouse for the past 5 years.

SAC Cornelius thought the suggestion had merit. SAC Scheidt of New York believes that no action is necessary to change the existing procedure. The Washington Field Office advises that no problem has been experienced in searching the names of spouses and the present procedure is working smoothly in that office. SAC McKee of Newark, who approximately a year ago was in favor of such an idea and who endorsed the original suggestion that names of spouses be searched in the files, stated that his thinking has now changed to the point that he feels no adjustment in the present procedure is necessary or desirable. He advised that no problem is being experienced in the Newark Office in connection with searching these names.

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5/SC/PTK

RECORDED - 82
INDEXED - 82

166-2554-9381
FEB 3 1952

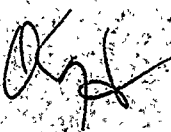
EX-164

Memorandum for the Director

In view of the fact that no appreciable difficulty is being encountered at the present time throughout the Field as a whole, and as the adoption of the suggestion would result in the adoption of a new form which would have to be prepared and stored in all Field Offices and distributed to employees as they enter on duty, and as this information is now being obtained without the use of the form, the Executives Conference unanimously recommended unfavorably.

If the Director agrees with the Conference, no further action is necessary for employee [redacted] of the Philadelphia Division, who offered the suggestion, has already been thanked.

Respectfully,
For the Conference


Clyde Tolson

b6
b7c

65 FEB 6 1952

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

RECORDED - 82
 INDEXED - 82
 EX-101
 FEB 4 1952
 166-2554-9382

Attachment

PRO:ME
 CC - Mr. Mohr
 Mr. Clegg

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/5/93 BY SP-5 JCH/DF

Clude Tolson

respectfully,
For the conference

The Executive Conference of January 29, 1952, consisting of Messrs. Tolson, Nease, Mohr, Clegg, Rosen, Ladd, Belmont, Parsons, Tracy and Glavin was advised that it was the desire of the Administrative Division to direct a communication to the field, pointing out the fact that greater care be utilized in the ordering of typewriters, materials and equipment so that our limited appropriation for these items will be conserved, and further, so that there can be no charge at any time that unnecessary purchases are being made by the Bureau for any purpose whatsoever. The conference recommended that such a communication be forwarded and the suggested communication is attached hereto for the Director's approval.

THE DIRECTOR'S CONFERENCE

January 30, 1952

THE DIRECTOR

The Director

January 29, 1952

The Executives Conference

HANDLING OF APPLICANT INVESTIGATIONS
AT THE SEAT OF GOVERNMENT

The Executives Conference on January 28, 1952, Messrs. Parsons, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg being present, considered the suggestion of Inspector B. C. Brown concerning ways of streamlining the handling of Applicant investigations in the Special Inquiry Section of the Investigative Division. At the time the survey was made on January 3, 1952, there was a substantial delinquency in Atomic Energy Act cases in the typing pool. Over a thousand cases were delinquent. On January 21, 1952, there were no delinquencies and they were on a current basis. The full quota of 29 typists was assigned to the typing pool.

At the time Inspector Brown made the survey there were no production records as such maintained which would show the exact amount of work being handled by each typist. During the survey a three-day record was maintained showing that on January 7, 1952, each typist handled 20 forms. On January 8, the average was 25 forms and on January 9 the average was 31 forms. Since the survey by Inspector Brown, the Coordinator of the typing pool maintains records which are kept for one week on production. Prior to that, they were relying on their knowledge and the capability of each employee. Their observation is that a new inexperienced typist would produce from 15 to 20 forms a day, while the experienced typist will average 40 forms per day.

The Executives Conference made the following recommendations:

(1) That production records be prepared as is now being done and that each record be kept for a period of 30 days hereafter so that an actual study of production of the typing of these forms can be made and the progress of each employee can be noted.

cc - Mr. Mohr

Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/90 BY SP-8/BJR

RECORDED - 100

INDEXED - 100

EX-164

FEB 4 1952

166-2554-9383

MHC:IGS

Why hadn't such a check been maintained in that section? Don't we keep such checks in

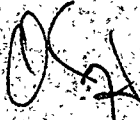
65000 elections?
1952

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

(2) In the handling of these production records it was recommended that production levels and standards be established after some experience with these forms, bearing in mind the number of months' experience of the typist and the types of work being handled in the typing pool such as (a) copy work; (b) personnel security questionnaires; (c) teletypes; (d) form letters to the Field requesting additional information; (e) form letters relating to Identification records; and (f) letters of transmittal to other agencies.

(3) It was pointed out by the Conference that this recommendation would be consistent with the practice in other Divisions where standard forms constitute the principal items of production by groups of clerical employees. Production records are now being maintained in the preparation of forms on Loyalty cases, on handling of various production types of work in the Identification Division and in the Records Section. The members of the Executives Conference know of no other places where forms were being prepared on a production basis where similar records would be applicable.

Respectfully,
For the Conference


Clyde Tolson

The Director

1/21/52

The Executives Conference

The Executives Conference of January 8, 1952, consisted of Messrs. Tracy, Harbo, Mohr, Holloman, Ladd, Rosen, Gearty, Nease, and Mason.

The Conference considered the fact that during World War II the Attorney General was notified of the FBI's use of local law enforcement agencies to handle investigative matters and submit reports to the Bureau.

The Conference was advised that no such notification to the Department has been given in connection with the current program of assigning cases to police.

It was suggested to the Conference that it might be well to put the Department on notice as to this program so that if an incident should arise on some occasion resulting from an investigation handled by a police officer the Department will have knowledge of the program.

The Conference unanimously agreed and recommended that the attached memorandum be sent to the Attorney General.

Respectfully,
For the Conference

Clyde Tolson

RECORDED-14
INDEXED-14

FEB 11 1952

25

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/62 BY SP-5 CJA/ATK

59 FEB 7 1952

*Assignment of Investigative
to Mr. Gearty*

Handwritten initials and dates: JWS 7/23, MSUB 1/25/52

cc: Mr. Mohr, Mr. Clegg

EDM:ATK

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

Handwritten file number: 66-2554-9384

The Director
The Executives Conference

February 1, 1952

WAR PLANS
LEGAL ATTACHE, [redacted]

b7D

COMMUNICATIONS

On January 31st the Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Clegg, Gearty, McGuire and Parsons considered the offer of [redacted] to handle emergency communications between the Bureau and our Legal Attache in [redacted] over the [redacted]

b6
b7C
b7D

Mr. [redacted] Attache for Communications of the [redacted] Embassy here, called at the Bureau and advised that he wanted to offer to the Bureau the facilities of [redacted] to handle emergency communications between our Legal Attache, [redacted] and the Bureau in the event of war or other disaster when other means of communication are not available. Mr. [redacted] is familiar with our operation in the last war where we were in direct communication from our radio station to [redacted]. He said for that reason he knew the plan would work but that he was not proposing this for communications between the Bureau and [redacted] but solely for messages between [redacted] and the Bureau which would be in the Bureau's own code and the traffic would, therefore, not be readable by [redacted]. [redacted] suggested that, if the Bureau was interested, we might consider deciding upon frequencies and call letters and that in order to be sure the plan would work there could be a test call every sixty or ninety days which would take only a few minutes and not be a burden either on [redacted] or Bureau personnel.

This is a workable suggestion and we feel that a plan can be worked out whereby [redacted] will call us on their own frequency and we will answer on our own and the use of each other's frequency for transmission would not be involved.

b7D

The Conference unanimously recommends we accept the offer of [redacted] and work out a convenient plan. If the Director approves we will so advise [redacted]

RV
2/4

Respectfully,
For the Conference

er

RECORDED-109

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Clyde Tolson DATE 8/5/83 BY SP-5/btc

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

INDEXED-109

166-254-9385
FEB 5 1952

DJP:VH

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

65 FEB 8 1952

EX-25

The Director

January 20, 1952

The Executives Conference

Summary # 805

The Executives Conference of January 20, 1952, consisting of Ladd, Harbo, Mohr, McGuire, Nease, Courtney, Mason, Belmont, Tracy and Callahan was advised that the Administrative Division has again checked with the Bureau of Standards concerning the use of Prestone motor oil in government vehicles. This subject had previously been brought up before the Conference on August 1, 1951 and October 20, 1951 at which time it was pointed out that inquiry had been made at the Bureau of Standards which revealed this synthetic motor oil is in an experimental stage and was not recommended for use in government owned vehicles.

The Conference was advised that representatives of the Bureau of Standards have again advised the Bureau at this time that they cannot recommend the use of this motor oil in government owned automobiles as the oil is still in the experimental stage.

The Conference recommended that no further action be taken in connection with this matter at this time.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/5/82 BY SP5C/BPF

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

Director

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

RECORDED - 111

66-2554-9386

FEB 6 1952

EX - 5149

MAINTAINS ON ORIGINAL

50 FEB 7 9 1952

ORIGINAL FILED IN 66-1989-1-1179

THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 5, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/92 BY SP-5 CBR

The Executives Conference of January 31, 1952, consisting of Messrs. Tolson, Tracy, Parsons, Rosen, Gearty, Belmont, Ladd, Clegg and Glavin, was advised that a question had arisen concerning sick and annual leave.

It was pointed out to the Conference that in 1948 a question was raised as to whether the annual leave which an employee would lose at the end of the year could be substituted against sick leave taken by the employee during the year, rather than using sick leave. At that time, a check was made with the auditors from the General Accounting Office and representatives of the Leave Office of the General Accounting Office and of the Department of Justice, and it was determined that this could be done. The Bureau approved the following of this particular policy.

The Conference was advised that during a general discussion at a recent meeting of the Federal Personnel Council, Mr. Friend, representative of the General Accounting Office, made the statement that he had recently been asked if there was any objection to substituting annual leave being lost for sick leave taken during the year. Friend stated that in his opinion, this could not be done, but that if a definite answer was desired, the question should be submitted for the decision of the Comptroller General. The informal opinion undoubtedly stems from the fact that the new leave law which became effective on January 3, 1952, eliminated a limit on the amount of sick leave that may be accumulated.

Inquiry at the Department of Justice resulted in information being secured to the effect that the Department was still substituting annual leave to be lost for sick leave used during any calendar year when requests for such changes were made. The Department of Justice felt that such matters could be handled administratively.

The Conference was advised that at the present time when an employee of the Bureau requests that annual leave which he or she is to lose be substituted for sick leave taken during the year, the appropriate request is made on the Time and Attendance Report submitted to the Bureau.

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tracy _____
- Glavin _____
- Harbo _____
- Quinn Tamm _____
- Nease _____
- Gandy _____

RECORDED - 93

INDEXED - 93

166-2554-9387
FEB 8 1952

12

FEB 12 1952

EX - 87

Mr. Mohr
Mr. Clegg

Executives Conference Memorandum (Cont'd.)

and the change is made at the time the Time and Attendance Report is reviewed. It was suggested that the Conference may wish to recommend discontinuance of this policy since there appears to be some doubt as to whether the policy presently being followed is acceptable to the General Accounting Office.

The Executives Conference recommended, therefore, that this matter be referred to the Office of the Deputy Attorney General for his decision or for transmittal to the Office of the Comptroller General for decision. Should the Director agree, there is attached hereto a suggested memorandum to Mr. Vanech, Deputy Attorney General, concerning this matter.

Respectfully,
For the Conference

C
Clyde Tolson

Attachment

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

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 Nichols _____
 Belmont _____
 Clegg _____
 Glavin _____
 Harbo _____
 Rosen _____
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 Mohr _____
 Tele. Rm. _____
 Nease _____
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ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/5/82 BY SP-8 PHT

FEB 8 1952

RECORDED - 93
 INDEXED - 93

FEB 29 1952

HHC:IGS

cc - Mr. Keay

cc - Mr. Mohr

Handwritten initials

66-2527-1388

It was unanimously recommended that Mr. Kimberling
 be authorized to use "The FBI Pledge for Law Enforcement Officers"
 in the booklet if he cared to do so, and it was further felt

RECOMMENDATION OF THE EXECUTIVES CONFERENCE

At the same time there were certain possible dis-
 advantages in that the Bureau would be thus identified as a
 co-author of the booklet and identified more closely than is
 considered desirable with the Civil Defense Program. It is
 felt that it would be to the Bureau advantage not to be identified
 with any part of the Civil Defense Program.

An advantage of this would be that it would provide
 an opportunity for the Bureau to express in its own language
 what it wanted done upon the receipt of information concerning
 espionage, sabotage and subversive activities and it would
 provide an opportunity to include instructions that the
 Auxiliary Police were not to make investigations of these
 matters but were to refer them to the FBI. It would provide
 an opportunity for stating some of the cooperative services
 of the Bureau.

The executives conference on February 5, 1952,
 consisting of Messrs. Rosen, Holloman, Tracy, Callahan,
 Winterrowd, Gresham, Belmont, Mohr and Clegg, considered
 the invitation of Arthur E. Kimberling, Director of the
 Police Services Division of the Federal Civil Defense
 Administration, who was also chief of Police at Louisville,
 Kentucky for several years, for the Bureau to write a chapter
 on internal security matters to be included in a handbook
 now being prepared for Auxiliary Police. Mr. Kimberling also
 requested authority to include in this booklet "The FBI Pledge
 for Law Enforcement Officers."

**FEDERAL CIVIL DEFENSE ADMINISTRATION
 PROPOSED HANDBOOK FOR AUXILIARY POLICE**

The Executives Conference


The Director

February 6, 1952

that he should be furnished with a copy of the President's Directive establishing the FBI as a coordinator of security matters, as well as a copy of the Director's statement listing seven points of actions for a citizen to take in connection with the internal security program and that we inform Mr. Kimberling that he may use these publications without indicating that the Bureau is a co-sponsor or co-author or collaborator in the preparation of the book.

If this is approved, Liaison representatives will handle this matter.

Respectfully,
For the Conference


Clyde Tolson

The Director

February 1, 1952

The Executives Conference

VENDING MACHINES IN SPACE
OCCUPIED BY BUREAU FIELD OFFICES

Vending machines which dispense soft drinks, cigarettes, candy and the like, are located in the areas occupied by Bureau Field Offices or in the hallways contiguous thereto in several Field Offices. This can be done in Federal Buildings with the consent of the General Services Administration or other designated management of the building and it also is permissible in privately owned buildings with the consent of the General Services Administration.

Distribution of Share of Profits
from Such Machines

In the Los Angeles Office, according to SAC Carson, the share of the profits from these machines which are turned over to the office amount to \$45 to \$55 per month. This money goes into a fund which is used for flowers for the sick and for a recreational fund for parties, dances and the like.

In the Birmingham Office the receipts are from \$2 to \$3 per month which goes into the "flower fund." In the Albuquerque Office the proceeds are fairly small. They are put into a flower fund from which \$50 was used as a donation to the widow of a policeman who was slain recently.

In the Baltimore Office the proceeds are from \$80 to \$100 per quarter. The proceeds go into the "Hearts and Flowers Fund" used to buy flowers for employees who are ill and to buy presents at Christmas for employees of the building occupied who are helpful to the office. In the Cleveland Office the share of the profits goes into the flower fund. This is also true at Seattle.

The Executives Conference was informed by some of the members that the above represented a practice throughout the Government service. The vending machines in the Identification Building are placed there by the organization which maintains the cafeteria.

cc - Mr. Mohr
Mr. Clegg

RECORDED - 57

INDEXED - 57

166-2537-9389
FEB 8 1952

Attachment
HHC:IGS

EX - 50

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/92 BY SP-5/pt

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

Decision of the Comptroller General
Which may be Applicable

The Comptroller General in a decision (Volume 5, page 354, Decisions of Comptroller General) ruled to the effect that commissions from a telephone company as a result of pay stations in a post office building must be paid as miscellaneous receipts to the U. S. Treasury. In another opinion (Opinion B-70499 dated 12/22/47—Not published) it was held that the proceeds of vending machines for the sale of sanitary napkins in a Veterans Administration office located in space leased by the Government in a private building should be deposited in full to the U. S. Treasury as a miscellaneous receipt.

Executive Conference Consideration

This matter was raised in a discussion of Bureau Inspectors recently and was submitted to the Executive Conference, January 31, 1952, Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Rosen, Gerty and Clegg being present. It was the unanimous opinion of the Conference that this matter should be submitted by letter to the Department for a ruling. If approved, there is attached a memorandum for Mr. Vanech of the Department for this purpose.

Respectfully,
for the Conference


Clyde Tolson

THE DIRECTOR

February 6, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of January 31, 1952, consisting of Messrs. Tolson, Tracy, Parsons, Rosen, Gearty, Belmont, Ladd, Clegg and Glavin, was advised that the Cartographic Section had prepared a poster which would be included in a forthcoming issue of the Investigator, setting forth a monthly budget for a single girl in Washington. The rough sketch of the chart is attached hereto.

It will be noted that if the budget is followed as set forth, there would be a monthly savings by employees in the lower grades (GS-2, 3 and 4). The budget figures were secured through actual living expense figures furnished to us by a number of our employees in Grades GS-2, 3 and 4.

The Conference, with the exception of Messrs. Clegg and Tracy, recommends that the information contained in the poster be included in a forthcoming issue of the Investigator. Messrs. Tracy and Clegg are of the opinion that it would be undesirable to publish this poster at this time since they feel that many Government employees may resent the publication of such figures, particularly during a period of time when Government employee organizations are endeavoring to secure further pay increases for Government employees.

It was pointed out to the Conference by Messrs. Ladd and Glavin that there have been statements made in the daily newspapers up to the present time in Jerry Klutts's column that on a comparable basis, clerical employees in the Government service in the lower grades are receiving salaries greater than such employees in non-Government employment. The majority of the Conference feels that since the material which we have secured is a result of factual data furnished to us by our own employees, no embarrassment could result to the Bureau through the publication of the information in the Bureau's employee magazine, the Investigator.

RECORDED - 57

INDEXED - 57

CG - XI 12

Respectfully,
For the Conference

166-2534-19390
FEB 8 1952

Clyde Tolson

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/5/92 BY SP-5 CDR

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

59 FEB 12 1952

Mr. Mohr
Mr. Clegg

THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 8, 1952

The Executives Conference of February 6, 1952, consisting of Messrs. Rosen, Parsons, Mohr, Clegg, Gearty, Winterrowd, Laughlin, Tracy and Glavin considered the attached suggested communication to all Special Agents in Charge concerning ~~leave~~ and recommended its approval.

For the Director's information, the letter in question, consisting of 4 pages, sets forth recent changes under the ~~annual and Sick Leave Act of 1951~~. The Executives Conference unanimously recommends approval of the letter in question.

Respectfully,
For the Conference

Clyde Tolson

REC:mlo

Attachment

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/92 BY SP-5 CIP/ST

RECORDED - 76

INDEXED - 76

66-2554 - 9391
FEB 13 1952

12

EX - 99

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

61 FEB 14 1952

THE DIRECTOR

February 9, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of February 6, 1952, consisting of Nease, Soden, Parsons, Mohr, Clegg, Coarty, Winterrowd, Laughlin, Tracy and Glavin considered the attached suggested bulletin to all Investigative Employees concerning the use of Transportation Requests and recommended its approval.

For the Director's information, under present Government Transportation Regulation procedure, there are 2 types of OTR's, and the attached bulletin to all Investigative Employees explaining the type to be used when securing transportation for other than the issuing officer (Special Agent) so that there will be no delay in payment of the carrier's bill. Our problem arises due to the fact that an Agent under transfer will issue OTR's for the travel of his wife and family from one particular act of OTR's when the other type of OTR should be used.

The Conference recommends approval of the suggested bulletin.

Respectfully,
For the Conference

Glyde Tolson

WTR:mlo

Attachment

CC - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/92 BY SP-SCI/bxc

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

RECORDED - 78

INDEXED - 78

66-2554-9392

FEB 13 1952

61 FEB 15 1952

THE DIRECTOR

1/25/52

EXECUTIVES CONFERENCE

The Executives Conference of 1/23/52 consisted of Messrs. Ladd, Harbo, McGuire, Mohr, Nease, Gearty, Belmont, Tracy and Mason.

The Conference considered the suggestion of Mr. J. Vernon Tuckey of the Phoenix Office to the effect:

- (1) The Field adopt a policy of preparing duplicate index cards on cases and send the originals to the Bureau when communications are transmitted as a means of saving work at the Seat of Government.
- (2) The Bureau acquire an International Business Machine to print index cards.

The Conference was advised that it would be impossible for the Field to prepare index cards for the Bureau for a number of reasons. One of the principal objections is that a different type of information is put on index cards at the Seat of Government than that which appears on cards in the Field. The Records Section at the Seat of Government is opposed to this idea.

With regard to obtaining a machine from the IBM Company to print index cards, this matter has been carefully considered in the past and contact has been had with IBM. They have no machine which could be utilized.

The Conference was unanimously opposed to both suggestions. If the Director agrees, no further action need be taken for the suggesting Agent has already been thanked for his idea.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/5/92 BY sp-sc/btr

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

cc - Mr. Mohr
Mr. Clegg
EDM:DMG
(suggestion #9-52)

RECORDED - 15

FEB 14 1952

EX-5

61 FEB 25 1952 STOP

ORIGINAL FILED IN 100-38861-209

28
THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 13, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/5/82 BY SP-5 CJP/DF

BUREAU WAR PLANS - OFFICE ADMINISTRATION

GENERAL

The Executives Conference of February 12, 1952, consisting of Messrs. Gearty, Mason, Mohr, Tracy, Belmont, Parsons, Winterrowd, Holloman and Glavin, was advised that in connection with the Bureau War Plans, Mr. A. Russell Ash (former Bureau Agent presently employed by the National Security Resources Board) advised Mr. Bartlett of the Bureau's Liaison Unit, that a plan will be presented to the President about the middle of February having to do with the registration of available Government employees for duty following a disaster at the Seat of Government.

The Conference was advised that according to Mr. Ash, the plan calls for each Federal employee being furnished with a franked card addressed to the United States Civil Service Commission. These cards would be sent in by available Federal employees following a disaster and dropped in the closest mail box. These cards would record the employee's name, address, date, agency where employed, and the type of work the person can do. If the mail service is completely out, the collection of these cards will be handled by Civil Defense wardens. In the meantime, these Federal employees would be available in the neighborhood for Civil Defense work, it being pointed out that the cards would denote their availability.

According to information received, the purpose of this registration system would be to establish registers of survivors of each agency's employees. If the employing agency has no need for a group of employees for a period of time following the disaster, these employees could be declared surplus by their agency and would then be available to assist any other Federal agency who has need for their particular services. The employees could be recalled at such time as their employing agency needs them.

The Conference was advised that Mr. Ash would like to have the Bureau's opinion in the following matters:

- 1. Would the compliance with a mail registration scheme, if adopted, work at any disadvantage to the Bureau?

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

RECORDED - 38

66-2534-9395

INDEXED - 38

FEB 18 1952

EX-5

Mr. Mohr
Mr. Clegg
76 FEB 20 1952

Handwritten initials

Executive Conference Memorandum (Continued)

The Conference unanimously recommends that Mr. Ash be advised that such a mail registration scheme would work to the disadvantage of the Bureau. The Conference pointed out that the Bureau, a national defense agency, would have need for its employees even after a disaster and in the event our installations in Washington were completely destroyed, we undoubtedly would utilize the services of our employees for necessary work in surrounding divisional territories.

2. Would the FBI use employees from other agencies from the established reservoir of employees?

The Conference was of the unanimous opinion that Mr. Ash should be advised that the Bureau could not use employees from other agencies procured through such a reservoir of employees. The Conference points out that our work is confidential, we would have no opportunity of investigating such surplus employees, and as a result we could not take the risk of employing such individuals without first having full knowledge of their character and background.

3. Would the FBI loan their excess employees?

The Conference points out that it is difficult to determine at this time whether we would or would not have excess employees in Washington; however, the Conference recommends that in the event the FBI did have excess employees after a disaster, it would loan such employees to other agencies so long as their services are not needed by the Bureau.

The Conference also points out that there might be a case of the Bureau's installations here in Washington being destroyed during hours other than business hours and we would have a surplus of employees who could be utilized elsewhere until arrangements could be made by the Bureau to utilize the services of those employees in any of a number of possible emergency headquarters in surrounding divisional offices.

4. Has the FBI given any consideration to the recalling of employees following a disaster?

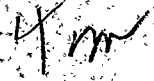
The Conference recommends that Mr. Ash be advised that the FBI has very definitely made arrangements for recalling of its employees following a disaster, that only a small number of its employees would depart to our emergency headquarters and the stay-behind employees would be utilized to a fullest extent by the Bureau in Washington, or if our facilities here have been completely destroyed, they would be utilized in adjoining divisional areas.

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

Executives Conference Memorandum (Continued)

Should the Director agree with the Conference recommendations concerning these particular questions, arrangements will be made to have the Liaison Section appropriately advise Mr. Ash without delay.

Respectfully,
For the Conference



Clyde Tolson



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

The Director
The Executives Conference

February 11, 1952

SUGGESTIONS OF MISS [REDACTED]

- (1) WORD "BUREAU" BE PRINTED IN "COPIES"
SECTION OF INVESTIGATIVE REPORTS
- (2) SIGNATURE OF SAC ON INVESTIGATIVE REPORTS
BE STAMPED IN INSTEAD OF HANDWRITTEN

b6
b7c

The Executives Conference on February 6, 1952, Messrs. Rosen, Parsons, Glavin, Mohr, Gearty, Winterrowd, Laughlin, Tracy and Clegg being present, considered the above suggestions.

SUGGESTION #1

Miss [REDACTED] suggests that the word "Bureau" be printed on the first page of the report form in the block marked "copies" since always when reports are prepared copies are sent to the Bureau, and this would make it unnecessary to type in this word.

Executives Conference Consideration:

Experiments conducted disclosed that the amount of time required to line up the word "Bureau" already printed, so as to show the number of copies going to the Bureau along side this word, was substantially the same amount of time as required to write the word Bureau in the first place. Thus it was felt that there was no material advantage in adopting this suggestion, and the Conference unanimously recommended unfavorably, particularly in view of the fact that at least a half year's supply of these page 1 forms have already been printed and are available.

SUGGESTION #2

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/92 BY SP-5C/DK

Employee suggests that in the space on each investigative report form where the SAC normally signs his name, the name be inserted by means of a rubber stamp.

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

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 75

INDEXED - 75

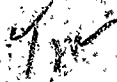
166-2534-9396
FEB 18 1952

65 FEB 21 1952

Executives Conference Consideration:

This was considered objectionable because it would indicate a routine type of supervision and the amount of time saved again was speculative because by the time the SAC or Supervisor found the rubber stamp and first stamped the ink pad and then the report, in most instances he would already have been able to write his name on the report and, therefore, this suggestion was unanimously opposed.

Respectfully,
For the Conference


Clyde Tolson

The Director

February 11, 1952

The Executives Conference

SUGGESTION #23-52
OF SA ARTHUR E. CARTER
HOUSTON OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/6/92 BY SP-5 CJO/DF

The Executives Conference on February 6, 1952, Messrs. Rosen, Parsons, Glavin, Mohr, Gearty, Winterrowd, Laughlin, Tracy and Clegg being present, considered the suggestion of Special Agent Arthur E. Carter of the Houston Office that the duplicate sales slips covering purchases on credit of gasoline be placed in an envelope maintained in the glove compartment of each automobile during the month and these sales slips then would be turned into the office on a monthly basis. The advantage of the suggestion was that it would provide a place to maintain these tickets, that it would insure their being turned in at the end of the month, and it would be a reminder of the Agent to put the slips in the envelope and not to forget them.

The disadvantages were that automobiles are frequently used by numerous Agents throughout the month and the loss of one of these envelopes would represent the loss of a large number of these sales slips. There is other material necessary to be maintained in the glove compartment of the car including accident forms and some equipment, and it would fall to fix responsibility on the Agent purchasing the gasoline to turn in his own sales slips.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that each Agent continue as at present and the Agent be required to turn in his own sales slips to the Field Office Chief Clerk's Office. This would fix responsibility on the individual purchasers of this gasoline and result in less likelihood of a large number of sales slips being lost because of the loss of the envelope which was suggested.

If it is approved, there is attached hereto a letter addressed to Special Agent Carter expressing appreciation for his suggestion.

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

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 75
INDEXED - 75

66-2554-9397
Respectfully,
For the Conference

Glyde Tolson

65 FEB 21 1952

The Director

2/12/52

Executives Conference

SUGGESTED REVISION FOR FORM FD-187
REQUEST FOR VERIFICATION OF MILITARY SERVICE
SSA-48

The Executives Conference of February 7, 1952, consisted of Messrs. Rosen, Parsons, Mohr, Belmont, Gearty, Glavin, Winterrowd, Tracy, and Mason.

