

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

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THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

UNION CAR VOICE OR TONE TRANSMITTER

At the instructions of Mr. Tolson, Inspectors G. W. Stein and C. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

This unit is a miniature sending radio set constructed by the Laboratory. It consists of two small metal boxes about nine inches in length which can be concealed inside the body of an automobile. Coupled with concealed microphone, it can transmit sound from within the car so equipped to a listening two-way radio car or other Bureau radio equipment. It can also be used to transmit a tone signal which is of great assistance in keeping a car under surveillance. The range of this unit is from several blocks to three or four miles, depending upon location. It costs from \$100 to \$150 per unit, plus eight Laboratory man days to construct. The service life is from five to eighteen years, depending upon its use. There are presently eight completed units and five additional units under construction. This equipment has been used in a number of Bureau cases and facilitates surveillances of an espionage subject and also permits the monitoring of the conversation between a double agent and his principal.

It was the conclusion of the committee that this unit is a major development in the application of radio to investigative problems.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, was unanimous in agreeing this equipment served a useful purpose and that eight of the authorized thirteen units be strategically placed in the field, and five units be retained at the Seat of Government for emergency requests. The Conference unanimously agreed that additional units should be constructed, as necessary, and maintained in reserve in the Laboratory.

Respectfully,
FOR THE CONFERENCE

Handwritten initials

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/24/84 BY SP-10 BT Clyde Tolson

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

Mr. Clegg
Mr. Mohr

RECORDED - 13
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166-2554-9499
MAR 19 1952

65 MAR 20 1952

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THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

250 WATT - FM VOICE STATIONS

ALL INFORMATION CONTAINED
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DATE 10-1-91 BY SP5/107

At the instructions of Mr. Tolson, Inspectors C. V. Stein and E. C. Searty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

These installations consist of voice transmitters installed in principal offices of the Bureau to permit communications with Bureau automobiles and other radio equipment. These installations which have been engineered and installed under the supervision of Laboratory personnel are presently in the following offices:

- | | |
|-----------------|-------------------|
| 1. New York | 8. Detroit |
| 2. Newark | 9. Chicago |
| 3. Philadelphia | 10. Albuquerque |
| 4. Baltimore | 11. Los Angeles |
| 5. Washington | 12. San Francisco |
| 6. Pittsburgh | 13. Miami |
| 7. Cleveland | 14. Boston |

Additional installations have been approved for, but not yet installed in, the St. Louis, Seattle, New Haven, Buffalo, Milwaukee and Minneapolis offices.

It was pointed out to the Conference that under the present policy stations have been recommended by the Laboratory by comparing the needs of all field offices and considering in addition to the technical feasibility the following items:

1. Population in the receivable area
2. The number of Smith Act cases
3. The number of "detention of Communists" cards
4. The number of agents assigned to the office
5. The number of cars assigned to the office (must have a minimum of twenty-five two-way radio equipped cars)
6. The number of cars operating in a forty-five mile radius
7. The number of "detention of Communists" cards per agent.

It was the conclusion of the members of the committee that the present installations and those proposed appear to be well justified. It was noted that, strictly from an administrative standpoint, and based on actual operations in ten field offices, savings in man hours and telephone costs, together with other administrative advantages, permit an average estimate of \$9,000 per year of monetary savings per

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Mr. Clegg
Mr. Mohr

RECORDED - 108

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166-0554-9498
MAR 19 1952

EX-140

office through these stations. Over and above these advantages is their value to investigations which is the principal advantage and which cannot be measured in terms of dollars and cents.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd on March 10, 1952, was unanimous in deciding that because of the magnitude of the installation and cost of approximately 13,000 future installations be considered by the Laboratory as in the past and specifically recommended to the Executives Conference for consideration.

Respectfully,
FOR THE CONFERENCE


Clyde Tolson

THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

RADIO TRUCKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-21-84 BY SP-10

At the instructions of Mr. Tolson, Inspectors G. W. Stein and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The radio trucks are special surveillance units and are basically one-half ton panel delivery trucks in which the Laboratory has built special radio, photographic, and two way radio equipment, as well as disguised ventilation and observation features. Facilities are built in for mounting movie and 35 mm. cameras to take photographs through specially constructed X-ray mirror rear door glasses or small bolt holes in side panel signs. They are designed to operate under cover on any type of case where physical observation, photography, or radio communications from a truck in motion or stationary is desired. It has been successfully utilized on extortion pay-offs, photographing Communist Party members, and espionage surveillances. The minimum service life of the trucks is five years, and that of the equipment approximately ten years. The cost of the truck is \$2,400 plus the cost of the equipment. Nine trucks are presently in operation in the field, and two additional trucks have been approved and are on order.

It was the conclusion of the committee that, based on the use to which the trucks have been put, the units supplied to the field have been well justified. The Laboratory has recommended six additional trucks for field offices having 250 watt stations (except Albuquerque). Since four additional 250 watt stations have recently been approved, the committee felt that a total of ten trucks should be purchased and this would permit all offices, except Albuquerque, having 250 watt stations to be equipped with such a truck. The committee felt that while there is not necessarily a definite connection between the use of the truck and the installation of a 250 watt station, the same factors are involved in considering justification.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, was unanimous in the opinion that each request for a truck should be considered individually on its merits by the Executives Conference.

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RECORDED 82

INDEXED 82 28

Respectfully,

FOR THE CONFERENCE

MAR 19 1952

12

Clyde Tolson

MAR 20 1952

GCG:po

THE DIRECTOR

March 13, 1952

THE EXECUTIVES CONFERENCE

500 WATT PORTABLE TRANSMITTER AND RECEIVER
(INSTALLED IN HAND LUGGAGE)

At the instructions of Mr. Tolson, Inspectors G. J. Steinh and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

This unit is a powerful compact radio sending and receiving set with crystal control. It is concealed in two pieces of hand luggage to permit undetected entry into surveillance plants. The unit is the most powerful station that can be made portable from a practical standpoint. It has a range of from ten to twenty miles, depending upon its location and the type of antenna used. The unit is so built that an agent can carry the two luggage cases into an apartment or hotel and be on the air within thirty seconds. The total weight of both cases is forty-four pounds. The Bureau now has four units in the field in continuous use, and five are under construction in the Laboratory. The cost is approximately \$500 for parts, and the service life is ten years.

It was the conclusion of the committee, based on an examination of cases on which it was used, that this type of equipment has fulfilled a genuine need for reliable communications equipment having a suitable disguise. The Laboratory has recommended three additional units be constructed and the committee concurred in this recommendation. The committee also recommended that additional units be built or procured over the next three to five years, as funds permit, to have sufficient units available to equip one-half of the field offices.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, was unanimous in agreeing that twelve units be purchased at this time and furnished to the field.

Mr. Tolson pointed out that this policy would be adopted consistent with the availability of funds between now and June 30, 1952.

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- Nease _____

cc: Mr. Clegg
MAR 20 1952
GGG:nc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-14-91 BY SP-1 BT

It is pointed out for the Director's information that the Bureau's appropriation for equipment for the present fiscal year which ends June 30, 1952, totals \$1,128,254. We have estimated our obligations for equipment, considering the equipment already purchased plus \$127,000 for purchases during the remainder of the present fiscal year, total \$1,848,075 or an amount of \$719,821 more than allotted for equipment purchases during the present fiscal year. We will not have funds available for the purchase of this equipment during the present fiscal year.

It is pointed out that in our estimates for the fiscal year beginning July 1, 1952, we have requested funds totaling approximately \$200,000 for radio equipment. If our pending budget request is approved by Congress, we will have this amount to purchase radio equipment during the next fiscal year.

It is noted that these units cost approximately \$500.00 each and the Executives Conference was of the opinion that twelve units should be purchased, at a total cost of \$6,000.

As has been pointed out in related Executives Conference memoranda covering the purchase of radio equipment, pending recommendations which have been approved by the Conference would total approximately \$297,250 or approximately \$97,250 more than allotted for radio equipment in our 1953 fiscal year appropriation. It is further pointed out that it will take about 3 to four months for these purchases to be consummated from the writing up of initial specifications to delivery of the equipment, and Mr. Glavin recommends that appropriate preliminary steps looking toward the purchasing of this equipment be taken at this time. It is also pointed out that since this order costs only \$6,000, it is entirely possible that sufficient funds will be available in our 1952 appropriation to cover this purchase. If not, other purchases of equipment in the fiscal year 1953 will be held in abeyance so that funds will be available to cover this purchase.

Respectfully,
For the Conference

Clyde Tolson

*It should try
to get them
during current
fiscal year*

*yes
JH*

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- Nease
- Gandy

THE DIRECTOR
EXECUTIVES CONFERENCE

3/14/52

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 the existing practice of the Bureau to send by ~~Registered Mail~~ any material which may be considered as security data whenever the postal system is utilized.

Present instructions are that security material of any type is to be registered whenever the same is deposited in the U. S. Mail. This includes transmission of reports and memoranda between field offices, between a Resident Agent and his field office, and between the Bureau and field offices.

The Bureau, of course, has to pay for the registering of mail which emanates in the field, however, the entire Conference felt that this expenditure was in the nature of insurance to protect the Bureau. In the event of any train wreck or airplane crash in which a packet of Bureau mail relating to the security of the United States is lost, the records will show that the Bureau has taken every precaution to protect it even to the extent of registry.

If the Director agrees with the Conference that no change should be made in the present procedure of registering all security-type mail no further action is necessary. This is in conformance with Executive Order 10290 governing the transmission of security information and exceeds the minimum standards laid down. It provides a greater degree of protection than is used by OSI, G-2, and CIA for only portions of the security mail are registered by those agencies.

Respectfully,
For the Conference

Glyde Tolson

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EX - 28

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- Clegg _____
- Glavin _____
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- Rosen _____
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- Gandy _____

cc: Messrs. Mohr & Clegg

INDEXED
RECORDED - 881

86-2554-9495
MAR 18 1952
MACM

EDM: ATP
MAR 22 1952

12

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-24-85 BY SP-5 BT

THE DIRECTOR
THE EXECUTIVES CONFERENCE
EXTORTION PACKAGE

March 12, 1952

At the instructions of Mr. Tolson, Inspectors C. W. Stein and S. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The most recent type of unit furnished to the field is an FM crystal controlled unit built in a black lucite case. Its dimensions are eight and three-sixteenths inches by four inches by two and three-fourths inches. It has a plunger switch so that the unit is automatically turned on when it is picked up. The tone is then transmitted to our radio equipment. It has a total weight of two pounds, eleven ounces and in open country has a range of one and five-tenths miles. In a downtown area it has a range of approximately one block. Six units are presently strategically located in the field and there are two extortion packages in the Laboratory for emergency use. An extortion package has been used on at least eight extortion cases, and in several has materially assisted in the solution of the cases.

It was the conclusion of the committee that this unit fills a very definite need in the field, even though it is used infrequently.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed that no additional units be obtained; however, that the six units in the field be strategically located for availability to a number of field offices.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

- Tolson
- Ladd
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- Gandy

CC: Mr. Clegg
Mr. Mohr

RECORDED-14

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MAR 18 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-29-94 BY SP-10

MAR 21 1952

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THE DIRECTOR

3/13/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 10-2-84 BY SPSS

The Executives Conference of March 10, 1952, consisted of Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gentry, and Mason.

The Conference considered the request of Colonel James E. Hatcher of the Civil Service Commission that the FBI participate in simultaneous training schools at Washington, D. C., New York City, and San Francisco, California for Civil Service personnel who will take over the applicant program from the FBI.

It is the belief of Colonel Hatcher that FBI instructors are better than Civil Service instructors and that Civil Service personnel have received a better understanding of what information should specifically be referred to the FBI by the Civil Service Commission when derogatory data is uncovered.

The Bureau has in the past participated in 7 training schools for the benefit of Civil Service personnel. The Bureau has lectured on the following topics:

1. Interviews.
2. Applicant investigations.
3. Action to be taken when information is received that should be referred to the FBI.
4. Sources of information.
5. Conduct and ethics.

In addition, Inspector G. C. Callan and other supervisors of the Special Inquiry Section of the Investigative Division, which handles applicant cases, have conferred on 3 occasions with Colonel Hatcher and 4 members of his staff at which time the Civil Service people were advised of procedures to be utilized in handling applicant-type investigations, case loads and related work, and the system of referring investigations to the Bureau by other government agencies.

The Director at the end of January, 1952 advised, "I assume we will not participate in any more schools since we have been in 7 and that should be enough. H."

cc: Messrs. Mohr and Clegg

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MAR 18 1952

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EDM:APP 352

66-354-9493 MCM

Hatcher has in mind that he will request further conferences for himself and members of his staff in connection with the transfer of applicant investigation matters from the FBI to the Civil Service Commission.

The Executives Conference of March 10, 1952 considered whether the FBI should afford any more training to Civil Service representatives and specifically the two following questions:

1. Whether the FBI should provide further lectures to the Civil Service people on how to actually conduct investigations.
2. Whether the FBI should furnish lectures solely on the topic of when Civil Service representatives should furnish information to the FBI.

With regard to whether the FBI should furnish training in how to conduct investigations, the majority of the conference was opposed and this group included Messrs. Tolson, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

Only Mr. Tracy was in favor of affording this training and his view was that the more training the FBI gives the Civil Service the quicker we will be able to get rid of the applicants.

With regard to whether the FBI should provide further lectures on when and how the Civil Service should refer information to the FBI, the majority was opposed and in this group were Messrs. Tolson, Harbo, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The minority consisting of Messrs. Tracy and Mohr felt it desirable to impress the Civil Service Commission with the type of material which should be brought to the Bureau's attention.

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

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

3/13/52

EXECUTIVES CONFERENCE

FORM REQUEST FOR STENOGRAPHERS
SUBMITTED BY PORTLAND OFFICE

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 the attached form suggested by the Portland Office and recommended its application to the entire field on a permissive basis.

The form is to be utilized by Agents who signify their desire to dictate. The form provides a line for the Agent to show his name, the number of hours dictation he wishes to give a stenographer, the time that he desires to dictate and whether his proposed dictation is of routine or expedite nature and whether it is delinquent.

There have been requests over a period of time from the field for such a form. The great majority of offices will use a form of this type and the only exceptions will be an extremely large office such as New York where an Agent will not wish to journey from one floor to another to sign a register signifying his desire to dictate.

The Conference is unanimously in favor of making this form available to the field for its use.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mahr
Mr. Olegg

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MAR 18 1952

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56 MAR 21 1952

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DATE 10-24-91 BY SP-1 AT

THE DIRECTOR

3-17-52

EXECUTIVES CONFERENCE

SUGGESTION #51-52
SA (A) JOHN A. DEARDORFF
SAN FRANCISCO OFFICE
* TITLES AND REPORTS ~~CHANGED~~

my

The Executives Conference on 3-14-52 had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd, and Mason.

The Conference considered the suggestion of SA Deardorff concerning the method of indicating a change in titles in investigative reports. Mr. Deardorff suggested that the practice of indicating a change by the word "CHANGED" be discontinued and that additions to the title be underscored by the stenographer. Further, that no reference be made to a changed title in the first paragraph of the details of the investigative report as has been the practice in the past.

Mr. Deardorff's plan for underscoring the additions to the title while having some merit makes no provision for deletions of names from the title. The Executives Conference had the benefit of the views of the New York, Washington Field, Charlotte, Philadelphia, and Newark Offices all of which were opposed to the adoption of this suggestion; and if the Director concurs, no further action will be necessary since the employee has already been thanked for his suggestion.

Respectfully,
For the Conference

J

OS

Clyde Tolson

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66-2554-9491

cc: Mr. Mohr
Mr. Clegg

MAR 18 1952

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HEREIN IS UNCLASSIFIED
DATE 01/19/80 BY SP5CJ/PT

THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

~~WARR PLANS~~
~~EMERGENCY RADIO COMMUNICATIONS~~

At the instructions of T. Tolson, inspectors C. V. Stein and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The emergency radio communications consist of a ~~micro~~-wave communications network between the FBI and other "critical" agencies, such as, Federal Defense, White House, State Department, Central Intelligence, and military agencies.

It was the conclusion of the committee that the Bureau has no apparent alternative but to consider the request of the White House in establishing communications between the "critical" agencies.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, and Gearty on March 10, 1952, unanimously agreed with the recommended policy that the Bureau continue to consider the requests of the White House which are received through the National Security Resources Board.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

CC: Mr. Clegg
Mr. Mohr

CCG:pc

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66-2554-9490
MAR 18 1952
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- Tolson
- Ladd
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DATE 10-24-91 BY SP-5/SLP

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DATE 10-22-91 BY SP5CJ
FOIA # 323013
see draft per originals

THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

PICTURE FRAME AND ~~LAMP~~ TRANSMITTER

At the instructions of Mr. Tolson, Inspectors G. J. Stein and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

Small transmitters are concealed in the picture frame or in a lamp capable of transmitting conversations from the room where they are installed to adjoining rooms where monitoring equipment could be installed. They could be used in those cases where due to the time element, or some other difficulty, some conventional microphone installation could not be made. The laboratory presently has one unit installed in a picture frame, and two other units which are not mounted so that they will be available for any type of installation desired. This unit has never been used in any actual case.

It was the conclusion of the committee that there is a potential use for this equipment. However, since there are no actual cases indicating additional needs, it was recommended that no additional units be built at this time.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed with the recommendation of the committee.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

RECORDED-14

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MAR 18 1952

EX-23

MAR 21 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-21-91 BY SP5/td

The Director

March 13, 1952

The Executive Conference

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DATE 10/24/01 BY SP5CLP/T

The Executive Conference of March 11, 1952, consisting of Messrs. Tolson, Boardman, Ladd, Nichols, Tracy, Harbo, Mohr and Glavin was advised that the Bureau's Personal Officer, Mr. H. L. Edwards, under date of March 5, 1952 in a memorandum to Glavin, had informed him concerning the desire of the FBI American Legion Post to solicit contributions for the purpose of financing the activities of its Boy Scout Troop.

It was pointed out to the Conference that the FBI American Legion Post has for several years past sponsored a Boy Scout Troop, the members of which are underprivileged boys attending one of the industrial schools in Washington. The members of the troop are without funds and due to their being placed in the industrial school in question have no opportunity of earning funds to defray necessary expenses in connection with the scout troop. The American Legion Post has been very helpful in the sponsorship of their troop in the past.

Information was furnished to the Conference that the Boy Scout Troop is larger this year than ever before and more money will be needed to defray necessary costs of the troop this year than has been necessary in the past.

It was pointed out to the Conference that in the past the Bureau had approved a subscription campaign promoted by the FBI American Legion Post selling introductory subscriptions to the Readers Digest, the subscriber receiving 8 months trial subscription for the price of \$1.00. These ~~introductory~~ subscriptions cannot be renewed at the same price.

The Conference was advised that last year the American Legion Post raised \$200 through this subscription drive. The Post this year feels that \$200 will be the minimum necessary to defray the costs of the sponsorship of the Boy Scout Troop aforementioned in this memorandum. They are desirous of undertaking a solicitation program soliciting contributions to defray the costs in question in addition to the solicitation campaign for the introductory trial subscription in the Readers Digest for \$1.00 for 8 months subscription.

They are desirous of including in the April issue of the

- Tolson
- Ladd
- Clegg
- Glavin
- Nichols
- Boardman
- Tracy
- Harbo
- Mohr
- Winterrowd
- Tele. Room
- Holloman
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Mr. Mohr
Mr. Clegg

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66-2557-948
MAR 18 1952

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HEREIN IS UNCLASSIFIED
DATE 10/24/01 BY SP5CLP/T

MAR 1 1952

EX-23

Memo for the Director

Investigator a leaflet insert which will contain information about the drive and any employee desiring to participate will find it necessary to simply remove the leaflet insert from his copy of the Investigator and forward it to the Legion Post with his contribution. By following this procedure the trial 8 months subscription to the Readers Digest can be handled and voluntary contributions to the American Legion Post for its Boy Scout activities can also be forwarded. The officer of the FBI American Legion Post advised the Veterans Counselor, who is also a member of the American Legion Post, that the Legion would pay for the cost of the paper insert and that if any funds in excess of that needed for financing its Boy Scout activities during the current year the surplus would go into the Post's general operational funds.

The Conference was advised that the members of the Post do not feel that any surplus will be required.

The Conference unanimously recommends that the Bureau approve this method of the FBI American Legion Post soliciting contributions on above enumerated for the purpose of financing the activities of its Boy Scout Troop.

Respectfully,
For the Conference


Clyde Tolson

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EX-117-1107

THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

SPECIAL INFORMANT TRANSMITTER

At the instructions of Mr. Tolson, Inspectors C. W. Stein and G. C. Garty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

This unit is the smallest radio sending set built by the Bureau. The equipment is designed to be worn by an informant under his armpit, and has a sensitive microphone which picks up the conversation and transmits it to a monitoring piece of Bureau equipment. It has a range from four-tenths of a mile to several hundred feet, depending upon the location of the operation. It costs from \$15 to \$25, plus fourteen Laboratory man days to construct. It is applicable when the Bureau desires to monitor or record the conversation between an informant and a subject. The Bureau presently has one such unit in the Los Angeles Office and two in the Laboratory.

It was the conclusion of the committee that this equipment has demonstrated its value but that instances requiring its use are infrequent.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Garty and Winterrowd, on March 10, 1952, was unanimously of the opinion that additional units should be obtained only when specifically recommended and approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

CC: Mr. Clegg
Mr. Mohr

OK

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ccg:pc
In
Dis
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INDEXED-14

MAR 18 1952

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EX 23

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-24-88 BY SPK/epf

66-2354-9489

THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-27-91 BY SP5/SLP/2

10 WATT DISPATCHER UNITS AND HANDIE-TALKIE

At the instructions of Mr. Tolson, Inspectors C. W. Stein and J. J. Garty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The 10 watt dispatcher unit is a compact, house current operated, sending and receiving unit capable of being carried in or out of a plant in a small hand luggage case. Its power is 10-12 watts, and it has a range of from nine blocks in the city to ten miles in open country. The unit weighs approximately thirty-two pounds. It costs \$125 per unit, and the service life is ten years.

This unit permits agents to employ a more powerful transmitter with greater range than the handie-talkie or walkie-talkie. Its use on cases where semi-permanent plants are involved which necessitates moving equipment in and out frequently in a discreet manner or where for security reasons more power than the handie-talkie is desired but where it is not advisable to use as much power as the 60 watt FM portable luggage unit. This unit can communicate with all types of Bureau radio equipment. At the present time the Bureau has six such units with five in use in the field and one retained in the Laboratory.