The Conference considered the suggestion of Special Employee Fred D. Mitchell, Jr., of the New York Office to revise form FD-187, copy attached, a form utilized for inter-field office communication to request another office to verify prior military service of a selective service delinquent.

The present form has spaces to show the branch in which the prior military service was had, the dates of service, and the serial number which the selective service registrant had when he was formerly in the armed forces.

The new form provides spaces for the same information and in addition has spaces for the description of the registrant as well as spaces for the verifying office to note checks obtained from a perusal of the military record which would be helpful to the office requesting such information.

With the proposed form submitted by office X to office Y, it will be possible for Y to make notations directly on the form and return it to X and thus save typing time.

The SAC at New York favors the suggestion.

The Identification Division feels that the suggested form would prove of value to the field but would be of very little value to the Identification Division employees who check service records.

The Investigative Division believes the suggested form to be satisfactory.

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

cc: Mr. Mohr
Mr. Clegg

EDM:ATP

Suggestion 135-52

6 FEB 25 1952

INDEXED
RECORDED

FEB 21 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/16/92 BY SP-5 C/P

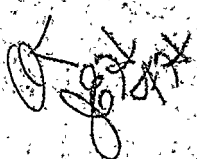
66-2554-9398

Handwritten initials/signature

The Conference took a unanimously favorable view toward the suggestion.

If the Director agrees, the suggested form will be utilized to replace the existing form. In the event the Director agrees, the attached letter should go forth to Special Employee Mitchell.

Respectfully,
For the Conference



Clyde Tolson

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
- Told, Rm. _____
- Nease _____
- Gandy _____

THE DIRECTOR

February 19, 1952

The Executives' Conference

WHITE SLAVE TRAFFIC ACT

On February 19, 1952, the Executives' Conference consisting of Messrs. Holloman, Gresham, Clegg, Mohr, Harbo, Tracy, Glavin, Belmont and Winterrowd, considered the issuance of the attached SAC Letter which calls to the attention of the field the decline in statistics and the decline in the number of new cases opened by the Bureau in White Slave Traffic Act matters.

The figures for the first five months show a decline of 14 convictions or approximately 20% for the fiscal year 1952 as compared with the same period for the fiscal year 1951. A similar decline has been noted in the number of new cases opened here at the Bureau. It appears that more investigative attention must be afforded to the development of new cases in order to increase the possibility of obtaining a greater number of convictions.

The conference unanimously approved the issuance of this proposed SAC letter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5 CJD/DMF

Respectfully,
For the Conference

Clyde Tolson

Attachment

EHW:dad

cc - Mr. Clegg
Mr. Mohr

*but note you will
H. will need 8 mos
have expect to be
facing up to this problem*

RECORDED - 141

INDEXED

EX-16A

66-2554-9389

675
59 FEB 27 1952

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

THE DIRECTOR

2/15/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5ci/ptj

The Executives Conference of 2/12/52 consisted of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason.

The Conference considered the desire of SAC I. V. Boardman of Kansas City to have 1 1/2 Supervisors on the Applicant Desk of the Kansas City Office. The Applicant Desk closes 777 cases per month. The Executives Conference had previously recommended a level not to exceed 600 Applicant cases closed per month per Supervisor.

In considering the need for 1 1/2 Agents to supervise the Applicant Desk consideration was given to the entire supervisory setup of the Kansas City Office.

SAC Boardman does not have any classification of investigative case assigned to his desk for regular supervision by him. However, he personally supervises each major case which arises. It is his opinion that by so doing he is assuring the Bureau that the most important cases will receive the best supervisory talent. SAC Boardman personally handles public relations, speeches, all administrative matters, all personnel matters, and the usual matters normally given to SACs. Mr. Boardman has in his office a number of new Agents and Agents who have been sent to Kansas City for disciplinary reasons, and he feels that he will serve the Bureau's best interests if he can devote his attention to the most important pending matters at any given moment.

The ASAC handles 406 cases, including Espionage, Internal Security, and Civil Rights. It was difficult for the Conference to properly evaluate this case load without a detailed analysis of each case, for the Executives Conference had previously recommended 400 routine Criminal cases, or a top of 150 pending Internal Security cases, as a proper case load for a desk. It appears at any rate that the ASAC has at least an adequate volume if not too heavy a volume.

The Number Three Desk, or Applicant Desk, closes 777 cases per month, and during January 1952 closed nearly 1,000. The Conference felt that this was too many cases for one man but the majority of the Conference declined to authorize any more supervisory help, feeling that some cases should be put on the SAC's desk.

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

59 FEB 27 1952
cc - Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED - 141

INDEXED - 141

66-25369-400

Memorandum for the Director

The Number Four Desk handles General Criminal Matters and the Informant and American Legion Programs, totaling 759 pending matters, including Bank Robberies, Kidnappings, Extortion and Theft from Interstate Shipments.

The Number Five Desk handles 613 pending cases, mostly of a General Criminal nature and including Selected Setvice. The Executives Conference previously recommended 400 pending cases as an adequate load in this type of work.

After fully considering whether the Kansas City Office should have a total of 5 Supervisors counting the SAC, or a total of 5 $\frac{1}{2}$ Supervisors, the difference being the one-half Agent's time on the Applicant Desk, the majority of the conference felt that 5 Supervisors should be adequate. The majority consisted of Messrs. Glavin, Tracy, Mohr, Belmont, Gandy and Holloman. The majority felt that the load on the Applicant Desk is too high and that compensation should be affected through redistributing some of those cases to another desk and the SAC taking over certain investigative case supervision himself.

The majority, consisting of Messrs. Parsons and Mason, felt that in the Bureau's best interests the Kansas City Office should have 5 $\frac{1}{2}$ Supervisors and particularly pointed out that overtime in the Kansas City Office has been running 2 hrs., 53 min. per Agent per day for a number of months. Overtime among Supervisors has been substantially higher, ranging up to 4 hrs., 6 min. per day for Supervisor Francis H. Rowlett of the Applicant Desk and SA Robert S. Retzner, the half-time Supervisor, has been putting in 3 hrs., 42 min. voluntary overtime per day over a period of months.

It was the view of Messrs. Parsons and Mason that, since the Kansas City Office has already been operating with 5 $\frac{1}{2}$ Supervisors and does not desire any changes, Kansas City should be allowed to so operate until an Inspector can arrive at Kansas City in the near future and thoroughly analyze the situation and submit his recommendations to the Director.

Based on the Director's views appropriate action will be taken.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Callan

The Director

February 15, 1952

The Executive Conference

ATOMIC ENERGY APPLICANT NAME SEARCHES

At the meeting of the Executive's Conference on February 13, 1952, consisting of Messrs. Belmont, Harbo, Tracy, Mohr, Callahan, Gearty, Holloman, Sizoo, Winterrowd, it was pointed out that approval was given last August to restrict name checks on an applicant's relatives and references in 116 cases to the field office covering the territory in which they reside. At that time, the field was advised to return their one and only copy of the order letter to the Bureau, stamped, "File Search Negative," when such was the case, without making any record for their files. It was felt that this simplified procedure would save considerable clerical time.

Since the adoption of this procedure, several field offices have advised that confusion and concern result from this practice when it involves the receipt of additional leads from other divisions in one of these cases and the communication merely makes reference to the original Bureau order letter which, of course, has been returned to the Bureau without any record having been made for the field office file.

It was recommended to the conference that the Bureau permit the field to keep the Bureau order letter in a subsection of the 116-0 file and prepare an index card for their central file. The index card and the file can be destroyed at the end of one year for they will have no lasting value. The field will notify the Bureau of the negative file search by a routing slip. The routing slip will be placed in the main 116 file at the Bureau.

The conference unanimously approved the attached proposed Bureau Bulletin setting forth this procedure.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5C/PTX

RECORDED - 122

INDEXED - 122

166-2554-9401
FEB 16
Rosen
Callan

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

Attachment

cc: Mr. Clegg
cc: Mr. Mohr

59 FEB 27 1952

THE DIRECTOR

1/25/52

EXECUTIVES CONFERENCE

The Executives Conference of 1/23/52 consisted of Messrs. Ladd, Harbo, McGuire, Mohr, Nease, Gearty, Belmont, Tracy and Mason.

The Conference considered the need for uniformity in the color of lead assignment cards, in Field Offices.

Inspector Long pointed out that the Minneapolis Office uses a pink 3" x 5" card for assigning leads to an Agent other than the one to whom the case is assigned. The Buffalo Office uses the front of a yellow abstract. The Norfolk Office uses the back side of a salmon colored case assignment card. The Cleveland Office uses the front side of salmon abstract slips. Some offices use plain 3" x 5" slips of paper, white in color.

The difficulty is experienced in that assignment cards, lead cards, and tickler cards are all 3" x 5" in size and Agents who are familiar with one color of lead card in one office, when transferred to another Field Division find that the same color there is a tickler card or vice versa.

The Conference unanimously recommends that the Field be instructed to use the regular 3" x 5" paper with colors as follows: yellow slips for lead cards; salmon slips for tickler cards, and white slips for administrative ticklers.

If the Director agrees there is attached hereto an SAC Letter, and also an appropriate letter to Inspector H. B. Long.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/92 BY SP-5C/PTK

Respectfully,
For the Conference

Clyde Tolson

OK

66-2554-9402

RECORDED - 103

JAN 30 1952

INDEXED - 103

FEB 1 1952

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin cc - Mr. Mohr
- Harbo Mr. Clegg
- Rosen EDM:DMG
- Tracy (SUGGESTION #11-52)
- Mohr _____
- Tele. Rm. _____
- Nease _____
- Gandy _____

lh

gm
The Director
The Executives Conference

February 8, 1952

~~ELECTION LAWS~~

At the Executives Conference on February 12, 1952, the attached proposed SAC Letter was presented for approval. This SAC Letter is submitted in view of the forthcoming primary elections and the general election of 1952, at which times it may be reasonably anticipated the Bureau will receive an increased number of complaints and will necessarily have to conduct an increased number of Election Laws investigations. Therefore, the attached SAC Letter has been prepared reiterating the Bureau's policies and procedures in handling Election Laws matters.

Suggestions based on past experiences on handling this type of investigation have been set out. The importance of handling these investigations and the necessity for prompt and thorough handling as well as the extreme public interest in Election Laws frauds have been stressed.

The Conference consisting of Messrs. Gearty, Mason, Belmont, Mohr, Carson, Tracy, Glavin, Holloman and Winterrowd unanimously approved issuing this letter.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5 C/PK

Glyde Tolson

*ok
H.*

gm

INDEXED - 88
RECORDED - 88 *66-2554-9403*

FEB 26 1952

16

28

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

Attachment

cc Mr. Clegg
Mr. Mohr

ELR:mc

615
59 FEB 27 1952

John W. ...
FEB 13 1952
RECEIVED
U.S. DEPT. OF JUSTICE
E. B. ...

February 19, 1952

MR. GLAVIN

L. J. GUATHIER

MORALE POSTER DESIGNS

Submitted herewith are eight (8) comprehensive color roughs of poster designs for the consideration of the executive conference. Approved designs will be used in the current morale poster series.

It is requested that all designs be returned to the Cartographic Section after consideration. It is further requested that the approved designs be suitably marked as approved, so that no confusion will arise as to which designs are to be used.

GLG:ep

ADDENDUM:

The Executives Conference of February 20, 1951, consisting of Messrs. Gresham, Clegg, Winterrowd, Belmont, Mohr, Harbo, Tracy and Callahan considered the designs attached and eliminated the designs dealing with sick leave, cash awards (showing the scheduled cash awards), our work circles, the globe and the one concerning how many cigarettes do we take a day. The balance of the posters were approved, however, on the one dealing with organization of work, it was recommended that the statement, save tempers, be changed to save money. Also on the one Remember your oath it was recommended that the black portion thereof be lightened somewhat.

106-2354

NOT RECORDED
128 MAR 6 1952

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5 C/bxc

64 MAR 13 1952

ORIGINAL FILED IN

Jm
The Director
The Executives Conference

February 14, 1952

Mr. Nichols advised the Executives Conference regarding the previously approved program wherein the Bureau is cooperating with the office of Industrial Security, Munitions Board, in its educational program for defense plants, and the Bureau had previously agreed to participate in the program, taking one month's coverage of the various media. The Executives Conference had previously approved the wording of the poster which had been submitted showing the picture of a tiger with the wording "A bad security risk could be just as dangerous." There was objection to the tiger at that time. Mr. Nichols exhibited to the Conference another poster marked Exhibit I which carries the wording which had already been approved by the Conference, but showing a submarine discharging a torpedo instead of the tiger. A second chart marked Exhibit II was also considered entitled "Be alert to subversive activities. Notify the FBI." Mr. Belmont and Mr. Clegg had previously gone over these charts and approved the wording and the art.

An Executives Conference consisting of Mr. Callahan, Mr. Tracy, Mr. Harbo, Mr. Mohr, Mr. Belmont, Mr. Winterrowd, Mr. Sizoo, Mr. Gearty, Mr. Nichols and Mr. Holloman were in agreement in approving the chart marked Exhibit I.

The text of a proposed handout which, along with the cover, would be a two or three-fold pamphlet, was considered by the Conference, it having previously been approved by the Domestic Intelligence Division and the Training and Inspection Division, and the Conference unanimously approved the wordage of the text for the handout. It is attached.

The third phase of the program consisted of an editorial which would be put out in mat. form over the Director's signature with a small photograph of the Director. This is for use by various house organs in defense plants. The text of the proposed editorial, which is also attached, had previously been approved by the Domestic Intelligence Division and the Training and Inspection Division and was unanimously approved by the Executives Conference.

RECORDED - 88

INDEXED : 88

66-2554-9404

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

JJM:mrh
CC - Mr. H. H. Clegg
Mr. Mohr

EX - 28

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5C/DB

59 FEB 27 1952

Memorandum to The Director

February 14, 1952

The Conference recommended, pending the Director's approval of these three items, that Special Agent Edward Kemper contact Mr. Pendleton of the Education Office of Industrial Security at the Munitions Board to work out the details as to the type face, composition, layout, et cetera, of the attached material when it is approved by the Director.

Respectfully,
For the Conference

Clyde Tolson

Attachment

ok
H.

THE DIRECTOR

2/15/52

EXECUTIVES CONFERENCE

QUARTERLY CONFERENCES OF SPECIAL AGENTS AND SEMI-ANNUAL CLERICAL CONFERENCES

On 2/13/52, the Executives Conference, consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Gearty, Sizoo, Nichols and Holloman, considered the suggestion of ASAC J. Gordon Shanklin of the Mobile Office that the requirement calling for the preparation of a memorandum to report that Quarterly Conferences of Agents and Semi-Annual Conferences of Clerical Employees were in fact held be changed and that in the future the SAC be permitted to make a longhand notation on the memorandum scheduling such Conferences, indicating that the Conference was held as scheduled.

The Executives Conference unanimously agreed with the suggestion, as made, and if you approve there is attached for your consideration a Letter to All Special Agents in Charge and a communication to ASAC Shanklin.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/6/92 BY SP-5 CJK/DP

Attachments

cc-Mr. Mohr
Mr. Clegg

RECORDED - 88
INDEXED - 88
FEB 23 1952
66-2554-9405

JAS:DMG

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

76 MAR 3 1952

314

[Handwritten signatures and initials]

Jm
The Director

2-20-52

The Executives Conference

The Executives Conference of February 18, 1952, consisting of Messrs. Tracy, Harbo, Lohr, Winterrowd, Mason, O'Connell, Laughlin, Holloman, Nichols and Glavin considered a memorandum submitted by Mr. H. L. Edwards, Personnel Officer, concerning a suggestion submitted by Miss [redacted] clerical employee of the Detroit Office, concerning the utilization of various colors of Time and Attendance Reports to denote employees' different lengths of service.

b6
b7c

It was pointed out to the Conference that the Time and Attendance form is a regularly approved government form and a change could not be made in the form without Budget Bureau approval. It was further pointed out to the Conference that the Bureau, through mimeographing the present Time and Attendance Reports on the different leave bases, such as the amount of leave accrual for an employee under 3 years of service, the accrual for employees from 3 to 15 years and the accrual of employees over 15 years of service, we are setting up identifiable records without change in color of the Time and Attendance Reports.

It was pointed out to the Conference that Miss [redacted] has suggested 3 different colors, namely, white, to be used for the 3 to 15 years group; yellow, to be used for the less than 3 years group; and blue for the 15 years group. She pointed out that the different colors would serve as a caution against adding the incorrect amount of leave accrued during a report period and that the various colors would eliminate the necessity of stating the length of service for each individual, thereby saving a considerable amount of time and money.

The Conference was advised that it was felt that this is a matter which might very properly be reported to the Deputy Attorney General for further consideration since it might be applicable to the entire government service, and if so, the submitting employee would be eligible for a meritorious award in conformity with the amount of savings involved.

The Conference recommends that the attached suggested communication go forward to Mr. Vanech and also the appropriate communication go forward to Miss [redacted]

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Lohr
- Tele. Rm.
- Holloman
- Gandy

Jed

FEB 27 1952

Attachment
Mr. Mohr
Mr. Clegg

RECORDED - 88
INDEXED - 88
For the Conference
66-257-946

28
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/6/92 BY SP-10/BJP

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FEB 29 1952

66-2554-9407

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67-80010-1665

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5C/DK

~~CONFIDENTIAL~~

THE DIRECTOR

2/13/52

EXECUTIVES CONFERENCE

INTERVIEW LOGS

Classified by ~~SP-5 BNF~~
Declassify on: OADR

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

The Executives Conference of February 7, 1952, consisted of Messrs. Rosen, Parsons, Mohr, Belmont, Gearty, Glavin, Winterrowd, Tracy, and Mason.

The Conference considered whether interview logs should be prepared by Special Agents when interviewing members of the Communist Party. The question arose during the recent inspection of the Honolulu Office when Inspector H. B. Long found that no interview logs were being prepared on persons who are presently or were formerly members of the Communist Party and whom the Honolulu Office desires to develop as informants and as potential witnesses in connection with Smith Act cases.

The Portland Office has also requested by memorandum advice as to whether members of the Communist Party being interviewed should be advised of the fact that they do not have to make a statement, discuss their connections with the Communist Party, or furnish any information, and, further, that they need not make any statement without consulting an attorney.

The FBI Handbook, Part II, Page 14, revised 10/10/51, states as follows relative to interview logs:

"During the course of interviews with suspects or subjects, prior to or subsequent to (1) arrest, (2) hearing before U. S. Commissioner, or (3) arraignment and plea in District Court, an interview log (FD-153) should be maintained, except in selective service "no card" cases. These instructions apply to interviews conducted in field offices, homes, offices, places of business, or in local or federal jails. Where a suspect or subject was arrested by local authorities, an entry must be made in the log to show the exact time and place of arrest by such authorities, if records of the arresting officers are immediately available. If the subject was arrested at a distant point and transported by local authorities to a place of incarceration, it is sufficient to record on the interview log the time the subject arrived at the jail for incarceration without making an investigation to ascertain the specific time of arrest at the distant point. However, under special circumstances, it may be important that the exact time and place of arrest be known. In such instances such data should be obtained. Any

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- Nease _____
- Miss Gandy _____

FEB 29 1952

cc: Messrs. Mohr & Clegg

~~CONFIDENTIAL~~ RECORDED 122
INDEXED 122

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EDM:ATP

~~CONFIDENTIAL~~

other entry believed necessary to record circumstances of the interview for further use should be included. Wherever possible, the same agent should make all entries in the log to avoid having more than one witness attend court concerning entries in the log. When a subject is not interviewed at the time of arrest, sufficient notes should be retained to refute false allegations arising out of the arrest.

"When interviews are conducted with suspects or subjects outside the U. S., a complete interview log is not required, but a written record of the interview must be maintained. This may be done through the permanent retention of investigative notes or through notations on the interview log."

In its considerations, the Executive's Conference felt that interview logs are of benefit primarily to refute any further allegations which might arise in court concerning the length of time that a subject has been interviewed or other developments during the course of the interview. A copy of a standard interview log is attached for the Director's review.

Mr. Belmont pointed out that in connection with the interviews of members of the Communist Party, most of whom are being interviewed in an effort to develop informants, it would absolutely destroy the interview program to tell Communists concerning whom no prosecution is contemplated in the foreseeable future, that they do not have to discuss their connection with the Communist Party, that they are entitled to an attorney and anything they say can be used against them.

Mr. Mohr felt that if there is a possibility of any Communist being later prosecuted he should be advised of his constitutional rights at the commencement of the interview in order to properly protect the Bureau.

Mr. Belmont advised the Conference that the main purpose of interviews with present and former members of the Communist Party is to develop informants and potential witnesses. He pointed out that in connection with the TOPLEV (interviewing top leaders of the Communist Party) Program it is necessary for Agents to sell Communists on the advisability of cooperating and sometimes this means arguing the Communists into cooperating with the Bureau.

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Mr. Belmont pointed out that in the past the Department of Justice has taken the attitude that even though prosecution may have initially been contemplated relative to a person interviewed the Department withdraws its plans toward prosecution in the event a Communist agrees to cooperate fully with the FBI and serve as a witness for the Government. This, of course, is a matter decided by the Department and not the FBI.

The majority of the interviews, however, are not with subjects who are to be prosecuted but are with individuals who can be developed as informants or can aid the Government in its efforts toward prosecution. In view of this the Conference did not feel that it was necessary to warn Communists and former Communists of their Constitutional rights when those people are to be witnesses rather than subjects.

The Conference felt that interview logs should not be prepared in connection with Communist interviews to develop witnesses and informants but that Agents should keep complete and copious notes. The Conference felt that the preparation of an interview log in the presence of a potential witness during an interview might cause the witness to withhold some of his cooperation.

The Conference unanimously felt that whenever an interview becomes controversial and in the opinion of the interviewing Agents a log of the interview might later be needed to refute allegations that one should be prepared during the interview.

The Conference unanimously felt that with the exception of the above mentioned changes there should be no adjustment in other regulations relative to interview logs.

If the Director agrees, the attached Bureau Bulletin should be signed, and the attached memorandum should go forth to the Portland Office.

Respectfully,
For the Conference

Clyde Tolson

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~~CONFIDENTIAL~~

THE DIRECTOR

2/18/52

EXECUTIVES CONFERENCE

* USE OF BUREAU FORMS FD-177 THROUGH FD-182
IN SELECTIVE SERVICE CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/6/92 BY SP-5 CJP/PA

On 2/12/52 the Executives Conference consisted of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason.

The Conference considered the suggestion made by SA [redacted] of Cincinnati that, when using Forms FD-178 through FD-182 (copies of which are attached) only the original be prepared and a notation be made on the file as to the name of the addressee, the number of the form and date on which sent, and the initials of the sending employee. This will eliminate the necessity for preparing yellow file copies of these forms. The notations made in longhand in the file will serve as a record that the forms were sent. At present yellow copies are required. The change will save paper and filing time.

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b7c

The Conference unanimously favored the adoption of Mr. [redacted] suggestion. If the Director agrees there is attached for approval an appropriate Bulletin. Also attached is a letter advising SA [redacted] of the adoption of his idea.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

Attachments

cc-Mr. Mohr
Mr. Clegg

- Tolson _____
- Ladd _____
- Nichols EDM:DMG
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
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- Nease _____
- Gandy _____

INDEXED - 141

RECORDED - 141

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[Handwritten initials: R, Q, M, HR]

THE DIRECTOR

February 26, 1952

The Executives Conference

REVISION OF FORM R-33
IDENTIFICATION DIVISION

The Executives Conference, consisting of Messrs. Glavin, Harbo, Mohr, Winterrowd, Mason, Gresham, Laughlin, Holloman, and Tracy on February 18, 1952, considered a suggestion from the Identification Division.

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Mrs. [redacted] employee of the Identification Division, suggests that form R-33 be revised. Form R-33 is used to notify domestic contributors of the results of searches conducted in foreign countries when no record was disclosed. If a record was disclosed, it was necessary to use form 1-126, a routing slip. It was suggested that form R-33 be revised so that it could be used either when there is or is not a record disclosed. A sample of the new form is attached.

The Conference unanimously recommends approval of the new form in view of the fact there will be a savings in the handling of correspondence of this type in the Identification Division. If the Director approves, there is attached a proposed letter to the employee thanking her for her suggestion.

Respectfully,
For the Conference,

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5 c/bm

cc - Mr. Clegg
Mr. Mohr

SJT:edm

INDEXED - 141

RECORDED - 141

66-2534-9410
FEB 29 1952

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EX. 99

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MAR 5 1952

THE DIRECTOR
THE EXECUTIVE CONFERENCE

February 14, 1952

The Executive Conference of February 12, 1952, consisting of Messrs. Gaarby, Mason, Mohr, Tracy, Belmont, Parsons, Winterrowd, Holloman, and Glavin, considered the attached suggested bulletin to all investigative employees concerning submission of expense vouchers and recommended its approval.

For the Director's information, this bulletin advises all investigative employees that effective immediately all expense vouchers should reflect the place of domicile in harmony with present Bureau regulations contained in Bureau Bulletin 73, dated January 24, 1952, concerning revision of headquarters of its personnel. We will no longer carry legal residences dual headquarters of an employee unless his legal residence is also his domicile.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/6/92 BY SP-5 CJB

URGENT
cc: Mr. Mohr
Mr. Clegg

Attachment

RECORDED - 141
INDEXED - 141
EX - 99

66-2354-9411
9411

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

65 MAR 4 1952

THE DIRECTOR

December 27, 1951

The Executives Conference

*FINGERPRINTING -
*CONSULAR COURTS
STATE DEPARTMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/92 BY SP-5 cjt/tx

The Executives Conference consisting of Messrs. Ladd, Nichols, Harbo, Mason, Gearty, Winterrowd, Mohr, Belmont, and Tracy on December 26, 1951, considered a matter concerning fingerprinting submitted by the State Department.

For the Director's information, Mr. Crowe of the State Department telephoned advising that the State Department is responsible for the operation of Consular Courts at Casablanca, Morocco, pursuant to extra territorial jurisdiction granted under a treaty with that country. Certain airfields constructed in Morocco utilize a considerable amount of American labor. American citizens arrested on criminal charges in Morocco are tried in these Consular Courts. They are not being fingerprinted at any time in the trial proceedings.

Mr. Crowe advised the State Department was considering the matter of fingerprinting if the FBI wanted the fingerprint cards. His question involved two points: 1. If the FBI desired persons be fingerprinted at time of arrest, and 2. If the FBI desires, the State Department will fingerprint after conviction.

The Conference was advised by Mr. Tracy that he informed Mr. Crowe telephonically that the FBI would be glad to search criminal arrest fingerprint cards and furnish any prior criminal data on file to the State Department, that this is the procedure followed in all Federal courts and most state courts for the benefit of the judge prior to deciding on the sentence to be imposed, that if persons were fingerprinted at the time of arrest, such fingerprint cards would be permanently filed in the criminal files of the Identification Division.

Mr. Crowe was obviously trying to avoid the State Department taking any stand whatever on the fingerprinting of such individuals, and he posed a second question as to whether the fingerprints of such individuals would be desired by the Bureau in connection with its internal security work.

cc - Mr. Glegg
Mr. Mohr

RECORDED - 36

SJT:edm
ebw

INITIALS ON ORIGINAL

INDEXED - 36

166-2554-9412
FEB 1 1952
47

EX-130

9 MAR 13 1952

ORIGINAL FILE IN 64-34147-1

The Executives Conference unanimously recommends that the Liaison Section confer with the proper State Department officials in connection with this matter, pointing out that the Bureau does not wish to become involved in making any requests which may be contrary to State Department policy and to ascertain the full facts prior to the Bureau expressing any opinion in the subject matter.

If the Director approves, this course will be followed.

Respectfully,
For the Conference,

Clyde Tolson

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

The Director

February 27, 1952

The Executives Conference

*CRIMINAL INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-SC/PTK

At the Executives Conference on February 27, 1952, consisting of Messrs. Ladd, Nichols, Laughlin, Mason, Callahan, Mohr, Holloman, Gresham and Winterrowd, the attached proposed SAC Letter was discussed.

The Conference was advised that while considerable background information is available concerning our criminal informants, it was deemed desirable that the Bureau should be furnished additional information as to the clarification of information which informants can supply and in those fields of investigative activity in which criminal informants can be most readily utilized. It was also pointed out that the Bureau desires this additional information to implement information already available relative to criminal informants who can be sent from one field division to another field division for use in assisting to break a case. As an example, an informant in Indianapolis who has supplied good information on cases involving Theft From Interstate Shipments could be possible utilized in Cleveland for assistance in solving a case in that city.

The attached SAC Letter requests that each division list the type of information an informant can supply on the basis of "ability demonstrated," and information it is anticipated he can supply as indicated by a check under "potential ability." It will be noted that the proposed form lists some six different types of major criminal violations such as theft from interstate shipment, stolen car ring cases, interstate transportation of stolen property, etc. There is also a portion of the proposed form that will deal with other outstanding capabilities.

The information when received will be recorded in the Criminal Informant Index and in turn we will be able to furnish a list of informants who might be utilized for a particular case to any office.

RECORDED - 133 66-2554-9413

The Conference unanimously approved the transmittal of the attached SAC Letter.

INDEXED - 133 73

Respectfully,
EX-25 the Conference

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

cc: Mr. H. H. Clegg

Attachments
65 MAR 10 1952

cc: Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Pennington
Mr. Scott

The Director

February 27, 1952

The Executives Conference

gmd
*COMMODITY CONVERSION UNDER PRICE
SUPPORT PROGRAM ADMINISTERED BY
COMMODITY CREDIT CORPORATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5 ci/pax

At the Executives Conference of February 27, 1952, consisting of Messrs. Ladd, Nichols, Laughlin, Mason, Callahan, Mohr, Holloman, Gresham and Winterrowd, the attached proposed SAC Letter was discussed.

It was pointed out that there has been extensive publicity relative to the conversion of commodities (particularly grain) purchased by the Commodity Credit Corporation of the Department of Agriculture under the Price Support Program. There have been illegal practices consisting principally of "short selling" of grain which has been stored with licensed warehousemen by agencies of the Department of Agriculture and a number of such warehousemen have sold government-purchased commodities in anticipation of replenishing such commodities when they were needed by the government by purchasing on a falling market. A number of instances have been discovered where the warehousemen have sold the government grain and there are shortages running into hundreds of thousands of bushels.

It was pointed out that the conversion of government property would possibly seem to constitute a violation of the Fraud Against the Government Statute as well as the Embezzlement of Government Property Statute; however, the Office of Compliance and Investigation of the Production and Marketing Administration of the Department of Agriculture has been most active in investigating this activity. Section 714M of Title 15 specifically covers such irregularities, particularly with respect to the theft or conversion of property of the Commodity Credit Corporation. *J*

It was pointed out to the Conference that we regarded this Statute as vesting investigative jurisdiction in the Department of Agriculture, but it was felt that all field divisions should be advised to submit to the Bureau any complaints received along these lines so that the Bureau can determine whether there is a clear-cut violation of some other statute in our investigative jurisdiction such as bribery, interstate transportation of stolen property, or actual theft or embezzlement of government property.

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

RECORDED - 78
INDEXED - 78

166-254-9414
MAR 2 1952

EX-140

R *Callahan* *W*

attachment

EHW:ren

65 MAR 10 1952

The Director

It was pointed out that the Bureau should pass upon the complaints in order to be sure we do not accept investigation in the jurisdiction of the Department of Agriculture, but that we do not relinquish any jurisdiction under the statutes over which we have basic jurisdiction.

The Conference unanimously approved the transmittal of the attached SAC Letter.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 29, 1952

File
~~INTERVIEWS WITH ACTIVE COMMUNISTS~~

On February 29, 1952, the Executives Conference, consisting of Messrs. Ladd, Nichols, Tracy, Mohr, Holloman, Gearty, Mason for Clegg, Callahan for Glavin, Winterrowd for Rosen, and Henrich for Belmont, considered a proposed SAC Letter setting forth safeguards in the handling of interviews with active Communists. It was unanimously approved.

If you approve, the attached SAC Letter will be sent to the field.

Respectfully,
For the Conference

[Handwritten initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/92 BY SP-5 C/B/T

Clyde Tolson

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

*Bitte late than not go
at all. I guess in
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GER:ll,mer *[Handwritten]*
Enclosure

RECORDED - 40

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66-2554-9415
MAR 4 1952

EX-164

- Tolson _____
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76 MAR 6 1952

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THE DIRECTOR

March 8, 1952

THE EXECUTIVES CONFERENCE

CONTROL OF SECURITY INFORMANTS

On March 8, 1952, the Executives Conference, consisting of Messrs. Tolson, Ladd, Harbo, Tracy, Mohr, Mason, Clegg, and Laughlin for Belmont, considered the problem of control of security informants.

It was pointed out to the Conference that recently a security informant had publicized the fact that he operated as an informant for the Bureau in the past. It was explained that publicity of this type works a hardship on the Bureau because of its effect on some present security informants and also on the general public, which does not understand the true relationship between an informant and the Bureau but instead was inclined to view such persons as former "undercover agents" who are now disclosing information. It was recommended that we should reiterate to the Field the Bureau's policy regarding publicity of this type and the control of security informants to prevent same.

The Conference unanimously recommended that the attached SAC Letter be transmitted to the Field reiterating the Bureau's policy re control of security informants.

In the event you approve, the proposed SAC Letter will be sent to the Field.

Respectfully,
For the Conference

Clyde Tolson

Attachment

28

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

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

RECORDED - 103
INDEXED - 103

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/52 BY SP-5CJ/ohk

166-2504-9416

MAR 8 1952

65 MAR 10 1952

AB pk z

The Director

2/15/52

The Executives Conference

~~HANDLING OF APPLICANT-TYPE INVESTIGATIONS~~

The Executives Conference of 2/12/52, consisted of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason.

The Conference reconsidered the suggestion of Inspector B. C. Brown that all types of applicant cases other than Bureau applicants and National Academy applicants be referred to the Field for investigation without waiting for the results of a review of Seat of Government files. All Atomic Energy Applicant cases have been referred to the Field without waiting for the results of Seat of Government file reviews for the past 4 years. However, this procedure has not been followed in connection with the Voice of America; Special Inquiry, White House; Departmental Applicants; Special Inquiry - Congressional Committees; International Development Program; World Health, etc.

The suggestion of Mr. B. C. Brown was previously turned down by the Executives Conference on 1/18/52. Thereafter, the Director inquired as to why the Bureau should await the results of Seat of Government file checks on individuals who are to be clerks in the Department of Justice or messengers under the Voice of America program, whereas we have been and continue to refer investigations on top scientists and technicians under the Atomic Energy Program directly to the Field for investigation without waiting until Seat of Government files have been reviewed.

In connection with the reconsideration by the Conference of 2/12/52, the following views of the Special Inquiry Section, Investigative Division, were presented relative to the above question:

- (1) Atomic Energy scientists and technicians having controversial reputations have for the most part already been handled. Under the Voice of America Program and related inquiries this is not true and controversial people are constantly being investigated.

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cc: Mr. Mohr
Mr. Clegg

RECORDED-14
INDEXED-14

66-2554-9417
MAR 4 1952

HANDLED BY
SOOP DESS

EDM: EHW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/82 BY SP-5ci/DT

MAR 11 1952

- (2) The deadline on Atomic Energy cases is 30 days for the Field investigation, thus giving the Bureau a longer period of time in which to furnish the Field the results of Bureau file reviews inasmuch as other investigations may have a deadline of from 1 to 2 weeks.
- (3) Less derogatory information is discovered in connection with Atomic Energy investigations. Less than 1% of all Atomic Energy investigations result in the discovery of disloyal information. In the Voice of America investigations disloyal information runs as high as 10%.
- (4) Atomic Energy employees are fairly stable and usually there is no previous Bureau investigation on file. Frequently it happens, however, that a Voice of America applicant will have been previously investigated by the Bureau under the Greece-Turkey Aid Program or under some other category. Prior perusal of the Bureau's file results in saving some Field investigative work under such circumstances.
- (5) When the Atomic Energy Program initially started, all Seat of Government files were reviewed prior to ordering Field investigations, however, the tremendous volume of Atomic Energy cases precluded a continuance and for the past 4 years, Atomic Energy investigations have been ordered without waiting for Seat of Government file reviews. Inquiry has not uncovered any instance in which the Bureau was embarrassed by referring Atomic Energy Act cases to the Field without file reviews.
- (6) The majority of Atomic Energy scientists and technicians are fresh out of school and have not had an opportunity to get involved in controversial matters or hold membership in disreputable organizations. Approximately 11% of the total volume of Atomic Energy cases involve scientists or technicians.

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**ARGUMENTS IN FAVOR OF REFERRING ALL APPLICANT
CASES TO THE FIELD WITHOUT WAITING FOR SEAT OF
GOVERNMENT FILE REVIEWS**

- (1) Successful results over a 4-year period under the Atomic Energy Program.

- (2) Savings of time in handling applicant cases. From the time a request is received at the Seat of Government until it is referred to the Field for investigation in Atomic Energy matters, 4.4 days elapse, on the average whereas in other types of applicant cases the time consumed averages 8.1 days. Other applicants can be handled in approximately the same period as Atomic Energy, if cases are not held up until file reviews have been completed.
- (3) According to Field Inspectors, by the time a request for investigation has traveled from the Bureau through the Postal Service, to the Field Offices which will handle investigative work, and by the time each Field Office has searched its indices, collected and reviewed its files, prepared lead sheets, opened and assigned the investigation and routed it to the proper Agents, a period of time will have been consumed which approximates the length of time required by the Bureau to review its files. Thus, any derogatory information found in Bureau files and not in the possession of the Field, would be made available by teletype and arrive at the Field Office at the very outset of investigative activity in the Field.
- (4) The great majority of derogatory information in the possession of the Bureau came initially from the Field and is contained in Field files.
- (5) All applicant investigations, other than Bureau applicants, initiate at the Seat of Government and there would be no lessening of Seat of Government control over Field investigations.
- (6) We initiate Bureau applicant investigations in the Field at present without any Seat of Government file review prior to investigation but do not extend this same treatment to certain applicant inquiries in connection with other agencies.

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Messrs. Glavin, Tracy, Parsons, Belmont, Winterrowd, Gearty and Holloman, the majority, were opposed to the idea of referring Voice of America and related applicant-type inquiries to the Field without waiting for the results of Seat of Government file reviews. They felt there should be no change in the procedure of handling any type of applicant inquiry and that Atomic Energy investigations should continue as is.

Ladd Tolson
Messrs. Mohr and Mason, after due consideration of all phases of the matter, and particularly in view of the fact that approximately 4 days handling time can be saved in applicant investigations, recommend that all applicant matters be referred to the Field without waiting for the results of Seat of Government file reviews, exactly as is done in Atomic Energy matters at present.

Based on the Director's views, appropriate instructions will be issued.

Respectfully,
For the Conference

J. Conrad
Clyde Tolson

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THE DIRECTOR

2/13/52

EXECUTIVES CONFERENCE

SUGGESTION PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/53 BY SP-5 C. B. D. K.

The Conference on 2/12/52 consisted of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason.

The Conference considered the handling of the Suggestion Program.

Messrs. Glavin, Tracy, Winterrowd, Holloman and Mason felt that the following procedure should be utilized to help streamline the handling of suggestions and to reduce unnecessary work:

1. Suggestions made to an Assistant Director about work in his division and not relating to the work in any other division should be completely handled by that Assistant Director and should be presented to the Executives Conference by him when necessary. He should advise the Training and Inspection Division of the ultimate outcome of the suggestion by routing to it the original suggestion or a copy thereof, along with a copy of the acknowledgment to the employee.

2. Any suggestions received by an official pertaining to the operations of two or more Seat of Government Divisions or relating to work in the Field should be routed immediately to the Training and Inspection Division for complete handling and presentation to the Executives Conference.

The minority of the Conference, consisting of Messrs. Parsons, Mohr, Belmont and Gearty, felt that all suggestions should be referred to the Training and Inspection Division just as soon as any official receives a memorandum or one of the suggestion forms. The reason behind the minority's view was expressed as a desire to have all suggestions correlated in one place even though this may require the Training and Inspection Division to follow and report on a rather picayune occurrence in another division.

Based on the Director's views appropriate instructions will be issued at the Seat of Government.

Respectfully,
For the Conference

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

Jensen

RECORDED - 13
INDEXED - 13
EX - 50

106-2554-9418
MAR 5 1952
13

5 MAR 10 1952

The Director

February 15, 1952

The Executives Conference

~~FM RADIO STATION LOGS~~
~~(FORM COM-11)~~

The Executives Conference on February 15, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Gearty, Holloman, Mohr, Belmont, Nichols, Winterrowd and Clegg, considered the suggestion of the Laboratory that log sheets for 250 watt FM radio stations be revised as to form and the principal revision was to rule these forms so that the entries could be made in longhand. The number of entries have grown to such an extent that it is not always feasible to type them and it is necessary that longhand notations be made.

The Executives Conference unanimously recommended approval of the attached form.

Respectfully,
For the Conference

Clyde Tolson

HHC:IGS

Attachment

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/92 BY SP-5 CIP/DC

RECORDED - 13

INDEXED - 13

MAR 5 1952

EX - 50

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

65 MAR 10 1952

65 MAR 10 1952
MAR 10 1952

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

CC - Mr. Clegg
Mr. Mohr

RECORDED - 13
INDEXED - 13

MAR 5 1952

166-2554-9490

The second and third floors of the building are devoted to living quarters of the doors to individual rooms are not locked. Steel lockers in which personal belongings are maintained similarly are not locked and there is no requirement that Bureau property, such as manuals, be maintained in locked brief cases. The Inspector felt that maintenance employees throughout the building until 3:45 p. m. each day appear to furnish adequate protection against possible sneaking thievery. However, from 3:45 until 7:00 p. m. the Academy building at one of the entrances other than the main entrance and proceed directly upstairs to the second and third floor living quarters, steel Bureau property, such as agents' handbooks, or personal property and depart without being detected.

These three doors are opened at 6:45 a. m. when maintenance employees report for duty, and remain open throughout the day until 7:00 p. m. when the basement and north doors are locked. The main front door is locked at 11:00 p. m.

1. Main front door.
2. Rear basement door.
3. Street floor door at North end of building.

In addition to the kitchen entrance, which is unlocked only when kitchen help is on duty, there are three entrances to the Academy building:

On February 14, the conference, composed of Messrs. Glavin, Clegg, Gandy, Laughlin, Winterrowd, Holloman, Tracy, Mohr, Nichols and Harbo, was advised of a question raised during the recent inspection concerning the possibility of sneaking thievery at the FBI Academy at Quantico.

The Director
The Executive Conference
~~SECURITY AGAINST SNEAK~~
THIEVERY AT FBI ACADEMY
QUANTICO, VIRGINIA

February 15, 1952
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/2007 BY SP-5/BJP

Handwritten initials

The Inspector proposed that the rear basement door and the first floor door at the North end be equipped with locks which would permit egress from the building without using a key but would require the use of a key to gain entrance after the doors have been locked, which he proposed be at 3:15 P. M. when the maintenance employees depart. With the exception of Mr. Harbo, the Conference concurred with Mr. Clegg who was opposed to the suggestion on the ground that there had been no thievery during the past eleven years; there would be considerable inconvenience to Marine Corps officers or special visitors to the Academy who arrived by automobile after 3:15 P. M.; it would be necessary to issue numerous keys some of which would probably be lost; in some instances Agents returning from firearms training would enter through the main door and track mud in the main entrance lobby en route to the gun room in the basement. However, Mr. Clegg would have no objection to locking these two doors after the last class comes in from the firearms range each day and this will be done if the Director approves.

Mr. Harbo believes the recommendation should be approved requiring that the basement and first floor door in the North end be locked at 3:15 P. M., pointing out that there is, in fact, a security hazard despite the fact that there have been no cases of sneak thievery during the past eleven years; that keys could be furnished to class instructors and counsellors, as well as placed on the key rings for automobiles and busses; also these two doors could be equipped with bells and, where necessary, an employee from the Chief Clerk's office could admit individuals through those doors.

Respectfully,
For the Conference

Glyde Tolson

*James
with Harbo
3-1
4*

*James
H*

2/21/52

TO DIRECTOR

THE EXECUTIVES CONFERENCE

AWARDING CERTIFICATE TO MEMBERS OF VISITING FACULTY STAFF SUGGESTION OF DR. HERBERT J. STACK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/2/82 BY SP-5/08

The Executives Conference of February 21, 1952, Messrs. Tracy, Harbo, Belmont, Gresham and Clegg being present, considered the suggestion of Doctor Herbert J. Stack who, for many years, has been a member of the visiting faculty staff of the FBI National Academy. Doctor Stack suggests that the visiting faculty members who have been serving the Academy for a good many years be awarded a special certificate on some occasion by the Bureau.

Mr. Belmont opposed the suggestion fearing that it might cause friction between those who did and did not receive the certificate, and at times those who receive a certificate will later become "persona non grata" and some who served in former years are presently in an unfriendly relationship with the Bureau. He believed it would be better to avoid this type of award.

Messrs. Tracy, Harbo, Gresham and Clegg favored the suggestion and recommended that after an individual has been a member of the visiting faculty staff over a period of 5 years or more he be awarded a certificate on which could be expressed the Bureau's appreciation for his services as a member of the staff of visiting instructors of the FBI National Academy for a period of _____ years. The number of years of service would be shown as of the date the certificate was awarded. The certificate could be awarded before the class at a time when the instructor is here and when he is being introduced to the class for his regular course of instruction.

General

9421

RECORDED - 13

MAR 5 1952

There is attached an acknowledgment of Doctor Stack's letter containing the suggestion and action will be taken accordingly. Also attached is a list of current visiting instructors who have appeared for 5 years or more.

Respectfully,
for the Conference

Clyde Tolson

- Tolson
- Ad
- Nichols
- Belmont
- Mohr
- Harbo
- Tracy
- Glavin
- Rosen
- Nease
- Gandy

65 MAR 10 1952

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

cc - Mr. Ladd
Mr. Belmont
Mr. Henrich
Mr. Baumgardner

THE DIRECTOR

February 15, 1952

EXAMINED CONFERENCE

~~HANDLED BY CONFIDENTIAL INFORMATION~~
INCOME TAX PART 112

The Executive Conference, consisting of Messrs. Nichols, Clegg, Glavin, Harbo, Winterrowd, Rosen, Tracy, Mohr, Garty, and Belmont, on February 15, 1952, considered a proposed Bureau Bulletin on changing Bureau instructions regarding notification to informants of their obligations regarding payment of income taxes based upon changes in the Federal Income Tax Law for the filing of returns for 1951.

Sections 9A (2)(h) and 9A (2)(j) of the Manual of Rules and Regulations provide that the field should instruct informants who receive compensation for their services to the Bureau to report such compensation as income when filing an income tax return. If the informant has another regular source of income which would require the filing of a return, the field is instructed to have the informant list the Bureau money under income received from other sources and explain as follows on the return: "for personal services rendered." In addition, the instructions provide that if the informant has no other source of income, a specified Agent should be named as the informant's employer and the home address of the Agent set forth on the return. The 1951 income tax regulations specify that if the employer has but one employee, he is still subject to regulations requiring the withholding for income tax purposes of specified amounts. It would therefore be necessary if an Agent were listed as the employer of an informant, for the Agent to follow the withholding tax regulations and submit W-2 forms for the informant which would be attached by the informant to his return.

In addition, if the employment of an informant for income tax purposes has been set up by the field on an agricultural or domestic employee basis, the informant will come within the provisions of the Federal Insurance Contributions Act which requires that wages paid to these types of employees are subject to tax under this Act should the cash wages be as much as \$50 for a 30-day period.

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

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

AMH:JDD:800

RECORDED - 129

INDEXED - 129

HANDLED BY
STAMP DESK

66-2554-9422
66-2554-2

MAR 11 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5 C/PT

To avoid complications with new Social Security tax regulations, it is suggested that all informants be instructed to consider Bureau income as self-employment income in connection with the filing of income tax returns. A separate Schedule G must be filed on net earnings from self-employment of \$400 or more. If an informant receives less than \$400 from the Bureau and has no other self-employment income, the money received from the Bureau is not subject to the self-employment tax. If the informant receives \$3600 or more from outside employment subject to Social Security tax, the self-employment tax requirements do not apply and any money he receives from the Bureau should be set out on Form 1040 under "Other Income." If the informant receives from outside employment less than \$3600, all of which is subject to Social Security tax, the amount on which he will have to report for Social Security tax purposes is the difference between the amount received from regular employment and \$3600, e.g., "A" is an informant who is regularly employed as a music teacher. His annual salary is \$3000. "A's" net earnings from the Bureau amount to \$1600. The \$3000 is exempt (Social Security tax is withheld on \$3000) and the \$1600 is included (only \$600 of which is subject to self-employment tax).

It is necessary in completing Schedule G to state the nature of business of the self-employed. The informants should be instructed to use as the nature of their self-employment any applicable occupation without revealing the Bureau connection.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that this matter be informally discussed with the Internal Revenue Bureau and then instructions issued to the field. Such has been done and, in addition, the proposed Bureau Bulletin has been checked with the Fraud and Accounting Section. If you approve, this Bureau Bulletin will be sent to the field.

Respectfully,
For the Conference


Clyde Tolson

The Director

February 28, 1952

The Executives Conference

FIRE EXTINGUISHERS IN RADIO STATIONS

The Executives Conference on February 25, 1952, consisting of Messrs. Callahan, Harbo, Mohr, Belmont, Ladd, Nichols, Sizoo, Holloman and Gearty, considered the suggestion of Special Agent Warren Hearn that a warning notice be placed on all soda-acid fire extinguishers in radio stations indicating they were not to be used on electrical or gasoline fires. The Radio Operators' Manual states that at least one carbon-tetrachloride extinguisher and a soda-acid extinguisher or carbon-dioxide extinguisher be available for use on radio equipment. The Manual further states that the soda-acid extinguishers are not to be used on electrical fires. The soda-acid extinguishers are a water and foam type which may cause injury to the user and damage to the equipment.

There are three types of extinguishers available for use in radio stations: (1) the carbon-tetrachloride extinguisher which is a small portable vaporizing liquid type; (2) the soda-acid extinguisher which is a water and foam type; and (3) the carbon-dioxide extinguisher which is a dry gas type. While there are certain advantages to the carbon-tetrachloride extinguisher, it has the danger of creating a deadly gas if the temperature is too high or if used in a room having less than 3,000 cubic feet. The soda-acid extinguisher, as indicated above, may result in injury to the user and damage to the equipment since it involves the projection of a stream of water. The carbon-dioxide type of extinguisher is the type which should be used on an electrical or gasoline fire and, while it is not the best possible extinguisher for other types of fires such as wood or trash fires, it would still be satisfactory. The Laboratory has, therefore, recommended that the Radio Operators' Manual be revised to eliminate the use of the soda-acid and carbon-tetrachloride extinguishers and only the carbon-dioxide extinguishers be placed in the radio stations.

The Executives Conference was unanimously in agreement with the recommendation of the Laboratory, feeling that even though appropriate instructions were placed on the extinguisher

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 129

HANDLED BY STOR. FILE

EX. 28

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/25/92 BY SP-5C/DJF

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


64 MAR 1 1952

66-2554-9423
66-2554-1423
JAS:IGS
SP-5C/DJF

as to the condition under which they could be utilized, there was a possibility the wrong one might be used, and it would be better to use one type of extinguisher having no inherent dangers to the user and no likelihood of damaging equipment, providing this type meets local fire regulations.

If the Director agrees, there is attached for consideration a proposed SAC Letter and the necessary changes will be made in the Radio Operators' Manual. A communication has previously been forwarded to Special Agent Hearn expressing appreciation for his interest in making a suggestion in connection with this matter.

Respectfully,
For the Conference


Clyde Tolson

The Director

February 29, 1952

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/7/92 BY SP-5 CIP/HC

The Executives Conference consisting of Messrs. Holloman, Winterrowd, Gearty, Mason, Hennrich, Ladd, Mohr, Harbo, Tracy, Callahan and Nichols considered the following matter presented by Mr. Nichols.

It was pointed out to the Conference that the ~~General~~ Index was the key to the Bureau's vast information in its files, that this index now contains 40,000,000 index cards containing approximately 47,000,000 references and that without this index it would be practically impossible to ever assemble all Bureau information. It was pointed out that should this index be destroyed through a bombing or other disaster, it would be exceedingly difficult to reconstruct a new index which would have to be made by securing references from each of the 52 field offices and since the field does not index as extensively as the Bureau does, it would be physically impossible to ever recreate again the index we now have.

The Conference was further advised that during the past several years identifying data has been placed on index cards so that it would be possible to tell from the index cards the source of information in our files.

The Records Section has been considering various possibilities and after considerable study has come to the conclusion that it would be good insurance to ~~microfilm~~ the Bureau's index at periodic intervals every two or five years, that the Library of Congress is now taking this precaution with their index and other agencies are filming important indices for security reasons.

It has been ascertained that it would cost \$13,786.00 to microfilm the Bureau's indices. It would be physically impossible to keep this up to date once it was microfilmed and it was the Records Section's recommendation that it would be more economical to microfilm the index at periodic intervals, preferably each two years.

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

RECORDED - 129
HANDLED BY STOP/DESK
INDEXED - 129

66-2554-94 24
66-2554-424

64 MAR 11 1952

Memo to the Director from the Executive Conference

2-29-52

The possibility of microfilming main cards has been considered but this would be more costly than microfilming the entire index in view of the necessity of sorting the index.

All members of the Conference except Mason and Nichols recommended against this project on the basis that if the Bureau's index was destroyed by a bombing, the files likewise would be destroyed and the next best index would be that which is currently available in the various field offices.

Messrs. Mason and Nichols favored the microfilming project as it would be an insurance and we could tell from the index cards whether we had ever had information and the possible source of the information. It was felt by Messrs. Mason and Nichols that this would be more economical than trying to reassemble an index should a disaster occur.

In view of the majority vote, however, unless advised to the contrary, no further consideration will be given to this project.

Respectfully,
For the Conference

Clyde Tolson

The Director

February 14, 1952

The Executives Conference

~~DRUNKOMETER~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5 C/BH

On February 12th the Executives Conference consisting of Messrs. Glavin, Tracy, Mohr, Belmont, Winterrowd, Mason, Gearty, Holloman and Parsons considered the purchase of a new Drunkometer for \$112.50.

For approximately twelve years the Laboratory has had an instrument known as the Drunkometer which was designed for determining the degree of intoxication by testing breath. This instrument has been sold over the years to numerous police departments and has been used by the Bureau for instruction purposes in the National Academy and for traffic instructors. There has been a great deal of interest in police organizations in the various methods of determining intoxication. Recently the Bureau purchased an Intoximeter which is used for the same purpose but made by a different concern.

Because our Drunkometer is old and obsolete and does not represent the up-to-date equipment now made by the Stephenson Corporation, they have offered to exchange our old unit for a new modern instrument at one-half of the \$225.00 selling price.

The Conference unanimously recommends the purchase of the Drunkometer at a cost of \$112.50.

Respectfully,
For the Conference

Clyde Tolson

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

DJP:VH

66-2554-9425
MAR 5 1952

RECORDED - 13

INDEXED - 13

EX - 50

35 MAR 10 1952

The Director

February 25, 1952

The Executives Conference

~~LISTING OF RESIDENT AGENCY~~
ON DOOR AND ON BUILDING DIRECTORY

The Executives Conference on February 20, 1952, consisting of Messrs. Callahan, Tracy, Harbo, Belmont, Winterrowd, Gresham, Holloman, Mohr, and Clegg, considered the suggestion that the ~~listing of Resident Agencies of the Bureau both on the office door and on the building directory be changed so that in the future the first words on the directory would be Federal Bureau of Investigation. Underneath it would appear Resident Agency. Beneath this on the bulletin board would appear "Room Number _____," and on the door there would appear "Main Office _____ (location of Headquarters city)." At present the listing is first "Resident Agency" underneath which appears the words "Federal Bureau of Investigation" and the additional data.~~

Since people are more likely to look for the listing of "Resident Agency" under the letter "F" for Federal Bureau of Investigation than under "R" for Resident Agency, the Conference unanimously recommended that this change be approved. This change is to take effect, however, only when it becomes necessary to change the signs presently on the doors or in the event of the establishment of a new Resident Agency. In other words, it was not desired that there be an erasing and repainting of all these signs throughout the Bureau until a reason for the change otherwise occurred.

The changes on the building directory which does not require a repainting of the sign should be made promptly. Instructions will be issued accordingly if approved.