The handie-talkie is a hand carried, battery operated, compact radio communications set capable of both sending and receiving conversation. The unit is small enough to be carried in a brief case. It has a range of several blocks in a downtown area and of from one to three miles in open country. The unit also has a simple off and on switch. Its weight is approximately nine pounds, as compared with the forty-two pounds for the walkie-talkie, and the commercial cost of this unit is \$250. There are presently forty-four units now in the field.

It was pointed out to the Conference that there are at this time in the field 330 walkie-talkies which are rapidly becoming obsolete and unserviceable. It should be noted the walkie-talkie cannot be concealed or disguised and is so constructed that it frequently drifts off the Bureau frequency.

The Laboratory has recommended that twenty 10 watt dispatcher units and sixty-four additional handie-talkies be purchased.

It was the conclusion of the committee that the 330 walkie-

- Tolson _____
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RECORDED - 13

INDEXED - 13

106-2554-9500
MAR 19 1952

EX-23

MAR 20 1952

originally distributed to the field which are becoming obsolete and unserviceable not be replaced. It was also concluded that the 10 watt dispatcher units and handie-talkies which are now being utilized by the field have very definitely served a very useful purpose.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed that the 330 walkie-talkies not be replaced. The Conference was unanimously agreed that twenty 10 watt dispatcher units and 64 handie-talkies be purchased and furnished to the field as follows:

Eighteen handie-talkies be furnished to the Bureau's major field offices, and two be maintained by the Laboratory for emergency use. That handie-talkies be distributed so that there will be one in each of the twenty smallest offices, two in each of the twenty-five intermediate offices, and six in each of the five major offices, the remaining four to be retained in the Laboratory.

Mr. Tolson pointed out that this policy would be adopted consistent with the availability of funds between now and June 30, 1952.

It is pointed out for the Director's information that the Bureau's appropriation for equipment for the present fiscal year which ends June 30, 1952, totals \$1,128,254. We have estimated our obligations for equipment, considering the equipment already purchased plus \$127,000 for purchases during the remainder of the present fiscal year, total \$1,248,075 or an amount of \$719,831 more than allotted for equipment purchases during the present fiscal year. We will not have funds available for the purchase of this equipment during the present fiscal year.

It is pointed out that in our estimates for the fiscal year beginning July 1, 1952, we have requested funds totaling approximately \$200,000 for radio equipment. If our pending budget request is approved by Congress, we will have this amount to purchase radio equipment during the next fiscal year.

Reference is made to the Executives Conference memorandum of March 12, 1952, concerning automobile radio equipment, wherein it is pointed out that approximately \$237,000 will be spent for automobile radio equipment chargeable possibly to the fiscal year 1953 appropriation. It was further pointed out that this purchase would take all of the funds set up for radio equipment in our next fiscal year appropriation.

The 10 Watt Dispatcher Units included in this memorandum would cost \$425.00 each or a total of \$4,250.00 for the twenty units requested; and the handie-talkies would cost \$250.00 each or a total of \$12,500.00 for the 50 such units requested. The total cost of purchasing the twenty 10 Watt Dispatcher Units and 50 Handie-Talkies would be \$16,750.00.

Mr. Glavin points out that a preliminary drafting of specifications, submitting invitations to bid, the review of the bids, and acceptance thereof would take approximately two months and delivery date usually runs from 15 days to two months. In view of this fact, he recommends that steps be taken to secure bids on the purchase of this equipment at this time. Glavin further points out that the total purchase price of this equipment, namely \$16,750.00, will be in excess of funds which we have requested for radio equipment; however, he feels that since it appears to the Executives Conference that this equipment is necessary, other equipment which might be purchased under our equipment allotment will necessarily not be purchased. Glavin points out that it is possible that the cost of this particular purchase may be handled through our present year's appropriation.

Respectfully,
For the Conference

Glynn Tolson

He should try to do this

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THE DIRECTOR

March 12, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-24-95 BY SP-1 BT

60 WATT FM FIXED VOICE STATION

At the instructions of Mr. Tolson, Inspectors O. W. Stein and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The 60 watt FM fixed voice station is a non-portable sending and receiving unit, weighing approximately one hundred fifty pounds, with a range from ten to twenty miles. It can be remotely controlled by means of a small console the size of a small table radio. It has a simple off and on control, and the push to talk microphone facilitates the operation by non-technical personnel.

Over a period of approximately twelve years there have been supplied to the field movable radio units contained in a metal case or a trunk weighing approximately one hundred fifty pounds. These units were, in the past, supplied to our field offices except Anchorage. As a result of the advantages of having radio communications from the field office to radio equipped automobiles, many of the offices have set up these units within the field office on a semi-permanent basis, and, at the same time, comply with Bureau instructions that they were to be available for emergency use in coordinating plants, surveillances, etc. The service life of this equipment is approximately ten years, and thirty-five of the units now in the field are more than ten years old and are rapidly becoming unserviceable or a maintenance problem. Sixteen of these units need immediate replacement. In the older units now in the field many replacement parts have to be built special at additional expense. It was pointed out to the Conference that the older units in the field were not built for full time operations and frequently heat up. They were not designed to minimize television interference. In fact, the new units now available do minimize television interference.

It was the conclusion of the committee that, based on the use to which the field is putting the present equipment, these units have served a very valuable purpose in the field as small central office stations in addition to the original purpose of emergency use outside the field office. It was also pointed out that in specific instances approval has been obtained by field offices to install units of this type in principal resident agencies. At this time there are two units in use in resident agencies of the Knoxville Office, and one each

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INDEXED - 88

RECORDED - 88

66-2554-9501

MAR 19 1952

Mr. Clegg
Mr. Mohr
cc: CCG:pc
WRG:cmw

in the Phoenix and New York territories.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed that sixteen 60 watt units now in the field which are now obsolete be replaced; that the policy be established of replacing those units which have been previously furnished to the field without additional justification; that the replacements be with the newer type units which will permit one in each field office other than offices now having a 250 watt station, with the exception of Anchorage; that where additional units are requested for principal resident agencies, the field office should submit sufficient justification for the request.

Mr. Tolson pointed out that this policy would be adopted consistent with the availability of funds between now and June 30, 1952.

It is pointed out for the Director's information that the Bureau's appropriation for equipment for the present fiscal year which ends June 30, 1952, totals \$1,125,254. We have estimated our obligations for equipment, considering the equipment already purchased plus \$127,000 for purchases during the remainder of the present fiscal year, total \$1,848,075 or an amount of \$719,891 more than allotted for equipment purchases during the present fiscal year. We will not have funds available for the purchase of this equipment during the present fiscal year.

It is pointed out that in our estimates for the fiscal year beginning July 1, 1952, we have requested funds totaling approximately \$200,000 for radio equipment. If our pending budget request is approved by Congress, we will have this amount to purchase radio equipment during the next fiscal year.

It is noted that the Conference recommends that the 16 60 watt units now in the field which are obsolete, be replaced, advice being received that these units will cost approximately \$500.00 each or a total cost of \$8,000 for the replacement of these units.

Mr. Glavin points out that the Conference recommendations for radio equipment reflect \$237,000 for automobile radio equipment; \$24,500 for 10 watt Dispatcher Units and Handie-talkie Units; \$6,000 for Hand Luggage 60 watt Portable Receivers; and \$8,750 for 12 Transmitters and Receivers; in addition to the equipment requested in this memorandum or a total of \$276,250. The Conference recommends that the 16 60 watt units now in the field which are obsolete be replaced and further recommends that policy be established of replacing those units which have been previously furnished to the field without additional justification.

The Conference was advised that 35 of the units now in the field are more than ten years old and are rapidly becoming unserviceable, and 26 of these units need immediate replacement. Since it will undoubtedly be necessary to replace 35 of the units, it is pointed out that replacement for this equipment will cost \$21,000. This makes a total cost for radio equipment for the field of \$297,250 in the present pending recommendations.

This radio equipment cannot be purchased out of present appropriation since we do not have such funds available. As has been pointed out in other memoranda being submitted at this time concerning purchase of radio equipment, we have approximately \$200,000 included in our 1953 request for radio equipment. These purchases will, therefore, exceed our estimate by approximately 50% or \$97,250.

It is Mr. Glavin's recommendation, however, that since it appears this equipment is necessary, preliminary steps be taken to secure the necessary bids and if it is necessary that the cost of this equipment be defrayed from our appropriation of the next fiscal year, the appropriate deduction be made from the total funds which may have been appropriated for other purposes to cover these costs.

As pointed out, from the initial writing of the specifications to delivery of the equipment, a period of approximately four months usually transpires and it is felt that it would be to the Bureau's advantage to start preliminary work on this order at this time.

Respectfully,
For the Conference


Clyde Tolson

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THE DIRECTOR

3/12/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10-28-96 BY SP5CJ/SAT

The Executives Conference on 3/11/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty and Mason.

The Conference considered a request from SAC Scott Alden of the Baltimore Division that the Bureau consider favorably a candidate from the Baltimore Police Department for attendance at the 50th Session of the FBI National Academy which will begin in August 1952.

The Conference was advised that Police Commissioner Beverly Ober of the Baltimore PD has by his actions been unfriendly toward the Bureau over a period of years extending back to the time when he was affiliated with the Maryland State Police.

The Baltimore PD has 1,700 men. Commissioner Beverly Ober has little to do with the actual running of the Department and leaves this in the hands of Chief Inspector Joseph Itzel who functions as Chief of Police and has over a period of years been extremely friendly and cooperative.

There are 4 Inspectors in the chain of command under Itzel and beneath them are 8 Captains, one of whom is an FBI National Academy Graduate and is in charge of Training in the Baltimore PD. This Captain was promoted to his position by Colonel Ober. His former position on the Homocide Squad was filled by the promotion of another National Academy Graduate.

In 1951, the Bureau made a survey of the Central Records Bureau of the Baltimore PD. Captain [redacted] a former Special Agent, was subsequently placed in charge of the Records Bureau by Colonel Ober and all of the Bureau's recommendations following the survey were followed in full.

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Colonel Ober promoted National Academy Graduate [redacted] from an obscure foot beat to the position of Detective Sergeant and Ober related at the time that a National Academy Graduate should not be wasted patrolling a beat.

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

RECORDED - 88

66-2554-9507
MAR 19 1952

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Memorandum for the Director

When a state law was enacted against subversive activities, Colonel Ober assigned National Academy Graduate [redacted] to handle it, with instructions to maintain constant liaison with the Baltimore Division of the FBI.

National Academy Graduate Anthony Nelligan was promoted by Commissioner Ober from the position of Patrolman to Sergeant and later to Lieutenant.

For the 1949 Annual Retraining Session for National Academy Graduates, Commissioner Ober issued a blanket order that all men in the Baltimore PD who were graduates of the FBI National Academy were to be given one week off with pay and expenses to attend the retraining.

Colonel Ober has instructed that Baltimore Police Training be modeled as closely as possible along the lines of the National Academy and states he considers FBI training as the finest in the police field.

SAC Alden furnished the above facts as proof that Commissioner Ober and the Baltimore PD recognize the value of National Academy training. Alden pointed out that Baltimore is the largest law enforcement agency in the Baltimore Division and its assistance is needed by the Baltimore Field Office. SAC Alden advised that the Baltimore PD is cooperative and friendly with the FBI from Chief Inspector Joseph Itzel all the way down to the rank and file.

SAC Alden recommends that the Bureau accept a representative from the Baltimore PD for the FBI National Academy Session which begins in August 1952.

Mr. Mason pointed out Ober's past record of hostility toward the Bureau and the fact that Ober could not be trusted fully, if at all. He further advised that, while additional National Academy Graduates in the Baltimore PD would be desirable, each such graduate would strengthen the hand of Commissioner Ober.

The majority of the Conference was opposed to accepting a National Academy Graduate from the Baltimore PD and the majority included Messrs. Tolson, Mohr, Belmont, Ladd, Gearty and Mason.

The minority, in favor of accepting a National Academy Applicant from the Baltimore PD, consisted of Messrs. Glavin, Tracy and Harbo.

I share this
new. H

Memorandum for the Director

In the event the Director agrees with the majority there is attached hereto a letter to the SAC at Baltimore.

Respectfully,
For the Conference

Y/T

Clyde Tolson

*I will approve
candidate from
Balt. Police Dept.*

H

THE DIRECTOR

March 19, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-28-91 BY SP5U-LX

Jm
*~~XX~~ TRANSMITTERS AND RECEIVERS

At the instructions of Mr. Tolson, Inspectors C. W. Stein and C. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The ~~XX~~ Transmitter and Receiver is a compact combination sending and receiving battery operated unit which can be worn and operated concealed in an agent's coat or trouser pockets. It has a range of from one and one-half miles to a Bureau car in open country, and one to two blocks in a downtown area. Its power is approximately one-half watt, weighs approximately forty-five ounces, costs \$175, and has a service life of ten years.

This unit permits two way conversations between an agent so equipped and another agent equally equipped, or one operating a handie-talkie, walkie-talkie, or other Bureau radio equipment.

There are at this time in the field fifty old-type transceivers which are rapidly reaching the end of their service life and should be replaced. They are of a more cumbersome type and require a bulky harness. The new type, in addition to being less bulky, cannot be detuned from the Bureau frequency as it is crystal controlled, has off-on controls, and the transmitter and receiver can be operated and used as a single transmitter or single receiver. At this time there is one complete unit each in the Washington Field, Baltimore, and Detroit offices, and one transmitter and two receivers in the Los Angeles Office.

It was the conclusion of the committee that there is a definite need for equipment which can be concealed on the person of an agent to permit communication with Bureau cars and other radio equipment. It is felt that the fifty transceivers now in the field which are reaching the end of their service life should be replaced with the more modern crystal controlled equipment which was not available when the original equipment was obtained.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed with the recommendations of the committee that ~~XX~~ transmitters and receivers be supplied to the field as follows:

One in each office except the seven smallest offices, and two in each of the five largest offices.

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

cc: Mr. Clegg
Mr. Mohr
MAR 21 1952
WFO:cmf

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MAR 19 1952
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166-9554-9503

Mr. Tolson pointed out that this policy would be adopted consistent with the availability of funds between now and June 30, 1952.

It is pointed out for the Director's information that the Bureau's appropriation for equipment for the present fiscal year which ends June 30, 1952, totals \$1,128,254. We have estimated our obligations for equipment, considering the equipment already purchased plus \$127,000 for purchases during the remainder of the present fiscal year, total \$1,848,075 or an amount of \$719,821 more than allotted for equipment purchases during the present fiscal year. We will not have funds available for the purchase of this equipment during the present fiscal year.

It is pointed out that in our estimates for the fiscal year beginning July 1, 1952, we have requested funds totaling approximately \$200,000 for radio equipment. If our pending budget request is approved by Congress, we will have this amount to purchase radio equipment during the next fiscal year.

It is noted that it will be necessary to purchase approximately 50 pieces of this equipment at a unit cost of \$175.00 each or total cost of \$8,750. As pointed out in related Executives Conference memoranda concerning the purchase of radio equipment, the present pending Executives Conference memoranda covering such purchases would total approximately \$297,250 or approximately 50% in excess of funds included in our 1952 appropriation for radio equipment. Mr. Glavin points out, however, that since it is essential that this equipment be secured, preliminary steps should be initiated to secure bids on the purchase of the equipment in question. A period of approximately 3 to four months will transpire before the equipment is secured and since the total cost of this equipment will exceed what is available for radio equipment, the purchase of other items of equipment will necessarily have to be held in abeyance so that sufficient funds will be available in our equipment allotment for the fiscal year 1953 to cover this purchase. It is possible, since this purchase totals only \$8,750, that we may be able to charge it to our present fiscal year appropriation.

Respectfully,
For the Conference

Clyde Tolson

We should make every effort to do this

yes

Jm

THE DIRECTOR

3/15/52

EXECUTIVES CONFERENCE

SUGGESTION #36-52

MADE BY SA [redacted]

LOUISVILLE OFFICE

CREATION OF A SQUAD TO COMBAT JUVENILE DELINQUENCY

The Executives Conference on 3/14/52, consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd, and Mason.

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The Conference considered the suggestion presented by SA [redacted] of the Louisville Office. In an effort to overcome and prevent juvenile delinquency in this country the suggesting Agent proposed the creation of a squad of Agents in this Bureau who would conduct extensive public relations activities to educate the public and the youth of the Nation.

The Conference was unanimously opposed to the adoption of this suggestion. If the Director agrees with the recommendation of the Conference the attached letter should be forwarded to SA [redacted]

Respectfully,
For the Conference

[Handwritten signature]

Glyde Tolson

Attachment

cc-Mr. Mohr
Mr. Clegg

LPH:DMG

[Handwritten initials]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-26-91 BY SP5CJ/ST

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MAR 21 1952

[Handwritten initials]

THE DIRECTOR

March 12, 1952

~~THE EXECUTIVES COVERLAGE~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-20-91 BY SP5/CPJ

~~AUTOMOBILE RADIO EQUIPMENT~~

At the instructions of Mr. Tolson, Inspectors E. W. Stein and G. C. Gentry conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The automobile radio equipment includes two way units operating on Bureau frequency; two way units operating on police frequency; and transmitters or receivers operating on police frequency.

SAC Letter No. 111, dated November 16, 1951, outlined the present Bureau policy. Under this policy it was pointed out that as quickly as funds permit the two way radio equipment would be furnished for new automobiles which are now being delivered or will be delivered in the future, in accordance with the following:

1. Automobiles which are used within the immediate vicinity of the field office city will be permitted to have two way automobile radios.
2. Automobiles not operating in or around the field office city will be permitted to have two way radios if
 - a. there are two or more cars in a resident agency, or
 - b. there is a suitable police radio system which covers the territory in question and the police agency is willing to allow our operation on their frequency for communication with the police agency.

Parts one and two will be placed in effect in each office only upon the specific request and recommendation of the Special Agent in Charge and only to the extent recommended by the Special Agent in Charge. In making such requests and recommendations, the Special Agent in Charge was instructed to personally examine the need for each radio set so requested in sufficient detail as to satisfy himself that the equipment recommended is essential to the efficient functioning of his office.

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MAR 19 1952

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The field was instructed to conduct an immediate survey regarding the needs of the offices and advise the Bureau of the results. In response to this letter the field has now requested a total of three hundred sixty-one two way units on Bureau frequency, eighty-nine two way units on police frequency, and forty-seven transmitters or receivers on police frequency.

MMB:alg
MAR 12 1952
GCG:pc
WBG:cmw

It was the conclusion of the committee, based on an examination of the requests submitted, as well as the cases used to illustrate the use to which the equipment is now being put by the field, that there has been sufficient experience to justify the present policy adopted in SAC Letter No. 111, above referred to.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Tracy, Mohr, Gearty and Winterrowd, on March 10, 1952, unanimously agreed that the present policy be continued, and that the Administrative Division anticipate the requests in connection with this policy to maintain a reserve pool and be able to install two way units in new cars as they are delivered.

Mr. Tolson pointed out that this policy would be adopted consistent with the availability of funds between now and June 30, 1952.

With reference to the availability of funds for the purchase of this equipment during the present fiscal year, Mr. Harbo has advised that the units desired will cost approximately \$474.00 each. Since approximately 500 sets are desired, the total approximate cost for this equipment would be \$237,000.

It is pointed out for the Director's information that the Bureau's appropriation for equipment for the present fiscal year which ends June 30, 1952, totals \$1,128,254. We have estimated our obligations for equipment, considering the equipment already purchased plus \$127,000 for purchases during the remainder of the present fiscal year, total \$1,848,075 or an amount of \$719,821 more than allotted for equipment purchases during the present fiscal year. We will not have funds available for the purchase of this equipment during the present fiscal year.

It is pointed out that in our estimates for the fiscal year beginning July 1, 1952, we have requested funds totaling approximately \$200,000 for radio equipment. If our pending budget request is approved by Congress, we will have this amount to purchase radio equipment during the next fiscal year.

For the Director's further information, this radio equipment will have to be purchased under competitive bids. It will take at least thirty days for invitations to bid to be answered by prospective bidders. A shorter period of time would result in complaints by prospective bidders since they would feel that sufficient time is not being given to them to compute their costs on such an order. Usually, thirty days is given to accept the bid. During that period of time, the Laboratory technicians and experts review the bids to see if prospective bidders meet technical qualifications for the product to be purchased. The Department handles the awarding of the bid to the successful bidder, taking care of any legal problems which might exist in connection therewith. Insofar as radio equipment is concerned, it usually takes from 45

days to two months and sometimes longer for the successful bidder to deliver the equipment after he has received the order. This would carry this particular purchase into the fiscal year 1953.

In view of this fact, it is the recommendation of Mr. Glavin that the appropriate specifications be drawn up at this time and that invitations to bid be sent out to prospective bidders so that the preliminary work in connection with the purchase of this equipment will be handled before the end of the present fiscal year. There will be no difficulty in charging the cost of this purchase to the next fiscal year if it is handled after July 1, 1953.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

March 17, 1952

THE EXECUTIVES CONFERENCE

POLICE RADIO RECEIVERS IN FIELD OFFICES

At the instructions of Mr. Tolson, Inspectors G. V. Stein and H. L. Gentry conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The police radio receiver in field offices permits the monitoring of local, county, state, or police radio systems so that the office can be alerted to major disasters, riots, events of Federal or national interest, and any other police activity broadcast over the air by the law enforcement agencies.

At the present, there are two types of offices which are making use of police channel monitoring.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-22-93 BY SP54/PT

1. 250 watt station offices

In these offices (installed or approved) a sound-proof dispatching room is set aside to handle voice communications of the office radio equipment. Inasmuch as the station is continuously attended by a dispatcher during working hours, a console police radio receiver is provided to be monitored incidental to the regular work of the FM station. Thus, all 250 watt FM stations are equipped and handle the desired police frequency.

2. 60 watt station offices

In several instances, offices utilizing the 60 watt station full time have requested, and have received, a police radio receiver for the purpose of monitoring local police broadcasts. Where the field office request has been approved, a small 600 civil defense type, crystal controlled radio receiver has been furnished. The service life of this unit is approximately ten years.

It was the conclusion of the committee, based on past requests, that not more than one-half of our present field offices could be equipped with a police receiver of this type.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Belmont, Harbo, Mohr, Gentry and Winterrowd, on March 10,

Gleason
Ladd
Belmont
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Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

RECORDED - 108

INDEXED - 108

1-66-2534-9506

MAR 19 1952

Mr. Clegg

MAR 22 1952

1952, unanimously agreed that the policy of equipping the 250 watt
TV stations with police receivers be continued, and that field
offices that outline a specific need for such equipment should be
so furnished.