Respectfully,

For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5 CJP/ST

Clyde Tolson

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

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

RECORDED - 13
INDEXED - 13

MAR 5 1952

65 MAR 1 0 1952

166-2554-9426
MTPS

The Director

February 25, 1952

The Executives Conference

~~MANUAL OF RULES AND REGULATIONS—
REQUIREMENT THAT SAC REPORT THE
PRESENCE OF ANYONE IN HIS DIVISION
WHO HAVE NOT PREVIOUSLY REPORTED~~

The Executives Conference of February 20, 1952, consisting of Messrs. Callahan, Tracy, Harbo, Belmont, Winterrowd, Gresham, Holloman, Mohr and Clegg, gave consideration to a section of the Manual of Rules and Regulations quoted as follows:

"The SAC shall report to the Bureau the presence in his division of an employee who has been seen and recognized but has failed to report in the usual manner."

Consideration was given to the above section and its practicability. It was believed this was initially placed into effect when the total personnel of the Bureau was small and Agents who were on undercover assignments might be seen and recognized while in a division who had not reported in the usual manner and there may have been other reasons for the rule initially. In view of the fact that today there are a large number of employees and Resident Agents have occasion to see many employees on weekends who are at beaches in nearby divisions or on vacations, it was believed that now this rule was obsolete, and it was unanimously recommended that it be abolished as a requirement.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY sp-5c DJP

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

cc - Mr. Mohr
Mr. Clegg

RECORDED - 13
INDEXED - 13

166-2554-9427
MAR 5 1952

HHC:IGS

59 MAR 10 1952

EX-50

[Handwritten signatures and initials]

THE DIRECTOR

February 29, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5 C/ore

The Executives Conference of February 28, 1952, consisting of Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Holloman, Winterrowd, Courtney, Mason, Laughlin and Glavin, was advised that the Bureau has received a communication from the SAC at San Diego to which he attached an editorial contained in his Sunday, February 27, 1952, issue of the San Diego Union, concerning a discount racket.

The editorial is the type which has appeared in other papers concerning discounts being allowed to Government employees by merchants at Poine, Idaho.

Mr. Nichols pointed out that the ~~FBI~~ maintains discount lists for various merchants in Washington who have offered discounts to Bureau employees. Mr. Nichols stated that this list is being revised at the present time and the only merchants that are being included in the list are those who have contacted us offering discounts.

The Conference does not feel that the Bureau need discontinue its circulation of lists of businessmen who offer discounts to Bureau employees. The Conference feeling that in the event such individuals, merchants and organizations wish to offer discounts to Bureau employees, we should not refuse to advise members of the FBI concerning such offers of discounts.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED - 13
INDEXED - 13

66-2554-9428

59 MAR 10 1952

95-76

THE DIRECTOR

2/15/52

EXECUTIVES CONFERENCE

WAR PLANS - AIR RAIDS
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/82 BY SP-5 a/bm

On 2/13/52, the Executives Conference, consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Gearty, Sizoo, Nichols and Holloman, considered a request made by Mr. [redacted] of Civil Defense. Mr. [redacted] talked to Mr. Tracy on 2/8/52 and identified himself as the official of Civil Defense having certain general responsibilities for the area in which the Identification Building is located. He inquired with reference to air raid plans and was advised that plans have been completed; that air raid wardens had been designated; shelter areas had been assigned and practice drills had been held. Mr. [redacted] asked if he could be present when the next air raid drill for the Identification Division is held.

b6
b7c

Mr. [redacted] further advised that the Civil Defense was setting up a Fire Control School and suggested that air raid wardens and others designated to assist in putting out fires might attend this school. It is a school of 1 day's duration and is under the general supervision of the General Services Administration.

Mr. Tracy indicated that 1 out of 10 air raid wardens for the Identification Building would give us sufficient instruction in this connection. 48 employees in that building have been designated air raid wardens or alternates.

b6
b7c

The Executives Conference unanimously recommended that Mr. [redacted] be invited to attend the next air raid drill in the Identification Building and that the Identification Division send representative air raid wardens to the Fire Control School sponsored by Civil Defense. If you agree, Mr. Tracy will contact Mr. [redacted] and so inform him.

Respectfully,
For the Conference

Clyde Tolson

66-2554-9429

RECORDED-14

MAR 6 1952

INDEXED-14

- Olson
- W.C. Sullivan
- Belmont
- Mohr
- DeLoach
- Casper
- Callahan
- Conrad
- Felt
- Gale
- Rosen
- Sullivan
- Tavel
- Trotter
- Tele. Room
- Holmes
- Gandy

cc - Mr. Mohr
Mr. Clegg

JAS:DMC

65 MAR 10 1952

EX-50

[Handwritten signatures and initials]

February 8, 1952

The Director

The Executives Conference

ELECTION LAWS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5/BJK

At the Executives Conference on February 12, 1952, the attached proposed SAC Letter was presented for approval. This SAC Letter is submitted in view of the forthcoming primary elections and the general election of 1952, at which times it may be reasonably anticipated the Bureau will receive an increased number of complaints and will necessarily have to conduct an increased number of Election Laws investigations. Therefore, the attached SAC Letter has been prepared reiterating the Bureau's policies and procedures in handling Election Laws matters.

Suggestions based on past experiences on handling this type of investigation have been set out. The importance of handling these investigations and the necessity for prompt and thorough handling as well as the extreme public interest in Election Laws frauds have been stressed.

The Conference consisting of Messrs. Gearty, Mason, Belmont, Mohr, Carson, Tracy, Glavin, Holloman and Winterrowd unanimously approved issuing this letter.

Respectfully,
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION: "OK.H."

EA-28

RECORDED-12
INDEXED-12

66-2554-9430

NOT RECORDED
128 MAR 7 1952

Attachment

cc - Mr. Clegg
Mr. Mohr

ELR:mc

INITIALS ON ORIGINAL - 12

MAR 11 1952

ORIGINAL FILED IN 66-6200-56-69

P
The Director
The Executives Conference

February 25, 1952

~~STATE DEPARTMENT NAME CHECKS ON VISA FORMS~~

The Executives Conference on September 24, 1951 (copy of memorandum concerning this conference attached hereto), recommended and it was approved that we receive for name checks visa forms on officials, natives, nationals, residents, and former residents, as well as recent visitors, of all Communist or Communist-controlled countries. This name check would be made by the State Department prior to the time they granted a visa. At that time, however, the State Department advised they did not have the necessary funds and personnel to initiate this program. The State Department has now advised they are ready to initiate these name checks with us as follows:

(1) The State Department desires to submit 3,100 name checks per month on visa applicants, a part of which will be requested after the visa has been granted. They are, however, changing over their system so that in the near future all of these requests will be received before the visa is granted.

(2) The State Department has on hand a backlog of 8,334 applications for visas in which the visa has not been granted.

(3) The State Department has on hand 11,640 forms in which the visa has already been granted. These forms have been accumulating over the past year and many of these people have already departed from the United States. The State Department advises that if the Bureau checks these forms and adverse data is discovered, it would enable them to take the information into consideration in any future application for a visa and to advise the Immigration and Naturalization Service if the person is still here so that appropriate steps could be taken to remove the person from the country.

The 3,100 current names per month is less than we had originally anticipated. A good purpose would be served in checking the 8,334 backlog forms in which visas have not been issued for if done in a reasonable time it would serve the purpose of barring undesirables from the country. With respect to the 11,640 backlog forms for which visas have already been granted there would, of course, be a limited value in checking them. There is the possibility, of course, that we would uncover a dangerous alien in the country through checking these names.

VPK:m1s

Attachment

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DATE 8/17/92 BY SP-5/BJP

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MAR 6 1952

166-2554-943

EX - 94

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EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference, consisting of Messrs. Belmont, Clegg, Harbo, Tracy, and Gresham, unanimously agreed that we should accept all of these visa forms for checking through our files, including the 11,640 in which the visas have already been granted. This recommendation is based on the fact that we previously agreed to handle the name checks and, more important, that if one of these aliens becomes subject of controversy as to why he is allowed to remain in the United States, the State Department could point to our refusal to make the check as an excuse for inaction. It was suggested we handle the 3,100 current forms on a current basis; the 8,334 backlog in which visas have not been granted at the rate of 2,000 per week; and the 11,640 backlog forms over the next four months at an even rate per month.

Mr. Nichols, who was not present at the conference, has pointed out that he is opposed to taking the backlog forms inasmuch as we are rapidly approaching the point where we have reached the limit of our capacity with our present personnel and it does not appear that any worthwhile purpose would be served in checking them. He points out he sees no way of avoiding checking the 3,100 current forms, but we should have a firm understanding with the State Department that we must have time to do them. In the event we are forced to handle the 8,334 backlog forms in which visas have not been granted, Mr. Nichols pointed out we should do them over a four-month period of time.

If you approve the views of the majority of the Executives Conference, the State Department will be advised as indicated above.

Directors Notation: I am opposed to handling any back log forms in which visas have already been granted. H.

Respectfully,
For the Conference

Clyde Tolson

The Director

February 11, 1952

The Executives Conference

SUGGESTION #19-52

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Frank

The Executives Conference of February 6, 1952, consisting of Messrs. Rosen, Parsons, Glavin, Mohr, Gearty, Winterrowd, Laughlin, Tracy and Clegg, considered a suggestion of Special Agent Harold C. Cook of the Denver Office which was transmitted to the Bureau by the SAC. The suggestion is that a plastic reflecting material in the form of tape might be useful in surveillance work. This has been analyzed and reported on by the Bureau's Laboratory. Mr. Cook's suggestion is that the tape would be a reflecting material, the back of which would stick like adhesive tape, but some of this material could be attached to the back of an automobile under surveillance, and because of the reflecting material the car could be surveilled more easily and picked up more easily by other cars continuing the surveillance.

The Laboratory reported that such a sticker of reflecting material bearing something in the nature of a small advertisement would not likely raise a question in the mind of the subjects as to the purpose of the sticker and some doubt was expressed that it was of sufficient value to prepare and supply such stickers to the Field generally.

The Executives Conference unanimously recommended that a letter be sent to the Field suggesting that such stickers might be used on surveillances but that no such material should be furnished to the Field. Tape of this type is used by the Colorado State Highway Department and other highway patrol agencies to mark barricades and obstructions. A slightly different type of material is manufactured by the Minnesota Mining and Manufacturing Company. Thus, it was felt unnecessary to supply the Field with any material of this type but merely to furnish advice and information.

Respectfully,
For the Conference

Attachment

cc - Mr. Mohr
Mr. Clegg

Clyde Tolson
RECORDED 88
INDEXED 88
66-2554-9432
MAR 7 1952
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THE DIRECTOR

February 29, 1952

THE EXECUTIVES CONFERENCE

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push
The Executives Conference of February 28, 1952, consisting of Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Holloman, Winterrowd, Garity, Mason, Laughlin and Glavin, was advised that the SAC at San Juan under date of February 6, 1952, transmitted a circular addressed to all Federal employees in Puerto Rico receiving a 25% cost-of-living allowance in addition to their basic pay, with particular reference to the exemption of cost-of-living allowance from Federal income tax, such circular being prepared by the Federal Employees Council of Puerto Rico.

Briefly, the circular points out that it is felt that payment of income tax on cost-of-living allowance is not a proper tax and it is felt that the Federal employees in Puerto Rico may be able to secure a refund if they are appropriately represented in this connection. The estimated cost for each of the 4,400 employees of the Federal Government in Puerto Rico receiving 25% cost-of-living allowance will be approximately \$2.00 to \$4.00 for legal services to permit presentation of this tax problem to the Federal courts for solution.

The Conference was advised that SAC Godfrey of San Juan points out that the Federal Employees Council of Puerto Rico is made up of heads of various agencies and has been studying for some time the possibility of obtaining the legal services of a law firm for the purpose of testing a ruling made by the Commissioner of Internal Revenue which requires payment of income tax on the 25% cost-of-living allowance. Mr. Godfrey points out that he has not become a member of the Federal Employees Council of Puerto Rico nor has he in any way participated in their activities. It appears from Mr. Godfrey's communication that it will be necessary for each and every employee requesting a refund to file a cause of action and that decisions in individual cases will not stand as a legal precedent. He is desirous of being advised as to whether there is any objection to the participation of employees of the San Juan Office in such litigation.

The Conference was advised that a check of 1952 files had been made of the officers of the Federal Employees Council of Puerto Rico without uncovering derogatory information with the exception that there is a reference to one Jose Ruiz Acosado, aka Papi, who in 1944 was reported

- Tolson
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- Tele. Room
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- Gandy

RECORDED - 82
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66-2554-9434
MAR 5 1952

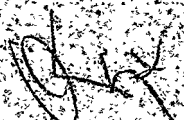
Mr. Clegg
Mr. Clegg
12 1952

Executive Conference Memorandum (Continued)

to be a member of the Puerto Rican Communist Party. Information in our files is not sufficient to determine whether Jose Acevedo, signed as one of the officers of the Council, is the same individual; however, since members of the Council are Government employees, it is entirely possible that the Jose Acevedo who signed the circular in question is not identical to Jose Luis Acevedo. This matter should, however, be brought to SAC Godfrey's attention when he is advised concerning this matter.

The Conference is of the unanimous opinion that it cannot instruct SAC Godfrey that the employees of the San Juan Office cannot participate in this action to secure refunds of taxes which may have been improperly imposed. The Conference feels this is a problem for each of the employees assigned to the San Juan Division and the SAC should be advised to this effect, he being further advised at the same time that employees entering into such legal action should assure themselves that no embarrassment will result to the Bureau through such action.

Should the Director agree, the San Juan Office will be appropriately advised.



Sincerely,
For the Conference

Clyde Tolson

- Tolson _____
- Ladd _____
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THE DIRECTOR

February 18, 1952

The Executives Conference

~~STATISTICS - FINGERPRINT IDENTIFICATIONS ON SEX OFFENSES~~

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DATE 8/7/12 BY SP-5 ci

The Executives Conference consisting of Messrs. Glavin, Mason, Gearty, Mohr, Parsons, Belmont, Winterrowd, and Tracy considered the matter of maintaining statistics on sex offenses.

The Identification Division presently maintains statistics reflecting arrests of persons charged with acts of perversion if an identification is made against a prior Civil Service or Armed Forces fingerprint card in the Identification Division files. These statistics are broken up by the name of the agency as well as a tabulation reflecting the year in which the fingerprint card indicating Federal service was received in the Bureau.

It is not possible from the Identification Division files to determine whether an individual is at the time of arrest currently employed or currently in the Armed Forces. Therefore, Mr. Tolson, in considering the subject matter as a budget item, observed, "I think we should try to follow these arrest records to determine present employment. That would be the only true figure." The Director observed, "No use of going to this trouble. Also it is valueless to keep such statistics as are now kept."

Mr. Glavin and Mr. Mason were of the opinion that the Civil Service Commission, the Armed Forces, the Congress, and such other Federal agencies as receive a copy of the record be requested to advise the Bureau whether or not the individual arrested is currently employed. Mr. Glavin observed that we are presently receiving dispositions from the Civil Service Commission with reference to criminal arrest records as to what action was taken by the agency of employment.

Mr. Belmont and Mr. Tracy were of the opinion that the total number of identifications made should be kept for the

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- Nease _____
- Gandy _____

cc - Mr. Clegg
Mr. Mohr

RECORDED - 82

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MAR 5 1952

EX-140

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MEMORANDUM FOR THE DIRECTOR

February 18, 1952

information of the Bureau only as to the volume of such identifications, that, however, no breakup of statistics by departments and agencies be maintained.

The balance of the Conference was of the opinion that the statistics presently maintained by the Identification Division should be discontinued entirely.

Respectfully,
For the Conference,

Clyde Tolson

*Delayed
until
this morning
3-1-52
James*

THE DIRECTOR

February 13, 1952

THE EXECUTIVE CONFERENCE

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File

The Executive Conference of February 10, 1952, consisting of Messrs. Lohr, Belmont, Gearty, Sizoo, Winterrowd, Holloman, Harbo, Tracy and Callahan considered the attached correspondence between the Special Agent in Charge at Albany and the American Society for Public Administration, Albany, New York, in which the above Society for Public Administration, by letter January 25, 1952, to the SAC at Albany, inquired as to whether or not the SAC would nominate one or more persons in the Bureau who it was felt would be qualified for an annual award for outstanding contributions in the field of administration, which are made by this organization.

The SAC at Albany, in a reply of January 30, 1952, informed the chairman of the Annual Award Committee, Mr. [redacted] that he was not at liberty to suggest nominees and suggested that if he wished to pursue this matter further that he communicate directly with the Director in Washington, D. C.

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The Conference considered the advisability of whether or not the Bureau should at this time, make any nomination of anyone for an award from this organization. All of the above members of the Conference were opposed at the Bureau making any such nomination at this time.

Respectfully,
For the Conference

J. Conroy

Clive Tolson

RECORDED - 82
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66-254-9436

MAR 5 1952

EX-140

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

Mr. Lohr
Mr. Clegg

Attachments
MAR 5 1952

[Handwritten signature]

The Director

February 11, 1952

The Executives Conference

ERRONEOUS IDENTIFICATIONS
"IDENT SQUAD"

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The Executives Conference on February 6, 1952, Messrs. Rosen, Parsons, Glavin, Mohr, Gearty, Winterrowd, Laughlin, Tracy and Clegg being present, considered the suggestion made by Messrs. Tracy and Quinn Tamm that there be a modification of the penalties for erroneous identifications on the part of members of the "Ident Squad" in the Identification Division. A survey of this matter was made by Inspector J. A. Sizoo.

Regular fingerprint searches on the technical file cabinets in the criminal files of the Identification Division average approximately twelve identifications per day. When the fingerprints are first searched through the card index and a tentative identification is made of a person of the same name, the jacket number is recorded and the jacket is withdrawn by a clerical employee and brought to the table where a special group of fingerprint classifiers known as the "Ident Squad" are working. The members of the "Ident Squad" then ascertain by an examination of the fingerprints in the jacket and comparing them with the incoming fingerprint card, if the person whose fingerprint cards are in the jacket is identical with the person whose fingerprints are on the incoming card. Those assigned to this "Ident Squad" are able to handle approximately 280 identifications per day and handle 300 fingerprint jackets each day.

Mr. Tracy points out that elements of fatigue caused by examining a large number of fingerprints daily make erroneous identifications more likely and since these identifications are subsequently verified in each instance, he felt that lessening of the penalties for erroneous identifications may result in increased production, improved morale and the possibility of a reduced loss of personnel. He feels that to give the same penalties to this group as are given to those who are making only twelve

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cc - Mr. Mohr
Mr. Clegg

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66-2554-9437
MAR 5 1952
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MAR 12 1952

Present Penalties

For erroneous identifications the penalty system now in effect is:

- (a) For the first error, a letter of censure.
- (b) For the second error within one year, five days' suspension.
- (c) The third error results in removal of the employee from fingerprint work or other severe administrative action, depending on the facts.

Mr. Tracy's Recommendation

Mr. Tracy recommends as follows:

- (a) No action on the first two errors.
- (b) A letter of censure on the third error.
- (c) Removal from the "Ident Squad" and demotion to Grade GS-4 fingerprint work on the fourth error.

The only penalties considered in this suggestion are those of erroneous identifications and not "missed identifications."

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference considered Mr. Tracy's observations and the majority agreed with Mr. Sizoo in his recommendations as follows:

All members of the Conference except Mr. Tracy pointed out that since there can be no reasonable excuse for an erroneous identification, and as those working on the "Ident Squad" are assigned on a rotating basis for only about two months out of a year and they are in Grade GS-5, while those on the Identification technical files are in Grade GS-4, therefore, in view of all the facts considered and the further fact that an erroneous identification was inexcusable, it was recommended that the present penalty system be continued without change.

Mr. Tracy recommended that his suggestion be adopted for a lessening of the penalty.

*I show majority
me*

Respectfully,
For the Conference

U
Clyde Tolson

THE DIRECTOR

2/28/52

EXECUTIVES CONFERENCE

TELEPHONE CALL MEMO

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The Executives Conference on 2/27/52 consisted of Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Laughlin, Winterrowd, Gresham, Holloman and Mason.

The Conference considered the suggestion made by Chief Clerk [redacted] of the Charlotte Field Division. This suggestion contemplates that two separate forms will be made up on 3" x 5" cards. The first form will be left by Special Agents as a notice for an individual who was not at home to call the Agent at the office. This form will show the date, the name of the person for whom the message was left, the name of the Agent to be called, the telephone number of the office and the file number to which the matter pertains.

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The second form also 3" x 5" in size was intended to be left with the switchboard operator by each Agent in the Field Office who places an incomplete call or who expects a telephone call from an individual. These cards will be maintained by the switchboard operator in alphabetical order under the name of the person who is expected to call the office. These forms show places for the name of the person who is expected to call; the date contact was tried, which necessitated the citizen later calling an Agent; the name of the Agent who should handle the call when the citizen calls the office and the file number to which the matter pertains.

Chief Clerk [redacted] views in suggesting these forms are based on his belief that individuals call Field Offices trying to contact specific Agents, but they have forgotten the Agent's name and it is difficult for the switchboard to properly place the call with the appropriate Agent.

SAC Hood of Washington Field Office expressed his view that the card system suggested does not offer the solution to this problem and he recommends unfavorably relative to the card forms.

SAC McKee of Newark is not in favor of the forms because they would require Agent personnel to carry a supply of them in their daily work in order to have a form available to leave with an individual. He objects to Agents being required to leave messages on printed forms for they have in the past been authorized to leave messages on appropriate sheets of paper. McKee sees no need for the form and points out Form FD-194 is already a Bureau-approved telephone form and he feels that devising two new forms consists of treating a simple problem in an "over-administrative fashion."

Ed Messers, Colegg and Mohr
EDM:DMG

RECORDED - 103

INDEXED - 103

MAR 7 1952

(Suggestion 43-52)

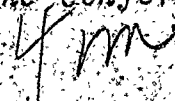
Memorandum for the Director

SAC Scheidt of New York is opposed to the suggestion and points out that a person is just as apt to lose the card reflecting the name of the Agent as he would be to forget the name itself without a card.

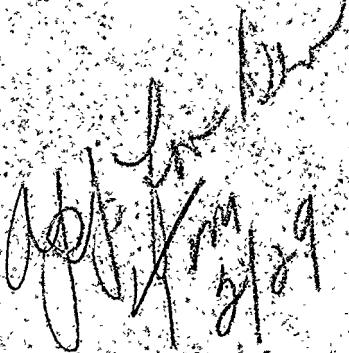
The Conference considered the suggestion and the views submitted, and recommends to the Director unanimously unfavorably relative to the suggestion. If the Director agrees with the views of the Conference no further action need be taken for Chief Clerk [redacted] has already been thanked for his idea.

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Respectfully,
For the Conference



Clyde Tolson



The Director

February 15, 1952

The Executives Conference

MAINTENANCE OF ADMINISTRATIVE FILES IN RECORDS SECTION CONCERNING BUREAU WAR PLANS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/7/92 BY SP-5 CIP/ae

On February 14, the Conference, composed of Messrs. Glavin, Clegg, Gearty, Laughlin, Winterrowd, Holloman, Tracy, Mohr, Nichols and Harbo, was advised that the Records Section maintains eight main files on Bureau War Plans as follows:

- 66-17380 - General Survey.
- 66-17381 - Emergency Headquarters for Seat of Government.
- 66-17382 - First Aid Training for Seat of Government, with subfiles for each field office.
- 66-17383 - Miscellaneous Equipment, with subfiles for each field office.
- 66-17384 - Automotive Equipment, with subfiles for each field office.
- 66-17385 - Communications, with subfiles for each field office.
- 66-17386 - Office Administration, with subfiles for each field office.
- 66-17387 - Civilian Defense, with subfiles for each field office.

When copies of survey reports are received from a field office, one complete copy is retained in the Training Division for the use of the General Coordinator for War Plans. He maintains a tickler file for each field office which contains copies of the complete War Plans and correspondence pertaining thereto, with a separate folder for each field office. In the Records Section a complete copy is placed in the General Survey file and an additional copy is broken down with pertinent portions placed in the various subfiles for the individual offices. This means that in the Records Section it is not possible to locate readily complete data on the War Plans of a specific office since this material is scattered throughout the present 15 sections of the General Survey file.

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

RECORDED - 40

INDEXED - 40

66-2554-9439
MAR 5 1952

cc - Mr. Clegg
cc - Mr. Mohr
MAR 1 1952
BTH:kmb

RK

During the recent inspection of the Training Division it was ascertained that this Division had done a very good job in coordinating the War Plans Programs; however, it was ascertained that only with considerable difficulty and extensive file reviews is it possible to locate the complete data on the War Plans of a specific office in the official files of the Bureau which are in the Records Section. It was ascertained that it would require from six to eight employee days in the Records Section to break down the present 15 sections of the General Survey file into proposed subfiles for individual offices. The main General Survey file would then be limited to general policy matters and other items pertaining to the field generally, rather than to an individual office.

Mr. Harbo favored the proposed creation of subfiles for the General Survey file on the ground that the official files of the Bureau should be set up in such a manner that the complete data concerning the War Plans of a specific office may be readily located and efficiently reviewed; further that the General Survey file now consists of 15 sections and will continue to grow substantially with a corresponding increase in the difficulty of locating material in that file; further that the files maintained in the office of the Coordinator of Bureau War Plans in the Training Division, which are subdivided by field offices, are tickler files and not the official files of the Bureau. He further points out that in the periodic review of the Bureau War Plans for an individual office the Coordinator should employ the official Bureau files from the Records Section because (1) this is the only way he can be sure that the official files are properly maintained in an up-to-date status; and (2) review of the official files is the only way to make sure that the Coordinator actually sees all material that comes in from the field or emanates from other divisions at the Seat of Government.

Messrs. Glavin, Gearty, Laughlin, Winterrowd, Holloway, Tracy, Mohr and Nichols concurred with Mr. Clegg's view that the proposed creation of subfiles for the General

War Plans Survey file was not justified since the present setup has adequately served the needs of the Bureau and because no problem had been experienced in the Training and Inspection Division. They recommend no change in the setup of the War Plans files at the Seat of Government.

*Jagoe with
m. J. ...
3-11*

PKA

Respectfully,
For the Conference

y
Glyde Tolson

P. W. B.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : EXECUTIVES CONFERENCE

DATE: 2/15/52

SUBJECT: QUARTERLY CONFERENCES OF SPECIAL AGENTS
AND SEMI-ANNUAL CLERICAL CONFERENCES

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

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On 2/13/52, the Executives Conference, consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Gearty, Sizoo, Nichols and Holloman, considered the suggestion of ASAC J. Gordon Shanklin of the Mobile Office that the requirement calling for the preparation of a memorandum to report that Quarterly Conferences of Agents and Semi-Annual Conferences of Clerical Employees were in fact held be changed and that in the future the SAC be permitted to make a longhand notation on the memorandum scheduling such Conferences, indicating that the Conference was held as scheduled.

The Executives Conference unanimously agreed with the suggestion, as made, and if you approve there is attached for your consideration a Letter to All Special Agents in Charge and a communication to ASAC Shanklin.

Respectfully,
For the Conference

Handwritten signature: C. Tolson

Clyde Tolson

Handwritten notes and numbers: 1-27-9-135

Attachments

cc-Mr. Mohr
Mr. Clegg

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~~MAR 11 1952~~

February 15, 1952

THE DIRECTOR

THE EXECUTIVES CONFERENCE

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DATE 8/2/92 BY SP-5 CJD/HZ

The Executives Conference of February 14, 1952, consisting of Messrs. Laughlin, Gearty, Harbo, Clegg, Winterrowd, Holloman, Mohr, Tracy and Glavin, considered a memorandum submitted by H. L. Edwards, Personnel Officer of the Bureau, concerning the stenographic needs at the Seat of Government.

The Conference was advised that Mr. Edwards suggests that the Bureau send an SAC Letter to each office with instructions that it be posted on the Bulletin Board and specifically brought to the attention of all stenographers containing an announcement that the Bureau has need at the Seat of Government for experienced, above-average stenographers and will be glad to consider experienced stenographers being transferred to the Seat of Government for a minimum period of two years at the expiration of which time such stenographers will be given a choice of returning to the field office from which they came at Government expense or remaining at the Seat of Government.

Mr. Edwards feels that the announcement should not only concern the Bureau's need for experienced stenographers at the Seat of Government but should also point out that the Bureau feels that this would provide an excellent opportunity for such stenographers to acquire a more rounded experience in the Bureau's operations and should logically equip them for greater responsibility. Mr. Edwards also suggested that the SAC Letter contain an announcement that the Bureau frequently has secretarial vacancies at the Seat of Government for highly qualified and sufficiently experienced stenographic personnel of secretarial caliber, that these positions would be in Grade GS-5 with prospects for additional advancement consistent with vacancies which might occur in higher grade secretarial positions, that the Bureau will be glad to consider any stenographers possessing requisite qualifications who would be interested in filling such positions on a trial basis with the understanding that such designation would become permanent after the expiration of a satisfactory trial period of no more than six months and that any stenographers so interested should submit their names to the Special Agent in Charge and he in turn will be required to submit his specific comment and recommendation to the Seat of Government.