Respectfully,
FOR THE CONFERENCE

OK

Clyde Tolson

The Director

March 16, 1952

The Executives Conference

Employees Personal Lockers
Records Section

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-21-81 BY SP5 L/PT

The Executives Conference consisting of Messrs. Tolson, Nichols, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Mason, and Gearty considered the following matter presented by Mr. Nichols.

By memorandum dated 12-11-51 Mr. Trotter recommended that 1,100 locked compartments for female clerical employees of the Records Section be provided in order that they might keep their purses secure during working hours. It was pointed out at that time that several thefts had occurred during the preceding months in the larger units where, of necessity, the employees must keep their purses in boxes on top of the filing cabinets or in unlocked file drawers. The Executives Conference voted against the adoption of this suggestion and the Director agreed.

Mr. Trotter further advised by memorandum dated 2-25-52 that the Records Section had been successful in breaking one attempted theft case in that a former employee, who was dismissed with prejudice because of this incident, had confessed that she attempted to remove funds from the purse of another employee. She stated during the course of questioning that the only reason she had for this action was that it "looked easy" and she thought she could get away with it. In view of this most recent theft in the Records Section the conference has again reconsidered the question.

ARGUMENTS IN OPPOSITION TO PURCHASE:

(1) The cost of 1,100 individual locked compartments would amount to \$3,300.00. (2) Keys would be issued to the employees and the problem of loss of keys would prevail. (3) The employees might fail to lock the compartments when closing them after placing their possessions inside. (4) It was felt by issuing these lockers the observation might be drawn that this is an admission of distrust on the Bureau's part.

ARGUMENTS IN FAVOR OF PURCHASE:

It was pointed out that the initial outlay of \$3,300.00

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

RECORDED - 456-2554-9507
INDEXED - 93
MAR 20 1952

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

CLT: rmb
MAR 22 1952

Memorandum to The Director
Re: Employees' Personal Lockers
Records Section

8-15-52

would be a sound investment in that (1) the responsibility for personal funds would shift from the Bureau to the employees, (2) employees are now charged with Bureau property such as manuals, badges, etc. and the charging of these keys would merely be one other item of property issued to them, (3) A snap lock could be provided which would automatically lock the compartment when closed, (4) It was further believed that the issuance of these lockers could be handled in such a way that it would appear to be a routine transaction and thus eliminate the possibility of this action being construed on the part of some employees as an admission of distrust.

The majority of the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, and Beatty opposed the purchasing of ~~individual~~ lockers. *Scruin*

Messrs. Nichols and Mason favored the purchase of these lockers for the reasons set forth.

Pending the Director's decision, no further action will be taken in this matter.

Respectfully,
For the Conference

1
Cliff Tolson

THE DIRECTOR

3/4/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-18-90 BY SP5CJ/PT

The Executives Conference on 2/29/52 consisted of Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Henrich, Gearty, Winterrowd, Holloman and Mason.

The Conference considered whether a memorandum should be issued for the benefit of Seat of Government Supervisors advising them as to how to prepare each of the various types of memoranda utilized at the Seat of Government or whether such instructions should be included in the Seat of Government Supervisors' Manual.

The Conference felt that an instructional memorandum would be misplaced or lost and it is always difficult to keep a memorandum of instructions up to date. On the other hand, the inclusion of these instructions in the Supervisors' Manual assures the instructions will not be lost for manuals are charged out on property receipts. There are existing arrangements to keep manuals up to date.

The instructions will include how to prepare the following types of memoranda:

1. Complete Memorandum
2. Identifying Memorandum
3. Informative Memorandum
4. Blind Memorandum
 - A. Public Source Blind Memorandum
 - B. Factual Blind Memorandum
5. Blank Memorandum.

The Conference also recommends that there also be included in the Stenographers' Manual information as to the number of copies to be prepared of each memorandum, type of paper to be utilized and other essentials, helpful only to a stenographer.

If the Director agrees, this data will be placed in the Seat of Government Supervisors' Manual and in the Stenographers' Manual.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Mohr
cc-Mr. Clegg

RECORDED 29

INDEXED
EX-5

101 MAR 20 1952 ORIGINAL

MAR 27 1952

Department of Various Types of Memoranda

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100-3665-1

The Director

1/22/52

① Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-26-94 BY SP5CJ/pt

PROCEDURE OF HANDLING
APPLICANT-TYPE INVESTIGATIONS

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

The Conference considered one recommendation of Inspector B. C. Brown designed to streamline the procedure of handling applicant-type investigations at the Seat of Government.

Mr. Brown made several recommendations, each of which is being handled separately. In his check he found that while it takes less than 7 days on the average to transmit to the Field and process fully at the Seat of Government a request for an Atomic Energy Applicant investigation, it takes 11 1/2 days to order other types of applicant investigations handled in the Special Inquiry Section of the General Investigative Division.

The difference in time is the result of Atomic Energy investigations being prepared for distribution to the Field without waiting for an indices check and file review at the Seat of Government. Any important information obtained from the file review is transmitted to the Field later without holding up institution of the investigation.

In other types of applicant investigations, files are reviewed before the Field is instructed to commence its investigation. The 4 1/2 day difference in handling time consists of an average of 2.61 days for processing in the Records Section where these applicants are handled on an expedite basis. Another portion of the 4 1/2 days is consumed in transportation time to and from the Records Section and time for the applicant supervisor to review resulting information. These are average figures and some investigations take longer because of the volume of files to be reviewed or inability to immediately locate certain files.

Brown recommends that other applicant investigations be handled on the same basis as Atomic Energy Applicants. Namely, dispatch to the Field without waiting for a file review.

RECORDED-137

INDEXED-137

66-2554-9509
NOT RECORDED
147 MAR 20 1952

cc: Messrs. Mohr & Glegg

EDM: ATP
MAR 26 1952

ORIGINAL FILED IN 66-2554-4051

KACM

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

ADVANTAGES

1. Saving of 2 1/2 days initial handling time at the Seat of Government.
2. More time available to the Field to conduct its investigation.
3. Atomic Energy Applicants have been similarly handled since 1947 and the volume of derogatory information discovered in files at the Seat of Government represents a very small fraction of the total number of investigations.

DISADVANTAGES

1. Inspector Callan, Chief of the Special Inquiry Section believes the quality of investigations will be lowered because the Field will be deprived of information in Bureau files at the beginning of the investigation.
2. Some additional correspondence with the Field will be necessary.
3. Some possibility of embarrassment to the Bureau when an investigation is begun prior to completion of the Bureau file review. The likelihood of embarrassment will be minute. The Conference nevertheless felt that it would only take one embarrassing incident on an important applicant case to do great harm.

The majority of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gresham, and Holloman were opposed to the suggestion.

Mason points to 4 years successful results in the handling of Atomic Energy Applicant cases under the exact technique proposed by Mr. Brown and recommends that the suggestion be adopted for he feels that an average of 2 days reduction in the handling time of applicant cases outweighs all other disadvantages named.

Respectfully,
For the Conference

Glyde Tolson

The Director

2/19/52

Executives Conference

ALL INFORMATION CONTAINED
RECORDS ADMINISTRATION CENTER HEREIN IS UNCLASSIFIED
ST. LOUIS ADMINISTRATION CENTER DATE 10-26-91 BY J.S.U. 41
ST. LOUIS, MISSOURI

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

The Conference considered the request of the St. Louis Division for the approval of two forms attached, to be utilized in the checking of records at the St. Louis Records Administration Center.

Form 52A will be completed by longhand or typewriter and will be transmitted to the appropriate field office without retaining a copy in the files of the St. Louis Division. A notation will be made in the files of the St. Louis Office to the effect that this form was transmitted to another office, date, and the initials of the employees handling the check. This form reads as follows:

"Reference (report of _____) dated _____ at _____, _____ teletype, letter to _____ dated _____."

"Personnel at RACAG were unable to locate or identify a service record for _____, ASN _____, under his known name or aliases. In the event additional identifying data can be ascertained such as, other names, Army Serial Number or specific organization to which he was assigned, another request to locate and review his record should be resubmitted."

The other form, designated as 52B, would also be completed by longhand or typewriter with the original going to the field office covering the place to which an individual's record has been transferred by the Records Administration Center in St. Louis. A carbon copy will go to the office of origin and to the office which initially requested the St. Louis Office to check the files of the Records Administration Center. No copy would be retained in the St. Louis Division but an appropriate notation would be placed in the St. Louis file.

Attachments

cc: Mr. Mohr
Mr. Clegg

EDH:ATP
MAR 8 1952

RECORDED
141-MAR 19 1952

ORIGINAL COPY FILED IN

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66-2564-957
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141-MAR 19 1952

The Conference felt that approval of these forms for inter-field office use would save time and expense and the conference unanimously recommended approval.

If the Director agrees:

1. Appropriate supplies of both forms will be prepared and
2. The attached memorandum should go forth to the St. Louis Division.

Respectfully,
For the Conference

Clyde Tolson

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Clegg _____
Glavin _____
Harbo _____
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Mohr _____
Tele. Rm. _____
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Gandy _____

THE DIRECTOR

3/12/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-28-90 BY SP5/PT

The Executives Conference on 3/11/52 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty and Mason.

The Conference concluded that no adjustment is needed in the present rule which requires Special Agents in Charge to keep money, jewels, and other valuable exhibits in a safe-deposit box of a reputable bank rather than in the office safe.

The question came up when SAC McKee of Newark discussed it with Mr. C. D. DeLoach on the telephone and advised that the Newark Office presently has \$20.00 in cash. Mr. McKee was reluctant to rent a safe-deposit box to contain only the \$20.00. Present rules require that an office obtain a safe-deposit box for money and the exhibits from several different cases may be placed in the one safe-deposit box.

The Conference felt that there will be numerous instances throughout the year when the safe-deposit box will be needed and Field Offices should continue to obtain safe-deposit boxes, preferably on an annual basis rather than for a month or so on each occasion.

The Conference felt that it could be just as embarrassing to the Bureau to have a \$20.00 exhibit disappear as it would be if a \$50.00 exhibit became lost. It was SAC McKee's view that the Bureau should stipulate a sum beyond which safe-deposit boxes should be acquired and below which amount the funds could be kept in the office safe.

The Conference unanimously feels that all money, jewels and valuables should continue to be kept in a safe-deposit box of a bank regardless of the value of the individual exhibit. Attached is a letter to SAC McKee of Newark.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 108
INDEXED - 108

66-2551-957
128 MAR 19 1952

EX-130

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- Tolson _____
- Ladd _____
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- Belmont _____
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Attachment 294
cc-Mr. Mohr
MAR 25 1952
EDM:DMG

ORIGINAL FILED IN 62-24704-682

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

February 13, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 02-9-91 BY SP-5/pt

The Executives Conference of February 6, 1952, consisting of Messrs. Rosen, Parsons, Mohr, Clegg, Gearty, Winterrowd, Laughlin, Tracy and Glavin considered certain possible changes in regulations under the new Annual and Sick Leave Law which became effective 1/26/52.

It was pointed out to the Conference that on or about 2/1/52, we received from the Department a circular 3859, dated 1/14/52, concerning annual leave and sick leave, wherein certain regulations concerning the granting of leave are set forth. Items of particular interest to the Bureau which reflect on Departmental regulations rather than regulations which must be followed under the Leave Law (concerning which the field has previously been advised) are as follows:

ADVANCED SICK LEAVE

Sick leave not to exceed 30 days may be advanced in cases of serious disability.

Allowances provided that no advances of sick leave be made to any employee unless the absence from duty on account of illness is for a period of 5 or more consecutive work days; that every application for advanced sick leave shall be supported by a medical certificate.

This is the same regulation that provides advances by the Department and even though the present Leave Law does not establish a minimum period of absence on illness before advanced sick leave can be given, it is felt that the Bureau should be in harmony with the Department in this regard and continue its present policy of advancing sick leave to an employee who may be absent from duty on account of illness for a period of 5 or more consecutive work days.

The Conference recommends that the Bureau continue to follow this regulation.

The Department in its regulation further states that "when sickness occurs within a period of annual leave and lasts 5 or more consecutive work days, the period of illness may be charged to sick leave and the charge against annual leave reduced accordingly. Appli-

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MR:nlc

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INDEXED-137

2554-9572
MAR 20 1952
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61 APR 1 1952
Mr. Mohr
Mr. Clegg

ORIGINAL FILED IN 66-2097-222

Memo for the Director - Continued

ation for such substitution of sick leave for annual leave shall be made within 2 days after return to duty and shall be supported by a medical certificate."

This is the policy which has been followed by the Department under the old Annual and Sick Leave Law. The new Leave Law does not include a minimum period for which annual leave could be reduced when an employee becomes ill during a period of annual leave.

The Bureau has followed the Department policy in the past concerning this matter and it is the recommendation of the Conference that we continue to conform to Department policy in this regard.

LEAVE CHARGED FOR TARDINESS AND NECESSARY ABSENCE FROM DUTY NOT IN EXCESS OF 30 MINUTES

Under the old Leave Law, under ordinary circumstances, unavoidable or necessary absence from duty not in excess of 30 minutes, and tardiness, was excused for adequate reasons or handled administratively by requesting additional work or by a charge against any compensatory time which the employee may have to his credit as a result of overtime previously worked. By law under the old Act, no leave could be charged for such absences not in excess of 30 minutes. Continued abuses could be handled administratively.

Under the new law it is stated that under ordinary circumstances, unavoidable or necessary absences from duty of less than one hour, and tardiness, may be excused by the Agency head for adequate reasons without charge to leave. Minimum charge to leave shall be one hour and additional charges in multiples thereof. It is noted that the new law states that such tardinesses may be excused; the old law stated that they shall be excused.

It was recommended to the Conference that the Bureau continue to handle these absences as they have been handled prior to this time; that absences which do not exceed 30 minutes or tardinesses which do not exceed 30 minutes be excused without a charge to leave or handled administratively by requesting additional work or by a charge against any compensatory time which the employee may have to his credit, that in absences and tardinesses over 30 minutes leave be charged for such absences, it being understood that if it be necessary to take administrative action in addition to charging leave that such action be taken.

Rosen
Tracy
Mohr
Tele. Rm.
Nease
Gandy

Memo for the Director - Continued

ACCRUAL OF LEAVE

Under the new Leave Law leave accrues only for full pay periods. For instance, if an employee entered on duty on the beginning of the second week of the 2 week pay period he would accrue no leave for that second week. The same is true when the employee leaves the service. If an employee does not continue on active duty for the full pay period he receives no leave for the pay period in question.

Under the new Leave Law, 4 hours leave accrues each pay period to an employee having less than 3 years of service; 6 hours accrues each pay period for an employee having 1 to 15 years of service; and 8 hours of leave accrues to an employee having over 15 years or more of service.

It was pointed out to the Conference that a suggestion had been made that in view of this fact we convene our new clerical schools and Agent schools only on the beginning of pay periods.

The Conference was of the unanimous opinion that we continue to make appointments as we have in the past; clerical appointments each Monday and Agent appointments every other week as we are doing at present. The Conference does not feel that the 2 hours of annual leave which would be lost in most instances is sufficient to change our appointive procedures.

PART TIME EMPLOYEES

Under the new Leave Law, if stated hours of duty are assigned to part time employees they can accrue leave. If stated hours of duty are not assigned no leave is accrued.

Under the old law, part time employees receive no leave.

It was pointed out to the Conference that Bureau part time employees are few and far between; that we have certain translators in the field working odd hours as their services are needed and the Conference, as a result, does not feel that we should establish any particular tour of duty for such part time employees.

Should the Director agree with the Conference's recommendations, the field will be appropriately notified.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

3/12/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

The Executives Conference of March 7, 1952, consisted of Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Mohr, Henrich, Gearty, Winterrowd, Holloman, and Mason.

The Conference considered who should have access to code books in field offices. The Bureau's code room was not involved in this discussion.

The problem is raised because teletypes come into field offices during the late night hours or early morning hours and have to be decoded. This does not occur very often. In one field office of average size it occurred about 3 times per year. In larger offices it will occur more frequently.

It would be dangerous to hold the teletype until the following morning for decoding. Only in the largest offices is there an Agent supervisor on duty at night time. Most of the offices are occupied only by a Security Patrol employee in grade GS-5. There is no provision for making code books available to this Security Patrol employee. Present rules would require the SAC or the ASAC to come down to the office during the night to produce the code book in order that a message may be decoded and then remain and lock up the book after decoding has been completed.

The Washington Field, Newark, and New York field offices feel that it would work a hardship to deny Security Patrol employees on the night and midnight shifts access to a code book.

The entire Executives Conference feels that code books, cipher pads and cipher machine equipment should be maintained under maximum security.

The Conference also feels that a nonexpendable charge-out register should be set up, similar to that in use in gun vaults in the field, and each time a code book is taken from its accustomed location entries should be made on the register. This will make it possible to see who took the code book, the time he took it, the date, and time and date the code book was returned.

cc: Messrs. Mohr & Clegg

EDM: ATP

RECORDED-12
MAR 22 1952

INDEXED-1266-2554-9513
MAR 21 1952

ALL INFORMATION CONTAINED
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DATE 1/6/88 BY SP5/...

- Tolson
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Wherry NEW

The entire Executives Conference believes it desirable to keep one code book in a small safe containing nothing else or in a safe-type filing cabinet and access to this code book shall be granted to the SAC, ASAC, SAC's Secretary, Radio Communications Officer if he does coding and decoding, and the employee in charge of each night shift. Existing rules require a daily inventory of code books and this rule should be continued.

In the event the code book is kept in a safe with a combination lock, the Conference feels that the combination should be changed annually, which is the current requirement but the combination may be changed more frequently if circumstances dictate such as the resignation of a disgruntled employee who knows the combination.

If the Director agrees with the views of the Conference, the attached SAC letter is offered for signature.



Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

3/18/52

P. J. ...
PERS. FILES

EXECUTIVES CONFERENCE

SUGGESTION #72-52
MADE BY SA DAN M. DOUGLAS
LITTLE ROCK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-30-91 BY SP5A/ST

The Executives Conference of 3/17/52, had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason.

The Conference considered a suggestion from SA Dan M. Douglas of the Little Rock Division, suggesting that each Bureau Field Division effect liaison with each military installation within the confines of the division in order to be notified of the return to military control of all personnel who have been absent without leave for more than 29 days. Under the suggestion each Field Division will forward such information to the Bureau. The purpose of the suggestion is to eliminate any unnecessary investigation being conducted in ~~Deserter-Fugitive~~ cases which might result through a fugitive returning to military control and the lapse of time necessary for the military authorities to notify FBI headquarters and the time required for the Bureau to notify the Field.

The Investigative Division is opposed to the suggestion for the following reasons:

1. Only a small percentage of individuals in AWOL status is referred by the military to the Bureau for Deserter-Fugitive investigations. Consequently, Field Divisions would be amassing a greater amount of information and paper work about persons concerning whom the Bureau has no interest.

2. Present procedures provide for prompt notification to the Bureau. Whenever a deserter returns to military control the post from which he deserted is immediately notified regardless of the point at which the deserter surrenders himself. Field Offices covering the point of desertion are already maintaining close liaison with that post and will be notified as soon as the deserter is back in military control.

3. Where a delay has occurred on the part of the Army in notifying the Bureau of a returned deserter this has been challenged by the Bureau and the Army is presently changing its regulations concerning deserters and no further problem is anticipated.

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INDEXED-12 66-2554-9514
RECORDED-12 MAR 21 1952


W.M.C.

394
MAR 22 1952
cc Messrs. Mohr & Clegg
EDM:DMG

Memorandum for the Director

The Conference unanimously regarded the suggestion of Special Agent Douglas as unfavorable. If the Director concurs no further action is necessary for Mr. Douglas has already been thanked for his idea.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

3/18/52

EXECUTIVES CONFERENCE

~~STENOGRAPHERS' AND TYPISTS'~~
~~DAILY REPORTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-9-91 BY SP5 SJS/PT

The Executives Conference of 3/17/52, had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason.

I. The Conference considered the attached memorandum to Bureau officials and Supervisors instructing them as to the manner of preparing Daily Reports for stenographers and typists at the Seat of Government. The proposed form to be utilized is attached.

It will be recalled that on March 2, 1952, the Director approved the suggestion of Mr. J. P. Mohr that all typists and stenographers at the Seat of Government who are not already on a production record basis be required to submit a daily report showing the following:

1. Pages of work received during the day.
2. Pages typed during the day (in total only)
3. Number of pages to be typed left over at the conclusion of the day.
4. A listing of pending items, showing the date received in the section and the date dictated or assigned for typing.

Considerable study was made by Inspector H. B. Long concerning the way in which these reports should be prepared in order that uniformity will exist throughout the Seat of Government and so that instructions issued will be applicable in each section and unit.

The originals of these Daily Reports are to be retained for a period of 120 days after the first report of the month. Records for that entire month will then be destroyed. In this way production reports for a 90-day period will always be on hand and will be available for consideration in recommendations for promotion. Promotions cannot be recommended after less than 90 days service on the part of a new employee.

Person
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Attachment
cc: Mr. Mohr
Mr. Neleg
EDM:DMC

RECORDED - 11166-2554-9575
INDEXED - 11166-2554-9575
MAR 21 1952
EX-25

Memorandum for the Director


With regard to the daily listing at the close of business of each item which has not been typed, it is anticipated that this will require a number of typists and stenographers to list 40 or 50 short letters and memoranda received in dictation during the afternoon, but not typed by the close of business.

It has been previously estimated that the length of time which will be required to prepare a daily report will vary from 10 to 20 minutes per employee.

If the Director approves of the proposed form and instructions the instruction sheet should be signed.

II. Also considered by the Conference in conjunction with reports of stenographers and typists was the presentation of Mr. Harbo relative to error records at the Seat of Government. The Conference felt that error records should be left to the division head to be handled in conjunction with Daily Reports and that a separate system for the recording of errors should not be set up. This is a result of a survey made in the Crime Records Section as to the recording of errors and production during which time it was ascertained that there was no apparent relation between the number of errors charged and the number of pages produced.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

3/18/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-30-91 BY SP5CJ/af

The Executives Conference of 3/17/52, had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason.

The Conference unanimously regarded as favorable a form proposed by the Domestic Intelligence Division, to be utilized in transmitting the results of supplemental investigations in Loyalty cases to the Department of Justice.

There is already in existence a form letter for transmitting original Loyalty investigations to the Department. The increase in supplemental Loyalty investigations justifies the use of a form letter for transmitting the supplementary reports.

The form letter is quite routine and for record purposes reads as follows:

To: Assistant Attorney General
James M. McInerney

b6
b7c

Attention: Mr. [Redacted]
Records Administration Branch

From: Director, FBI

RECORDED-14
INDEXED-14

66-2554-9576
MAR 22 1952

Reference is made to this Bureau's memorandum dated _____ furnishing you copies of reports covering an investigation conducted concerning the captioned individual under the provisions of Executive Order 9835. These reports were furnished to you for your information and consideration as to whether the evidence developed indicated a violation of any Federal law.

Enclosed herewith is a copy of this Bureau's letter of this date to the U. S. Civil Service Commission together with a copy of its enclosures containing further information regarding the captioned matter. This is being furnished to supplement the data previously furnished to you.

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

Enclosure"

If the Director agrees with the Conference a supply of the form letters will be prepared.

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

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

3/19/52

EXECUTIVES CONFERENCE

SUGGESTION #70-52
MADE BY SA MARTIN BENDER
SAN DIEGO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-30-91 BY SP-5/af

PROCESSING SELECTIVE SERVICE VIOLATORS

The Executives Conference of 3/17/52, had in attendance Messrs. Ladd, Nichols, Tracy, Harbo, Mohr, Belmont, Gearty, Winterrowd, Holloman and Mason.

The Conference considered a suggestion from SA Martin Bender of the San Diego Office that there be included in investigative reports of Selective Service violators an indication as to the policy of the U. S. Attorney concerning declining or prosecuting of Selective Service cases. Bender feels that auxiliary offices handling phases of the investigation should be notified through the medium of a report that if the delinquent is found to have a reasonable explanation for a delinquency the U. S. Attorney desires the delinquent's obligations under the Selective Service Act be explained to the man and that he be placed in contact with his draft board, in which event the U. S. Attorney will decline prosecution. The office which locates the subject should advise the office of origin of the subject's address, whether the violation appears willful and the identity of the transfer board which can process the subject for induction.

The Investigative Division does not believe that the Bureau should explain to the delinquents their obligations under the Selective Service Act and that this is more properly the function of the U. S. Attorney.

RECORDED - 38
INDEXED - 38

166-2554-9517
MAR 22 1952

The Investigative Division believes that a determination as to whether a violation is willful should rest with the U. S. Attorney and not with the investigating Agent.

The Investigative Division feels that there is no objection in the apprehending office letting the office of origin know of the identity of the transfer board which can process the subject.

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

The entire Conference agrees with the views of the Investigative Division. Since offices are already advising each other as to the manner of processing Selective Service subjects no further action appears necessary. Mr. Bender has already been thanked for his idea.

Respectfully,
For the Conference

Clyde Tolson

MAR 24 1952

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

The Director

3/20/52

The Executives Conference

EMERGENCY DETENTION PROGRAM -
CONTRABAND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-1-91 BY SP5 d/pt

The Executives Conference of March 19, 1952 had in attendance Messrs. Tolson, Glavin, Harbo, Mohr, Hennrich, Ladd, Winterrowd, and Mason.

The Conference unanimously recommends approval of the attached SAC Letter and the establishment of a Contraband Register in connection with the Emergency Detention Program.

For record purposes the SAC Letter instructs the Field that each office should include in its Emergency Detention Program plans for the maintenance of a Contraband Register consisting of copies of Form FD-168 (Receipt for Property).

When the Emergency Detention Program is put into action and contraband is seized, three copies of Form FD-168 shall be typed, two of which will be forwarded to the United States Attorney. The third copy will be maintained in the Contraband Register, filed alphabetically according to the name of the subject. The original Receipt for Property (not typed) shall appear in the case file.

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

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Signature]

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

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

RECORDED - 38

INDEXED - 38

EX-99

667-2534 - 95 18

MAR 23 1952
13

[Handwritten signature]

64 MAR 24 1952

THE DIRECTOR

3/20/52

EXECUTIVES CONFERENCE

INDICATING CHANGES IN BUREAU MANUALS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-9-91 BY SP-1 JPT

The Executives Conference on 3/14/52, consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd, and Mason.

The Conference considered how changes shall be marked in Bureau manuals. Bureau manuals are now being prepared on a Royal Statistical Typewriter, samples of which typing appear below.

Two thoughts were considered by the Conference:

(1) In the past, we have marked manual changes by underlining the changed portion. The smaller type hinders easy reading if sentences are underlined.

(2) Once a page is prepared for a manual it is never retyped even if a sentence in some other paragraph on the same page is later adjusted. Photographic tape is used to cover up the last underlined portion of the page so that it will not be confused with the latest manual change. The ability to delete portions of the manual without retyping will save considerable time and unfortunately with the smaller type it is not possible to block out with photographic tape the lines appearing under portions of the text. Retyping can be prevented by using brackets to show changes as in Sample (2) at the top of the next page.

The Conference considered Item (1), below, which is the present method of marking the latest manual changes and unanimously rejected it in favor of Item (2), at top of next page, which is the suggested future method of indicating manual changes.

(1) Present Method of Indicating a Manual Change:

"ANY PERSON WHO KNOWINGLY AND WILLFULLY FORGES, COUNTERFEITS, ALTERS, OR FALSELY MAKES ANY CERTIFICATE AUTHORIZED TO BE ISSUED UNDER THIS ACT, OR KNOWINGLY USES OR ATTEMPTS TO USE ANY SUCH FRAUDULENT CERTIFICATE, AND ANY PERSON WHO KNOWINGLY AND WILLFULLY DISPLAYS OR CAUSES TO BE DISPLAYED ON ANY AIRCRAFT, ANY MARKS THAT ARE FALSE OR MISLEADING AS TO THE NATIONALITY OR REGISTRATION OF THE AIRCRAFT, SHALL BE SUBJECT TO A FINE OF NOT EXCEEDING \$1,000 OR TO IMPRISONMENT NOT EXCEEDING THREE YEARS, OR TO BOTH SUCH FINE AND IMPRISONMENT."

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

6 MAR 24 1952

cc: Mr. Mohr
Mr. Glegg

RECORDED - 38

INDEXED - 38

MAR 21 1952


EDM:LPH:dmg:arg

(2) Proposed Method of Indicating a Manual Change:

ANY PERSON WHO KNOWINGLY AND WILLFULLY FORGES, COUNTERFEITS, ALTERS, OR FALSELY MAKES ANY CERTIFICATE AUTHORIZED TO BE ISSUED UNDER THIS ACT, OR KNOWINGLY USES OR ATTEMPTS TO USE ANY SUCH FRAUDULENT CERTIFICATE, AND ANY PERSON WHO KNOWINGLY AND WILLFULLY DISPLAYS OR CAUSES TO BE DISPLAYED ON ANY AIRCRAFT, ANY MARKS THAT ARE FALSE OR MISLEADING AS TO THE NATIONALITY OR REGISTRATION OF THE AIRCRAFT, SHALL BE SUBJECT TO A FINE OF NOT EXCEEDING \$1,000 OR TO IMPRISONMENT NOT EXCEEDING THREE YEARS, OR TO BOTH SUCH FINE AND IMPRISONMENT.]

If the Director agrees with the unanimous recommendation of the Conference that procedure Number (2) be utilized, appropriate action will be taken in future manual changes.

Respectfully,
For the Conference


Clyde Tolson

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

Executive Conference

[Handwritten mark]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-2-92 BY SP12-1/A

RECORDED-136 66-2554-952
INDEXED-136 MAR 20 1952

[Handwritten signature]
57 APR 29 1952

688-629-996-629-889
ORIGINAL COPY IN 688-629-996-629-889

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓
FROM : W. R. Glavin ✓
SUBJECT: CODE BOOKS

DATE: 2-26-52

Tolson	
Ladd	
Glavin	✓
Harbo	
Tracy	
Harbo	
Bilmont	✓
Room	
Nease	
Gandy	

W. R. Glavin
W. R. Glavin
W. R. Glavin

PURPOSE:

To point out that approximately 550 code books are maintained by the Administrative Division for supply purposes only; that books are maintained under lock and key and checked at least once a month; and to recommend that this division be exempt from making a daily inventory of them.

DETAILS:

SAC Letter No. 20, Section A, dated 2-21-52, a copy of which is attached, instructed that effective immediately each field office is to make a daily inventory of all code books, cipher pads and cipher machine equipment assigned to the office.

The Administrative Division maintains approximately 550 code books for supply purposes. No use is made of the books by anyone and they are maintained for supply purposes only. All are maintained under lock and key and are physically checked at least once each month. Except when being physically checked or when a book is furnished to a field office, the supply of books is under lock and key.

RECOMMENDATION

Since the code books in the Administrative Division are numerous and are maintained under lock and key and are physically checked at least once a month, it is recommended that this division be exempt from the requirement of making a daily inventory of them as required by referenced SAC letter.

CLR:or

ADDENDUM - February 29, 1952

The Executives Conference of February 27, 1952, consisting of Messrs. Holloman, Gresham, Mohr, Winterroad, Ladd, Laughlin, Mason, Harbo, Tracy and Callahan, considered the above memorandum requesting exemption from the provisions of SAC Letter #20 requiring a daily physical inventory of all code books, ^{and} cipher pads, and recommended that the proposal set forth in this memorandum providing for a 30-day check of the code books in the custody of the Administrative Division be approved.

NPC:cmw

W. R. Glavin

W. R. Glavin

MAR 13 1952

25

THREE

DATE OF REMOVAL 3-25-52

DATE OF MAIL 3-18-52

HAS BEEN REMOVED FOR MR. LAMPHERE TO BE KEPT PERMANENTLY IN HIS OFFICE, ROOM 1736

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP58/pt

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL

June
Mail

REMOVED BY ch-51

FILE NUMBER 66-2554-9522

PERMANENT SERIAL CHARGEOUT

881

THE DIRECTOR

2/15/52

EXECUTIVES CONFERENCE

LEAD AND STOP NOTICE FORM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-9-92 BY SP5CJ/CP

The Executives Conference on 2/13/52, consisting of Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Gearty, Sizoo, Nichols and Holloman, considered the suggestion submitted by Special Agent Thomas J. Smith of the Albuquerque Field Division that a Lead and Stop Notice Form be placed in each investigative file having outstanding leads or Stop Notices; that the form be the first sheet in the current volume of the file; that all leads set out or Stop Notices placed be entered on the form and that leads be cancelled when they are covered and Stop Notices, when they are removed, also be cancelled.

Advantages

1. On apprehension of a subject a quick check of this form would indicate what offices had outstanding leads or what stops were to be cancelled.
2. That a Supervisor could quickly determine the status of a case by a glance at the form, making a detailed file review unnecessary in every instance.

Disadvantages

1. Clerical work would be constantly necessary in order to keep this form up to date.
2. The use of such a form might diminish the character of case supervision in that a Supervisor or SAC in reviewing files might rely on the information appearing in the form and not conduct a careful review of the investigative work performed as is desirable for good case supervision.

The Executives Conference was unanimously opposed to the use of this suggested form. If the Director agrees no further action will be necessary. A letter of appreciation has previously been directed to Special Agent Smith.

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

Respectfully,
For the Conference

Glyde Tolson

RECORDED - 6

INDEXED - 6

166-2554-9529

MAR 20 1952

92

JAS:DMG
69 MAR 28 1952

EX - 3

ORIGINAL FILED IN 66-2765-2047

SPECIAL MAIL

4-97

	Received		Forwarded	
	Date	Time	Date	Time

ROUTING

			3-24	
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CLASSIFYING

3/25	11:15	3/25	12:15
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SEARCHING

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NUMBERING

3-25	12:50	3-25	2:05
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RECORDING

MAR 25 1957			
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EXAMINING

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

CONSOLIDATION

4-6-92 BY SPSC/AT

THE DIRECTOR

3/15/52

EXECUTIVES CONFERENCE

REQUEST FOR NEW FORM -
CORRELATION DESK

The Executives Conference on March 14, 1952, consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd and Mason.

The Conference considered the request for approval of a new form which is attached hereto, intended for use by the Correlation Desk. It was noted that at the present time there are 24 review clerks assigned to the Correlation Desks and it is contemplated that eventually this number will be increased to 100. In view of this increase in personnel it was deemed advisable to establish a system for maintaining currently a record of their individual production. It should be further noted that this has been carried out since last November on a temporary basis and was found to be satisfactory. This is a modification of a form presently in use by the File Review Unit of the Records Section.

The Conference unanimously approved the adoption of this new form. If the Director agrees with the recommendation of the Conference supplies of the form will be printed and made available to the Correlation Desk.

Respectfully,
For the Conference

Clyde Tolson

Attachment

EX. 28

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP-101

cc-Mr. Mohr
Mr. Clegg

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

RECORDED - 108

INDEXED - 108

MAR 18 1952

12

1344
MAR 26 1952

[Handwritten signature]

[Handwritten signature]

The Director

3/20/52

The Executives Conference

~~LOCKING SAFES IN FIELD OFFICES~~

The Executives Conference of March 19, 1952 had in attendance Messrs. Tolson, Glavin, Harbo, Mohr, Henrich, Ladd, Winterrowd, and Mason.

The Conference considered the matter of locking safes in Field Offices. It was pointed out to the Conference that there are no existing rules as to whether a safe shall be locked when an employee of the office is working in the immediate vicinity of the safe, and various procedures are utilized.

The Conference unanimously recommends the attached SAC Letter be issued instructing the Field that safes are to be locked at all times except when they are under the constant visual observation of an approved employee of the Bureau.

If the Director agrees, the attached SAC Letter is offered for signature.

Respectfully,
For the Conference

Clyde Tolson

EDM:vlr
cc: Mr. H. H. Clegg
Mr. Mohr

EX-28
RECORDED - 59
INDEXED - 59

MAR 25 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7-6-92 BY SPS/clpt

I am amazed that no such rule existed. Are there any other such security gaps?
H WAM

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

394
64 MAR 27 1952

THE DIRECTOR

March 22, 1952

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-8-92 BY SP5/ST/WT

The Executive Conference of March 20, 1952, consisting of Messrs. Ladd, Harbo, Belmont, Mohr, Gearty, Tracy, Mason, Winterrowd, and Glavin considered a communication from the SAC at Cleveland concerning the status of the stenographic situation at Cleveland.

It was pointed out to the Conference that under date of March 8, 1952, SAC Shine, in a report reflecting the status of the stenographic work in the Cleveland Office had advised that he was having difficulty with his stenographic staff, and it had been necessary for him to recruit additional stenographers so that he might be able to take care of the additional work of his office. Mr. Shine advised that the Cleveland Division has suffered a serious loss of experienced stenographic personnel in the past two and one-half months, and that five additional stenographers would be resigning between now and June 30, 1952, because of marriage, pregnancy, and maintaining homes for their husbands. Mr. Shine, in his communication, inquired as to whether he could utilize on a part-time basis for approximately three days each week former stenographers who had good work records in the Cleveland Office previously, but who had found it necessary to resign due to family responsibilities. Mr. Shine pointed out that one of these stenographers had previously worked for the Agent in Charge and had approximately fourteen and one-half years of Bureau service. Another was the wife of a clerical employe in the Cleveland Office, and she had previously been employe in the Cleveland Office for a period of nine years. The other had been employed in the Cleveland Office for a period of approximately two years.

RECORDED - 6

66-2534-9527
MAR 25 1952

The Conference was advised that this matter had been telephonically discussed with Special Agent in Charge Shine by Glavin, in view of the fact that the six-day week had been inaugurated, to inquire as to whether he still felt it necessary to request Bureau approval for employing the part-time stenographers. The Conference was advised that Mr. Shine stated that he would endeavor to the best of his ability to handle the additional work through the six-day week, but that he would appreciate Bureau authority to hire these stenographers on a part-time basis, if he found the stenographic condition becoming delinquent.

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

The Conference was advised that Mr. Shine had stated that it is increasingly difficult to secure clerical help in Cleveland because of the labor market existing there at this time, that commercial, industrial,

cc: Mr. Mohr
Mr. Clegg
WRC:pcm

944
MAR 27 1952

Memo to the Director (Continued)

and business salaries are as favorable for employees as Bureau salaries, and in many instances, hours are more regular and stenographers and typists are looking toward careers in such businesses, rather than in the Government. The Conference felt that it would be to the Bureau's advantage to permit CAC Shine to utilize the services of these employees for part-time employment, in the event he finds it necessary to secure additional stenographic help and full-time stenographic help cannot be secured. Mr. Gaulty, who was present, stated that he was familiar with the work of the three employees in question, and feels that they were outstanding employees, and the Bureau would receive the full value from their part-time services.

Mr. Belmont, although agreeing with the Conference, pointed out that if we approve part-time employment for such employees, there may be other stenographers in Cleveland who have certain responsibilities in their homes and who may request the same consideration.

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

Respectfully
For the Conference,

Clude Tolson

*I will concur only
as an emergency
measure & only in this
particular instance.
No precedent to be set
H*

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

THE DIRECTOR

March 22, 1952

THE EXECUTIVES CONFERENCE

Handwritten initials

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-15-92 BY SP5/BJ

The Executive Conference of March 21, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Mason, Winterrowd, Hennrich, Ladd, Harbo, Tracy, Mohr, McGuire and Glavin, considered the attached suggested revised Agent and Clerical vocational record forms, and recommended their approval for future use. It is pointed out to the Conference that the Training Division had had opportunity of reviewing these forms and recommended their approval.

Respectfully,
For the Conference

Handwritten initials

Glyde Tolson

REC:cmw:pmw
CC: Mr. Mohr
Mr. Clegg

Attachments

RECORDED-14

INDEXED-14

EX-25

106-2534-9528
MAR 25 1952

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

61 MAR 27 1952

Handwritten signature

THE DIRECTOR

3/21/52

EXECUTIVES CONFERENCE

MUSIC DURING WORKING HOURS
Suggestion #81-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-95 BY SP5CJ-AT

The Executives Conference on March 20, 1952, had in attendance Messrs. Ladd, Harbo, Glavin, Belmont, Mohr, Gearty, Winterrowd, Tracy, and Mason.

The Conference considered a suggestion from Clerk [redacted] of the Los Angeles Office that the playing of music in the office would make the daily routine of work more pleasant and enjoyable. The employee pointed out that this technique has been utilized successfully in the local Prudential Insurance Office. The employee has in mind the playing of classical melodies with no vocal accompaniment as an inspiration to employees.

b6
b7c

The Conference recognized the benefits of music for some types of work but felt that it would be objectionable to many employees because of the type of duties requiring concentration which must be performed by those employees.

The Conference unanimously took an unfavorable view of this suggestion.

If the Director agrees with the Conference, there is attached hereto a letter thanking Clerk [redacted] for her suggestion.

Respectfully,
For the Conference

Clyde Tolson

RECEIVED READING ROOM
F B I
MAR 21 10 21 AM '52
146-2554-9529
MASON

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

Attachment

cc: Mr. Mohr
Mr. Clegg

RECORDED - 38

INDEXED - 38

MAR 25 1952

EX-99

EDM:arg, 394
MAR 27 1952

THE DIRECTOR

March 22, 1952

THE EXECUTIVES CONFERENCE

COMMERCIAL RADIO RECEIVERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/97 BY SP-5 CJS/CP

At the instructions of Mr. Tolson, Inspectors C. R. Stein and G. C. Gearty conducted a survey concerning the procurement and distribution of radio and related equipment with the purpose of examining our present needs and policies.

The Executives Conference, consisting of Messrs. Tolson, Ladd, Glavin, Belmont, Harbo, Tracy, Mohr, Mason, Gearty and Winterrowd, on March 11, 1952, considered the results of this survey.

There are at the present time thirty-nine commercial radio receivers in twenty-five field offices. These radio receivers were purchased a number of years ago when Bureau policy existed furnishing such radio receivers to the various divisional offices so that they could be alerted concerning happenings of interest in the headquarters city and in their divisions. It was pointed out that a number of the thirty-nine commercial radio receivers presently in the field are less than ten years old.

It was the conclusion of the committee that such commercial radios serve a useful purpose in that they permit the Special Agents in charge to monitor news broadcasts of interest to the Bureau.

RECORDED 38
INDEXED 138
MAR 25 1952
44-2557-9530

The majority of the Executives Conference, consisting of Messrs. Ladd, Belmont, Harbo, Mason, Winterrowd and Gearty, recommended that a commercial radio be furnished to each newly opened office upon the request of the Special Agent in charge, and that radios be furnished to other offices upon request of the Special Agent in charge to replace an obsolete unit. It was the majority's opinion that such requests should be handled by the Administrative Division, and the cost per unit should not exceed \$50.00 unless the Special Agent in charge can clearly justify a unit costing in excess of that amount.

The minority of the Conference, consisting of Messrs. Tolson, Glavin, Tracy and Mohr, were opposed in that they felt that such a radio was unnecessary in the field offices.

Respectfully,
For the Conference

Clyde Tolson

394
7 MAR 28 1952
cc: Mr. Mohr
Mr. Glavin
cc: Mr. Tolson

The Director

March 22, 1952

The Executives Conference

SOUND SCHOOL TRAINING

On March 20, 1952, the Conference, composed of Messrs. Ladd, Glavin, Belmont, Mohr, Gearty, Mason, Tracy and Harbo, was advised that a survey of the field resulted in requests for 35 additional sound-trained Agents at present and an additional 35 in the event of a full scale emergency.

At present there are 120 active sound-trained Agents in the field. All offices have one or more such Agents, with the exception of Albuquerque, Mobile and Omaha. At present the Bureau is operating 178 technical and 19 microphone surveillances. The most recent schools for sound training were held in November, 1948, the schedule consisting of four weeks, six days per week.

Mr. Ladd expressed the view that the present number of sound-trained Agents in the field should be adequate to handle the present volume of technical and microphone installations. The Conference unanimously concurred in this view and recommends that no additional Agents be given sound school training at this time.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/31/82 BY SP2/RTI

CC - Mr. Clegg
Mr. Mohr

RTH:lmb

RECORDED - 38

INDEXED - 38

EX-99

166-2034-9531
MAR 25 1952

10

RJ

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

374
57 MAR 28 1952

THE DIRECTOR

3/24/52

EXECUTIVES CONFERENCE

SUGGESTION #178
MADE BY WILLIAM R. BROWN, JR.
PERSONNEL RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-30-92 BY [signature]

The Executives Conference of 3/14/52 had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd and Mason.

The Conference considered a suggestion from William R. Brown, Jr. of the Personnel Records Section, Records and Communications Division, to the effect:

All mail coming into Personnel Records as attachments to the original incoming (such as, cover memoranda from employees, be carried as enclosures to the original and be stamped "enclosure," with the file and serial number written beside the enclosure stamp).

There are three basic categories of mail coming into the Personnel Records Section, as follows:

1. Applicant mail;
2. In-Service mail (employees who are already on duty with the FBI);
3. Out-of-Service mail (former employees who have left the FBI).

Applicant mail is divided into two categories: (1) those favorably recommended; and (2) those unfavorably recommended.