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

la

MRG:cr/cmw
CG: Mr. Mohr
Mr. Clegg
65 MAR 11 1952

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166-2554-9471
MAR 7 1952

Executives Conference Memorandum (Continued)

It was pointed out to the Conference that Mr. Edwards feels that an announcement of this sort would provide an actual incentive to stenographers in the field to come to the Seat of Government. The Bureau would materially benefit not only by being able to acquire a staff of highly qualified stenographic personnel but also it would enable the field and the Seat of Government operations to become more closely knit and, finally, it would undoubtedly be an incentive for Seat of Government stenographers to better themselves in order that they could compete with the field stenographers. Mr. Edwards points out that the field would be able to recruit replacements for their own offices.

Glavin wishes to point out that in filling stenographic vacancies at the Seat of Government for a considerable period past, such stenographers come from the Bureau's typist staff and many have been trained in the Bureau's stenographic classes. It was pointed out that at the present time there are no surplus stenographers at the Seat of Government and stenographic classes are being held by the Training and Inspection Division so that sufficient stenographic personnel to fill our needs at the Seat of Government will be available at the earliest possible time.

It was pointed out to the Conference that we have nine stenographic vacancies at the Seat of Government and at this time there are thirty-three typists presently undergoing stenographic training who will be considered in filling these vacancies as they meet the stenographic qualifications.

Glavin further pointed out that numerous requests are made by the various divisions at the Seat of Government for experienced stenographers and it should be understood that stenographers newly qualified out of the stenographic school held at the Bureau do not possess the experience factors possessed by stenographers who have had field experience or stenographers at the Seat of Government who have had stenographic experience over a considerable period of time. He pointed out to the Conference that in the early days of the war such a suggestion was made to the field, as is contained in this suggestion, and several good stenographers from the field accepted transfer to the Seat of Government with the understanding that they could be returned to the field at the expiration of the period of two years if they so desired. It was felt by Glavin that such communication to the field would possibly result in well-qualified stenographers requesting assignments to the Seat of Government, particularly when they could return to the field in a period of two years if they wish and, further, if they knew that they would be given consideration for secretarial jobs at the Seat of Government in case they qualify for such vacancies.

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

The Conference unanimously recommends approval of the suggestion.

An appropriate suggested communication to the field is attached hereto.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten initials]

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

THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 3, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/92 BY SP-5 CJA/ST

The Executives Conference of February 28, 1952, consisting of Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Holloman, Fitzgibbon, Gurnea, Mason, Laughlin and Glavin, considered a memorandum submitted by Mr. E. C. Kennenberger concerning an "Auto-Stat" Copying Machine. It was pointed out to the Conference that in a memorandum to Mr. Nichols dated February 11, 1952, Mr. N. A. Jones stated that SA B. Bart Carter of the Crime Records Section had brought to his attention an advertisement from Time Magazine concerning the above-mentioned device which takes dry photocopies instantly. No developing, washing, installation, fixing or drying is necessary and no fumes result from the process. Mr. Jones pointed out that a machine of this type might facilitate the handling of copying material for Crime Records and possibly other sections of the Bureau. The cost of this machine is said to be less than that of a typewriter. Mr. Jones felt that if the machine is as good as the advertising company claims it to be, it might revolutionize the handling of copying material at the Bureau.

Mr. Kennenberger, together with Mr. Youngblood of the Crime Records Section, visited the local representative handling this machine and ascertained that it consists of a developing machine and an exposure machine. The process consists of the use of two cut sheets of pre-sensitized paper, one a light sensitive paper and the other non-light sensitive. The original material is placed against the light sensitive material and exposed for several seconds and then the exposed paper is placed against the non-sensitive paper and run through the developing machine, the result being a photostatic copy in less than a minute. Mr. Kennenberger pointed out that this machine has very great possibilities for the reproduction of a limited number of photostats and would be very useful in reproducing one or two copies of material which had to be handled immediately upon receipt in the various sections of the Bureau.

Mr. Youngblood felt that such a machine in the Crime Records Section would be of great value in handling incoming correspondence from individuals and Congressmen and any other sources where one copy had to be retained in the Bureau and the original transmitted to some other Government agency or where one copy was to be sent to a field office for

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

65 MAR 11 1952

RECORDED - 38
INDEXED - 38

66-2554-9442

EX 164

Executives Conference Memorandum (Continued)

expeditions handling or for their information.

It was pointed out to the Conference that it would cost approximately \$4 to make a photostat through the use of this machine. The machine itself costs \$253.00. Mr. Ronnabarger estimates that a photostat prepared in the Photostat Unit of the Mechanical Section costs approximately the same price as one prepared by this machine.

There is attached hereto a copy of a photostat made by this machine. The dark copy is the negative, which is shown in the reverse, and the light copy is the positive, which is the final product of the machine in question. The magazine advertisement plus an order form of the company is also attached hereto.

It was the opinion of the Executives Conference that one of these machines might serve a very useful purpose in the Crime Records Section and recommends that one such machine be secured at this time. It was also suggested that after we have had sufficient experience with the machine and it is felt it could be utilized elsewhere, additional equipment of this type be secured.

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

Respectfully,
For the Conference


Clyde Tolson

Attachments

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

THE DIRECTOR

3/7/52

EXECUTIVES CONFERENCE

~~DICTIONATION SLIPS (FD-77)~~

Suggestion #62-52

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/10/52 BY SP-5 CIP/ptr

The Executives Conference of March 6, 1952, had in attendance Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd, and Mason.

The Conference considered unanimously unfavorable a suggestion from the Seattle Office that dictation slips have the word "Indexing" typed thereon.

Dictation slips, Form FD-77, copies attached, are utilized by stenographers to insert in field files as a record that dictation has been taken relative to a particular case.

The Seattle Office feels that by putting the word "Indexing" on the form it will remind stenographers to do all of the necessary indexing and will remind them to check with dictating Agents as to whether any indexing is necessary.

The Conference saw no value in changing the present form.

If the Director agrees, the form will not be changed.

For record purposes, the suggestion was submitted by Seattle in a memorandum of February 27, 1952, in which SAC Auerbach has neglected to indicate the name of the suggesting employee in order that an appropriate acknowledgment could be prepared for the Director's signature. By separate memorandum of March 6, 1952, SAC Auerbach has been instructed to immediately advise of the name of the suggesting employee and upon receipt of his advice, an appropriate acknowledgment will be prepared in the Training and Inspection Division.

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

Respectfully,
For the Conference

RECORDED - 97

INDEXED - 97

Clyde Tolson

66-2554-9443

Mar 11 1952

25

cc: Mr. Mohr A136
Mr. Clegg

EDM:arg

Cy

W. A. C.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : E. J. Ingram

SUBJECT: Bureau Automobile Accident
 1950 Pontiac - Car No. 66
 Damages - \$274.20
 Date - December 13, 1951
 SA [redacted] - San Francisco

DATE: February 15, 1952

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b7c

As you will recall, at approximately 4:10 p.m. on 12-13-51 while operating a Bureau car in Oakland, California, Agent [redacted] was involved in an accident with a car owned and operated by [redacted]. The investigative report has been received and the facts are set out below.

Agent [redacted] advised he was proceeding west on 18th Street at approximately 15 mph. At 18th and Poplar Streets, where there is a boulevard stop for cars on 18th Street, he made a full stop. After looking in both directions he proceeded at a slow rate in first gear into the intersection. When the Bureau car was midway in the intersection, Agent [redacted] noticed the third party approaching him from the south at approximately 35-40 mph. [redacted] applied the brakes but could not avoid a collision. The third party had attempted to swerve in front of the Bureau car and as [redacted] applied the brakes he tried to turn to the left. There were no skid marks on the pavement which would indicate that the third party attempted to stop. After the impact the Bureau car was about 4' across the center of the intersection on the west side of the road which was the direction of travel. The third party's car was approximately 80' from the intersection on Poplar Street on the east side of the road and headed north. The third party's car had turned over. Agent [redacted] advised that both sides of Poplar Street were lined with cars and there are several telephone and light poles which could form obstructions to ones view when looking to the left of Poplar Street which was the direction from which the third party came. The only way one can have a clear vision of Poplar Street is to proceed out into the intersection so as to get beyond the parked cars and poles. Agent [redacted] noted he has driven along this street many times and is aware of all stops and driving hazards. Agent [redacted] advised he could locate no witnesses to the accident. Agent [redacted] has personal and property liability insurance with Allstate Insurance Company, \$10,000 and \$40,000 for each occurrence, having an endorsement which makes this insurance effective for Bureau vehicles.

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The third party advised that on the advise of her attorney, she did not care to make a statement in this case. She advised that as a result of the accident she had a compound fracture of the wrist and

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MAR 3 1952
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that her body was sore all over and her doctor intended to x-ray her whole body.

Officer [redacted] of the Accident Investigation Bureau of the Oakland Police Department advised that he and Officer [redacted] investigated the accident. He advised that the Bureau car struck the third party's car at approximately the right rear door. From his investigation the Bureau car traveled about 19' after the impact. Marks on the street indicated approximately a 1' skid by the Bureau car prior to the point of impact. The skid mark was the same for both front wheels. The third party's car traveled approximately 80' after the impact and turned completely over, coming to rest on its top. Markings on the street reflected the third party's car skidded after the impact and left a 41' curving skid mark for the left rear wheel and a 23' skid mark for the left front wheel, starting 15' from the point of impact. There were no skid marks to indicate that the third party applied the brakes prior to the impact.

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b7C

[redacted] advised that the third party and the 4 year old passenger in her car were taken to the hospital by ambulance where the passenger was released without treatment since he was uninjured. The third party was removed to another hospital and preliminary examination reflected she was suffering from a compound fracture of the left wrist and a sore left shoulder.

The police report reflects that at the time of the accident it was daylight and the way was clear; there was nothing at the scene to obscure the vision of either driver; that the third party was exceeding the speed limit and that Agent [redacted] had violated the right-of-way. No citation was issued to either party. Poplar Street is 40' wide at the north intersection of 18th Street. In the area of the collision, 18th Street is 52' wide. On Poplar Street there are located two sets of streetcar tracks. The point of collision was 36' from the south side of 18th Street and 22' from the east side of Poplar Street. On 18th Street at the Poplar Street intersection there are stop signs, and there are no stop signs located on Poplar Street. On 18th Street there is also located a set of wig-wag signals for the streetcars and interurban trains which run along Poplar Street.

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Officer [redacted] advised that immediately after the accident the third party advised she was driving north on Poplar Street at about 25 mph in the traffic lane nearest the center of the street. As she approached the intersection with 18th Street, the street was apparently clear. When she was approximately halfway across 18th Street

her car was suddenly hit by something she did not see. The next thing she knew her car was turning over and over. She stated she did not see the Bureau car at all. According to Officer [] the estimated speed of the third party was 25-30 mph and the speed limit at this intersection is 25 mph.

The investigating agent advised that on traveling west on 18th Street approaching Poplar Street, after stopping for the stop sign on the corner, it is necessary to proceed slowly out of the intersection while looking to the left, inasmuch as at this point there is not clear vision. South on Poplar Street is obscured by a number of cars which are parked at that time of day by the industrial workers in the vicinity.

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Mr. [] Investigator for the Allstate Insurance Company with whom Agent [] is insured, advised that on 12-17-51 he interviewed the third party at the hospital. The third party advised Mr. [] that she was proceeding north on Poplar Street at approximately 20-25 mph in the middle lane of traffic. She stated that she did not see the Bureau car and that she was almost across the street when the collision occurred.

[] Attorney, who is representing the third party, stated that since Agent [] has insurance with the Allstate Insurance Company, he does not intend to sue the government in connection with this accident since he does not want to become involved in a Federal Tort Claims Act case. He stated he intended to file suit in the amount of \$40,000 for general damages for the third party along with her medical bills.

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DAMAGES

1. Bureau car - \$274.20
2. Other car - demolished
3. Personal injuries - third party's noted above

SAC'S COMMENTS AND RECOMMENDATION

SAC Abbaticchio stated that the facts indicate Agent [] was not responsible for the accident and recommends that he not be held liable.

RECOMMENDATION

In view of the facts stated it appears that Agent []

was not negligent in his operation of the Bureau car inasmuch as he had stopped at the stop sign, looked in both directions and proceeded into the intersection at a slow rate of speed. It is recommended that Agent [] not be held responsible for this accident.

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It does not appear that the Bureau could collect the cost of repairs to the Bureau car from the third party even though she was exceeding the speed limit inasmuch as she had the right-of-way and her car was struck by the Bureau car. It is therefore recommended that the government assume the cost of repairs to the Bureau car.

EJG

ADDENDUM

The Executives Conference of February 20, 1952, consisting of Messrs. Gresham, Clegg, Winterrowd, Belmont, Mohr, Harbo, Tracy and Callahan considered the circumstances as set forth above in connection with this accident and unanimously recommends that the recommendations above be approved.

AM

*1. Bureau car
3/2/52
of force*

THE DIRECTOR

March 7, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5/BJP

The Executives Conference of March 5, 1952, consisting of Messrs. Tolson, Scarth, Mason, Winterrowd, Ladd, Belmont, Harbo, Tracy and Callahan, considered the recommendation of Mr. [redacted] Activities Promoter, to grant leave without pay, where necessary, to new Bureau employees participating in the excursion to New York, sponsored by the FARA, scheduled for April 4, 1952.

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For the Director's information, it is contemplated that employees taking advantage of this opportunity will leave Washington aboard the ACO railroad, departing at 1:00 p.m. on Friday, April 4. Of the 200 employees expected to participate in this excursion, it is probable that there will be a very few employees who have entered on duty with the Bureau during the past ninety days, and thereby under existing law, are not permitted to take annual leave not having completed ninety days' service. Mr. [redacted] pointed out that he believed that participation in this excursion and being associated closely with other Bureau employees during the trip would have an excellent effect upon new personnel and accelerate their adjustment, and therefore felt that the one-half day's leave without pay needed to make this trip should be granted.

The Executives Conference, with the exception of Mr. Belmont, recommended that no exception be made to the Bureau's present policy in granting leave without pay in connection with this proposed excursion. Mr. Belmont felt that approval should be given to granting any leave without pay which might be requested, one-half day at the maximum, by any new employees desiring to take this excursion, feeling it would be a definite morale booster.

Respectfully,
For the Conference

J. Conner

EX - 25

Clyde Tolson

RECORDED - 66-2554-944

INDEXED - 97

MAR 11 1952

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

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

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12-10-52

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THE DIRECTOR

February 26, 1952

The Executives Conference

PROPOSED AUTOMATIC CONVEYOR
FOR IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CIB/BJ

The Executives Conference consisting of Messrs. Nichols, Ladd, Harbo, Laughlin, Winterrowd, Mason, Gresham, Holloman, Callahan, Mohr, and Tracy on February 27, 1952, considered the matter of an automatic-conveyor system for installation in the Identification Division.

For the Director's information, a study has been made over a considerable period of time as to the desirability of installing an automatic conveyor system in the Identification Division for the purpose of conveying fingerprints from floor to floor in lieu of messenger service.

As the result of Agent G. J. Engert's suggestion, the Lamson Corporation submitted a proposal for a vertical conveyor. The proposal was submitted to the Public Buildings Service and an estimate was submitted for the installation at a cost of \$64,469 divided as follows:

Purchase and installation of conveyor	\$38,419
Cost of floor openings and wall hoistways	25,000
Cost of electric power supply	250
Cost of correspondence carrying trays	800
	<hr/>
	\$64,469

The continuing cost per year would be \$675 divided as follows:

Spare parts and maintenance	\$600
Cost of power	75
	<hr/>
	\$675

cc - Mr. Clegg
Mr. Mohr

SJT:edm

61 MAR 12 1952

RECORDED - 117

INDEXED - 117

09 - 21

MAR 10 1952

166-2554-9445

76

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

Memorandum for the Director

February 28, 1952

The automatic conveyor would save four messengers, which would take care of the original cost in seven and one-half years.

Mr. Quinn Tamm personally inspected the installation of such a conveyor at the Prudential Life Insurance Company in Newark, New Jersey, where approximately ten million pieces of mail per year are handled. This particular type of automatic conveyor is practical and efficient and would definitely result in a savings in messenger time.

The Conference unanimously recommends approval of the proposal to install the automatic conveyor in the Identification Division as soon as the necessary funds are available.

Respectfully,
For the Conference

Clyde Tolson

If money is available now we should not delay

H

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

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THE DIRECTOR
EXECUTIVES CONFERENCE

3/6/52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CIP/BJ

The Executives Conference of 3/6/52 had in attendance Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd and Mason.

Prior to his ceasing duty at the close of business 2/29/52, Special Agent Frank J. Holmes, formerly of the Training and Inspection Division, offered several suggestions relative to Training Matters, all of which have been considered and handled except the following:

- I. Arrangements be made for a qualified official of the U. S. Secret Service and another of the Bureau of Narcotics of the Treasury Department to appear before sessions of the FBI National Academy.

Mr. Holmes believes that our relationship with the head of the U. S. Secret Service is now on a satisfactory basis and lectures relative to counterfeiting would be helpful to police officers attending the FBI National Academy. Mr. Holmes also feels that a lecture relative to narcotics would also be helpful to police. Holmes pointed out that several years ago Commissioner Anslinger appeared before the Academy, but after a while began to send a substitute who could not do as good a job as Anslinger did and his substitute had previously made some unfavorable comments relative to the Bureau.

The Conference unanimously concurred in the recommendation of the Training and Inspection Division that contact be made with the U. S. Secret Service and the Bureau of Narcotics to secure a top-flight lecturer from each to appear before each FBI National Academy Class. It is the opinion of the Conference that the Bureau can easily arrange this. The Training and Inspection Division and the entire Conference feel that, if top-flight lecturers can be obtained, then we should have representatives from the U. S. Secret Service and the Bureau of Narcotics, but if top-notch lecturers are not obtained then neither organization should be represented.

- II. Mr. Holmes suggested study be given as to whether 1 week of In-Service Training should be devoted to special training in the type of work that the In-Service Agent is handling in his field office of assignment.

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED - 117

60-2554-9446
MARCH 10 1952

INDEXED - 117

XI

G
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Memorandum for the Director

At the present time all Agents taking In-Service Training take a standard two-week course including 5 1/2 days at Quantico, devoted to Firearms Training, a major case, and arrest problems. The remainder of the training is in Washington and includes all current topics of interest, such as, conduct, general Bureau problems, informants, General Investigative matters (criminal), Applicant investigations, Security matters, Laboratory, administrative matters, etc.

Holmes' idea contemplated those Agents working Security cases in the Field should have a week of brush-up study on Security Matters. Those Agents working Criminal cases would be given a brush-up on Criminal Matters.

In advance of the Executives Conference consideration, Inspector L. L. Laughlin of the Domestic Intelligence Division and Supervisor Don V. Shannon of the General Investigative Division met with Inspector J. A. Sizoo of the Training and Inspection Division. These men agreed that it would not be desirable to specialize at this time and that In-Service Training should remain as is. This thought has the concurrence of the Field Inspectors.

The Executives Conference unanimously agreed that there should be no change in the In-Service Training schedule for the following reasons:

- OK*
1. It is better for the Bureau for Agents to be well rounded in their knowledge and experience in preference to becoming "specialists."
 2. At the time an Agent attends In-Service he may be assigned exclusively to Applicant Matters and receive specialized training in that topic, but upon return to his Field Office he may be assigned to Security work.
 3. The practice of transferring Agents to meet the needs of the service is based on Agents being available to handle any type of investigative operation. Any specialized brush-up is provided by the appropriate squad in the Field Office of assignment whenever an Agent transfers from one squad to another.


Memorandum for the Director

4. Specialized schools are provided from time to time when necessary. For example, a specialized school of two weeks' duration is now in session, devoted exclusively to Security work. This is the second such school held on this topic this calendar year. One specialized school for Field Criminal Supervisors has been held this year and another is scheduled to begin March 10, 1952.

The Conference felt that the practice of holding specialized training, when necessary, to meet a particular need of the Bureau is preferable to adjusting In-Service Training to any other form.

If the Director agrees with the views of the Conference contact will be made with the U. S. Secret Service and with the Bureau of Narcotics relative to lecturers, and no action will be taken toward changing the format of In-Service Training.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

March 7, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CJP/STP

The Executives Conference of February 26, 1952, consisting of Messrs. Holloman, Nichols, Sturty, Blazo, Winterford, Ladd, Laughlin, Mohr, Harbo, Tracy and Callahan, considered a request recently received from Mr. Little, Superintendent of the Justice Building, concerning elevator service during air raid drills or during actual evacuation in time of war emergency. Mr. Little stated that certain elevators will be kept running for a short while after the alert has been sounded, primarily to remove physically handicapped employees from the floors whereon they work to the basement shelter areas. Mr. Little pointed out that he did not see how it would be possible to require that all elevators in the Justice Building be operated because of the danger of a power cut-off trapping many employees in too many elevators in different parts of the building.

The conference was advised that as a result of this contact by Mr. Little, a survey had been made and it was found that there were 46 employees who are physically handicapped and would require removal to shelter areas by elevator. There are 12 in the Identification Division, 27 in the Records and Communications Division, 5 in the Domestic Intelligence Division and 2 in the General Investigative Division. The conference was further advised that the use of an elevator pass for these physically handicapped employees was desired by Mr. Little in order that the operators would know who to permit on the elevators and who not to.

For the Director's information, there is attached hereto a list of those employees, by division, together with their room number and reason for physical disability requiring the necessity for elevator transportation to the shelter area.

The conference was shown the attached proposed identification pass to be issued to the above-mentioned 46 employees and unanimously recommended approval of its issuance. It further recommended that the following elevators be kept in operation for a reasonable time after an alert has been sounded:

Identification Building:

Elevator nearest 2nd Street, and the elevator nearest 3rd Street.

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

MAR 12 1952
Mr. Glegg

RECORDED - 117
INDEXED - 117
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66-2554-9677

M

Executive Conference Memorandum (Continued)

Justice Building:

9th and Pennsylvania Avenue, 5th and Constitution Avenue,
10th and Pennsylvania Avenue and 10th and Constitution Avenue.

In the event the Director approves, the necessary procedure will be placed into effect for preparation of the proposed pass and an appropriate communication will be forwarded to the Department requesting operation of the elevators enumerated above, since the conference unanimously recommends approval of these procedures.



Respectfully,
For the Conference


Clyde Tolson

Attachments

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

Attachment
 cc - Messrs. Mohr & Clegg
 EDWARDS
 100-117-137

RECORDED - 117
 INDEXED - 117
 50

101
 66-254-944
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The Philadelphia and New York Field Divisions destroy newspaper clippings pertaining to general investigative intelligence matters as soon as these reports have been prepared. Inspectors Naughten, Long, Simon, Stern, Brown and Mason feel that this procedure should be followed throughout the field service. The majority of the Executives Conference, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Holloman and Mason, agreed with the inspectors in their feeling that newspaper clippings should be destroyed after the Semi-Annual General Investigative Intelligence Summary. They also felt that the source of each item listed in the summary should be shown, particularly in view of the fact that these summaries, formerly known as Crime Survey Reports, are not disseminated outside the Bureau.

Although these instructions do not specifically authorize the destruction of newspaper clippings the fact that they are to be held in loose-leaf form indicates that the clippings were not intended for permanent retention.

"A folder should be maintained in each office into which can be placed from time to time memoranda in loose-leaf form and other information pertinent to the general investigative intelligence matters so that these items can be more easily assembled into the Semi-Annual Report."

SAC Letter #65 dated June 30, 1951, sets forth the rule as follows:

The conference considered the suggestion of Special Agent [redacted] of the Newark Field Division that newspaper clippings collected in field offices for ultimate use in the preparation of the Semi-Annual General Investigative Intelligence Report be destroyed as soon as the report itself has been prepared.

The Executives Conference on 2/28/52 had in attendance Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Gately, Holloman, Nichols, Winterrowd and Mason.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/10/92 BY SP-5 C/PHT

3/7/52

EXECUTIVES CONFERENCE

THE DIRECTOR

Handwritten initials and marks.

Memorandum for the Director

The minority of the Conference, consisting of Messrs. Nichols and Winterrowd, felt that the Field should keep all newspaper clippings permanently if these clippings are used as a source for material incorporated into the General Investigative Intelligence Report. Mr. Nichols pointed out that occasions might arise in which it is necessary for the Bureau to produce a newspaper clipping in order that the full contents could later be reviewed. Mr. Nichols mentioned that it is sometimes difficult to secure these clippings from newspaper morgues without the newspaper knowing exactly what material the FBI is seeking. Public libraries do not normally keep complete copies of newspapers for any extended period of time.

The Conference unanimously agreed that newspaper clippings themselves should not be indexed in Field Offices. All indexing will utilize the General Investigative Intelligence Report as a basis.

In the event the Director agrees with the majority as to the destruction of newspaper clippings, and in the event the Director also agrees with the Conference that indexing in the Field should be done from the General Investigative Intelligence Report rather than from newspaper clippings, the attached SAC Letter should be signed.

Also attached for signature is a letter to Special Agent O'Donnell advising him that his suggestion has been adopted.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

3/7/52

EXECUTIVES CONFERENCE

SERIALIZING REPORTS
SUGGESTION 63-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CBT

The Executives Conference of March 6, 1952, had in attendance Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd, and Mason.

The Conference considered the suggestion of Miss [redacted] a clerk in the Kansas City Office, that time would be saved if clerks in the field were authorized to merely add the serial number immediately following the typed file number on outgoing documents.

b6
b7C

Under the present arrangements, the file number of an outgoing investigative report is typed opposite the name of the submitting office in the copies section in the lower left corner of the front page of the investigative report. The file number appears on the lower left corner of the first page on the yellow file copy of outgoing letters. It appears in about the center of the page near the top of the yellow file copy of outgoing memoranda submitted on SF-64. These classification and file numbers are typed on by the appropriate stenographer. The suggesting employee has in mind that the clerk serializing the file copy for the file should not write the classification, file number, and serial number in large letters as is now done but should content herself with merely adding the serial number to the typed file and classification numbers.

If adopted this would mean that we would no longer have file numbers in the uniform place at the bottom center of each page in the file, but would have to look over the entire document to find the file number. Adoption of the suggestion would result in the wasting of more time than would be saved.

Cy

The Conference, therefore, unanimously disapproved the suggestion.

b6
b7C

If the Director agrees there is attached hereto a letter to Clerk [redacted]

RECORDED - 117
INDEXED - 11766-2554-946
Respectfully,
For the Conference

Clyde Tolson

Attachment
cc: Mr. Mohr
Mr. Clegg
EDM:arg

MAR 12 1952

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

THE DIRECTOR

3/4/52

EXECUTIVES CONFERENCE

SUGGESTION #49-52
COLLECTIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CBR

The Executives Conference of 3/3/52, consisting of Messrs. Tolson, Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Winterrowd, Laughlin, Gearty and Mason, considered the suggestion of [redacted] of the Identification Division that the number of collections be reduced. This matter was reconsidered by the Executives Conference on 3/5/52, with Messrs. Tolson, Ladd, Callahan, Tracy, Harbo, Belmont, Winterrowd, Gearty, Holloman and Mason present.

b6
b7c

The suggesting employee pointed out that a large number of collections have been made lately, sometimes as many as 3 or 4 collections a day, in connection with presents for employees resigning and in many cases these collections are for persons who have been with the Bureau only 2 or 3 months and are not well known to the contributing employees. The suggesting employee feels that even though the collections are optional, most employees feel that they should contribute since the person works in the Section. Mrs. [redacted] believes that collections in connection with sickness and death are a fine gesture but she feels that there are too many collections for baby showers.

The Director instructed that he wanted this looked into at once and that collections should be kept to a minimum and no collections be made without specific approval.

Mr. H. B. Long checked into the matter of collections and found that there are 15 charitable enterprises to which the entire Seat of Government is invited to participate annually. These include the Red Cross, Community Chest, Metropolitan Police Boys' Club, March of Dimes, Health Fund, Arthritis and Rheumatism Fund, Crusade for Freedom, Cancer Fund, Grand Army of the Republic, Crippled Children, Red Cross Relief, Boy Scouts, Flowers and Flags for Graves of Military Dead, Cerebral Palsy, and Infantile Paralysis.