With regard to applicants favorably recommended the past practice has been for the Personnel Records Section to treat each incoming document as a separate document and to give each a different serial number in the file. The suggesting employee has in mind that, when an SAC transmits a cover letter to the Bureau recommending that an applicant be considered favorably and when there are attached to this letter such items as an application blank, a photograph, a questionnaire, a physical examination certificate and related documents, all of the related documents should bear the same serial number as the cover letter.

A 30-day trial of this suggestion was made in the Personnel Records Section. The suggestion did not work because:

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

cc - Mr. Mohr
Mr. Clegg
EDM:DMG

INDEXED - 126
RECORDED - 126

166-2554-9532
MAR 27 1952
10

57 MAR 31 1952

Memorandum for the Director

- (1) It was found that by carrying the related items as enclosures to the cover letter it necessitated additional locate work inasmuch as it was necessary to account for all enclosures before the original document could be placed into the file. Mail relating to favorably recommended applicants is handled a great deal and the possibility of one of the enclosures becoming detached is great.
- (2) Under the suggested procedure it was not possible to determine the nature of a missing enclosure because there was no abstract to tell whether the enclosure was an application blank, a supplemental memorandum, physical examination certificate, a supplemental physical examination report or something else. Abstracts are prepared only for documents that are given a serial number. Abstracts do not list the nature of each enclosure to a serialized document and it is not practical to do so.

With regard to favorably recommended applicants the Personnel Records Section suggests, based on its trial, that the idea of Mr. Brown will not work. The Executives Conference unanimously agreed.

With regard to unfavorably recommended applicants it has long been the procedure of the Personnel Records Section to treat all attachments to a cover letter as enclosures and to file all such documents as one serial in the file. This mail is not handled very much. It goes to the Administrative Division, is initialled and then it goes immediately into a personnel file. There is little likelihood of this mail becoming detached from its components. The only applicability of Mr. Brown's suggestion to the handling of this mail consists of putting the file and serial number on each enclosure. A test for 30 days in the Personnel Records Section reflected that Mr. Brown's idea in this respect is a good one. This portion of the idea relating to unfavorably recommended applicants has been adopted. The Executives Conference unanimously agrees that the suggestion should be officially recognized and adopted.

With regard to In-Service mail the procedure followed is exactly the same as in the handling of favorably recommended applicants. For the same reasons Mr. Brown's idea will not work with this type of mail. The Executives Conference unanimously agrees.

With regard to Out-of-Service mail there is no enclosure problem for communications normally consist of a letter from some former employee to which no enclosures are attached, or perhaps the mail consists of an inquiry from another agency relative to the record of the former employee. There being no enclosure problem.


Memorandum for the Director

the Personnel Records Section recommends that the present system of giving each document a separate serial number in the file be continued without change. The Executives Conference agrees.

The Administrative Division reports no advantage or disadvantage in so far as its work is concerned in the handling of the suggestion as recommended by the Personnel Records Section and by the Executives Conference.

The Personnel Records Section reports that there will be no saving of employee time or of expense through the partial adoption of Mr. Brown's suggestion, as recommended. It will be easier to find enclosures which have become separated and thus certain employee time will be saved, but this time will just about compensate for the additional time needed to write the file and serial numbers on the document initially. The Personnel Records Section feels that the partial adoption of the suggestion, as indicated, will, however, result in greater efficiency. Therefore, the Executives Conference recommended an award of \$10.00 in cash to Mr. Brown. This is the minimum award under the Suggestion Program and is authorized for any suggestion which is adopted. Mr. Brown has just entered the Armed Forces and the Administrative Division will handle all negotiations with the Department of Justice relative to the award and notification to Mr. Brown.

Respectfully,
For the Conference


4
Clyde Tolson

THE DIRECTOR

March 25, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-9-96 BY SP5CJ/JPJ

copy

The Executives Conference of March 24, 1952, consisting of Messrs. Tolson, McGuire, Gearty, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, considered a suggestion received from the SAC at New York that permission be granted to keep administrative reports for two years instead of one year as presently prescribed by the Bureau.

The Conference was advised that the SAC at New York stated that in several instances which have recently arisen in the preparation of information for the Bureau, a clearer picture of the personnel needs, cases on hand, cases closed, and increases in certain types of work, could have been presented had copies of administrative reports for more than a year ago been available. It was pointed out to the Conference that the SAC at New York stated that the little space occupied by maintaining the copies of administrative reports for an additional twelve-month period would be inconsequential to the service the reports could afford when statistical data of a detailed nature was required.

The Conference was advised that Inspector Mason of the Training and Inspection Division, stated that during the period he was an SAC there were many times when he wished he had administrative reports for more than a year. Mr. Mason stated he would certainly vote for a two-year retention period. He further advised that retention of these reports will assist Inspectors slightly in studying trends of cases over a period of time.

FOR THREE YEARS

The Conference, after considering this matter, recommends that copies of administrative reports in the field be retained for a period of three years rather than one year as at present. The Conference recommends a three-year period rather than the two years suggested since this would be in harmony with Bureau regulations concerning retention of other material in the field for a three-year period of time.

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

cc: Mr. Mohr
Mr. Clegg

RECORDED - 126

66-2554-9533

INDEXED - 126

MAR 27 1952
10

396
64 MAR 29 1952

EX-891

Executives Conference Memorandum (Continued)

Should the Director agree with the Conference recommendation, an appropriate SAC Letter will be prepared covering this matter.

Respectfully,
For the Conference:



Clyde Tolson

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

THE DIRECTOR

3/24/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-5-81 BY SP5CJ-67

The Executives Conference of 3/17/52, consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, Holloman, and Mason.

The Conference considered the suggestion of Mr. Mason that a course of instruction be added to each Field Office inspection conducted by the Bureau.

Mr. Mason has in mind that nearly one-third of the Special Agent staff of the Bureau consists of New Agents and at present there are 1,143 New Agents who have been out of training school for a period of 1 year or more and who are immediately due for In-Service Training. There are 860 older Agents who have not yet had In-Service Training during the past 2 years.

Just what is meant for this?

Despite the fact that the Administrative Division calls approximately 50 Agents per week back to Washington for In-Service Training, additional Agents are constantly going to the Field from New Agents' Classes.

The number of errors discovered during inspections in Field Offices; the number of conduct problems arising; the need for keeping Special Agent personnel as well-rounded in experience as possible, all have a bearing on Mr. Mason's suggestion that there be added to each Field Office inspection approximately 2 days of refresher training in timely topics. This training is to be given by the Field Inspector assisted by a representative from the Investigative and Domestic Intelligence Divisions each. Mr. Belmont points out that it would be an extremely difficult job for a Supervisor of the Domestic Intelligence Division to lecture on all of the topics handled in that Division or to be prepared to answer all such questions.

The suggesting employee nevertheless feels that on a rotating basis it would be beneficial to the employees in the Field and it would be beneficial to the Supervisors at the Seat of Government to participate occasionally and would help Seat of Government Supervisors to become more intimately acquainted with Field operations.

cc-Mr. Mohr
Mr. Clegg

RECORDED-137
INDEXED-137

EX. 28
106-2554-9534
MAR 27 1952
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EDM:dmg:arg

65 MAR 31 1952

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

Memorandum for the Director

The majority of the Conference was apposed to the idea and in this group were Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, and Holloman. *MS*

X Mr. Belmont pointed out that at the Internal Security-Espionage Schools held recently (another of these schools is scheduled) detailed training was given to 40 Agents at each class, with the hope that they would pass on this instruction to other Agents in the Field being trained to handle Internal Security matters. *But do they do it. Are they specifically talk to do it & do it promptly.*

The minority, in favor of the suggestion, consisted only of Mr. Mason, but Mr. Clegg, who was not present at the Conference, agrees with the minority.

The Conference suggested that it be made a matter of record that each Field Inspector at the conclusion of his inspection holds a Conference with Agent personnel, normally of about 40 minutes' duration, at which time he stresses the matter of personal conduct; the need for increased productivity; and reviews a number of the errors and the weaknesses discovered during the inspection.

Mr. Mason pointed out that the Bureau has grown immensely in the last year and a half and the best way to surmount existing problems and quickly raise Agents to levels of maximum production is to afford them continuous training. Since each office is inspected once a year, the suggestion would provide 2 days of additional training for each Field Agent annually over and above regularly scheduled In-Service Training.

Respectfully,
For the Conference

Clyde Tolson

I am concurring with Majority solely because of practical problem of making personnel available from above. Int. Dir. I do think we should intensify In-Service training. What is schedule now? think 2 years gap too great.

THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 27, 1952

guy

The Executives Conference of March 20, 1952, consisting of Messrs. Ladd, Harbo, Belmont, Mohr, Gearty, Tracy, Mason, Winterrowd and Glavin considered a suggestion made by Mr. Quinn Tamm of the Identification Division that the Bureau approve the night force of the Identification Division working day force hours on the voluntary Saturday work day. Mr. Tracy pointed out to the Conference that this procedure was followed in the past when voluntary overtime services were utilized, and that the number of volunteers on the Ident night force, which incidentally has hours from 3:30 p.m. to 12:00 midnight, can be absorbed in the day force on the Saturday overtime day.

The Conference was also advised that the Records and Communications Division does not feel that the Records Section night force should be changed to day work on the Saturday voluntary work day. The Conference was advised that the first voluntary Saturday work day the Files Section had 66% of the full force working and the second Saturday 83% of the full force working. Further, that the Files Section expects the voluntary work group to average 90% during the coming weeks. It was pointed out that excellent response is being received from the night force and with such response being made to the voluntary work week, sufficient space would not be available for all of these people to work on the day force on the voluntary Saturday work day.

The Conference recommends approval of Mr. Quinn Tamm's suggestion.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-1-91 BY SP/SP/SP

WEG:cmw
cc: Mr. Mohr
Mr. Clegg

RECORDED - 88

INDEXED - 88

66-2554-9535
MAR 29 1952
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EX-99

394
51 APR 2 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-1-91 BY SP4-PT

66-2554-9536

APR 22 1952

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CHANGED TO

Ret'd to Personnel Files

67-80010-1708

C

to [unclear]
The Director
The Executives Conference

March 27, 1952

MULTI-LINE RECORDER CIRCUIT

On March 26, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Mohr, Belmont, Winterrowd, Mason, Gearty and Harbo, considered the proposal of the Laboratory to construct a device described as a "Multi-Line Recorder Circuit." This unit would be in the nature of a switching device applicable for use in offices maintaining a large consolidated technical surveillance.

The proposed unit would handle ten incoming lines and reduce the number of dial recorders needed from ten to four. In addition, the unit would possess improved performance characteristics and would enable the recording of telephone numbers dialed in situations not possible at present with existing equipment. Furthermore, the proposed unit would result in saving of space and reduction in the amount of electric current used, both of which are important factors in some of the existing technical surveillance plants.

The Conference unanimously recommends authorization of the expenditure of \$850 for necessary parts and thirty employee days for construction of one ten-line monitoring circuit.

Respectfully,
For the Conference

OK
Clyde Tolson

CC - Mr. Clegg
Mr. Mohr

RECORDED - 87
INDEXED - 87

166-2554-9537
MAR 29 1952
10

RTH:kmb

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-23-82 BY SP5/SG/47

394
51 APR 2 1952

THE DIRECTOR

2/15/52

EXECUTIVE CONFERENCE

FIELD OFFICE ADMINISTRATION
SAC LETTERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-1-83 BY SP5 JST

On 2/12/52, the Executive Conference, consisting of Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Winterrowd, Gearty, Holloman and Mason, recognized that problems exist in those field offices where there are a great number of Resident Agents and Road Work Agents relative to furnishing them information contained in SAC Letters.

SAC F. H. McIntire, San Antonio Office, had previously advised that the posting of SAC Letters on the office bulletin board would result in delays and confusion occasioned by the absence of Agents from Field Offices for periods of time. Routing a limited number of SAC Letters to all Agents would also result in delay. The discussion of SAC Letters at Squad Conferences would not be satisfactory since Resident and Road Work Agents do not attend these Conferences, and presentation at Agents' General Conferences would result in delay.

Each of the procedures listed has heretofore had Bureau approval as a means of acquainting Agents with the contents of SAC Letters. SAC Letters are used as a medium of transmittal of certain information to the field in preference to Bureau Bulletins in order to save expense and to restrict the number of documents and provide greater security to the contents. In 1951 there were 5 times more pages of SAC Letters issued than there were Bulletins.

The Conference unanimously felt that SAC Letters should not be posted on bulletin boards in Field Offices because of the possibility of visitors to the office including newspapermen and subjects arrested glancing at the bulletin board and thus learning of the contents of some SAC Letters.

The Conference felt that the Training and Inspection Division should continue to follow this matter and ascertain from offices having difficulties whether additional copies of SAC Letters would help eliminate the obstacles.

The Training and Inspection Division will also continue its past practice of keeping a close watch on proposed SAC Letters to see which can be converted to Bureau Bulletins. Each will be cleared with Mr. Tolson's Office when conversion appears possible. The complete solution is to put more material into Bulletins and less into SAC Letters and still afford the greatest possible security.

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

cc Messrs. Mohr & Clegg

RECORDED-137

INDEXED-137

166-2554-9538
MAR 31 1952

APR 2 1952

ORIGINAL FILED IN 66-1537

If the Director agrees with the Conference these procedures will be put into effect.

Respectfully,
For the Conference

Clyde Tolson

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

4A
The Director

March 24, 1952

NY
The Executives Conference

~~EXHIBITS~~

The Executives Conference on March 24, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire and Glegg, unanimously approved the attached SAC letter concerning exhibits, alerting the Field to make plans for the disposition of exhibits even during the time the case is pending and calling attention to the fact that Inspectors will inquire into their disposition of exhibits during the course of Field inspections.

Respectfully,
For the Conference

✓
Clyde Tolson

Attachment

OK
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-1-91 BY SP5/PT

cc - Mr. Mohr
Mr. Glegg

RECORDED - 5

166-257-9539
MAR 29 1952

HHC:IGS

INDEXED - 5

EX-23

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

394
514 MAR 29 1952

THE DIRECTOR

February 19, 1952

The Executives Conference

SUGGESTION RE PHOTOGRAPHS TRANSMITTED FROM FIELD OFFICES TO THE IDENTIFICATION DIVISION TO BE FILED IN FINGERPRINT RECORDS

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.

It is the experience of the Identification Division that the field submits photographs:

1. With field office routing slip
2. As enclosures with investigative reports
3. As enclosures with dictated letters covering other matters

In some cases, photographs of four or five subjects are attached to one routing slip. It is therefore necessary for clerks in the Identification Division to write on each set of photographs the name of the field office and identifying data, also, when received as enclosures with investigative reports, make notations on the reports indicating the photographs have been detached and filed in the Identification Division. This delays the filing of investigative reports which ordinarily would not be handled in the Identification Division. Photographs submitted as enclosures with dictated letters necessitate the photographs being handled in one section and the letter in another section.

It is suggested by an employee, [redacted] of the Identification Division that field offices use a form specifically prepared for the purpose of transmitting photographs and that a separate form be used for each set of photographs submitted. There will be a saving of time in the Identification Division if this form is adopted.

The Conference unanimously recommends approval of the sample form attached. If the Director approves, there is attached a proposed letter to the employee thanking her for the suggestion.

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

cc - Mr. Clegg
Mr. Mohr

RECORDED - 40

INDEXED

Respectfully,
For the Conference,

66-2554-9549
FEB 2 1952
Glyde Tolson

[Handwritten signatures and initials]
12 1952

EX-140
EX-140

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-1-88 BY SP5/...

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b7c

THE DIRECTOR

3-17-52

EXECUTIVES CONFERENCE

FIELD OFFICE ADMINISTRATION
SAC LETTERS

The Executives Conference on 3-14-52 had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd, and Mason.

It will be recalled that the Executives Conference on 2-12-52 gave consideration to the dissemination of SAC Letters in the field, recommending that same not be posted on bulletin boards in Field Offices for security reasons, and to route a limited number of SAC Letters to all Agents, including Resident and Road Work Agents.

The Director desired that additional safeguards in the distribution of SAC Letters in the field be considered, and the following were suggested:

1. Contents of SAC Letters are not to be reproduced.
2. Information in SAC Letters should only be furnished to those employees whose duties require such knowledge and limited to that portion of interest to the particular employee. There must be a system to insure all interested personnel receiving such information.
3. The Bureau desires that as a basic rule the contents of SAC Letters are to be furnished interested personnel orally through conferences. The need for immediate dissemination, the number of employees needing this information and economy must be taken into consideration.
4. Under no circumstances are No Number SAC Letters or parts thereof to be removed from the headquarters city office.
5. SAC Letters or parts thereof are not to be forwarded to Agents on road trips in that fixed mailing address problems are encountered. Such information can be given them orally when they are in touch with the office or upon their return, depending upon the exigency of the situation.

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

RECORDED - 108

INDEXED - 108

66-2554-9541
~~66-2554-9507~~

MAR 19 1952

12 ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-1-91 BY SP5/...

LRH:dli
58 MAR 22 1952

Handwritten signatures and initials:
- J. A. M.
- J. W. M.
- J. H. M.
- J. S. M.

6. There is to be a strict accounting at all times for all SAC Letters or parts thereof.

The Conference unanimously approved these additional safeguards, and have incorporated the same into a proposed SAC Letter which is attached hereto, if the Director concurs, for his signature.

Respectfully,
For the Conference


Clyde Tolson

OH
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Executive Conference

of

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2-6-92 BY SP5CJ/QT

Unable to locate
original
7/1952

RECORDED - 124
EX-32

166-2554-9542
MAR 27 1952
92

NOT RECORDED
UNLESS FILED

Office Memorandum • UNITED STATES GOVERNMENT

TO : R. T. Harbo *RT*
 FROM : D. J. Parsons *DJP*
 SUBJECT: Radiac Training Sets AN/PDR-TLB

DATE: February 11, 1952

Purpose: Radiactive Material

To establish distribution of Radiac Training Sets AN/PDR-TLB

Details:

The Laboratory presently has on hand 45 Radiac Training Sets AN/PDR-TLB for the measurement of radiation dosage rate produced by the presence of gamma-emitting radio active materials.

These sets require the following expendable batteries and the 45 sets on hand are fully equipped with batteries:

Quantity	Voltage	Manufacture and Number	U. S. Army Signal Corps Stock Number
<i>10 ea.</i> 1	1.5	Eveready No. 935 or Burgess No. 1 or equivalent	3A42
<i>1 ea.</i> 1	1.3	Mallory B-A 1277/U	3A275-1277
<i>2 ea.</i> 2	67.5	Eveready No. 467 or Burgess XX45	3A51
<i>10 ea.</i> 1	5.2 45.0 22.5	Mallory BA-1278/U	2A275-1278

PLACED ON

ORDER 3-22-52

The above-listed batteries must be replaced every 18 months. If the battery has been subjected to prolonged use the batteries will be spent after 1000 hours of operation.

The proposed distribution of the instant Radiac Training Sets is one set to each office except where indicated otherwise.

Seat of Government-----4
 Albany, New York
 Albuquerque, New Mexico
 Anchorage, Alaska
 Atlanta, Georgia
 Baltimore, Maryland
 Birmingham, Alabama
 Boston, Massachusetts
 Buffalo, New York

NOT RECORDED

17 MAR 26 1952

SEVEN

THREE

(continued next page)

JFG:md *JFG*

-1-

80-737

Chicago, Illinois ----- 2 each
 Cincinnati, Ohio
 Cleveland, Ohio
 Denver, Colorado
 Detroit, Michigan ----- 2 each
 Honolulu, Hawaii
 Houston, Texas
 Indianapolis, Indiana
 Knoxville, Tennessee
 Los Angeles, California
 Louisville, Kentucky
 Milwaukee, Wisconsin
 Minneapolis, Minnesota
~~Mobilo, Alabama~~ Miami, Florida
 Newark, New Jersey
 New Haven, Connecticut
 New Orleans, Louisiana
 New York, New York ----- 2 each
 Norfolk, Virginia
 Philadelphia, Pennsylvania
 Pittsburgh, Pennsylvania
 Portland, Oregon
 St. Louis, Missouri
 San Diego, California
 San Francisco, California ----- 2 each
 San Juan, Puerto Rico
 Savannah, Georgia
 Seattle, Washington
 Springfield, Illinois

Recommendations:

1. That the proposed distribution for instant sets be approved
2. That the attached information be disseminated to the Field Offices by means of a Bureau Bulletin prior to distribution of Radiac Sets.
548 215
3. That the instruments be assembled and shipped from the FBI Laboratory
4. That the Chief Clerks Office set up procedures for procurement, stocking and furnishing to the Field Offices the batteries listed in the details above. All offices receiving Radiac Sets at this time will need complete replacement of batteries on or about March 1, 1953, and every 18 months thereafter unless sets were subjected to prolonged useage.

ADDENDUM: Approved by Executives Conference 2-26-52. Messrs. Ladd, Tracy, Laughlin, Sizoo, Gearty, Holloman, Winterrowd, Mohr, Nichols and Callahan. RTH:kmb

BA
my

The Director

3/20/52

The Executives Conference

SUGGESTION No. 50-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 16-92 BY SP5/CLF

The Executives Conference of March 19, 1952 had in attendance Messrs. Tolson, Glavin, Harbo, Mohr, Hennrich, Ladd, Winterrowd, and Mason.

The Conference considered a suggestion submitted by Clerks [redacted] both of the Mobile Field Division.

b6
b7c

This suggestion is that folders (sample attached) utilized as covers for pending case files in Field Divisions be made reusable by pasting a piece of brown manila paper over the tab portion in order that new names can be written on the identifying tab.

The present practice is to use each file folder at least twice. After the folder has been used initially it is folded inside out and reused.

The suggestion was checked with several SAC's. The Charlotte Office reports that 37 per cent of its folders are too "dog-eared" to be utilized again and that the time consumed in taping file folders is greater than the original cost of new folders.

SAC Scheidt at New York believes that the suggestion is not practical and he is opposed to it.

SAC McKee at Newark believes the suggestion to be totally without merit and does not see any savings attached to the idea.

SAC Hood of the Washington Field Office believes the idea has merit and recommends favorably.

All members of the Executives Conference, after considering views of the SAC's, reacted unanimously unfavorably relative to the suggestion. If the Director approves, no further action need be taken for the suggesting employees have already been thanked for their idea.

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

RECORDED - 88
INDEXED - 88

166-2554-9543
RECORDED
128 APR 1 1952

Respectfully,
For the Conference

Clyde Tolson

APR 8 1952

EDH:vlr
cc: Mr. H.H. Clegg
Mr. Mohr

166-2765-207

THE DIRECTOR
THE EXECUTIVES CONFERENCE

March 27, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5/CAJ

The Executives Conference of March 26, 1952, consisting of Messrs. Tolson, Holloman, Nichols, Winterrowd, Mason, Gearty, Ladd, Belmont, Mohr, Harbo and Glavin, considered the attached suggested communication to all Special Agents in Charge concerning Bureau car plans, and recommended its approval.

For the Director's information, the attached communication points out the Bureau's policies on the assignment of automobiles, the procurement of necessary accessories for Bureau automobiles and also covers the new identification passes being prepared for Bureau clerical employees.

Respectfully,
For the Conference

Clyde Tolson

WRG:cmw:cmw
CC: Mr. Mohr
Mr. Clegg

Attachment

RECORDED - 129
INDEXED - 129
EX - 69

66-2554-9574

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

APR 3 1952

[Handwritten signature]

THE DIRECTOR

3/26/52

EXECUTIVES CONFERENCE

SUGGESTION #88-52
MADE BY SA J. VERNON TUCKEY
PHOENIX FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-27-87 BY SP-4

*read
my*

The Executives Conference on 3/26/52, consisted of Messrs. Tolson, Ladd, Nichols, Glavin, Harbo, Mohr, Belmont, Winterrowd, Gearty and Mason.

The Conference considered the suggestion of SA J. Vernon Tuckey of the Phoenix Office that whenever the Bureau issues a circular letter setting forth that process of arrest is outstanding for a person wanted by the Bureau that a follow-up letter be sent to the same recipients when the process is no longer valid.

X Issuance of The Joint Committee, in June 1951, considered a similar suggestion and pointed out that it is a tremendous problem to issue additional circular letters advising that the arrest of an individual is no longer desired. The Joint Committee felt that the Bureau operates under the present system of relying upon newspaper publicity concerning the arrest of wanted persons and this is considered sufficient notice that the original circular letters should be disregarded.

An even greater problem exists in connection with situations where newspaper mats have been sent out. Withdrawing circular letters by new circular letters would double circularization expenses.

The Conference is unanimously in favor of continuing the present practice, without change, and was unanimously opposed to the suggestion. An appropriate letter to SA J. Vernon Tuckey is attached for signature.

Respectfully,
For the Conference

9

EX-25 yde Tolson

RECORDED - 73

INDEXED - 73

66-2554-9545

MAR 31 1952

MCM

Attachment

JGT

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

cc-Mr. Mohr
Mr. Clegg

EDM:DM

(SUGGESTION #736, previously considered & reference Joint Committee memo to Director 6/4/51)EDM.

J

61 APR 2 1952

The Director

March 31, 1952

The Executives Conference

FRAUDULENT CHECK FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5 CBT

On March 28, 1952, the Conference composed of Messrs. Tolson, Ladd, Glavin, Winterrowd, Clegg, Gearty, Belmont, Tracy, Holloman, Nichols and Harbo, considered the proposal of the Laboratory to streamline the procedures presently used in removing obsolete specimens from the National Fraudulent Check File.

At present, single checks unidentified with any other checks are removed after one year. Cases where two or more checks have been identified as written by the same person remain in the file three years from the date of the last check; in any case where it is known the check passer is incarcerated, the check stays in file three years beyond the expiration of the maximum sentence imposed. In all instances the administrative case files are reviewed and in instances where the check passer has been identified with signatures on fingerprint cards, the fingerprint jacket is also reviewed before the specimens are removed from the file.

At present the Master Section of the file is so large that the time required to search individual checks through the file is excessive in relation to the number and value of identifications made. The streamlining procedures proposed by the Laboratory consist of:

- (a) Elimination of review of investigative files and identification records prior to withdrawing obsolete checks in routine cases, substituting instead a review of reference indices in the Laboratory which will accurately reflect whether any additional submissions have been received in these same cases.
- (b) Withdrawal of checks from the file passed by persons known to have been incarcerated three years after the date of the check (if no additional check submissions) rather than the present procedure of waiting until the expiration of the maximum term of indefinite sentence which may be 20 years or more.

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 Winterrowd _____
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Mr. Clegg
Mr. Mohr

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ST ARTHUR

It is believed these streamlining proposals will result in a savings of 14 man days per month in the Laboratory, plus additional savings in the Records Section and Identification Division.

The Conference unanimously concurs in the Laboratory proposals to (a) eliminate review of investigative files and identification records before removing routine checks from the fraudulent check file; and (b) withdraw checks from the file when three years have elapsed with no additional activity, even though subject incarcerated, since the vast majority of such persons are doubtless released after serving the minimum term of an indefinite sentence. As a safeguard, checks representing well-known and prolific check passers will be retained in the file for five years after the expiration of the maximum sentence imposed or, if not incarcerated, five years after the date of the last check received.

Respectfully,
For the Conference


Clyde Tolson

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12.

SPECIAL MAIL

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	Date	Time	Date	Time
ROUTING	_____	_____	4/1	_____
CLASSIFYING	4/2	9 ⁰⁰	4-2	11 ¹⁵
SEARCHING	_____	_____	_____	_____
NUMBERING	4-2	12 ⁰⁰	4-2	2 ²⁰
RECORDING	1-2	_____	_____	_____
EXAMINING	_____	_____	_____	_____
CONSOLIDATION	_____	_____	_____	_____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-22 BY SP5CJ/lt

The Director

March 31, 1952

The Executives Conference

RADIO FREQUENCIES FOR BUREAU
AUTOMOBILE RADIO EQUIPMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-5-92 BY SP5C/ST

On March 28, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Winterrowd, Clegg, Gearty, Belmont, Tracy, Holloman, Nichols and Harbo, considered the proposal of the Laboratory to increase the number of different frequencies used by FBI radio-equipped automobiles throughout the country from four to fourteen. Some of the increase will take place immediately with the complete program to be placed in effect on a long-range basis as replacement of equipment becomes necessary.

The proposed increase in the number of frequencies used is necessary because of mutual interference among Bureau radio stations. Radio interference occurs (a) if two stations are closer together than approximately 150 miles and using the same frequency or (b) as a result of reflected radio waves known as the "sky wave" which results in strong signals being received at distances of 1000 to 3000 miles from the transmitting station. This type of interference is present more or less continually but the intensity of the reflected sky wave varies from season to season and from year to year.

The Bureau presently is using four frequencies in the 40 to 42 megacycle band; we have 24 additional frequencies assigned to us in the 162 to 174 megacycle band, ten of which are proposed for use in automotive equipment.

The Conference unanimously recommends adoption of the Laboratory's proposals to employ ten additional radio frequencies. If approved, the equipment for 250 watt stations, which the Director has previously approved for New Haven, Buffalo, Milwaukee and Minneapolis, will be allotted frequencies from the new group of ten. Similarly, automobile radio equipment and related portable equipment will be scheduled for radio frequencies in accordance with the allocation plan which is outlined in detail in the attached memorandum by Mr. Conrad.

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- Gandy _____

Respectfully,
For the Conference

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66-2554-9547
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Clyde Tolson

Attachment
CC - Mr. Clegg
Mr. Mohr

1413 GILMAN

RTH: kmb

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SPECIAL MAIL

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	Received		Forwarded	
	Date	Time	Date	Time
ROUTING	_____	_____	4/1	_____
CLASSIFYING	4/2	9 ⁰⁰	4-2	11 ¹⁵
SEARCHING	_____	_____	_____	_____
NUMBERING	4-2	12 ⁰⁰	4-2	2:20
RECORDING	_____	_____	_____	_____
EXAMINING	_____	_____	_____	_____
CONSOLIDATION	_____	_____	_____	_____

Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Belmont	
Mr. Mohr	
Mr. Casper	
Mr. Nease	
Mr. Gandy	

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MAR 28 1952

Handwritten initials and numbers: "M", "OK", "16-25-4-93-48"

The conference was further advised that the suggestion, it adopted, would require the stamping of a minimum of 110,000 wanted players and a similar number of IO's. Additionally, there would be the problem of unloading the players and the identification

It was pointed out to the Executive Conference that it was not deemed that the suggestion be adopted. It was pointed out that the suggestion was in all probability made on the basis of the recent apprehension of Willie Sutton in New York. Under the circumstances, there is no reason to believe that even had the New York Division telephone number been stamped on the front of the player that Arnold Spenser would have acted any differently in reporting the individual he believed to be Sutton. Spenser, when questioned as to why he did not call the FBI, said generally, that he knew he had to get in touch with somebody right away and two police officers were visible at the next corner. He was greatly aware that the FBI wanted Sutton and that he had identified Sutton from a FBI wanted player. Sutton was an individual that he had observed going into a gasoline station and there was the necessity of taking immediate action. It is extremely doubtful under the circumstances that even had he memorized the New York Division number, that he would have called instead of notifying the two police officers.

On March 28, 1952, the Executive Conference, consisting of Messrs. Tolson, Ladd, Harbo, Glavin, Clegg, Gandy, Winterrowd, Belmont, Holloman, Tracy and Nichols, was advised of the suggestion made by Supervisor William Hamilton of the New York Division, that all identification orders and wanted players bear on their face a rubber stamp impression clearly indicating the local number of that of the local FBI field office. The suggestion was made since wanted players and identification orders contain the field office, addresses and telephone numbers on their back. They are generally packed or posted on bulletin boards and accordingly the people cannot read or see the FBI addresses and telephone numbers. It was suggested that the New York Office be authorized to have a big rubber stamp with the local telephone number which in turn would be used to stamp all IO's and players.

MARCH 29, 1952
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-8-92 BY SP-5 BT

WANTED PLAYERS AND IDENTIFICATION ORDERS

THE EXECUTIVE CONFERENCE

THE DIRECTOR

MEMO TO THE DIRECTOR

Orders for the purpose of rubber stamping and then refolding them for mailing.

The Conference unanimously agreed that the suggestion should not be adopted.

Sent
There is attached hereto a letter directed to Special Agent Hamilton thanking him for his suggestion.

Respectfully,
For the Conference

OK
[Signature]
Glyde Tolson

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CC: MR. LADD
MR. ROSEN
MR. WINTERROWD
MR. CALLAN
MR. MORRIS

THE DIRECTOR

MARCH 29, 1952

THE EXECUTIVES CONFERENCE

CENTRAL RECORDS FACILITY
FORT HOLABIRD, MARYLAND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP3CI-lpt

On March 28, 1952, the Executives Conference, consisting of Messrs. Tolson, Ladd, Harbo, Glavin, Clegg, Gearty, Winterrowd, Belmont, Holloman, Tracy and Nichols, was advised of the transfer of all Army investigative files to the Central Records Facility at Fort Holabird, Maryland, where they will be maintained in an alphabetical arrangement. This transfer of these records is to be completed by January 1, 1953. An attached proposed Bureau Bulletin is submitted for approval advising the field of this transfer and the schedule being pursued in connection therewith.

The Conference was also advised of a suggestion by the Washington Field Division that leads to check these records in applicant cases only should continue to be referred to the Washington Field Office. In other cases the leads would be set out for Baltimore. It was proposed that the Washington Field make up a "flimsy," send it to Baltimore; Baltimore will then check G-2 records and send back the flimsy containing any information in the files of G-2 and the Washington Field would then include the check in its report. The suggestion was made on the basis that there would be a saving of money.

It is to be pointed out that the Investigative and Administrative Divisions feel that the Baltimore Division should handle the work. The Administrative Division points out that one Special Employee has handled all of this work for the Washington Field Office and the leads from the various field divisions and that it should cause no unusual hardship on the Baltimore Division to handle the work.

The following reasons are additionally advanced by the Investigative Division.

(1) Possibility of delay. It is to be noted that instead of the Bureau setting out a lead for Baltimore to check the records of G-2, a lead will be set out for the Washington Field Office. The Washington Field Office will then make up this "flimsy" and will sent it to Baltimore. In checking the records of

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ATTACHMENT (2)

CC: MR. CLEGG
MR. MOHR

BHW:BSW 394

MAR 31 1952

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66-2554-9549

MAR 29 1952

E-12

MEMORANDUM TO THE DIRECTOR

Government agencies in Washington, in applicant-type investigations particularly, there has been entirely too much delay. It would not seem desirable to impose any procedure which would conceivably result in additional time, namely, the time required by the Washington Field Office to make up the "flimsy", and the additional time to mail it to Baltimore.

(2) The Washington Field Office points out that there is overnight mail service to Baltimore and that there would not be any great delay involved in this connection. There is overnight mail service to St. Louis, and there would seem to be no more logical reason for the Washington Field Office to report the check of the records of G-2 at Baltimore than to report the results of record checks at the Federal Records Center at St. Louis, Missouri.

(3) There is a basic objection to one field office reporting information developed by another field office.

(4) This proposed system will lead to divided responsibility. The Baltimore Office should be responsible for checking these records; should be responsible for the accuracy of the checks; and should be responsible for the accuracy of reporting the checks. This cannot be insured under the proposed system whereby Baltimore becomes a Resident Agency of the Washington Field Office.

(5) The Washington Field Office does not say just how they expect to handle a situation wherein a substantial record is found in the files of G-2. If there is no record, it is understood that that fact will be stamped or typed on the flimsy which will be returned to the Washington Field Office. If there is substantial information which must be reported, it apparently will be sent to the Washington Field Office by a memorandum, letter, or insert for the Washington Field report. If it is by memorandum or letter, this will mean a duplication of typing by the Baltimore Office and the Washington Field Office, and if it is an insert for a report, it will result in a sloppy procedure.

The Washington Field Office letter mentions that their proposed procedure would prevent the submission of "countless teletypes reporting the results of G-2 checks." The Bureau does not receive countless teletypes from the Washington Field Office reporting the results of G-2 checks, and it is not seen why, if the checks were made at Baltimore where the records will be located, it would result in countless teletypes from the Baltimore Office. The Bureau usually receives the results of G-2 checks now in a report

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MEMORANDUM TO THE DIRECTOR

emanating from the Washington Field Office, which report reflects other record checks and other investigation, or else in a supplemental report reflecting only the G-2 check, the rest of the investigation having been previously reported in compliance with the Director's instruction that it should not be held up because of the inability to complete a record check.

(6) The Washington Field Office proposes that this be used in applicant-type cases only. The difference between an applicant-type case and any other type of case is not apparent. Why there should be any distinction made is not understandable. If there were, it would be merely one more exception to normal and logical procedure; one more thing which Agents throughout the Bureau would have to learn, and which would not be easily learned because it is illogical.

The Conference was unanimously opposed to the suggestion of the Washington Field Division that that office receive the leads in this type of record check and then in turn refer them to the Baltimore Division.

sent
There is attached for approval a proposed Bureau Bulletin advising of the transfer of these records. There is also attached a memorandum for the Washington Field Division advising that leads to check G-2 records should be set out for the Baltimore Division.

Respectfully,
For the Conference

O.K.
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Clyde Tolson

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The Director

March 31, 1952

The Executives Conference

FIELD OFFICE ADMINISTRATION
MONTHLY TABULATION OF AGENTS' WORK

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Holloman, Nichols and Glegg, considered the above matter on March 29, 1952.

BACKGROUND:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5CUT/PT

In November, 1951, all Field Offices were required to make a tabulation of certain phases of work performed by Agents for a ninety-day period and report the results with recommendations as to whether the practice should be continued.

SAC C. W. Brown, then of the Charlotte Office, had suggested the use of a monthly tabulation which would be furnished each Agent to show the following information:

- Average Cases Closed for the Month _____
- You Closed _____
- Cases Opened By You _____
- Sources of Information Submitted By You _____
- Confidential Informants Submitted By You _____
- Your Delinquency _____
- Pending Reports Written By You _____

Reports have been received from 51 offices (St. Louis has been requested to explain why their report has not been submitted). 16 offices favor the continued use of this tabulation. 35 offices were opposed as follows:

Offices opposed to continuation of this system:

Anchorage	El Paso	Mobile	Pittsburgh
Baltimore	Honolulu	Newark	Portland
Birmingham	Houston	New Haven	Salt Lake City
Buffalo	Indianapolis	New Orleans	San Antonio
Chicago	Knoxville	New York	San Francisco
Cleveland	Los Angeles	Norfolk	Savannah
Dallas	Memphis	Oklahoma City	Seattle
Denver	Milwaukee	Omaha	Washington Field
Detroit	Minneapolis	Philadelphia	

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cc - Mr. Mohr
Mr. Glegg

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APR 8 1952

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Offices favoring continuation of this system:

Albany	Butte	Little Rock	Richmond
Albuquerque	Charlotte	Louisville	San Diego
Atlanta	Cincinnati	Miami	San Juan
Boston	Kansas City	Phoenix	Springfield

It was interesting to observe that among some of the larger offices opposing this tabulation some of them suggested that it might well be useful in a smaller office. Some of the smaller offices suggested that it might be of more use in a larger office.

ADVANTAGES OF THE TABULATIONS:

1. Gives an Agent an idea of his comparative position in connection with certain types of work handled.
2. Aids the Supervisory staff to gain a birds-eye view of the work handled by various Agents.
3. Stimulates an Agent's production.

DISADVANTAGES OF THE TABULATIONS:

1. Variable factors such as type of cases handled, whether Agents are on complaint desks, make the records unsatisfactory for comparison purposes.
2. Agents on security and intelligence work should have quality rather than quantity stressed and this tabulation may emphasize quantity out of proportion with quality.
3. Various offices use other systems in determining the number of sources of information and informants developed and delinquencies by classification are available in the monthly administrative report.
4. These tabulations require time and effort. Los Angeles reported 10 days clerical time and Birmingham reported 5 days clerical time. The New York Office and the Washington Field Office indicated that the data is submitted to the clerical employees by the Agents and the clerks make the tabulations. It required from 2 to 2½ days in the New York Office and approximately 1 day in the Washington Field Office. It required approximately 2 days in the Newark Office for clerical employees to tabulate this material.

5. In the majority of offices submitting figures, the tabulations did not reflect an increase of work over the months when such tabulations were not made.

6. The large majority of Field Offices advised that the value of the tabulation is meager and is outweighed by the difficulty and time consumed in compiling the figures.

EXECUTIVES CONFERENCE CONSIDERATION:

OX
The fact that 16 offices recommended continuation of this tabulation is impressive and Messrs. Tolson, Harbo, Mohr, Winterrowd, Gearty, Nichols and Clegg recommended that all offices be instructed as follows:

A. That all offices be required to continue this system and make it applicable to all Agents regardless of the type of work handled and, of course, including Security, Applicant, Criminal and all other cases.

B. They suggested that, although the Field not be informed of this fact, this matter be reevaluated at the end of six months—Mr. Nichols recommended three months.

C. They recommended that the instructions to the Field point out that these tabulations were not to take the place of the regular conferences between Field Supervisors and Special Agents.

D. They recommended that the Inspectors be instructed to inquire and report upon the results of this program.

Due to the fact that Accountants, Agents on Security cases, Agents on complaint desks, Agents on Criminal cases, Agents on complicated cases, as well as those on less complicated cases, have no common basis for comparison and there does not seem to be any logical justification for any production record of this type to be furnished to the individual Agents; due to the fact that this matter emphasizes quantity and not quality and seeks production which might affect quality of work; and due to the disadvantages listed above, Messrs. Glavin, Tracy, Holloman, and Belmont recommended that this tabulation not be made in any type of case and that it be discontinued.

Respectfully,
For the Conference


Clyde Tolson

The Director

APR 10 1952

The Director's Conference

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

INTERSTATE TRANSPORTATION OF
STOLEN MOTOR VEHICLES
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-16-92 BY SP-6/ST

PURVIS

The attached proposed Bureau Bulletin is to designate the office of recovery in the event of origin in this type of case for:

1. Establish uniformity in the field.
2. Fix responsibility for closer supervision in the field.
3. Identify more unknown subjects in this type of case.
4. More fully discharge the Bureau's responsibility under this act.

The proposed Bureau Bulletin also addresses the auxiliary office covering the office of theft to furnish the details of the theft to the office of origin by rug relative or labor. This will eliminate approximately one report in each territory and will result in a saving of approximately \$5,700 at the end of Government in the processing of these reports.

BACKGROUND:

OFFICE OF ORIGIN

The current review of incoming reports and an analysis of cases of a six-month period indicate there is a lack of uniformity in the designation of the office of origin in this type of case. Not reports have been and are being submitted by the office handling the theft of the car and by the office recovering the car each designating the other as office of origin. There is a tendency in the field to cover only obvious leads and to submit the reports regardless simultaneously by both offices. Responsibility for field investigation by the office of origin is thus avoided.

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JDP:rcv:dwl
Attachment

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

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Past experience indicates that in abandoned car cases wherein the subject is later identified it has usually resulted from evidence found at, and investigation conducted in, the locale of the recovery of the car. The recovering office is in the best position to supervise the coverage of leads so developed.

Instructions have been issued to the field in SAC Letter Co. 27 dated March 17, 1951, that it is the responsibility of the office recovering the car to see that the owner is notified immediately of the recovery and location and to so report simultaneously with the recovery memo.

Departmental Circular No. 1174, dated June 9, 1951, instructs United States Attorneys in substance that prosecution should obtain in the district of recovery unless peculiar facts indicate otherwise. Judge Carter of the Department has advised that this is still the policy of the Department.

Office Covering Origin of Theft -
Cases RUC'd by Teletype or Letter

The attached proposed Bureau Bulletin calls the attention of the field to the present Bureau rule which requires cases to be referred upon completion by teletype in certain circumstances. The Bulletin instructs that when a teletype or letter is received from the office of recovery requesting that the owner of a stolen car be interviewed, immediate action should be taken to interview the owner for details of the theft and for information concerning any suspects, advise the owner concerning the location of the car, conduct neighborhood investigation at the place of theft, and contact the police for any information concerning possible suspects. If the information is negative other than the details of the theft then this information has to be furnished to the office of recovery by its teletype or letter on the circumstances indicated. The office of recovery will thereafter include this information in the recovery report. This action will save the initial report reflecting the recovery, were it done by including the details of the theft as well as the details of the recovery. By having all of this information in one report, it will benefit the United States Attorney, the review three reports as well as the coverage of the case in the field and by the SAC at the Bureau.

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If the office covering origin of theft develops information concerning possible suspects then it will be necessary to advise a report and act at appropriate time.

It is estimated that in 95% of the cases no information is developed at the origin of theft other than the details of the theft by furnishing the details of the theft to the recovering office by

and teletype or letter and thereby eliminate the necessity for writing a report. This action will decrease the delinquency in this type of case in the auxiliary office.

It is further noted that in unknown subject abandoned car cases where no evidence is developed from an examination of the car and interview with the owner, the office of origin can then write an initial closing report, reporting the details of theft, details of recovery and recovery value. This will decrease the delinquency in the office of origin.