The majority of the above solicitations are made through the placing of posters throughout the building and in some instances the use of mite boxes. Personal solicitations for the above are infrequent.

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

Attachment

cc - Mr. Mohr
Mr. Clegg
EDM:ATP:dmg

RECORDED - 5

INDEXED - 5

HANDLED BY
STOP DESK

66-2534-9450
JACM

64 MAR 12 1952

In addition, contributions are taken up at the Seat of Government by Units, Sections, or Divisions for presents or funds in connection with the following:

1. Flowers in connection with death or sickness of employee or immediate relatives.
2. Remembrance gifts for employees in connection with separation from the service, transfer, marriage, blessed event matters, and other occasions of special significance.
3. Financial hardship cases.
4. Christmas charities and parties.

The frequency of such collections varies in each Division.

The Identification Division collections will average about 8 per month and the total amount collected from all sources in the average collection approximates \$7. Since the first of 1952 there have been a total of 29 collections in the Identification Division. This does not mean that all employees have contributed 29 times. The number of employees participating in each collection varies. Normally, these collections are on a Unit or Section basis. In one Section of the Identification Division employees chip in 10 cents every payday to create a standing fund. Individual collections receive no specific authorization in the Identification Division.

The Training and Inspection Division has a fund of \$190 obtained principally from profits on dances. The Training and Inspection Division has another fund for flowers for sick employees created by the contributions of \$1 from each Agent and 50 cents from other employees. These contributions occur approximately twice a year. New Agents are not allowed to participate in contributions. Occasionally, when the Flower Fund gets low, there is a transfer of funds from the dance profits.

In the Administrative Division there are approximately 6 collections per month and again, this does not mean that all employees are approached.

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

In the Records and Communications Division collections are confined to the Unit to which the recipient is assigned. Throughout the Division there will be approximately 17 collections per month. Each collection averages approximately \$7 in total.

The Domestic Intelligence Division has several arrangements -- in one Unit each employee contributes \$2 per year; in another Unit there are periodic contributions of \$1 per Agent and 50 cents per other employee approximately 3 times per year. During 1952 so far there have been 12 collections all told from the Domestic Intelligence Division and each collection approximates \$37 in total.

The Investigative Division has a "Hearts and Flowers Fund" on a Division-wide basis made up of contributions of \$1 from each Agent and 50 cents from each nonagent employee. These solicitations are made approximately 6 times per year.

The Laboratory Division averages 2 collections per month. Division-wide collections are a rarity. Each collection averages about \$7.75.

The Conference considered the matter of collections and felt that with a great number of collections involved, if one official had to approve all collections, he would have to pass on approximately 10 requests a day.

The Conference also felt that it would be quite difficult to lay down specific laws prohibiting collections inasmuch as many of them are quite personal in nature. It is also desirable to recognize the morale value of employees contributing to the welfare of another employee who may suffer a lengthy disease, die, or be paralyzed as occurred some time ago.

The Conference unanimously recommends for the Director's consideration and approval the attached memorandum to Assistant Directors. The Conference respectfully offers the belief that efforts to be more specific as to the nature of collections would result in greater difficulties than now exist.

In the event the Director agrees with the Conference the attached memorandum is offered for signature.

Respectfully,
For the Conference

Glyde Tolson

*But the
74 Conf has just done nothing
re the problem.*

February 14, 1952

The Director

The Executives Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/10/92 BY SP-5 CIP/DR

*See
NY*

Mr. Nichols advised the Executives Conference regarding the previously approved program wherein the Bureau is cooperating with the office of Industrial Security, Munitions Board, in its educational program for defense plants, and the Bureau had previously agreed to participate in the program, taking one month's coverage of the various media. The Executives Conference had previously approved the wording of the poster which had been submitted showing the picture of a tiger with the wording "A bad security risk could be just as dangerous." There was objection to the tiger at that time. Mr. Nichols exhibited to the Conference another poster marked Exhibit I which carries the wording which had already been approved by the Conference, but showing a submarine discharging a torpedo instead of the tiger. A second chart marked Exhibit II was also considered entitled "Be alert to subversive activities. Notify the FBI." Mr. Belmont and Mr. Clegg had previously gone over these charts and approved the wording and the art.

An Executives Conference consisting of Mr. Callahan, Mr. Tracy, Mr. Harbo, Mr. Mohr, Mr. Belmont, Mr. Winterrowd, Mr. Sizoo, Mr. Gearty, Mr. Nichols and Mr. Holloman were in agreement in approving the chart marked Exhibit I.

The text of a proposed handout which, along with the cover, would be a two or three-fold pamphlet, was considered by the Conference, it having previously been approved by the Domestic Intelligence Division and the Training and Inspection Division, and the Conference unanimously approved the wordage of the text for the handout. It is attached.

The third phase of the program consisted of an editorial which would be put out in mat form over the Director's signature with a small photograph of the Director. This is for use by various house organs in defense plants. The text of the proposed editorial, which is also attached, had previously been approved by the Domestic Intelligence Division and the Training and Inspection Division and was unanimously approved by the Executives Conference.

JJM:mrh

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

RECORDED - 141

106-2554-9457
NOT RECORDED

126 MAR 11 1952

51 MAR 15 1952

INDEXED - 141

RECEIVED

Memorandum to The Director

February 11, 1952

The Conference recommended, pending the Director's approval of these three items, that Special Agent Edward Kemper contact Mr. Pendleton of the Education Office of Industrial Security at the Munitions Board to work out the details as to the type face, composition, layout, et cetera, of the attached material when it is approved by the Director.

Respectfully,
For the Conference

Clyde Tolson

Attachment

THE DIRECTOR

March 5, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CUB/BAF

The Executives Conference of February 27, 1952, consisting of Messrs. Holloman, Orshan, Mason, Winterrowd, Ladd, Laughlin, Mohr, Harbo, Tracy and Callahan, considered the attached informal memorandum from the Deputy Attorney General, transmitting a copy of a bill, H. R. 552, which would amend Section 6 of the Act of August 24, 1916, as amended, with respect to the recognition of organizations of postal and Federal employees. The Deputy Attorney General's memorandum further requested the Bureau's recommendations and observations with reference to this legislation as soon as possible.

The Conference considered the amendment being proposed and it was recommended that the Deputy Attorney General be advised that this Bureau had no observations or comments to submit in connection therewith. For the Director's information, this amendment is quoted as follows:

"(a) (1) The right of officers or representatives of national organizations representing a majority of the employees of a department or agency or subdivision of such department or agency, to present grievances in behalf of their members without restraint, coercion, interference, intimidation, or reprisal is recognized and any violation of such right on the part of an administrative official shall be cause for his suspension or removal or such other punitive action as the head of the department or agency may deem advisable.

"(2) Administrative officers shall at the request of officers or representatives of the employees organizations enumerated in section (a) (1) of this Act confer, either in person or through duly designated representatives, with such officers or representatives on matters of policy affecting working conditions, safety, in-service training, labor-management cooperation, methods of adjusting grievances, appeals, granting of leave, promotions, demotions, rates of pay and reduction in force, and shall recognize the right of such officers

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

Mr. Mohr
Mr. Clegg
MAR 14 1952

RECORDED - 159
EX-140
INDEXED - 158

1166-7554-9452

Executive Conference Memorandum (Cont'd.)

or representatives to solicit memberships, collect fees or dues, or carry on any other lawful activity, without intimidation, coercion, interference, or reprisal."

An appropriate memorandum to the Deputy Attorney General is attached advising him in line with the above.

Respectfully,
For the Conference

Y
Clyde Tolson

KJ

Attachment

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

THE DIRECTOR

3/7/52

EXECUTIVES CONFERENCE

SUGGESTION #64-52

SECURITY OF THE BUREAU'S WORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/82 BY SP-5 C/BK

*Just
my*

The Executives Conference on 3/6/52 consisted of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd and Mason.

b6
b7c

The Conference considered the suggestion of [redacted] an employee of the Records Section, Records and Communications Division, that the security of the Bureau's work should be emphasized more strongly during initial indoctrination courses and be repeated regularly thereafter preferably through the use of a motion picture film similar to the type used by the Army during World War II.

It was pointed out to the Conference that when a new clerk enters on duty at the Seat of Government there is a two-day indoctrination period. The first hour of the first day is devoted to a lecture by Mr. Glavin or by Mr. Mason in Mr. Glavin's absence, concerning the confidential nature of the Bureau's work, rules of conduct, department, dress, and related topics.

This topic is also covered during the 10-day interview with new employees. It is also covered during Semi-Annual Clerical Conferences.

In the Records Section of the Records and Communications Division all employees are reminded of the confidential nature of the Bureau's work on the following occasions:

1. Upon the arrival of new employees
2. Weekly at Unit conferences
3. During regular training classes.

The Conference unanimously felt that the confidential nature of the Bureau's work has been adequately stressed, but that this is a topic which cannot be overstressed and every conceivable means should be utilized to impress all employees with their security responsibilities.

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

Attachment
cc-Messrs. Mohr & Clegg

EDM:DMG

59 MAR 13 1952

INDEXED - 159
RECORDED - 159
EX-140

66-2534-9453
MAR 11 1952

*I don't agree as to it
being adequately stressed*
H.

[Signature]

Memorandum for the Director


The Training and Inspection Division is in possession of a motion picture film prepared by the Air Force, entitled "Resisting Enemy Interrogation," which is shown to Agents. This film stresses the importance of maintaining confidence relative to work in the Air Force and is quite applicable to the FBI. All Agents see this film in New Agents' Training.

If the Director approves this film, which runs less than an hour, will be shown to new clerks entering on duty at the Seat of Government during the second day of their training.

If the Director approves, the Liaison Unit of the Domestic Intelligence Division will make appropriate contact with the Army, Navy and Air Force to see if there are similar films available relative to the confidential nature of work. If so, these films will be viewed by the Training and Inspection Division to determine their applicability to clerical training. If approved, they will be used. If such films are located, each Assistant Director will be notified so that these films may be exhibited at divisional conferences.

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

Respectfully,
For the Conference

6/11
h.j.

Clyde Tolson

THE DIRECTOR

5/5/52

6 EXECUTIVES CONFERENCE

SUGGESTED FORM FOR RECONTACTS WITH AMERICAN LEGIONNAIRES AND PLANT INFORMANTS
SUGGESTION 48-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5CJ/OK

The Executives Conference of February 29, 1952, consisting of Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Henrich, Gearty, Winterrowd, Holloman, and Mason considered the suggestion of SAC Galen N. Willis, SAC, New Haven Division that a form be approved for use in reopening American Legion and Confidential Plant Informant files.

American Legion and Plant Informant files are closed after an appropriate number of contacts have been developed and these files are reopened annually for the purpose of making recontacts and analyzing the adequacy of coverage.

The form proposed by SAC Willis is in the nature of a memorandum from the SAC to the file, has lines for the title of the file, advises the file is being reopened, and contains three separate paragraphs of instructions.

Paragraph one states in part: "A review should be made of the file with the view of recontacting each informant." In the opinion of the Domestic Intelligence Division this instruction is predicated upon the assumption that one Agent will review the file and will thereafter make all the recontacts. In the opinion of the Domestic Intelligence Division, concurred in by the Training and Inspection Division, such an instruction might work out in an office where American Legion posts were small and manufacturing plants were also small but it would not be feasible in those offices where there are several hundred or several thousand legionnaires in one post. For instance, the Harvey Seeds Post of the American Legion at Miami, Florida has more than 5,000 members. A substantial number of American Legion Contacts should be made in this post and the number of contacts would normally be more than one Agent could handle. Yet, there would only be one file in existence for this post. The same situation exists relative to the General Electric Plant or the Ford Motor Company or other large installations where the number of Informants would be too great for one Agent to handle alone.

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

cc: Mr. [unclear]
58 MAR 15 1952

RECORDED - 59
INDEXED - 59

66-2554-9454

[Handwritten signature]

EDM:ATP

In paragraph number two instructions are set forth for notations to be made on the Plant Informant or American Legion Contact index card. There is in existence a 3 x 5 index card for each Plant Informant and for each American Legion Contact in addition to those cards contained in the General office indices. Mr. Willis proposes an instruction to the effect: "If . . . the Contact has severed his position with the particular company or has dropped his membership in the American Legion . . . a red pencil should be used to draw a line diagonally through Form FD-174 or Form FD-184 which was originally submitted and which is serialized as a part of this file to show that henceforth he is to be considered as an informant contact." Forms FD-174 and FD-184 mentioned above, are Bureau approved forms utilized to record background information and advice given American Legion Contacts and Plant Informant Contacts. Samples of these forms are enclosed.

It is the view of the Domestic Intelligence Division, concurred in by the Training and Inspection Division, that although the above instructions are inadequate in that it does not demand that contact cards be checked against the file to make sure that all contact cards are on hand, the instruction is likewise inadvisable for drawing a red line through Forms FD-174 and FD-184 is not sufficient action to show why a person should no longer be considered as an Informant.

The third instruction contained in Mr. Willis's proposed form is that an analysis of informant coverage in the plant be made to re-evaluate the adequacy of coverage. The Domestic Intelligence Division points out that this should be done whenever an American Legion or Plant Informant file is reopened for Informants will die, move away, change their positions, or otherwise be unavailable from time to time and coverage should be increased through new contacts. The Training and Inspection Division feels that it is one of the responsibilities of the Supervisor to assure himself that adequate coverage exists in each American Legion Post and in each plant.

The Executives Conference agreed unanimously with the above views expressed by the Domestic Intelligence Division and the Training and Inspection Division and as a consequence unanimously rejected the proposed form of SAC Willis.

If the Director concurs, no further action is necessary inasmuch as Mr. Willis has already been thanked for his suggestion.

Respectfully,
For the Conference.

Clyde Tolson

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

OK

THE DIRECTOR

2/20/52

EXECUTIVES CONFERENCE

ELIMINATION OF SERIAL REMOVAL LOG BOOKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/92 BY SP-56/bw

The Executives Conference of 2/12/52 consisted of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason.

The Conference recommended an award in the total amount of \$20.00 cash be given to [redacted] and [redacted] of the Records and Communications Division for a suggestion which has been adopted.

b6
b7c

Inasmuch as these employees jointly made the suggestion the Conference recommended an award in the amount of \$10.00 each which is in accordance with the standard table governing cash awards for suggestions adopted applicable throughout the Government service.

For record purposes the suggestion pertained to a streamlining procedure in recording material removed temporarily from administrative files. This suggestion has previously been adopted and experience with the new procedure suggested by the employees shows that there will be a savings to the Bureau in the amount of \$274.68 per annum.

If the Director agrees the Administrative Division will recommend to the Department of Justice that an appropriate cash award be given to these employees.

Respectfully,
For the Conference

Glyde Tolson

INDEXED - 129

RECORDED - 129

cc-Mr. Mohr

Mr. Clegg

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

66-818-3031

EDM-DMG

RECORDED

101 MAR 11 1952

INITIALS ON ORIGINAL

69 MAR 19 1952

1803-118-99
66-818-3031
ORIGINAL FILED IN

The Director
The Executive Conference

2-15-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/10/92 BY SF-5C/BK

The Executive Conference of February 13, 1952, consisting of Messrs. Laughlin, Goarty, Harbo, Glegg, Winterrowd, Mohr, Holloman, Tracy and Glavin was advised that the SAC at San Diego has recently advised the Bureau that San Diego has been declared a critical housing area by the Government and as soon as they receive advice of a transfer into the San Diego Office of an Agent they have been following the practice of sending them immediately a letter asking them for certain types of information concerning housing desired.

SAC Santolana asked approval of the form utilized by him for this purpose.

The Conference found no objection to the form utilized by Santolana. The Conference was further advised that the Personnel Section of the Administrative Division felt that it might be well to have a form prepared, a sample of which is attached hereto, covering housing and personal information which would be of assistance to the SAC of the office to which an Agent was transferred in an endeavor to secure quarters for such an Agent in the event the Agent desired such quarters secured for him. It was recommended to the Conference that the form attached be approved and at the time the transfer orders are sent out that a copy of this form be included with the formal transfer letter advising the transferred Agent that if he desires assistance in securing housing at his new office of assignment, that he execute and forward the housing form to the office to which he is being transferred in order that appropriate steps may be taken to assist him in locating suitable quarters.

It was pointed out to the Conference that the inclusion of this form with the regular transfer letter would not cause any additional work in the Administrative Division since it would not have to be addressed and would be included as an enclosure with the regular transfer letter. The Conference pointed out that if the form suggested is approved it would replace the form presently utilized by the SAC at San Diego since it would not be necessary for the San Diego Office to send out such communications in the future if the form is included with the regular transfer letter.

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

RECORDED - 129

Respectfully,
For the Conference

66-2554-7 9456
MAR 13 1952

Clyde Tolson

MAR 14 1952
Mr. Clegg

EX-3

Jim

The Director
The Executive Conference

January 24, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/90 BY SP-5 CJB/HT

The Executive Conference of January 24, 1952, consisting of Messrs. Ladd, Harbo, Mohr, McGuire, Nease, Gearty, Rosen, Belmont, Tracy and Callahan considered SAC Letter dated July 11, 1950, wherein the Bureau instructed each field office to keep on hand one set of tires for each automobile in their division in line with Bureau War Plans.

The Conference was advised that the Bureau recently received 899 automobiles equipped with new Firestone tubless tires which have an estimated life of from 25,000 to 50,000 miles. In view of this it was recommended to the Conference that the instructions previously indicated above which are presently outstanding in the field to have one set of tires for each car be kept on hand insofar as this type of tire is concerned so that the field will now be required to only stock one extra tire for each car equipped with these tubless tires.

The Conference was further advised that if an emergency should arise Firestone representatives have advised that additional such tires may be purchased from any Firestone dealer locally.

Accordingly, the Conference unanimously recommends that the field be instructed that insofar as the acquiring of additional tires of this type is concerned that it will be necessary only to secure one such tire for each car in operation in each division.

In the event the Director concurs there is attached a suggested letter to ALL T.O.s.

Respectfully,
For the Conference

OK

Clyde Tolson

Attachment

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

RECORDED - 129

66-2349-9457

MAR 14 1952

THE DIRECTOR

3/4/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY sp-sc/btc

The Executives Conference on 2/29/52 consisted of Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Hennrich, Gearty, Winterrowd, Holloman and Mason.

The Conference considered unanimously favorably the attached form devised by the Statistical Section of the Records and Communications Division, to be utilized in connection with the daily delinquency report submitted to Mr. Nichols.

If the Director agrees, 1,000 copies of the attached form will be prepared and run off.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

RECORDED - 129

INDEXED - 129

66-2337-9458
MAR 12 1952

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

EX - 3

16 MAR 14 1952

WMM

THE DIRECTOR

3/3/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CIP/PR

The Executives Conference of 2/28/52, consisted of Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Laughlin, Gearty, Winterrowd, Holloman and Mason.

The Conference considered whether Interview logs should be prepared by Special Agents who arrest Deserter fugitives.

At the recent Conference for Criminal Supervisors, handled by the Investigative Division, this question was raised and it appeared that differences of thought and interpretation exist in the Field.

This matter was considered by the Conference of Inspectors on 2/21/52, at which time Inspectors Naughten, Simon, Stein, Brown, Long and Mason felt that the current regulation of the Bureau is clear. The current regulation requires that an interview log be prepared whenever a suspect or subject is interviewed. The Inspectors felt that any confusion existing resulted from what constitutes an interview. The Inspectors felt that, if a Deserter fugitive is arrested and immediately turned over to military or law enforcement authorities without being interviewed, no interview log is necessary. On the other hand, if the fugitive is interviewed to determine the nature of his present employment, where and how he obtained the civilian clothes, facts relative to his travel, etc., an interview log would be necessary. The Inspectors felt that an interview however short should be supported by an interview log under the present regulations.

Inspectors Naughten, Stein and Brown felt that it would be desirable to change the present rule so as to not require interview logs even when a Deserter fugitive is interviewed. This group of Inspectors was of the opinion that the Bureau's position with Deserter fugitives is different than with other types of subjects for Deserter-fugitive cases do not normally go to Federal Court.

Inspectors Long and Mason were of the opinion that the present rule should not be changed and that interview logs should be prepared whenever a Deserter fugitive is interviewed for in some instances it is necessary for an Agent to testify before a military tribunal concerning the arrest of the Deserter fugitive. On other occasions it is necessary for an Agent to submit a

- Tolson
- Ladd
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- Tele. Rm.
- Nease
- Gandy

Attachments

EX - 3 RECORDED - 129

66-2554-11459

cc - Mr. Mohr & Mr. Clegg

MAR 12 1952

EDM:DMC:NY 4 1952 INDEXED - 129

Memorandum for the Director


deposition relative to the arrest and interview and these depositions include questions relative to advising the Deserter of certain of his constitutional rights. Inspectors Long and Mason felt also that the log is an additional means of refuting any allegations of impropriety of action on the part of the arresting Agents.

The Executives Conference of 2/23/52 unanimously supported the views of Inspectors Long and Mason, and felt that no change should be made in the present regulations concerning the preparation of interview logs on Deserter fugitives and that these logs should be prepared whenever an interview is conducted with an arrested Deserter fugitive.

The Executives Conference also felt that the attached Bureau Bulletin might clarify the thinking of the Field.

If the Director concurs, the attached Bureau Bulletin is offered for signature.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

3/5/52

EXECUTIVES CONFERENCE

ALASKA RAILROAD
US DEPARTMENT OF THE INTERIOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/92 BY SP-5C/btk

The Executives Conference of February 29, 1952, consisted of Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Hennrich, Gearty, Winterrowd, Holloman, and Mason.

The Conference considered whether a representative should be accepted from the Alaska Railroad for attendance at a future session of the FBI National Academy.

The Conference was advised that Mr. [redacted] Chief Special Agent, Alaska Railroad, U. S. Department of the Interior, Anchorage, Alaska, has nominated [redacted] a member of the Railroad to attend the National Academy.

Inquiry by the Anchorage Office reveals that the Alaska Railroad is owned and operated by the Department of the Interior of the U. S. Government. All Special Agents of the Railroad receive Deputy U. S. Marshal commissions. They have the responsibility of investigating all violations of laws occurring on Railroad property. U. S. Marshal Walter E. Huntley of Anchorage confirms the above facts.

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The Anchorage office advises that nominee [redacted] is very cooperative with the Anchorage Office, is extremely interested in law enforcement, is young, and makes a very good appearance. The Anchorage Office feels that he is qualified for attendance realizing, of course, that [redacted] has not yet been investigated.

The previous policy has been that the Bureau would not accept Deputy U. S. Marshals for attendance at the National Academy. You will recall that the Attorney General has been interested in having Deputy Marshals from Alaska attend the National Academy but none have yet been accepted. We do not accept representatives from the Secret Service and certain other branches of the U. S. Government for the National Academy although we have in the past accepted representatives from the Tennessee Valley Authority, from the Marine Corps, and certain other governmental agencies.

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cc: Mr. Mohr
Mr. Glegg

RECORDED - 129
INDEXED - 129

66-2554-9460
MAR 12 1952

HACM

61 MAR 22 1952

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The majority of the Conference consisting of Messrs. Ladd, Callahan, Tracy, Harbo, Mohr, Hennrich, Gearty, Winterrowd, Holloman, and Mason concurred in the recommendation of the Training and Inspection Division that not be accepted.

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Mr. Nichols felt that since we have taken representatives from the Tennessee Valley Authority and certain other governmental agencies, the Bureau should accept a representative of the Alaska Railroad.

In the event the Director agrees with the majority view, the attached letter should be dispatched to the Anchorage Office.

Respectfully,
For the Conference

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Glyde Tolson

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The Director

2/11/52

Executives Conference

SUGGESTION OF SA [redacted]
KANSAS CITY OFFICE

The Executives Conference of February 7, 1952, consisted of Messrs. Rosen, Parsons, Mohr, Belmont, Gearty, Glavin, Winterrowd, Tracy, and Mason.

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The Conference considered the suggestion of SA [redacted] of the Kansas City office that the front cover of each file be widened by either 3/8 inch or 1/2 inch so that the space for the file number on the top cover can still be seen whenever mail is clipped to the front of the file.

ADVANTAGES

1. It will be possible to read the file number when mail is affixed to a file and particularly when a series of files with documents attached on the outside are stacked one on the other. This will facilitate work of the file clerks in finding particular files.
2. Files reposing in the closed files section can be more quickly found inasmuch as the file numbers being on the widened cover can more quickly be located in the drawer.

DISADVANTAGES

1. The widened front of the file cover could not escape serious damage in the handling of files and would result in mutilation, more frequent repairs, and, thus, greater expense.
2. The suggestion has its greatest benefit when documents are attached to the outside of the file and the number of instances in which mail is attached on the outside of files being located constitutes only a fraction of the over-all locate problem.

cc: Mr. Mohr
Mr. Glegg
Suggestion #53-52

RECORDED - 20

66-2554-9461 RACM

EDM:ATP

MAR 11 1952 ORIGINAL

49
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY sp-scb/pe

65 MAR 19 1952

ORIGINAL FILED IN 66-2554-9461

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3. The savings of time in finding files that are stacked one on top of another and the savings of time in finding files in the closed file cabinets would depend upon the thickness of the files themselves. When thick files are involved there will be a greater space between the file fronts of successive files and the numbers will be more readily apparent. The majority of our files, however, are thin rather than thick and the suggestion loses much merit when thin files are involved.

4. It would be necessary to obtain a more expensive file cover in an effort to hold mutilation damage to a minimum and this expense would offset any savings in time resulting from adoption of the suggestion.

The suggestion was carefully studied by the Records Section of the Records and Communications Division and the conclusion was unfavorable.

The Conference unanimously took an unfavorable view of the suggestion.

If the Director agrees with the Conference, no further action will be needed for Special Agent [redacted] has already been thanked for his suggestion.

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Respectfully,
For the Conference.

Glyde Tolson

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DATE OF REMOVAL 3-18-52

June Mail

DATE OF MAIL 3-6-52

HAS BEEN REMOVED FOR MR. LAMPERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 1736

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5CIP/PT

REMOVED BY ch-57

FILE NUMBER 66-2554-9462

881

PERMANENT SERIAL CHARGEOUT

THE DIRECTOR

March 6, 1952

THE EXECUTIVES CONFERENCE

~~DELINQUENCY IN SECURITY INVESTIGATIONS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 c/pf

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason for Clegg, Callahan for Glavin, Harbo, Winterrowd for Rosen, Tracy, Mohr, Holloman, Gearty, and Belmont, on March 6, 1952, considered certain suggestions made by the Domestic Intelligence Division, looking toward a reduction of delinquency and backlog of cases in the security field.

The Domestic Intelligence Division conducted a survey looking into the heavy backlog and high delinquency in security cases in the field, in an effort to pinpoint our problems. As a result, it was ascertained that approximately 70% of the pending cases in classifications Espionage, Internal Security, Security Matters, and Foreign Intelligence are in 12 offices, namely, New York, Los Angeles, San Francisco, Detroit, Chicago, Philadelphia, Seattle, Newark, Cleveland, New Haven, Minneapolis, and Boston. Likewise, these offices have a high delinquency in the security field. Eighty-four per cent of the estimated Communist Party membership is located in these 12 field divisions, and they have 76% of the present Security Index cards.

Letters were sent to the Special Agents in Charge of these 12 offices, pointing out the heavy responsibility these particular offices bear in the Bureau's entire security program, advising the Special Agents in Charge that definite steps must be taken to reduce the backlog and delinquency; and requiring a formulated program by each office to meet the problem.

The replies from the 12 field offices have been received and analyzed. Originally it had been planned to call the Special Agents in Charge of these 12 offices in for a one-day conference. However, an analysis of the replies reflects that 9 of the 12 offices (excluding New York, Chicago, and Minneapolis) made headway in the period from October 31, 1951, to January 31, 1952. Further, it appears that the results to

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INDEXED - 40 RECORDED - 40

MAR 12 1952

EX - 28

DEPT OF JUSTICE
E. B. Tamm
MAR 12 1952
MAR 12 1952

Attachment (1)

Mr. H. H. Clegg
MAR 12 1952

be obtained from a one-day conference would not be commensurate with the expense and time involved. Rather, a study has been made as to what steps we can take, not only to assist these offices but the field generally, to reduce the backlog and delinquency.

Individual letters are again being sent to the 12 offices, immediately upon receipt of the February administrative reports, for the purpose of encouraging those offices which are making headway and strongly jacking up any offices which have not made headway. In addition, a detailed discussion will be held with each of the Special Agents in Charge when he reports for conferences or In-Service within the next month or so.