It is further pointed out that where there is a delay in receiving information concerning a case in which subjects were arrested with a stolen interstate car the following action should be taken in the receiving area. If the subject or subjects have been returned by local police to the office of theft for local prosecution, and the car had been returned to the owner, then the facts should be promptly submitted by the U. S. Attorney who will normally decline in favor of state prosecution. Then the office of recovery should write a closing report reporting the recovery value and no leads should be set out to interview the owner as this is a useless waste of investigation effort.

Save to Government

This action will further result in a savings to the Government of approximately 25,700 per year. From July 1, 1951, to January 31, 1952, the Bureau has opened 6,950 new cases in this classification or an estimated total of 1,000 new cases per month. Based on this figure, it is estimated that approximately 12,000 cases will be opened during the year.

The cost survey conducted by the Bureau in February, 1950, reflected that the cost of handling one Federal Bureau of Investigation case from the time it is received at the Bureau until it reaches the file is about the following tabulation:

Year February, 1950 Previous years, 1948

	Year February, 1950	Previous years, 1948
First report received		
Time from report received to first report received	4903	779
Time from first report received to case closed	5903	453

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It has been noted that the cost of handling one Federal Bureau of Investigation case from the time it is received at the Bureau until it reaches the file is about the following tabulation:

from the office of theft or office of recovery, it can be seen that based on the figure of 50¢ per report if we eliminate 95% of 12,000 reports per year this would result in a savings of \$5,700 to the government. It would be further noted, however, according to the Records Section, that due to pay increases the cost of handling these reports no doubt would exceed 50¢ per report at the present time.

The Bulletin further points out that car thefts are definitely increasing and that it is the responsibility of each office to afford closer supervision in each case to see that all possible leads are exhausted promptly in order that the Bureau may more fully discharge its responsibilities under the act.

The Executives Conference of March 19, 1956, consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Tracy, Mohr, Donnelly, Mason, Gearty and Winterrowd, unanimously approved the attached proposed Bureau Bulletin.

OK
H.
Respectfully,
For the Conference

Clyde Tolson

W. J. [unclear]
The Director

April 11, 1952

The Executives Conference

~~HOUSING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-28-92 BY SP5 JSC/ST

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Nichols, Holloman and Clegg, on March 28, 1952, unanimously recommended the adoption of the attached yellow card for recording information communicated by telephone and otherwise to the Bureau concerning the availability of living quarters for Bureau personnel.

If approved, the Administrative Division will make use of this form as a convenient aid in tabulating necessary information.

Respectfully,
For the Conference

0. A. D.

Clyde Tolson

Attachment

Be

cc - Mr. Mohr
Mr. Clegg

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THC: IAS
APR 7 1952

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66-2557-952
APR 9 1952

The Director

April 1, 1952

~~The Executives Conference~~

~~IN-SERVICE TRAINING~~

The Executives Conference on ^{May} 31, 1952, gave consideration to suggestions concerning In-Service training. Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gearty, Nichols, Laughlin, and Belmont being present.

HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5CL-
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REASON FOR IN-SERVICE DELINQUENCY

The Director had inquired as to the reason why 860 older Agents had not had In-Service training during the past two years and 1143 New Agents who had been in the Field for one year or more and who are now due for In-Service training.

The Administrative Division advises that this delinquency was occasioned in part by In-Service training being discontinued from February 1, 1949 to July 11, 1949, and following this there was an In-Service class every other week instead of weekly. In-Service training was then discontinued on August 2, 1950 and was not resumed until May 7, 1951. In the meantime there then began an increased recruiting program with New Agents coming in almost as fast as In-Service Agents were being trained. This has resulted in a backlog.

INTERNAL SECURITY - ESPIONAGE SCHOOLS

With reference to the Director's inquiry concerning Internal Security - Espionage schools and the fact that the Agents training in those schools are supposed to pass on their instruction to other Agents in the Field, the Director inquired, "But do they do it. Are they specifically told to do it and do it promptly."

Mr. Belmont advised that they are instructed during the class that this is one of the purposes of their being present so that they can train other Agents upon their return and this was implemented by specific instructions in SAC Letter 127 dated March 15, 1952. The Inspectors have also been instructed to determine if maximum benefits are being derived from these Security schools in the manner instructed.

RECORDED - 29

INDEXED 29

APR 3 1952

cc - Mr. Mohr

7 APR 7 1952

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- Gandy _____

*mt
ny*

ag

100-2534-9553

INTENSIFICATION OF IN-SERVICE TRAINING

Concerning the Director's statement that he thought that we should intensify In-Service training and his inquiry as to what the present schedule is and further statement that he felt a two-year gap was too great, the matter was considered at the Executives Conference as follows:

EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference considered three possibilities for intensified In-Service training at this time. It was realized that at first it is necessary to handle the backlog of delinquencies and then to establish In-Service training on a regular scheduled basis. The following proposals were considered:

A. The In-Service schedule now is to start a new In-Service class of 50 to 55 men each Monday. One proposal would be to increase the number of men in each class to 80 each week. More than this would require too many men on the Major Case and some of the special practical training that the In-Service classes receive. The increase to 80 each week will bring the total number of In-Service men trained to about 3,800 per year which will be an increase of about 1,400 per year over the present number trained. This procedure will help reduce the backlog of delinquency materially.

B. Consideration was given to conducting In-Service training courses for only one week from 9:00 a.m. to 9:00 p.m. Monday through Saturday. This would create an overtime and compensatory leave problem, but would increase the total number of In-Service men trained to approximately 4,800 per year. This would also reduce by about thirty hours the amount of training given, and it was felt that the present course should not be reduced to this extent.


C. There was considered a possibility of condensed In-Service training conducted in the Field Offices. The delinquency in some of the Field Offices is indicated as follows:

Washington Field Office	215	Boston	45
Baltimore	53	Chicago	91
Philadelphia	100	Detroit	49
New York City	510	Cleveland	45
Newark	58	San Francisco	68
Los Angeles	137	Seattle	49

This totals 1420 in these 12 offices who are delinquent. There was a possibility discussed of providing all the lecture work to these men in the offices mentioned. At these Field Offices firearms training could be given of an intensified type. The firearms training due to lack of equipment and facilities would not be the equal of that given in Quantico and it would be difficult to locate space that was private for the Major Case work which is an important part of In-Service training and which is now given at Quantico. This would also require the travel from Washington to the offices mentioned of ranking officials and Supervisors (probably six or seven Supervisors could handle all of the lecture work). This would result in some economy when compared to the cost of the Agents coming to Washington, but would lose the advantages of more intensified training such as is given in Washington.

The Executives Conference unanimously recommended that for the time being the Bureau attempt to reduce the backlog of delinquency by adopting the suggestion for 80 In-Service men each week to come to Washington for the regular two-weeks' In-Service training course. If the Director approves this recommendation, it should be pointed out that the preparation of 80 briefs on all the members of this class would place a very heavy burden on the Administrative Division to bring these briefs up to date. They are compelled to stay within the quota of one employee for each 115 employees on personnel work. It was, therefore, unanimously recommended further by the Executives Conference that as at present announcements will be made on the first Monday morning the In-Service class arrives in Washington that those who desire to request an appointment with the Director should make known the fact early Monday morning. The Administrative Division will then prepare for the Director the briefs on those making the specific requests for an interview with the Director. Since the In-Service class goes to Quantico Monday and does not return until the following Sunday night, the interviews with these employees would thus be held during the second week of the In-Service training after the class returns from Quantico. During the week they are at Quantico, the Administrative Division will bring the briefs up to date for the Director's convenience.

Respectfully,
For the Conference


Clyde Tolson

The Director

March 24, 1952

The Executives Conference

STATUS OF FILES

The Executives Conference on March 24, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg, unanimously recommended the approval of the attached proposed SAC Letter authorizing clerical employees to make notations in the corner of the file cover in ink showing to whom the case is assigned and the status of the case. At present this is being done in pencil, which is the only authorized method, and frequent handling of the files sometimes erases the material written thereon in pencil, and the purpose of this SAC Letter is to clarify and amend the instructions to permit the use of ink where desired.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/26/90 BY SP5U/CF

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 60
INDEXED - 60

46-2537-955-4
RECORDED
101 APR 3 1952

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

Handling of files in Field Divisions

ORIGINAL FILED IN 46-16263-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5CJ/
DT

⁴¹⁰⁷
APR 28 1952

Edm

66-2554-9555

CHANGED TO

67-80010-1711

THE DIRECTOR

3/13/52

EXECUTIVES CONFERENCE

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

The Executives Conference of March 10, 1952, consisted of Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gearty, and Mason.

The Conference considered and recommends favorably a form devised by the Domestic Intelligence Division to be utilized to transmit information to the field relative to the holders of diplomatic or international organization visas.

The forms which is in the nature of a memorandum from the Director to the SAC of the appropriate field office specifically advises as follows: "On _____, the Bureau was advised by the Central Office of Immigration and Naturalization Service that captioned alien was admitted to the United States under the provisions of Section 3 (1) or 3 (7) of the Immigration Act of 1924, as amended. The following data were provided:"

The form then provides space for the occupation, home address, and related information of the visa holder. It also instructs the field to include this information in its file on the subject or if no file is in existence to open one and conduct appropriate investigation.

If the Director approves, copies of the form will be prepared.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-9-82 BY SP5/SCF
CPT

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

cc: Messrs. Mohr and Clegg

EDM:A TP

INDEXED - 96
RECORDED
EX-25

NOT RECORDED
128 APR 1 1952

66-2554-9556

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68 MAY 10 1952

ORIGINAL FILED IN 103-16424-54

The Director

February 14, 1952

The Executive Conference

MAINTENANCE OF SIGN-IN REGISTER FOR NEW AGENTS' TRAINING CLASSES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-6-92 BY SP5CJ/tpf

On February 14, 1952, the Conference, composed of Messrs. Glavin, Clegg, Gearty, Laughlin, Winterrowd, Holloman, Tracy, Mohr, Nichols and Harbo, was advised that members of the new Agents' training classes sign in each morning during the training period on the same type of register as is used throughout the field service. Existing Bureau regulations provide that such registers be retained for three years; however, with Bureau approval the Training and Inspection Division has been following the practice of destroying these sign-in registers thirty days after the members of the class have completed their training and departed to the field.

Mr. Glavin advised that the existing Bureau regulation to maintain such registers for three years is based upon a ruling of the Comptroller General of the United States and he felt it was necessary that the sign-in registers maintained for the Agents in training classes should likewise be retained for three years. The Conference unanimously concurred in this view. This will require one additional file cabinet of space in the Training and Inspection Division.

Agents assigned to the training staff of this Division sign in on the same type of register as is used by other divisions throughout the Seat of Government, which provides an alphabetical listing of the employees and space for entries for a full calendar week. When Agents are scheduled to lecture at 9:00 A. M. in a building other than that to which they are regularly assigned, they report directly to that building and sign in on a temporary register. This is forwarded to the Time and Attendance Clerk for the Division who posts the entries to the master

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

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

INDEXED - 134

RECORDED - 134

66-2554-9557

APR 2 1952

92

RTH:kmb

RB
INITIALS ON ORIGINAL

66 MAY 2 1952

ORIGINAL FILED IN 1-1-2159

register for the Division. Thereafter, the temporary registers on which the Agents personally made entries are destroyed. Mr. Glavin advised that this procedure complied with the requirements of the Comptroller General's ruling. The Conference unanimously concurred that no change was necessary or desirable in the maintenance of these registers for Agents regularly assigned to the Training Division.

If the Director approves the Conference recommendation, the Training and Inspection Division will maintain the sign-in registers for members of Agents' training classes for the three-year period.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

February 27, 1952

The Executives Conference

LOG SHEETS FOR TYPING SECTION
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2-6-96 BY SP5CL/pt

The Executives Conference consisting of Messrs. Ladd, Nichols, Harbo, Holloman, Mohr, Laughlin, Winterrowd, Sizoo, Gandy, and Tracy on February 26, 1952, considered a suggestion concerning the use of log sheets in the typing section of the Identification Division.

b6
b7c

Miss [redacted] of the Typing Section suggested that the presently used log sheet showing to whom fingerprints have been referred when not being sent directly back to file be eliminated. A study by Miss [redacted] showed that the use of a log sheet in the Duplicating Unit foridents only, a separate log sheet for nonidents in the Reading Unit, and a third log sheet for use in the Correspondence Unit would be more efficient and would save time.

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

Respectfully,
For the Conference,

Clyde Tolson

cc - Mr. Clegg
Mr. Mohr

CJT:eda

RECORDED-17

FILE RECORDED

101 MAR 19 1952

166-2554-9558
INTERIM ON ORIGINAL

64 APR 8 1952

ORIGINAL FILED IN

THE DIRECTOR

April 4, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-8-92 BY SP54-
LBT

The Executives Conference of April 3, 1952, consisting of Messrs. Tolson, Holloman, Clegg, Ladd, Quinn Tamm, Harbo, Belmont, Gearty and Glavin, was advised that under date of March 3, 1952, S. A. Andretta, Administrative Assistant Attorney General, forwarded to the Bureau copies of material sent to his office by the General Services Administration in connection with the recovery of silver from expended photographic solution, this information being furnished the Bureau for such action as we considered appropriate.

This matter was thoroughly considered by the Laboratory and Mr. Parsons advised that it had been previously considered by the Bureau several times and study showed that the amount of silver recovered would not warrant the time and effort to recover it. Mr. Parsons pointed out that some other Government agencies having a much larger photographic operation do have such facilities of their own and it was the opinion of a Navy representative that our operation would not make this effort worthwhile.

Mr. Parsons further points out that we do not want outsiders having equipment regularly attended by the employees of the commercial company and the amount of recovered silver would not be sufficient to offset the time and inconvenience to Bureau employees to warrant further consideration.

The Conference was in unanimous agreement with Mr. Parsons in this matter and no further action will be taken in connection therewith.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED
INDEXED

WRC:omw
OO: Mr. Mohr
Mr. Clegg

66-2554-9559
APR 5 1952

EX - 3
76 APR 7 1952

The Director

April 1, 1952

The Executives Conference

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-2-92 BY SP5CJ-LPT

The Executives Conference on March 21, 1952, by majority vote (Messrs. Tracy, Harbo, Gresham, Mohr and Clegg) recommended the adoption of the suggestion of Dr. Stack, a member of the visiting faculty staff of the FBI National Academy, that an award in the form of a certificate be made to visiting faculty members who have been serving the Academy for a good many years. It was recommended the number of years service would be shown as of the date the certificate was awarded and that the award would be made before a class of FBI National Academy students at the time the instructor was introduced before the class. It was recommended that the award be made to those who are currently in good standing at the time of the award and in no instances unless the service had been for a period of not less than five years.

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 received a certificate will later become "persona non grata" and some who served in former years are presently in an unfriendly status.

The Director approved the majority view and the Cartographic Section has submitted samples of such a proposed award.

These samples were presented to the Executives Conference on March 28, 1952, with the following present, Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Nichols, Mohr, Winterrowd, Gearty, Holloman and Clegg.

Messrs. Tolson, Glavin, Ladd, Nichols, Winterrowd, Belmont, Gearty and Holloman recommended unfavorably as to the entire suggestion and recommended that no such awards be made for the reasons cited above by Mr. Belmont and for the further reason that these certificates might be used by those who

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

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED-12
INDEXED-12

EX - 80

66-2554-9560
APR 5 1952

HHC:IGS

65 APR 8 1952

are politically minded and for their own selfish interest. It was indicated, for example that Commissioner Donald S. Leonard of the Michigan State Police has been reported as likely to run for the United States Senate and if he receives such an award he might use the award in his political campaign.

OK The other members of the Conference, Messrs. Tracy, Mohr Harbo and Clegg, felt that the award should be made as previously recommended and as suggested by Dr. Stack. These instructors come to Washington, some without even expenses being requested, and in other instances only the expenses are paid, and such a certificate is a justified recognition and a small compensation for their services, year after year before the Academy. Of course, anyone known at the time to be in a political campaign or about to enter a political campaign would not be given the award and only those currently in good standing who had been contributing their services for five years or more would receive the award. The precedent would be similar to that which was established in granting service awards to individuals who cooperated with the Bureau during World War II.

All members of the Conference recommended that, in the event the awards were approved, of the attached samples the certificate attached marked "Exhibit A" be the pattern to be followed. Others were believed to be less dignified and at times too gaudy.

Respectfully,
For the Conference

U
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-92 BY SP5CJH

APR 22 1952
772

66-2554-9561

CHANGED TO

Ref'd to Personnel

67-80010-1707

①

The Director

April 3, 1952

The Executives Conference

SUGGESTION #90-52

RECORDS AND COMMUNICATIONS DIVISION
Re: ~~SATURDAY WORKING HOURS~~

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b7c

[redacted] of the Records and Communications Division suggested that the Saturday working hours be changed so that employees could come to work earlier on Saturdays and then they could depart earlier in the afternoon. She felt that this would cause many people to be willing to work on Saturday who cannot now do so and this will provide a part of an afternoon in which they could attend to their personal matters, including shopping, and will not have to do all their personal work on Sunday or take Annual Leave to get it done.

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gearty, Nichols, Laughlin and Clegg, considered this suggestion on March 31, 1952. The Conference felt that although this might be of advantage to some, many of those who have volunteered to work on Saturday would object to having to come to work earlier and it would probably interrupt their schedules as to meals and other arrangements which have been established. For this reason and since Saturday work is on a voluntary basis, the recommendation is unfavorable.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5 C. L. GPK

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

cc - Mr. Mohr
Mr. Clegg

RECORDED - 15
INDEXED - 15

66-2554-9562
APR 5 1952

HHC:IGS

274
APR 7 1952

THE DIRECTOR

April 5, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-12-92 BY SP5CJ/lpt

The Executives Conference of April 3, 1952, consisting of Messrs. Tolson, Holloman, Clegg, Ladd, Quinn Tamm, Harbo, Belmont, Gearty and Glavin, considered the attached communication to all investigative employees concerning amendments to standardized Government travel regulations, and recommended its approval.

Respectfully,
For the Conference

Clyde Tolson

WFO:omw
cc: Mr. Mohr
Mr. Clegg

Attachment

JGK
9

RECORDED - 153

INDEXED - 153

EX - 80

66-2534-9563
APR 5 1952

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

65 APR 8 1952

The Director

2/11/52

Executives Conference

PROPOSED FORMS
LEAVE SECTION, ADMINISTRATIVE DIVISION
SEAT OF GOVERNMENT

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

The Conference considered the desire of the Administrative Division to have two 3x5 cards reproduced in the Mechanical Section for use purely in the Leave Section at the Seat of Government.

The proposed forms will facilitate the recording of leave matters.

The Conference unanimously felt the proposed forms, copy attached, should be approved.

If the Director agrees, the Mechanical Section will reproduce the forms and the Training and Inspection Division will add them to the Form Book for the Administrative Division.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Glegg

EDM:ATP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/2/92 BY SP-4/PT

RECORDED - 6

INDEXED - 6

MAR 24 1952

78

INITIALS ON ORIGINAL

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

6 MAR 26 1952

Completed in Mech. Sec.
3.3. in AMS

ORIGINAL FILED IN 66-2057-22278

The Director
The Executives Conference

April 4, 1952

RA
[Handwritten initials]

FIELD OFFICE MONTHLY ADMINISTRATIVE REPORT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-83 BY SP-6
[Handwritten initials]

BACKGROUND:

The monthly administrative report of Field Offices is prepared at the end of the month from the assignment cards. Some offices have three sets of assignment cards when the office is small and other offices have a four-card system, including a master assignment card box, when the office is large.

Under the system heretofore used, for a period of a few days when the monthly administrative report is being prepared the assignment cards are shuffled into classification sequence and then subsequently into sequence behind the Agent's names to whom the cases are assigned. This ties up the assignment card during the period of the preparation of the report and prevents keeping up to date on the posting of material and as a result a backlog of posting arises.

The New York Office in an attempt to overcome this problem experimented with a running record maintained currently throughout the month as to the data needed for the administrative report. It is a type of log maintained of cases opened, cases closed and the like so that at the end of the month from the log they are able to prepare the report in New York with a savings in time and personnel.

SURVEY:

This information and method of operation was brought to the attention of the Los Angeles, Chicago, Newark, Washington Field, San Francisco, Charlotte and Birmingham Offices, so that for the month of February they could experiment with this system and their recommendations could be made.

RESULTS OF SURVEY:

The amount of time under the old system and the proposed system was indicated as follows:

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

cc - Mr. Mohr
Mr. Clegg
HHC: ICS
[Handwritten initials]

RECORDED - 135
INDEXED - 135
APR 7 1952
17

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EX-125

<u>Office</u>	<u>Old System</u>	<u>New System</u>
New York	206 hours	84 hours
Newark	61 hours	43 hours, 50 minutes
Los Angeles	56 hours, 30 minutes	126 hours
Washington Field	40 hours	43 hours, 30 minutes
Chicago	24 hours	96 hours

The Charlotte Office reported that in obtaining a proper balance of the worksheets more time was consumed than under the old system. The system suggested by the New York Office does not provide for balancing the administrative report figures.

The Birmingham Office had no actual time comparison, but it took 7 hours and 23 minutes to prepare the report under the new system, plus an hour and 35 minutes to transfer the figures to a rough draft form for typing. One error was discovered under the new system and was caught by the method employed in the old system.

The San Francisco Office received the instructions too late for a full month's study, but objects to the new system because of the possibility of error.

The Chicago Office called the New York system unwieldy and the Los Angeles Office felt that there was a possibility of error under the new system.

CONCLUSIONS:

The old system appears to be more accurate as far as balancing the report is concerned and it permits reconciliation of differences which is impossible under the new system. The New York system is comparable to a bank making entries as to money received throughout the month, and at the end of the month through addition determining the amount of money on hand without actually counting the money. The old system obtains the balance by actually counting the cards (money). Of the eight offices, only two favor the system, i. e. New York and Newark. The New York and Newark Offices show that by the methods they employed there is a considerable savings of time and manpower. The question of exactly balancing the report is not one of great importance they believe.

RECOMMENDATION OF EXECUTIVES CONFERENCE:

Mr. Harbo opposed the suggestion. He felt that the lack of savings in personnel or time in the majority of offices where tried does not clearly establish the desirability of the

system and there is no provision for accuracy as to the actual balance of the records at the end of the month is concerned.

All other members of the Conference, Messrs. Tolson, Glavin, Tracy, Mohr, Ladd, Winterrowd, Gearty, Nichols, Laughlin and Clegg, felt that by the very nature of the system a considerable amount of time should be saved and would be saved by most of the offices if the details of the method used in New York and Newark were communicated to all the offices, and the inspectors could help establish this program uniformly during Field Office inspections. The time saved in New York and Newark is too significant to be overlooked and it is believed that some of the offices showing more time for the new system must have counted the amount of time consumed in attempting to draw a balance which is not of sufficient importance to cause the amount of time required to bring the records in balance at the end of each month.