Recommendations to assist these offices and the field are as follows:

- (1) We have given intensive study to the program of preparing summary reports on all Security Index subjects. An SAC Letter has been prepared, streamlining the summary reports and yet maintaining the information and content for the purpose for which the reports are being prepared. We have consulted with the current Internal Security - Espionage Schools relative to this, and it is our feeling that considerable time can be saved by the measures incorporated in this SAC Letter.
- (2) Declare a moratorium of one year on recontacts of plant informants. This will not apply to recontacts with informants in Class A facilities of the Atomic Energy Commission and recontacts with informants on the perimeter of Strategic Air Command bases, because these two programs are so vital that we feel the recontacts should be continued. We have a total of 66,000-plus plant informants. This moratorium will save considerable Agent time and yet preserve this necessary program. The field will still be required to develop informants, where necessary, in all plants; the moratorium is on recontacts only.

- (3) Declare a moratorium of one year on recontacts with American Legionnaires. We have 73,000-plus American Legion contacts. This necessary program is established, and such a moratorium will not vitally impair our coverage. The moratorium will release considerable Agent time for other security work. The field will still be required to contact newly-elected American Legion officials, in order that this program may be continued. The moratorium will apply only to recontacts of the thousands of contacts already developed.
- (4) If manpower is released from applicant programs, personnel should be transferred to those offices having heavy backlogs of pending security matters.
- (5) A considerable proportion of the Agents now in the field are inexperienced in security work. We are holding three classes of key security Agents to bring them thoroughly up to date on Bureau security programs, policy, and responsibilities. They will provide the focal point for further training in the field. It is recommended that the field be instructed to institute a planned training program to train Agents inexperienced in security investigations.
- (6) The 12 offices named above will be followed individually each month to determine their progress in reducing backlog and delinquency. In addition, any other office which is not showing a desirable trend in the handling of security work will be individually followed.
- (7) It is important we be sure that the field is not opening cases on nonspecific and vague allegations, resulting in waste of manpower and investigative time on matters not warranting investigation. This point has been discussed with Inspectors scheduled for field inspections, and the Inspectors have been scrutinizing the opening of cases in the field. In addition, this has been discussed with Special Agents in Charge


during their visits at the Seat of Government. It is felt, however, that we should specifically call this to the attention of all field offices again at this time, reiterating the basis for opening cases and instructing that each Special Agent in Charge examine the backlog of pending security cases and the procedure in his office for opening cases, to insure that cases are not being opened on non-specific, vague allegations. It was recommended that this point be covered in the proposed SAC Letter.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended the adoption of the above suggestions.

If you approve, the attached SAC Letter will be sent to the field.

Respectfully,
For the Conference


4
Clyde Tolson

THE DIRECTOR

3/7/52

EXECUTIVES CONFERENCE

FORM FD-65
SUGGESTION #53-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/18/92 BY SP-5 C. PR

The Executives Conference of March 6, 1952, had in attendance Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd, and Mason.

The Conference considered the suggestion of Miss [redacted] of the Washington Field Office that adjustments be made on form FD-65 (Fugitive Form Letter) to make it easier to fill out certain of the spaces on the form when using the typewriter.

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A copy of existing form FD-65 is attached along with a proposed revision which has been considered and slightly adjusted by Supervisor C. J. Martin of the Investigative Division.

The suggested new form, which is attached, has the full concurrence of the Investigative Division and the unanimous support of the Executives Conference.

If the Director approves, supplies of the new form will be prepared to be utilized when existing supplies of the old Fugitive Form Letter have been exhausted. There is also attached for signature an SAC Letter advising that existing supplies of the old form should be used. Also attached is a letter to Miss [redacted]

Respectfully,
For the Conference

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Clyde Tolson

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

Attachments

cc: Mr. Mohr
Mr. Clegg

EDM:arg

EX-28
INDEXED - 40
RECORDED - 40
DEPT. OF JUSTICE
DIRECTOR

66-2557-9464

MAR 17 1952

THE DIRECTOR

3/10/52

EXECUTIVES CONFERENCE

SUGGESTION #56-52

MADE BY [redacted]

CHIEF CLERK

NORFOLK OFFICE

PREPARATION OF ASSIGNMENT CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/15/92 BY SP-5 CJD/

The Executives Conference on 3/7/52 had in attendance Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gresham, Laughlin, Callahan, Holloman and Mason.

The Conference considered the suggestion of [redacted] Chief Clerk of the Norfolk Office, that it appears unnecessary for the office of origin utilizing blue Assignment Cards to type on these blue cards the name of the office of origin.

In Field Offices an Assignment Card with carbon copies is prepared for every pending case. If the case originated in another office the original Assignment Card is white. If it originated in this office the original Assignment Card is blue.

Smaller offices utilize Assignment Cards consisting of two whites and a yellow or two blues and a yellow. Larger offices, utilizing the Master Assignment Card System, utilize a white original and copies of blue, white and yellow when they are not office of origin; or a blue original and copies of blue, white and yellow when they are office of origin.

Employment of the suggestion in offices having the Master Assignment Card System would result in compounded confusion because one of the copies is blue regardless of what office is origin.

The Washington Field Office, the New York Office and the Newark Offices concur in regarding the suggestion unfavorably, feeling that any time saved would be wasted through confusion as to who is origin and additional errors would result. Those 3 Field Offices recommend no change in the present procedure in the preparation of Assignment Cards.

The entire Executives Conference concurs. If the Director agrees no further action is necessary for the suggesting employee has already been thanked for this idea.

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

Respectfully,
For the Conference
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Clyde Tolson

[Handwritten signature]

9465
16-2554/11/11/52

56 MAR 17 1952

THE DIRECTOR

March 11, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DELINQUENCY IN IDENTIFICATION DIVISION

DATE 8/10/12 BY SP-5 CIP/2

The Executives Conference consisting of Messrs. Tolson, Callahan, Harbo, Ladd, Winterrowd, Mason, Gearty, and Tracy on March 6, 1952, considered the delinquency in the Identification Division. Delinquency

The Conference was advised of a suggestion by Mr. Quinn Tamm in view of the difficulties in securing adequate clerical personnel that the armed services fingerprints be classified and filed following the Card Index name search, omitting the technical fingerprint search.

The average daily receipts during February, 1952, have been 23,500. During the same period, the Technical Section, which is the yardstick by which over-all production is measured, handled 15,871 per day. Military fingerprints aggregate 6,500 per day.

The present backlog of 97,559 armed services fingerprints now in the Technical Section can be classified and filed with the personnel available on voluntary Saturday overtime.

The percentage of identifications made in the Technical Section, following the Card Index search, is less than one per cent for the reason that persons being inducted through local Selective Service Boards use their correct names with but few exceptions. It is also important to get the armed service prints in file before too great a lapse of time because of the receipt of casualty lists.

For the Director's information, on several occasions in the past several years when armed services fingerprints have become particularly delinquent, it has been approved to classify and file the armed services fingerprints after the name search. This procedure has resulted in no embarrassment whatever to the Bureau.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

EX-28
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MAR 12 1952

MAR 17 1952


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Memorandum for the Director

March 11, 1952

The Conference unanimously recommends the adoption of the suggestion.

Respectfully,
For the Conference,



Clyde Tolson

THE DIRECTOR

3/11/52

EXECUTIVES CONFERENCE

~~IN-SERVICE TRAINING~~
~~NEW AGENT TRAINING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY sp.5.cip/pt

The Executives Conference of March 10, 1952, had in attendance Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gearby, and Mason.

The Conference considered the arrangements to be made in the handling of training schools for In-Service Agents and New Agents at the Seat of Government in view of the return to the 6-day week. Although Saturday work will be voluntary throughout the Bureau, it is recommended that it be mandatory for New Agents classes in order to get them to the Field more quickly.

The Conference unanimously offers the following recommendations:

1. In-Service training for Agents should continue as is with Agents reporting to the Seat of Government on Monday morning, going to Quantico Monday night, working at Quantico all day the first Saturday and half day Sunday, and returning to Washington that first Sunday night. Agents will be dismissed from In-Service Training at 4:30 p.m. on the second Friday, as at present, in order to get them back to their Field Offices as quickly as possible. Agents will be paid for work at Quantico the first Saturday and will take compensatory leave for the half day's work on Sunday.

2. Inspector Aide Training has heretofore been held approximately twice a month and these classes last for 2 days. These men have been held over each Monday and Tuesday of the week after completing In-Service Training. If they are given Inspector Aide Training on the Saturday after completion of In-Service it would still be necessary to hold them over until Monday because the course cannot be reduced in length.

The Conference, therefore, recommends that on the first Monday night when an In-Service Class is leaving for Quantico those men who will take Inspector Aide training remain in Washington and have this training on Tuesday and Wednesday while the remainder of their class is at Quantico. This will mean that the men taking Inspector Aide Training will miss 2 days of a practical case problem. The Conference feels that under the circumstances the Inspector Aide Training is more important and will result in economy for the Bureau.

cc: Messrs. Mohr & Clegg

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MAR 12 1952

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through making it unnecessary to hold these men over the week end. Inspector Aide classes may run from 6 to 10 Agents with a good average being about 7 or 8.

3. The Conference unanimously feels that In-Service Training should not be discontinued for the rest of the fiscal year and that it is important to keep current in this training.

4. The New Agents' Training course for the remainder of the fiscal year should be reduced from 16 weeks to 13 weeks. In the 16-week course there are 80 days of instruction; in the 13-week course, counting Saturday work, there will be 78 days of instruction. The net reduction in training time is 2 days and will be accomplished by discontinuing a 3-day bank robbery problem. The one day saved will be added to a theft from interstate shipment practical case which now lasts 5 hours and will in the future last 1 day and 5 hours.


In order to assure that each class will receive maximum training the following schedule will be followed.

Class Number	Former Departure Date	New Departure Date	Length of Course
18	Friday, 3/14/52	Friday, 3/14/52	16 weeks
19	Friday, 3/23/52	Saturday, 3/22/52	15 weeks
1	Friday, 4/25/52	Saturday, 4/19/52	15 weeks
2	Friday, 5/9/52	Saturday, 4/26/52	14 weeks
3	Friday, 5/23/52	Saturday, 5/10/52	14 weeks
4	Friday, 6/6/52	Saturday, 5/17/52	13 weeks
5	Friday, 6/20/52	Thursday, 5/29/52	13 weeks

(5/30/52 is a legal holiday)

The Conference unanimously recommends return to the 16-week training course when the 5-day week is resumed.

Respectfully,
For the Conference.


Clyde Tolson

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THE DIRECTOR

3/7/52

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-SCIP/ME

Firearms in homes of Resident Agents

The Executives Conference of March 6, 1952, had in attendance Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Winterrowd, and Mason.

The Conference considered the suggestion of SAC H. L. Sloan, Quantico, that it would be well to permit Resident Agents to maintain certain firearms in their homes, and these firearms should be limited to 12-gauge shotguns or .30 caliber rifles.

Present Bureau rules permit SACs to authorize the retention of such firearms in Resident Agencies in approved Bureau authorized space affording maximum security and where such weapons are kept in vaults or safe-type cabinets. Present rules do not permit the retention of weapons other than side arms by Resident Agents under any other circumstances.

Mr. Sloan's suggestion contemplates that there are some Resident Agencies where guns are not assigned because there is no Resident Agency space or safe-type cabinets are not available. Some Resident Agents operate out of their homes because there is no office space and we are unable to secure such space.

Although considering fully the security of Bureau firearms as a most important topic, SAC Sloan is concerned that some Resident Agencies not having office space or lacking a safe in space being used may have a need for a shotgun or rifle when such is not available. Under these conditions Agents should be authorized, in Mr. Sloan's opinion, to keep a rifle or shotgun at home. Mr. Sloan believes that the Bureau might possibly lose such a weapon through the burglary of a home, however, this is overshadowed by the importance of equipping Agents with weapons that they will need.

Mr. Sloan points out that practically 85% of the farm homes in the South, Midwest, and far West have sporting guns such as shotguns and rifles. The Bureau's shotguns and rifles are essentially sporting weapons. He feels that such guns could safely be kept in the homes of Resident Agents.

The Executives Conference sees a number of disadvantages to this suggestion and feels that the possibility of embarrassment is greater through the retention of such weapons in the homes of such Resident Agents.

cc: Messrs. Mohr & Clegg
EDM: ARG: ATP

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The Conference reacted unanimously unfavorable.
If the Director agrees, no further action is
necessary.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

3/10/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CIB/DF

The Executives Conference on 3/7/52 had in attendance Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gresham, Callahan, Laughlin, Holloman and Mason.

The Conference considered the suggestion of [redacted] of the Personnel Records Section that ~~permanent~~ briefs in personnel files be placed on the left-hand side of the file underneath the cover sheet. These briefs are presently kept as the top document on the right-hand side of the file. The suggesting employee feels that adaption of his idea will result in the following advantages:

Personnel briefs

1. Shorten the time it takes to file a piece of mail in the personnel file because it will be possible to file all new documents right on top of those in the file without having to lift up the brief and insert documents underneath it.
2. Relieve employees of the aggravation of removing and replacing a brief every time a piece of mail is filed. There are at present 14,446 personnel files, of which 7,500 (approximately) contain briefs.

The suggesting employee estimates that in 3 hours an employee can file 220 pieces of mail in files in which there are no briefs, but it would take 5 hours to file the same amount of mail in files where briefs are kept as the top serial on the right-hand side.

The minority of the Conference, consisting of Messrs. Tolson, Winterrowd and Holloman, feel that briefs should continue to be filed as the top serial on the right-hand side of the personnel file for they are easy to get to by reviewing officials and immediately opposite the brief there appears on the left-hand side the cover sheet showing salary changes and offices of assignment.

The majority of the Conference, consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Ladd, Laughlin, Gresham and Mason, regarded the suggestion favorably.

Based on the Director's decision appropriate action will be taken.

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J. Clegg

RECORDED-14
Respectfully,
For the Conference

66-2554-9469
[Signature]

INDEXED-14 MAR 12 1952

Clyde Tolson

cc-Mr. Mohr & Mr. Clegg
EDM:DMC

MAR 15 1952

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The Director

February 14, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/52 BY SP-5 CIP/BJ

Mr. Nichols advised the Executives Conference that the Mailing Unit has encountered difficulty in the proper dispatch of enclosures, exhibit material and attachments to outgoing communications as a result of improper assembly of mail, it being noted that during the process of reviewing correspondence before it reaches the Mail Room that mail frequently is taken apart for examination and in some instances has been reassembled incorrectly with the result that enclosures meant to be mailed have not actually been mailed, due to the incorrect assembly.

Mailing Unit employees have no way of knowing that outgoing enclosures or attachments are intended to be mailed without reading and analyzing the contents of each outgoing letter. It was pointed out that the Mail Room employees are not to read each communication but are to be guided by the instructions appearing on the face of the correspondence. Under present rules the word "Enclosure" is typed on the outgoing even though there may be several enclosures.

To alleviate this condition, it was suggested that the number of enclosures to any piece of correspondence be clearly indicated, such as "enclosures - 3," on the original and all copies. In the event the Bureau adopts the policy of indicating the number of attachments or enclosures to a particular piece of correspondence, it was suggested that some definite method of counting enclosures be instituted. It was suggested that a number of attachments which are stapled together be counted as one enclosure or attachment.

When the correspondence is to individuals outside the Bureau, it was recommended that a brief description of the attachment/s or enclosure/s be added to the attachment or enclosure notation on the file copy. A description of the enclosure/s is not always made in the text of the outgoing letter.

Mr. Nichols advised the Conference that Mr. Clegg and Mr. Holloman had looked into this recommendation and had suggested its approval.

- Tolson
- Ladd CC - Mr. H. H. Clegg
- Clegg
- Glavin Mr. Mohr
- Nichols
- Rosen
- Tracy
- Harbo
- Belmont
- Mohr
- Tele. room
- Hess
- Gandy

APR 11 1952
1952

RECORDED-14
INDEXED-14

66-2554-9470
MAR 13 1951
61

ORIGINAL COPY FILED IN 66-2554-9470

Memorandum to The Director

February 14, 1952

The Executive Conference consisting of Mr. Callahan, Mr. Tracy, Mr. Harbo, Mr. Mohr, Mr. Belmont, Mr. Winterrowd, Mr. Sizoo, Mr. Gearty, Mr. Nichols and Mr. Holloman unanimously approved the recommendation, and a suggested SAC Letter and a proposed revision for the stenographers' manual regarding enclosures are attached.

Respectfully,
For the Conference

Clyde Tolson

Attachment

THE DIRECTOR

3/10/52

EXECUTIVES CONFERENCE

SEMI-ANNUAL CONFERENCE OF SEAT OF GOVERNMENT SUPERVISORS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9/10/92 BY SP-5C/DK

On March 7, 1952, the Executives Conference had in attendance Messrs. Tolson, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gresham, Laughlin, Holloman and Mason.

The Conference unanimously recommends approval of the following program for the Semi-Annual Conference of Seat of Government Supervisors, which Conference will be held for one half of the Supervisors at 3:30 p.m., Thursday, 3/13/52 and for the other half of the Supervisors at the same time Friday, 3/14/52. The Conference is to be held on 2 days because a film is to be shown and Classroom #1 will not accommodate all Special Agent Supervisors.

The proposed schedule is:

Mr. Clegg or Mr. Mason presiding

- 1. Why People Join the Communist Party and Why They Leave It? SA Wm. C. Sullivan (20 minutes)
- 2. The Security Subject Interview Program; Developments; Interviews With Top Level Communists Assistant Director A. H. Belmont (20 min.)
- 3. The New Leave Law And Ramifications Personnel Officer H. L. Edwards (10 min.)
- 4. Personal Conduct And The Need For Increased Productivity Inspector J. P. Mohr (15 min.)
- 5. Civil Rights Cases Including Current Policy and The Latest Developments SA E. Hugo Winterrowd (20 min.)
- 6. Motion Picture Film "Arrests" (17 min.)
- 7. Announcements (5 min.)

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

RECORDED-14

66-2554-9147 MAR 11 1952

INDEXED-14 25

cc-Messrs. Mohr / Clegg Attachment EDM:DMG

EX-164

AMC

Memorandum for the Director

8. Adjournment (approximately 5:30 p.m.).

If the Director approves, the attached memorandum should go forth to Seat of Government Supervisors.

Respectfully,
For the Conference



Clyde Tolson

OK

March 3, 1952

THE DIRECTOR

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/16/92 BY SP-Sci/bmf

A special Executives Conference was held at 3:00 p.m. on March 3, 1952, consisting of Messrs. Tolson, Nichols, Holloman, Winterrowd, Ladd, Mohr and Callahan, to consider the handling of increased name and fingers print checks in connection with the Atomic Energy Program and the Coast Guard (Dock Workers) Program, as well as increased work loads of applicant investigations under the Atomic Energy Program.

For the Director's background information, in a letter dated December 7, 1951, the Director of the Bureau of the Budget advised as follows:

"Your apportionment for 1952 contemplated the use of \$6,339,625 of the savings resulting from shortening the work week to defray the pay act costs. The remainder of the savings will continue to be held in reserve until the cost of the increased workload of the Atomic Energy and Dock Workers programs may more accurately be estimated. At that time there should be submitted to me a request to release the reserved amounts, along with a justification for the costs of the program. This should be accomplished by initiating a Request for Revision of Apportionment (Standard Form 132)."

A copy of this letter is attached hereto.

The reserve funds referred to above to handle the referenced additional work loads, amounts to \$3,970,000.

With reference to the Coast Guard (Dock Workers) Program, the Conference was advised that this Bureau has funds in its 1952 appropriation for the present fiscal year to handle 102,000 name and fingerprint checks under the Dock Workers Program; and 54,000 name searches only under the Seamen Program. The Conference was advised by the Domestic Intelligence Division that up to the present time we have completed 78,000 name checks under the Seamen Program, each of which requires a name check only; and 75,000 under the Dock Workers Program, which requires both a name and fingerprint check. Further, the Coast Guard desires to continue to submit 2,000 to a minimum of 6,000 a week, of which 5,000 will be on the Dock Workers Program and 1,000 on the Seamen Program. This would result in handling 48,500

NPC:cmw

cc: Mr. Mohr

Mr. Clegg

RECORDED - 73
INDEXED - 73

66-2554-9472
RECORDED
INITIALS ON ORIGINAL

101 MAR 13 1952

68 JUN 20 1952
1 ENC
190 JUN 19 1952

Executives Conference Memorandum (Cont'd)

additional names under the Seamen Program and 41,500 additional names under the Dock Workers Program at an estimated cost of \$194,295.

Deducting the above estimated cost from the total reserve funds available of \$3,970,000, it would leave available for additional Atomic Energy work an estimated \$3,775,705.

With reference to the Atomic Energy Program, you are advised that the Bureau's appropriation for the current fiscal year 1952 had funds provided therein for the handling of 57,500 applicant investigations and 68,324 name and fingerprint checks. The Atomic Energy Commission has today advised that they expect to refer to this Bureau an additional 26,411 cases for investigation under the applicant phase of this activity and an additional 58,038 names and fingerprints for searching through the Records Section and the Identification Division.

On a unit cost basis, it is estimated that the above work loads would cost \$4,136,598. This amount of \$4,136,598 is therefore \$360,893 in excess of the balance of the reserve available to handle additional work under the Atomic Energy Program during the fiscal year 1952.

In this connection, it is pointed out that at the time the Bureau of the Budget indicated the establishment of such a reserve, in a memorandum of November 29, 1951, to Mr. Tolson, Mr. Glavin pointed out that Mr. Schmid advised that the Bureau of the Budget would not permit the Atomic Energy Commission to forward additional work loads to the Bureau during the present fiscal year which would be in excess of funds held in reserve with which to handle such additional work loads. Thus, the Bureau, with the balance of the reserve available for handling Atomic Energy work, could only receive for handling within reserve funds available, an additional 24,050 applicant investigations and 55,677 additional name and fingerprint searches, or a reduction of 2,361 in each category under the number which the Atomic Energy Commission desires to refer to us for handling.

The members of the Conference recommend that the Bureau request the release of the above reserve funds of \$3,970,000 in order to handle the above-indicated additional work loads under these programs during the current fiscal year. They further recommend that in handling these additional work loads, the Bureau, both at the Seat of Government and in the field, go on a voluntary six-day week beginning Saturday, March 15, 1952, excluding, however, Saturday, April 12 which precedes Easter Sunday, and Saturday, May 31 which follows the Memorial Day holiday, May 30. It is estimated that if 75% of the persons on the roll work Saturdays on a voluntary basis, the cost will be \$2,268,000.

The Conference further recommended that we continue recruitment of clerical personnel for the Seat of Government in order that we might fill vacancies occurring through resignations and pick up sufficient personnel to bring the number up to that allowed for the fiscal year 1952 of 5,070.

Executives Conference Memorandum (Cont'd.)

it being pointed out that at the present time we are short 513 clerks at the Seat of Government. This additional personnel would cost an estimated \$97,732. Also, it would permit the purchase of additional equipment that has been recommended and held in abeyance, such as an automatic conveyer system in the Identification Division Building estimated to cost \$64,000.

If the Director approves the above, it is recommended that the Administrative Division contact the Budget Bureau to get firm commitments on the additional work loads to be referred to us for handling from the Atomic Energy Commission and the Coast Guard in order to insure that we stay within the funds available and preclude the necessity of requesting supplemental funds for this fiscal year, and in the event the Budget Bureau requests that a written request go forward to that agency for the release of the aforementioned reserve funds.

Respectfully,
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION: "Iconcur.H"

Attachment

The Director

February 28, 1952

The Executives Conference

APPLICANT TYPE INVESTIGATIONS
CONDUCTED FOR THE STATE DEPARTMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/15/82 BY SP5A/bw

The Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gresham, Holloman and Clegg, on February 21, 1952, considered a suggestion made by Special Agent [redacted] that in connection with the above Applicant Investigations we:

b6
b7c

(1) Establish some acceptable definite period, for example 20 years or less, prior to which no employment checks would be made in the absence of special circumstances.

(2) Limit checks at colleges attended to those attended within a period of the last 20 years or less in the absence of special circumstances.

(3) Limit the inquiry concerning the character and reputation of relatives to a check of Field Office indices in the absence of special circumstances, eliminating the check of credit agencies and police records.

These suggestions were considered by Inspector T. E. Naughten during the recent inspection of the Chicago Office during which these suggestions were made. Inspector Naughten expressed the feeling that with reference to #1 no limitation should be placed upon verification and investigation of employment in view of the inherent dangers of embarrassment to the Bureau if we failed to secure facts concerning old employment which might be pertinent. Concerning #2, Inspector Naughten felt that the same possibility of embarrassment existed if we did not make a reasonably exhaustive search of educational records. As to the third suggestion, Inspector Naughten expressed the opinion that too many instances had occurred wherein pertinent information was obtained from police and credit agencies' records concerning relatives to risk the discontinuance of such checks. It will be recalled that at one time we conducted a full neighborhood investigation regarding immediate relatives, and it was felt that the minimum requirement should include a check of credit and criminal records.

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

INDEXED - 129
RECORDED - 129
66-2554-9473

cc - Mr. Clegg
MAR 25 1952
JAS:IGS

MAR 11 1952
INITIALS ON ORIGINAL

INITIALS ON ORIGINAL

The Executives Conference was in unanimous agreement with the views expressed by Inspector Naughten.

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b7c

This is presented for the Director's consideration. No further correspondence with Special Agent [redacted] is necessary since a communication has already been addressed to him expressing appreciation for the suggestion submitted.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

February 15, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5/BJP

The Executive Conference of February 14, 1952, consisting of Messrs. Laughlin, Carty, Harbo, Clegg, Winterrowd, Holloman, Mohr, Tracy and Levin, considered a memorandum submitted by R. L. Edwards, Personnel Officer of the Bureau, concerning the stenographic needs at the Seat of Government.

The Conference was advised that Mr. Edwards suggested that the Bureau send an SAC letter to each office with instructions that it be posted on the bulletin board and specifically brought to the attention of all stenographers containing an announcement that the Bureau has need at the Seat of Government for experienced, above-average stenographers and will be glad to consider experienced stenographers being transferred to the Seat of Government for a minimum period of two years at the expiration of which time such stenographers will be given a choice of returning to the field office from which they came at Government expense or remaining at the Seat of Government.

Mr. Edwards feels that the announcement should not only concern the Bureau's need for experienced stenographers at the Seat of Government but should also point out that the Bureau feels that this would provide an excellent opportunity for such stenographers to acquire a more rounded experience in the Bureau's operations and should logically equip them for greater responsibility. Mr. Edwards also suggested that the SAC letter contain an announcement that the Bureau frequently has secretarial vacancies at the Seat of Government for highly qualified and sufficiently experienced stenographic personnel of secretarial caliber, that these positions could be in Grade GS-5 with prospects for additional advancement consistent with vacancies which might occur in higher grade secretarial positions, that the Bureau will be glad to consider any stenographers possessing requisite qualifications who would be interested in filling such positions on a trial basis with the understanding that such designation would become permanent after the expiration of a satisfactory trial period of no more than six months and that any stenographers so interested should submit their names to the Special Agent in Charge and he in turn will be required to submit his specific recommendations and proposed plan to the Seat of Government.

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

RECORDED - 108

INDEXED - 108

66-2544-9474

MP

cc/awc:md
Mr. Mohr
Mr. Clegg

Executive Conference Memorandum (Continued)

It was pointed out to the Conference that Mr. Edwards feels that an announcement of this sort would provide an actual incentive to stenographers in the field to come to the Seat of Government. The Bureau would materially benefit not only by being able to acquire a staff of highly qualified stenographic personnel but also it would enable the field and the Seat of Government operations to become more closely knit and, finally, it would undoubtedly be an incentive for Seat of Government stenographers to better themselves in order that they could compete with the field stenographers. Mr. Edwards points out that the field would be able to recruit replacements for their own offices.

Glavin wishes to point out that in filling stenographic vacancies at the Seat of Government for a considerable period past, such stenographers come from the Bureau's typist staff and many have been trained in the Bureau's stenographic classes. It was pointed out that at the present time there are no surplus stenographers at the Seat of Government and stenographic classes are being held by the Training and Inspection Division so that sufficient stenographic personnel to fill our needs at the Seat of Government will be available at the earliest possible time.

It was pointed out to the Conference that we have nine stenographic vacancies at the Seat of Government and at this time there are thirty-three typists presently undergoing stenographic training who will be considered in filling these vacancies as they meet the stenographic qualifications.

Glavin further pointed out that numerous requests are made by the various divisions at the Seat of Government for experienced stenographers and it should be understood that stenographers newly qualified out of the stenographic school held at the Bureau do not possess the experience factors possessed by stenographers who have had field experience or stenographers at the Seat of Government who have had stenographic experience over a considerable period of time. He pointed out to the Conference that in the early days of the war such a suggestion was made to the field, as is contained in this suggestion, and several good stenographers from the field accepted transfer to the Seat of Government with the understanding that they could be returned to the field at the expiration of the period of two years if they so desired.

It was felt by Glavin that such communication to the field could possibly result in well-qualified stenographers requesting assignments to the Seat of Government, particularly when they could return to the field in a period of two years if they wish and, further, if they knew that they would be given consideration for secretarial jobs at the Seat of Government in case they qualify for such vacancies.

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

The Conference unanimously recommends approval of the suggestion.

An appropriate suggested communication to the field is attached hereto.

Respectfully,
For the Conference

Clyde Tolson

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

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : EXECUTIVES CONFERENCE

SUBJECT:

DATE: 1/25/52

Tolson	<input type="checkbox"/>
Ladd	<input checked="" type="checkbox"/>
Nickerson	<input checked="" type="checkbox"/>
Belmont	<input checked="" type="checkbox"/>
Mohr	<input checked="" type="checkbox"/>
Harbo	<input checked="" type="checkbox"/>
Tracy	<input checked="" type="checkbox"/>
Nease	<input checked="" type="checkbox"/>
Gearty	<input checked="" type="checkbox"/>
Belmont	<input checked="" type="checkbox"/>
Mohr	<input checked="" type="checkbox"/>
Tele. Room	<input type="checkbox"/>
Holloman	<input type="checkbox"/>
Gandy	<input type="checkbox"/>

cell

The Executives Conference of 1/23/52 consisted of Messrs. Ladd, Harbo, McGuire, Mohr, Nease, Gearty, Belmont, Tracy and Mason.

The Conference unanimously recommends adoption of the attached form to be utilized by the Administrative Division in ~~dispatching~~ job description sheets and related classification material for approval. The form is essentially a routing slip, and the Conference believes that use of the form will save time.

Mason and Tracy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5 CBT/STK

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]
Attachment

cc-Mr. Mohr
Mr. Clegg
64 MAR 18 1952
EDM:DMG

RECORDED-37

INDEXED-37

EX-125

MAR 31 1952

Requester's report

1-29-52

66-25-84

9478

[Large handwritten signature]

3-146

FEDERAL BUREAU OF INVESTIGATION

From: PERSONNEL SECTION
Classification Unit Room 4524

Date: _____

TO: _____ Mr. H. L. Edwards

_____ Mr. Glavin

_____ Mr. Tolson

_____ Reading Room (for insuring Director's approval and signature - Director's initials in block 8c and signature on line 14, original and carbon)

RETURN MATERIAL TO:

_____ Classification Unit Room 4524 for the preparation of records and correspondence

FOR APPROVAL OF CLASSIFICATION ACTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5CJ/DTE

66-2554-9475

ENCLOSURE

THE DIRECTOR

February 25, 1952

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/16/92 BY Sp-Sci/BJR

~~EMERGENCY DETENTION PROGRAM -
APPREHENSIONS BY POLICE OFFICERS~~

*Frank
my*

On February 25, 1952, the Executives' Conference, consisting of Messrs. Ladd, Sizoo for Clegg, Harbo, Winterrowd for Rosen, Mohr, Holloman, Gearty and Belmont, considered the results of a survey of our field offices on the use of police to make arrests of routine Security Index subjects without the presence of Special Agents.

The Executives' Conference by memorandum dated November 6, 1951, unanimously recommended that authority be granted to permit apprehensions of routine Security Index subjects under the Emergency Detention Program by police officers alone when field offices with large numbers of Security Index subjects do not have sufficient personnel to effect apprehensions promptly.

By No Number SAC Letter (S) dated November 29, 1951, each field office was requested to analyze its arrest problem in the event the Emergency Detention Program goes into effect and to advise whether the SAC recommended the use of police officers to make apprehensions of routine subjects without the presence of Special Agents. The results of this survey have been received and analyzed.

Thirty-two field offices expressed the opinion that Special Agents, with the assistance of the police, could effect the apprehensions and it would not be necessary to designate subjects for apprehension by the police alone. In five of these thirty-two offices, namely, Buffalo, Chicago, Minneapolis, New Haven and St. Louis, the Special Agents in Charge are being instructed to re-evaluate this situation to be sure they can handle the arrests promptly, along with other emergency problems, without using police alone on apprehensions. This re-evaluation is requested because the number of subjects to be apprehended per Agent runs high and we want to be sure that these offices are on sound ground.

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

CC - Mr. Clegg
Mr. Mohr

AHB:tlc

7 15 1952

RECORDED - 103

INDEXED - 103

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

135 1 31 1952

REC'D - 101 2012 POLICE

66-2554-9476

MAR 13 1952

MEMORANDUM FOR THE DIRECTOR

In the other twenty field offices the Special Agents in Charge recommended the use of police to make a percentage of the apprehensions by themselves without the presence of Special Agents.

An analysis of the recommendations reflects that these Special Agents in Charge appear to be on sound ground, with the exception of the New York Office which listed all Security Index subjects for apprehension by the police alone. These offices are being advised that their recommendations are approved; to be alert for any changes requiring further consideration; and to make the necessary revisions in the apprehension program and furnish the revised plans to the Bureau at once. A letter is being sent to the New York Office instructing that office to re-evaluate its arrest program and furnish the results to the Bureau in detail along with any observations or recommendations.

The Baltimore Office has requested Bureau authority to contact at this time Colonel Beverly Ober, Commissioner of the Baltimore City Police, to make arrangements for police manpower assistance that will be needed in an emergency in that area. As you know, Colonel Ober, former head of the Maryland State Police, has been uncooperative in the past. The Albany Office has requested authority to make similar arrangements with Chief Inspector Francis S. McGarvey of the New York State Police for the use of three New York State Police Troopers, pointing out that the Troopers and McGarvey are extremely cooperative with Agents of the Albany Office and Chief Inspector McGarvey has indicated that he is anxious to cooperate with the Bureau. However, Superintendent John A. Gaffney of the New York State Police has been uncooperative with the Bureau in the past. In view of the fact that these police agencies have been uncooperative with the Bureau, Albany and Baltimore will be advised that no contact should be made with them in this matter at this time.

It is also believed advisable to again instruct the field by SAC Letter that in contacting police departments to arrange for assistance in the event the detention program goes into effect, the details of the program should not be discussed. This SAC Letter also advises the field that the Bureau will authorize the use of all police departments to assist in an emergency with the exception of any departments which are not

The Executives Conference unadvisedly recommended that the field offices be advised of the acceptance of their recommendations; that Buffalo, Chicago, Minneapolis, New Haven and St. Louis be instructed to re-evaluate their program to be sure they are on sound grounds; that New York be trusted to re-evaluate its program, as we cannot accept its evaluation that all apprehensions will be made by the police; that authority be denied for Baltimore to contact Colonel Beverly Ober, Commissioner, Baltimore City Police, and Albany to contact Chief Inspector McGdruvey, New York State Police, to plan for police assistance in an emergency; and that the attached SAC Letter, retaining and establishing instructions concerning the use of the police be sent to the field.

If you approve, the above action will be taken.

Respectfully,
For the Conference

Clyde Tolson

MEMORANDUM FOR THE DIRECTOR

reliable or are not cooperative. The letter calls for a reply within fifteen days as to whether each office has any unreliable or uncooperative police departments now included for assistance under the detention program and whether we need assistance in an area where a law enforcement agency may not be used for this reason.

Executives' Conference Recommendation:

THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 13, 1953

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5C/DIF

The Executives Conference of March 11, 1953, consisting of Messrs. Tolson, Gearty, Mason, Ladd, Belmont, Tracy, Harbo, Mohr, and Glavin, considered the attached suggested communication to all Special Agents in Charge concerning Selective Service Cards, and recommended its approval.

For the Director's information, the attached suggested SAC Letter points out the revised Selective Service Card for new male employees should be utilized rather than the old form.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Glavin

Attachment

RECORDED 13
INDEXED 14

66-2-1-9477

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

Handwritten initials/signature

Handwritten initials/signature

The Director

March 12, 1953

The Executives Conference

~~KARDEX~~ ABBREVIATION BOOKFOLDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/10/92 BY SP-5-1/ptj

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Mohr, Belmont, Mason, Gearty, and Tracy on March 11, 1953, considered a suggestion concerning the Typing Section of the Identification Division.

It was recommended by Mr. Mobley of the Training Division that the Typing Section consider using a visible card index bookfold for criminal record abbreviations. An experiment was tried for a month for seventeen employees who daily prepare criminal records to utilize the visible index bookfold, a sample of which is attached. Ten of the employees considered the visible card index bookfold unsatisfactory. They stated the books were too large and took up too much room on their desks and further, that while the visible index bookfold might be helpful to new employees, once an employee becomes familiar with the abbreviations, it was the majority view of the employees as well as the supervisory staff of the Identification Division, that it is the abbreviations which are not standard which would have to be looked up and these are not included in the visual card index bookfold; therefore, it is easier to occasionally look up an abbreviation in the existing Typing Section manual. The manuals are referred to constantly and employees become thoroughly familiar in looking up matters in the existing manual.

In view of the result of the experiment, Mr. Tracy recommended that the visual card index bookfold not be adopted. The Conference unanimously agreed.

If the Director approves, there is a letter attached to be sent Mr. Mobley regarding his suggestion.

Respectfully,
For the Conference,

RECORDED
INDEXED 13 13
Clyde Tolson

66-2554-9478

RECEIVED

MAR 15 1953

- Tolson _____
 - Ladd _____
 - Clegg _____
 - Glavin _____
 - Nichols _____
 - Rosen _____
 - Tracy _____
 - Harbo _____
 - Alden _____
 - Belmont _____
 - Laughlin _____
 - Mohr _____
 - Tele. Room _____
 - Nease _____
 - Gandy _____
- cc - Mr. Clegg
Mr. Mohr
- ATT: do
F314

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J

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 13, 1952

The Executives Conference of March 11, 1952, consisting of Messrs. Tolson, Gearty, Mason, Ladd, Belmont, Tracy, Harbo, Mohr, and Glavin, considered the attached suggested letter to all Special Agents in charge and recommended its approval.

For the Director's information, the attached SAC letter is being sent out in view of the forthcoming annual performance ratings which are to be submitted on all investigative personnel as of 3/31/52. It is felt the information contained in the communication of reference will be of assistance to the field in properly preparing the performance ratings and will result in a lesser number having to be returned for correction.

Respectfully,
For the Conference

Clyde Tolson

WFG:cmw
cc: Mr. Mohr
Mr. Clegg

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

RECORDED - 88
INDEXED - 88

MAR 14 1952

28

66-2557-111
Lc

THE DIRECTOR

3/13/52

EXECUTIVES CONFERENCE

SUGGESTION #75-52

SUBMITTED BY MERTON R. ANDERSON
SAN ANTONIO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 cjp/m

The Executives Conference of March 12, 1952, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Nichols, and Mason.

The Conference considered a suggestion from Merton R. Anderson, a Clerk of the San Antonio Division that the priority in teletype messages be abbreviated.

At present each teletype has in the upper right-hand corner either the word "urgent" or the word "deferred." This is a signal to the Teletype Operator to dispatch urgent messages immediately.

The suggesting employee suggests abbreviations be utilized as follows:

Urgent . . . "Urg"
Deferred . . . "Def"

The Conference unanimously voted unfavorably relative to this idea inasmuch as the Bureau pays for teletype messages at the rate of a certain amount of money for 3 minutes and many teletype messages run less than 3 minutes. On longer teletype messages the number of typing strokes which would be saved by this abbreviation would be negligible. It was the view of the Conference that there are enough abbreviations now in existence.

If the Director agrees with the Conference that this idea should not be put into effect there is attached hereto a letter to Mr. Anderson.

Respectfully,
For the Conference

Clyde Tolson

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

JSA

EX - 28

cc: Messrs. Mohr &

EDM: TP

RECORDED - 88
INDEXED - 88

MAR 17 1952

12

MAR 18 1952

66-2554-94/80

THE DIRECTOR

February 6, 1952

The Executives Conference

FINGERPRINT FILES OF
PROVOST MARSHAL, EUROPEAN COMMAND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/10/92 BY SP-5/PTP

The Executives Conference consisting of Messrs. Rosen, Clegg, Holloman, Belmont, Mohr, Winterrowd, Gresham, and Tracy on February 5, 1952, considered an offer of the Army officials in Germany to turn over certain fingerprint records to the Bureau.

Special Agent G. A. Van Noy stationed at Heidelberg, Germany, has advised that an Army Board is considering the elimination or reduction of the fingerprint files of the Provost Marshal, European Command. This file contains about 500,000 fingerprints, including 300,000 displaced persons who have applied for admission to the United States. Approximately 5,000 fingerprints are of dependents of U. S. service personnel, certain civilian personnel, and applicant prints of U.S. civilians hired in Germany. The file also includes criminal prints of subjects in Provost Marshal cases, including both United States and other nationals.

The Identification Division recommended to the Conference that the Bureau agree to accept the fingerprints of dependents of U.S. service personnel, civilian personnel, and applicant prints of U.S. civilians hired in Germany, also that the Bureau accept the criminal prints on all prisoners convicted in occupation courts. For the Director's information, the Bureau has been receiving criminal prints of both American and other nationals since December 5, 1951, therefore, the criminal prints presently in the file would not be duplicates of those now being received.

The Identification Division recommends that the Bureau not accept the 300,000 displaced person fingerprints for the reason that alien fingerprints are received on all displaced persons who are admitted to the United States.

The Conference unanimously recommends that the fingerprints be accepted as recommended by the Identification Division and if the Director approves, there is attached hereto a radiogram to Special Agent G. A. Van Noy.

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Winterrowd _____
- Tele. Rm. _____
- Director's Sec'y _____

cc - Mr. Clegg
Mr. Mohr
SJT:edm
Edm

Respectfully,
For the Conference,

RECORDED - 105
Alyde Tolson

94-81
156-2534-9761
FEB 26 1952
90

ORIGINAL FILED IN

THE DIRECTOR

3/3/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 8/10/92 BY 59-5 c/pjk

The Executives Conference on 2/28/52 consisted of Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Laughlin, Gearty, Winterrowd, Holloman and Mason.

The Conference considered several suggestions submitted by ASAC Howard B. Fletcher of the Washington Field Office relative to the preparation of memoranda and reports as follows:

- I. SYNOPSIS BE PLACED AT THE BEGINNING OF EACH MEMORANDUM OR LETTER SENT TO THE BUREAU BY A FIELD OFFICE, OR SENT FROM ONE FIELD OFFICE TO ANOTHER, OR PREPARED AT THE SEAT OF GOVERNMENT FOR THE USE OF OFFICIALS AT THE SEAT OF GOVERNMENT WHENEVER SUCH COMMUNICATIONS EXCEED TWO PAGES IN LENGTH

Messrs. Belmont, Gresham and Clegg, who were not present at the Conference, had previously expressed the view that this suggestion should be adopted. It was believed by them that the suggestion would speed up the perusal of documents by officials and by Supervisors in the Field. It would prevent a Supervisor having to read a two-page memorandum in detail when he could get the gist of its contents by perusing the synopsis.

On the other hand, the majority of the Conference present on 2/28/52, namely, Messrs. Glavin, Tolson, Harbo, Mohr, Laughlin, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason, felt that the putting of a synopsis on memoranda and letters would lead Supervisors to rely too much on a few stated facts in making decisions without perusing the important details justifying the facts or tending to sway such facts. In short, the majority of the Conference felt that the putting of a synopsis on documents would tend to cut down the quality of supervision. This is particularly applicable to the Field where Supervisors should know all of the ramifications of a situation before assigning it to an Agent for investigation.

Mr. Tracy, the minority of the Conference, agreed with the views of Messrs. Belmont, Gresham and Clegg that the suggestion should be adopted and felt that synopses would be worthwhile in memoranda and letters.

INDEXED - 103
RECORDED - 103
MAR 7 1952
66-2554-9482

- II. PLACE A SYNOPSIS IN ALL MEMORANDA AND LETTERS ORIGINATING AT THE SEAT OF GOVERNMENT AND ADDRESSED TO THE FIELD

The entire Conference was unanimously opposed to this suggestion feeling that at times letters set forth specific instructions as to the location of a fugitive or ways in which

cc-Messrs. Mohr & Clegg

EDM:DMG

Handwritten initials

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

MAR 12 1952

Handwritten initials

Handwritten initials

Memorandum for the Director

II. PLACE A SYNOPSIS IN ALL MEMORANDA AND LETTERS ORIGINATING AT THE SEAT OF GOVERNMENT AND ADDRESSED TO THE FIELD (continued)

Letters should be handled and the entire communication needs study by the Field. A synopsis might reduce the quality of handling by Supervisors in the Field and cause them to rely on the synopsis without going to the entire details.

III. SET FORTH THE HEADING "UNDEVELOPED LEADS" AT THE END OF LETTERS

It was Mr. Fletcher's suggestion that when undeveloped leads appear in letters sent from one Field Office to another the undeveloped leads should be listed at the conclusion of the letter with an appropriate heading in the exact fashion as now utilized in investigative reports. Letters are frequently used to set forth leads and the flagging of such leads would enable a Field Supervisor to quickly judge the nature and amount of work to be performed without having to read the entire memorandum or letter prior to assigning the matter to an Agent. It was further recommended that instructions be issued to the Field to refrain from the use of letters and memoranda in setting out leads whenever a report could be written.

Messrs. Belmont, Gresham and Clegg, who were not present at the Conference, favored this suggestion. Mr. Tracy who was present also favored it.

The majority of the Conference, consisting of Messrs. Glavin, Harbo, Mohr, Laughlin, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason, recommended against the setting out of undeveloped leads, as such, feeling that maximum attention should be given to correspondence by Field Supervisors without affording any short cuts which might result in a reduction in quality of handling. OK
Tolson

IV. INSTEAD OF INCLUDING ISOLATED LEADS AT THE END OF LENGTHY MIMEOGRAPHED REPORTS TRANSMIT SUCH LEADS BY SHORT LETTER

Mr. Fletcher suggested that since there are frequent cases when two copies of lengthy mimeographed reports are received at a Field Office and there is set forth for that office some small and rather isolated lead which can be handled without any knowledge of the contents of the report, such leads should be transmitted by a short letter. The customary practice is to send at least 2 copies of such reports to each office having leads. This adds nothing to the files of the Field Office receiving the report, takes up space and involves paper wastage.

The suggestion contemplates a lead, such as, the check of driver's licenses or automobile registration, which might be

Memorandum for the Director

IV. INSTEAD OF INCLUDING ISOLATED LEADS AT THE END OF LENGTHY MIMEOGRAPHED REPORTS TRANSMIT SUCH LEADS BY SHORT LETTER (continued)

affixed to the end of a 200-page mimeographed report and there is no need for the receiving office to read the lengthy report. The suggestion has in mind that such a lead would be sent via a very short memorandum.

This procedure is already authorized and, as a matter of practice, the Field frequently sets out leads by short memorandum. The Conference felt that no further instructions in this regard were necessary to the Field. L O S X

V. WHENEVER A FIELD OFFICE RECEIVES BULKY COPIES OF INVESTIGATIVE REPORTS AND ONLY A MINOR LEAD IS SET OUT FOR AN OFFICE RECEIVING TWO COPIES OF SUCH REPORT, THE RECEIVING OFFICE SHOULD RETURN THE BULKY REPORTS TO THE ORIGINATING OFFICE

Messrs. Belmont, Gresham and Clegg, who were not present at the Conference, felt that the suggestion should be adopted. Messrs. Tracy and Harbo, who were present at the Conference and constituted the minority, felt that the suggestion should be adopted.

Messrs. Glavin, Mohr, Laughlin, Ladd, Nichols, Gearty, Holloman and Mason felt that it would be more trouble than it was worth to return copies of reports to the submitting office. They felt that in many instances it would cost money to mail these documents back and it would require autographic adjustment in the files of the submitting office to show the return of the reports in the "Copies" section of reports already on file, and the reports would be of no practical use to the office to which returned inasmuch as that office undoubtedly prepared enough copies to service its own needs. Therefore, the majority of the Conference felt no change was necessary in the Bureau rules. L O S X

Based on the Director's views in each instance appropriate action will be taken.

Respectfully,
For the Conference

/
Clyde Tolson

KA
THE DIRECTOR

EXECUTIVES CONFERENCE

1/15/52

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HEREIN IS UNCLASSIFIED
DATE 8/10/82 BY SP-5C/PH

CHANGES - MANUAL OF RULES AND REGULATIONS

Also at Executives Conference of January 9, 1952, Messrs. Tolson, Clegg being present, conducted by Mr. [redacted] (Clegg)

to the desirability of the SAC making more important personal visits and contacts promptly after his assignment of a new office of assignment, and also concerning "Office Contacts" and "Special Service Contacts." The Manual of Rules and Regulations at present provides as follows:

- (1) "The SAC, immediately upon arriving in a new division, should visit any Special Service Contacts and leading publishers and editors who in the past have indicated friendliness to the Bureau, Governors and other leading state officials who have been cooperative.
- (2) "There shall be maintained in every field office a Contact File containing the names, addresses, date of original contact, business and social connections, and type of service to be performed of individuals who are in a position to furnish valuable assistance and who have been developed to such an extent that upon the personal request of the SAC or a Bureau official unusual courtesies and services may be received.
- (3) "Willingness and ability to render unusual services must both be present before an individual's name should be placed in the Contact File.
- (4) "The Contact File shall be maintained in the possession of the SAC on 3 x 5 index cards subdivided as to geographical location, first by states and then by towns, and arranged alphabetically."

It was unanimously recommended that this section be changed to read as follows:

- (1) Immediately upon assuming the duties of SAC, such SAC should visit any Special Service Contacts and all persons listed in the Office Contacts File and in addition, leading officials located in the field.

INDEXED - 100

66-2554-9483

NOT RECORDED

128 MAR 18 1952

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WAC:vir
cc: Mr. A. R. Clegg
MAR 18 1952

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(2) Office Contacts are defined as individuals who have the willingness and ability to render unusual services, provide valuable assistance, or perform extraordinary courtesies. Cards shall be maintained in the exclusive possession of the SAC, listing individually each Office Contact first by city and then alphabetically behind the tab of each city. Each card will show the name, home and business addresses, home and business telephone numbers, the business or social connections justifying the contact, and the type of services or cooperation which might be expected and any other helpful data. The face of the card will show who developed the contact initially and the reverse side of each card should show the date of the initial contact by each SAC.

(3) Additional persons to be contacted shortly after the arrival of the SAC include all federal judges, U. S. Attorneys, and leading state and county prosecutors; all state governors; in the principal cities: mayors and chiefs of police, managers of leading hotels, publishers, managing editors, city editors of leading newspapers, heads of newspaper wire services, managers of leading airports and railroad stations, managers of leading radio stations; executive secretary of state chamber of commerce and executive secretary or director of chambers of commerce, heads of better business bureaus in leading cities, heads of leading banks, heads of more important civic clubs in major cities such as Kiwanis and Rotary, top church leaders, for instance, the bishop of a diocese of any faith, or the leading rabbi.

The Executives Conference recommended the following changes in the Manual of Rules and Regulations as recently rewritten:

1. Section IA-4 should read: "serve warrants, and, with Bureau authority, subpoenas." This change is to add the words "with Bureau authority."
2. Section IC507 should read: "Type of cases assigned to New Agents are to be varied every 60 days for the first 6 months." This is to change the requirement that for the first 6 months the type of cases be changed each 30 days, which was believed too short a period of time to permit the Agent to become properly indoctrinated by experience in Applicant, Criminal, and Security type cases. A change every 60 days instead of every 30 days will likewise require less administrative resignments.

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Rosen _____
Tracy _____
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Laughlin _____
Mohr _____
Tele. Room _____
Nease _____
Gandy _____

3. It was recommended that section 9A6(a), which now requires that a stenographer's daily report be submitted on Monday at 8:30 A.M. and a copy brought up-to-date and submitted at 8:30 A.M., each workday thereafter, be changed to require that this stenographic daily report be submitted at the close of business every Monday, a copy brought up-to-date each workday thereafter and submitted at the end of each employee's shift of duty. This change was unanimously approved due to the fact that when these reports are submitted to the principal stenographer at 8:30 in the morning, she is not in a position at that time until after an analysis of the report to make stenographic assignments. If they are submitted at the close of each day, they can be analyzed prior to 8:30 A.M. and the principal stenographer would be prepared to make assignments beginning in the early morning on a logical basis.

4. It was unanimously recommended that the manual section requiring the indexing of subjects, IO's, and Wanted Flyers provide, in the future, that IO numbers, the Wanted Flyer number, and the date the index card is prepared be written underneath the file number on the upper right-hand portion of the index card. The purpose of this suggestion is to avoid the necessity of removing the index card entirely from the file in order to read this required information which at present is often on the lower part of the index card.

There was a divided opinion as to the merits of the form of the proposed new Manual of Rules and Regulations. For example, SAC's McKee and Scheidt, and Inspector Nease felt that in an attempt to obtain conciseness, some clarity had been sacrificed, for the manual serves as a good reference book, particularly as a guide in training New Agents.

On the other hand, Assistant Directors Connelley and Harbo, Inspector B. C. Brown, and Mr. M. A. Jones were highly favorable in their comments concerning the improvement in the form and brevity in the rewrite of the manual. It was the opinion of the Executives Conference that it would be desirable for the Manual Desk in the Inspection and Planning Section to make a review of this manual and where there was a lack of clarity, particularly with the needs of New Agents in mind, there should be elaboration and explanation given; but where there was adequate clarity, again with the needs of New Agents in mind, the manual should remain as is.

- Tolson _____
- Ladd _____
- Nichols _____
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- Mohr _____
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- Nease _____
- Gandy _____

*I agree but to the limits
must be set on all days to
H.
Director's attention*

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

March 12, 1952

EXECUTIVES CONFERENCE

CW RADIO NETWORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/93 BY 49-5010

At the instructions of Mr. Tolson, Inspectors C. V. Stein and G. V. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

It was pointed out by the committee that the CW Radio Network is an emergency communications system consisting of a Morse code radio station installation in each Bureau field office, except Washington Field. The stations operate directly with the Bureau headquarters station in Washington, or by relay through the station located at San Diego. At least one test message must be sent each day by all offices. The purpose of this network is to insure communication between the Director and each field office in the event normal means of communication (telephone, teletype) are disrupted for any cause.

It was the conclusion of the committee that the use of a minimum radio network to serve as a reserve communications system in time of emergency appears to be justified from the standpoint of the Bureau's responsibilities and from past experience.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, and Gearty on March 10, 1952, unanimously agreed that the present policy continue with CW Radio stations in each field office, except Washington Field, and with the necessary main and relay stations.

KA

Respectfully,
FOR THE CONFERENCE

4

Clyde Tolson

JL

cc: Mr. Clegg
Mr. Mohr

RECORDED-14

INDEXED-14

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MAR 12 1952

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THE DIRECTOR

3/14/52

EXECUTIVES CONFERENCE

323,013

~~FORM LETTERS~~
~~FOREIGN POLICE LIAISON DESK~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY SP-5/BJT

The Executives Conference of March 12, 1952, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Nichols, and Mason.

The Conference considered 4 form letters devised by the Foreign Liaison Desk of the Domestic Intelligence Division. Copies of the form letters are attached. The form letters are intended to save typing time in the amount of approximately 270 pages per month and the subsequent necessity of Bureau officials proofreading the typing output.

The purposes of the form letters are as follows:

Form A - A letter from the Director to [redacted] requesting investigation in [redacted] based on facts provided to the FBI by another agency of the United States Government.

Form B - A proposed memorandum from the Director to a field office requesting investigation by the field office at the request of [redacted]

b7D

Form C - A letter from the Director to [redacted] transmitting the results of investigation performed in the United States at the request of [redacted]

Form D - A proposed form letter to be utilized in advising foreign police agencies in [redacted] and other countries that a check of FBI files met with negative results.

If the Director approves each of these forms they will be appropriately catalogued in the Training and Inspection Division and supplies will be prepared by the Mechanical Section.

RECORDED-14

166-2554-9485
MAR 18 1952

Respectfully,
For the Conference

OK

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INDEXED-14

Clyde Tolson

Handwritten signature

cc: Messrs. Mohr & Clegg

DM:ATP 672 1952