The Conference, with the exception of Mr. Harbo, recommended favorably.

Respectfully,
For the Conference

Clyde Tolson

OTX

cc, Mr. Ladd
Mr. Rosen
Mr. Winterrowd
Mr. Price
Mr. Pope

The Director
The Executives Conference

April 4, 1952

ACCOMPLISHMENTS

There is attached hereto a proposed SAC Letter calling to the attention of the field the fact that our accomplishments have not increased in proportion to our increased responsibilities. The SAC Letter instructs the field to follow all cases closely to see that cases presenting prosecutive possibilities are promptly investigated and brought to a logical conclusion. It instructs that all reports reflecting prosecutive action or other statistical data be promptly submitted.

The Executives Conference on April 4, 1952, consisting of Messrs. Tolson, Ladd, Belmont, Glavin, Harbo, Tracy, Mohr, Holloman, Sizoo, Gearty and Winterrowd, unanimously agreed to the forwarding of this SAC Letter.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/22/92 BY SP6C/BJT

28

Attachment
JDP:erh
CC: Mr. Clegg
Mr. Mohr

RECORDED - 93

INDEXED - 93

166-2554-9566
APR 17 1952
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APR 5 11 12 AM '52
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- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
- Tele. Rm. _____
- Nease _____
- Gandy _____

51 APR 10 1952

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copy:dp

SAC, Mobile

March 26, 1952

Director, FBI

POLICE DEPARTMENT
MOBILE, ALABAMA -- TRAINING

Reurlet March 14, 1952, concerning training for the Mobile Police Department.

Due to reports previously submitted by your office indicating a general attitude of unfriendliness, uncooperativeness and a failure to show concern for law enforcement which attitude had existed since 1941, the Bureau does not grant blanket approval for your office to assist the Police Department at Mobile, Alabama, in police training. The Bureau, of course, is pleased to note indications of recent cooperativeness and friendliness, but it appears that there are no requests recently received by your office for police training.

When and if such requests are received, you can only reply to the effect that present instructors are heavily committed and then you should communicate the information as to any specific request received to the Bureau and the Bureau will give consideration to the specific request and to your recommendation at that time. Your recommendation at that time. Your recommendation should be supported by any facts and circumstances known to you to justify the recommendation at that time.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5 GPT

HHC:IGS

(Approved by the Executives Conference, 3/24/52 consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire and Clegg)

717

RECORDED - 53
INDEXED - 53

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APR 9 1952
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3-27-52

7 APR 19 1952

THE DIRECTOR
THE EXECUTIVES CONFERENCE

April 9, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-94 BY 2850 BT

The Executives Conference of April 8, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Mason, Ladd, Winterrowd, Belmont, Mohr, Harbo, Tracy and Glavin, considered the attached communication to all Special Agents in Charge concerning lost Government checks and recommended its approval.

For the Director's information, an average from two to three checks a month which are lost by employees and it is necessary that specific instructions go out to the field as to the steps which must be taken by the OAC and the employee losing the check to secure a duplicate check. It is the feeling of the Administrative Division that the attached communication should go forward to the field so that instructions concerning this matter will be at hand in the field, thereby cutting down the time which must pass before duplicate checks can be secured by employees who have lost the original checks issued to them.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
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INDEXED - 38

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APR 21 1952

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ORIGINAL

61 APR 29 1952

ORIGINAL COPY FILED IN 61-167-199

ORIGINAL FILE IN

66-2554-1569

APR 8 1952
166-2554-1569

INDEXED - 96

APR 17 1952
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Harbo
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Mr. Newby further stated that the commandant of the Marine Corps School, Lieutenant General Franklin W. Hart, has been pushing this pro-

possibility of someone being struck by a ricochet from the woods. Although outside of a theoretical danger zone, offers Newby points out that the proposed construction beyond western section. Highway #11, S. Highway #11 into the four-lane super highway from the vicinity of the Academy building running out ranges and create a possible danger hazard since they call for points out that if these plans are approved they will definitely affect approximately the same danger area, occupying approximately 2,500 acres. He Commander Atkins stated that the Marine Corps and the ranges, using shops and quarters for officers and enlisted men. Newby pointed out that satisfactory land on the east side for the construction of additional tion, on the east side, to the west side, making available the only plans call for moving the Marine Corps Rifle Range from its present loca- the Highway is used primarily for field problems and the new construction tion, Rifle Ranges and Maintenance Shops. The area on the west side of Corps Schools, Officers and Enlisted Men's Quarters, Hospital, Air Sta- Highway #11. The area on the east side of the Highway contains the Marine that the Marine Corps Reservation is divided into two areas by U. S. the moving of their rifle ranges to another section. Newby pointed out Commander Robert B. Atkins, Public Works Officer at Quantico, on Septem- Mr. Newby further advised that he had a discussion with

these funds totaling \$150,000. this addition will be available in our present fiscal year appropriation. for the extension of a third floor to the ROT Academy since funds for architect presently working at the Quantico Marine Base prepare plans of the National Academy at Quantico, at the present time is having an It was pointed out to the conference that Capt. A. Newby, Academy installation is on the Marine Base at Quantico, Virginia. installations are at Arlington and Waldorf, Maryland, and the National It was pointed out to the conference that our present radio

L. B. L.

National Academy facilities of the Bureau. National Academy facilities for relocation of the radio station and the ginning possible places for relocation of the radio station and the Ladd, Mohr, Parsons, Quinn Tamm for Army and Glavin was advised con- of Messers, Tolson, McGuire for Nichols, Laughlin, Gearty, Mason, Rosen, The Executive Conference of September 12, 1951, comprising

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/25/81 BY SP5/STP

RELOCATION OF RADIO STATION
AND NATIONAL ACADEMY

The Executive Conference

The Director

September 13, 1951

Handwritten initials

Memo for the Director

ject and according to Commander Atkins the completed plans have been drawn up and approved all along the line and are presently awaiting approval by the Commandant of the Marine Corps, General Clifton B. Cates.

The Conference was further advised that Mr. Newby points out that sometime ago General Cates was contacted by our Liaison representative and he advised at that time that the proposal had been disapproved and there was no prospect of moving the ranges in the near future. Newby points out, however, that due to the urgent need for more quarters and maintenance shops and the fact that the Marine Corps is doubling its size, there is a likelihood that General Cates may be forced to approve this plan. Newby points out that all of the high ranking officers, including General Cates, have always spoken very highly of the Director and the FBI and it is believed that the Marines in the Headquarters at Washington and at Quantico are very desirous of having the FBI located on their reservation. However, when we were granted the use of the land on the reservation it was agreed that it would be used at the sufferance of the Marine Corps and that we would move if any emergency arose whereby the Marines would need the land. Newby points out that so far there has been no indication that the Marine Corps has any plans to take over the Academy building. He points out that as a matter of fact Commander Atkins suggested that if we moved our ranges to the western section it would only be 6 miles from the Academy building and by using the new super highway it would only take approximately 10 minutes to reach the ranges from the Academy.

Newby states that recently he has been training between 100 to 170 men on the ranges and it would take a considerable amount of time to shuttle this number of men from one section to the other. In his opinion, if it becomes necessary to move the ranges to the western section it would be more practical to build dormitories, a mess hall, and classrooms near the ranges. If in addition we keep the present Academy building it would be necessary to maintain two separate staffs for maintenance work, mess hall and clerical work which would not be as satisfactory as having everything consolidated in one location, whether in the western section of the Marine Corps Reservation or in some entirely new location. Mr. Newby points out that Commander Atkins has advised that he will promptly inform him of any indication that he may receive that these plans will be approved by Headquarters of the Marine Corps. Newby states that he submitted this information in order that any necessary plans can be made for requesting the necessary appropriation in the event the Marine Corps building plans are approved. Also consideration should be given as to whether to abandon the Academy building and move everything to the western section or to find other land upon which to construct the Academy and Ranges.

Mr. Tolson, in discussing this matter in detail with the Conference, stated that he felt that definite determination and recommendations should be made to the Director at this time as to whether the

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

to for the Director

Conference believes we should endeavor to secure sufficient land to re-establish the Academy, its ranges and also relocate our radio facilities in one location or whether we should secure land to relocate our radio stations only and to continue at Quantico and, if necessary, have our ranges installed on the west side of the reservation, approximately 6 miles by super highway from the present National Academy building.

It was pointed out to the Conference that very little time would be consumed in traveling from the National Academy proper to the ranges, if such ranges were located on the western side of the reservation. Bureau busses can be made available at Quantico and Mr. Tolson points out that in the future, from the plans of Bureau expansion as far as is presently known, there will be no large number of Agents assigned to the National Academy quarters at Quantico undergoing training. New Agents' schools would be limited and Mr. Tolson points out that the individuals who would be assigned to the Academy at Quantico would be those Agents attending In-Service schools and, when necessary, the National Academy. The entire Conference was of the very definite opinion that there should be no abandonment of our present National Academy headquarters at Quantico, even though range facilities must be moved from the present location to the western side of the reservation. They feel that so long as we are at Quantico transportation could be had from the Academy to the ranges without too great difficulty.

Messrs. Tolson, Mohr, Ladd, Laughlin and Glavin were of the opinion that at the present time the Bureau should not continue its efforts to locate land for moving the National Academy facilities as well as radio facilities since the cost of acquiring sufficient land and subsequent clearing of land and necessary building would be most expensive. It was pointed out to the Conference that a survey within a 50-mile radius of Washington up to this time has not revealed any private school property which is not being operated at the present time. It was pointed out to the Conference that in a survey that has been made, the Chrysler estate, located just outside of Warrenton, Virginia, was the only estate of sufficient size available for sale, it being some 3,000 acres of fully developed land, the asking price being approximately \$8,000,000. The Chrysler estate, as the Director will recall, is just outside of Warrenton, Virginia, approximately 46 miles from Washington. It is a very elaborate estate consisting of 3,000 acres of fully developed land, a private lake, and two private streams running through the property. The property is completely fenced in, and hard surface roads service the entire estate. There is a 72 room main building on the estate which was formerly a country club. There are several houses on the estate ranging from 4 to 7 rooms each. The asking price of the property was secured through inquiry, under pretext, of the Butler Realty Company of Warrenton, Virginia.

Those members of the Conference opposed to full relocation of our facilities at this time covering the National Academy and the radio stations point out that unimproved land in the area of Washington is

Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

CLAUDE TOLSON

Respectfully,
for the conference

It was pointed out to those who are desirous of relocating all our activities above-mentioned, that we would be approximately 1,500 acres, that we would not be able to locate land at less than \$500 an acre at a minimum, the total land costing \$200,000, and then we would have to clear the land, build the ranges, construct the buildings if necessary and this additional construction work would probably run the cost much higher than the original cost for the acquisition of the land in question.

ending the Director's decision in this matter further attempts to locate satisfactory quarters for the activities mentioned in this memorandum will be held in abeyance.

The remainder of the conference, Messrs. Clegg, Glavin, Jones, Rosen, Gandy, McGuire and Rosen, all are of the opinion that we should definitely make plans to locate all of our National Academy facilities, plus our radio stations, on one piece of land. They do not feel that the price such as that mentioned for the Chrysler estate would be out of reason.

Therefore, that arrangements be made for the rental of limited property for our radio sites and that we utilize houses units for the building so that special appropriations would not have to be requested for the purpose of constructing permanent buildings on these radio sites.

Mr. Tolson, Messrs. Jones, Ladd, Glavin and again recommend location of the other radio sites. Mr. Tolson pointed out to the conference that partial surplus of the land reflected and also where one of the radio sites could be located but additional land would have to be secured for the location of the other radio sites.

The conference was advised that although the property owned by the Gunders near Leesburg, Virginia, would be satisfactory for at least one of our radio sites, Mr. Gunder advised that he is not interested in selling all of the land but would consider renting a site for one radio activities if the Bureau felt that a portion of his land could be utilized for that activity. Mr. Gunders pointed out to the conference that a possible relocation site, was located as being owned at at least \$200 an acre. It was pointed out to the conference that the Gunders land outside of Leesburg, Virginia, which was located as selling for at least \$500 an acre. It was pointed out to the conference

Memo for the Director

THE DIRECTOR

October 1, 1951

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-6-90 BY spscu-lyt

The Executive Conference of September 27, 1951, consisting of Messrs. Ladd, Mason, Gearty, Laughlin, Belmont, Mohr, Parsons, Tracy and Glavin considered in detail Glavin's memorandum to the Director under date of September 25, 1951, concerning the relocation of the radio stations and the National Academy of the F. B. I.

It had pointed out to the Conference that in order to relocate the academy with ranges and to include an such relocated area the Bureau's radio facilities presently located at Clinton and Waldorf it would cost approximately 15 1/2 million dollars. The Conference was advised in detail concerning the various items included in the estimates and it was the unanimous feeling of the Conference that the various facilities set forth as essential, needed, and desirable should be included in a request for authorization to secure the necessary appropriations to relocate our National Academy and radio facilities. The members of the Conference felt that the establishment of such a National Academy would in fact set up a check point of law enforcement. The Conference felt that the Bureau should proceed at this time to secure the necessary appropriations to relocate the academy and radio facilities.

Mr. Belmont pointed out that in setting up such an academy it is entirely possible that the Bureau might lose control over the members of the law enforcement agencies who would be approved to attend the academy rather than having explicit Bureau control over the academy as we have at the present time. It would be more or less a public institution type of academy wherein individuals whom the Bureau might feel would not be desirable for attendance at the academy would necessarily have to be accepted for attendance thereof. The remainder of the Conference does not feel that the Bureau would experience this difficulty, that our present service academies at West Point and Annapolis require applicants for admission thereto to meet certain qualifications and have certain standards of conduct during their attendance at the academies, and they must successfully complete the various courses offered

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

cc - Mr. H. H. Clegg
Mr. J. P. Mohr
57 APR 17 1952

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166-2554-9570
APR 9 1952
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ORIGINAL FILE IN 166-2554-9570

Memo for the Director - Continued

In order to graduate, the majority of the Conference feels that the same procedure can be followed in the National Academy for law enforcement by the Bureau.

Should the Director agree that we go forward with this particular project, it would be necessary to next determine where we would desire to locate such an academy and then handle the matter through the Department in an effort to secure the necessary land in question and for the purpose of securing the necessary appropriations.

Respectfully,
FOR THE COMMITTEE

Clyde Tolson

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

The Director

April 3, 1952

The Executives Conference

WAR PLANS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-6-92 BY SP/CLL

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Winterrowd, Gearty, Nichols, Laughlin and Clegg, on March 31, 1952, considered the following suggestions with regard to War Plans:

Suggestion #1:

~~That field offices be instructed not only to locate a possible alternate headquarters in case of an emergency or bombings, but that they also informally and confidentially contact the management of the building selected for alternate headquarters to see if this building would be available in case of such an emergency.~~

Executives Conference Consideration:

This contact with the management should be done very discreetly in such a way as to not arouse any feeling that an emergency or a bombing was imminent and it should be clearly explained that this is long-range planning for any contingency. In addition it was felt that contacts should then be made with the appropriate Governmental agency to find out whether the building selected had already been selected and approved for occupancy by some other defense agency and, thus without the knowledge of the building management, the quarters would be earmarked for some other agency.

SAC Houd felt that this would be a desirable thing to do, and if approved, there is attached hereto a proposed SAC Letter accordingly.

Suggestion #2:

The Birmingham Office suggested that unless such plans had already been completed, each office should make arrangements with the telephone company to make certain residential telephones subscribed to by designated key personnel would be available in the event of an emergency.

Attachment

RECORDED - 108

cc - Mr. Mohr
Mr. Clegg

INDEXED - 108

APR 14 1952


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

66-2554-9571
WPCr

Executives Conference Consideration:

Mr. Nichols advised that this had already been done in those offices where the telephone company was establishing a system of keeping an emergency network open. Where no such systems are planned or being installed, it would be useless to try to effect such an arrangement. Based upon this information, the Conference unanimously recommended unfavorably as to the suggestion. If this is approved, the Birmingham Office will be advised accordingly.

Respectfully,
For the Conference.


Clyde Tolson

EXECUTIVES CONFERENCE

BUREAU WAR PLANS -
USE OF CIVIL DEFENSE ARM BANDS

The Executives Conference on 4/4/52, consisted of Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Harbo, Belmont, Mohr, Gearty, Holloman, Winterrowd and Sizoo.

The Conference considered the problem as presented by the Los Angeles Office, which office indicated that a new regulation in the Los Angeles Civil Defense Unit provided that Civil Defense arm bands shall be the official authority for travel during an emergency. This might result in impeding movement of Agents and inability to conceal identities where desirable. Since the Bureau is charged with investigating violations of illegal wearing of Civil Defense insignia, it would appear that Bureau personnel should not wear Civil Defense arm bands without registration.

The Executives Conference considered the suggestions:

1. That we attempt to make local arrangements for the issuance of arm bands and registration material to our office, or
2. Attempt to arrange on a Federal level for Civil Defense arm bands to be recognized by all local Civil Defense Units, or
3. Wear existing FBI arm bands.

Since the City of Los Angeles requires the wearing of the Civil Defense arm band for travel during an emergency, it was the unanimous view of the Conference that Los Angeles be authorized to attempt to make local arrangements for the issuance of necessary arm bands and registration material to the office, in order that we may register our own personnel there and issue Civil Defense arm bands.

If the Director agrees, such instructions will be given to Los Angeles. Attached hereto is a letter to Los Angeles.

Respectfully,
For the Conference

RECORDED - 108

Clyde Tolson

INDEXED - 108

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/10/84 BY SP3CJ/PJ

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

cc-Mr. Mohr
Mr. Clegg

JAS:DMC

APR 14 1952

66-2554-957
APR 8 1952
Handwritten initials and signatures

The Director

April 5, 1952

The Executive's Conference

SUGGESTION #91-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RADIO COMMUNICATIONS OFFICER DATE
PORTLAND FIELD DIVISION
Re: RADIOGRAM FORM - COM-10

b6
b7c

Radio Communications Officer [redacted] of the Portland Division suggested that ~~FBI~~ Radiogram Form, COM-10, be printed on manifold paper (pink or white) in which the carbon paper is already inserted. The purpose of his suggestion is to save time, reduce the bulkiness of the material placed in the typewriter, and to facilitate the making of copies.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on April 3, 1952, consisting of Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Gearty, Holloman and Clegg, considered the above suggestion.

Mr. Glavin pointed out the difficulty in preparing the manifold type forms in our Mechanical Section. He stated most of the manifold materials that the Bureau obtains are obtained from outside and the number of carbon copies will vary and thus the manifold type of form would not fit into the requirements for the varying number of copies necessary. The Executives Conference recommended unanimously unfavorably.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

RECORDED - 38

INDEXED - 38

66-2554-9573

APR 8 1952

HHC:IGS

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

APR 11 1952

see my
THE DIRECTOR
THE EXECUTIVE CONFERENCE

April 5, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-6-83 BY SP5 JF

The Executive Conference of April 4, 1952, consisting of Messrs. Tolson, Holloman, Kearny, Belmont, Tracy, Ladd, Winterrowd, Mohr and Glavin, considered a suggestion received from G. F. Downing of the Laboratory to the effect that the Bureau call in all Code Books A for the purpose of destroying them. It will be recalled that one of these Code Books was lost by the Code Room recently and has not been recovered, and as a result the field has been advised to discontinue use of the Code Book in question.

Destruction
O.E.
It was suggested to the conference that rather than bringing these Code Books into Washington, instructions be given to go out to the field, advising the SACs to destroy Code Books A and instructing that the Bureau be advised as to the date of destruction and the number of Code Books destroyed, appropriately identified by number.

The Conference was advised that the Bureau is presently using Codes B and C, and Code A is no longer necessary and would not be used in the future.

The Conference recommends that the field be advised in line with the above, and should the Director agree, such action will be taken.

Respectfully,
For the Conference

4
Clyde Tolson

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

cmw
cc: Mr. Mohr
Mr. Clegg

RECORDED - 13
INDEXED - 13

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EX - 3

66-2554-9574
APR 8 1952

The Director

April 5, 1952

The Executives Conference

SPEECH STRETCHER

ALL INFORMATION CONTAINED
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DATE 7-0-82 BY [signature]

~~CONFIDENTIAL~~

On April 4, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Mohr, Belmont, Winterrowd, Gearty, Holloman, Sizoo and Harbo, considered the proposal of the Laboratory to purchase a device recently available on the market known as a "Speech Stretcher," a device which enables the ~~playback of recorded speech~~, either on discs or magnetic tape, at one-half the speed at which it was initially recorded. This is done without otherwise altering the normal characteristics of the recorded speech.

The Conference was advised that such a unit would be of value to the translators in the Laboratory since they occasionally encounter recordings from technical surveillances wherein the speech in a foreign language is so rapid it cannot be interpreted. It is believed this unit would also be of value in connection with technical installations of the Washington Field Office on which foreign languages are used.

The Conference unanimously recommends the purchase of one such unit, at an approximate cost of \$600, to enable normal reproduction of recorded speech at one-half the speed at which it was originally recorded.

Respectfully,
For the Conference

Clyde Tolson

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HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE~~

CC - Mr. Clegg
Mr. Mohr

EX-3

RECORDED - 13

INDEXED - 13

66-2554-9575
[initials]

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

RTH: [signature]

64 APR 11 1952

~~CONFIDENTIAL~~

THE DIRECTOR

April 5, 1952

The Executives Conference

CHEMICAL DEVELOPMENT OF LATENT FINGERPRINTS ON DOCUMENTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-12-92 BY SP8CJA/T

*Frank
my*

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Winterrowd, Sizoo, Gearty, Holloman, Mohr, and Tracy on April 4, 1952, considered the question of the chemical development of latent fingerprints on documents.

The present procedure in the handling of documents requiring a latent fingerprint examination and also other technical document examination is that both the document examination and the development of latent fingerprints are handled completely by Laboratory personnel.

It is recommended by the Identification Division that in the future, all latent fingerprint development on documents be handled by the Fingerprint Experts in the Single Fingerprint Section of the Identification Division. The advantages are as follows:

1. If the latent examination is made in the Single Fingerprint Section, only one witness is necessary in case testimony is required for the reason that the fingerprint expert can testify both to the development of the latent fingerprint and the identification. In a recent case in Denver, a Laboratory employee and an Identification Division employee were both needed to testify to a latent fingerprint identification.
2. Laboratory Aides are not as competent to handle the development of latent fingerprints as a fingerprint expert.
3. The Identification Division has the necessary equipment and facilities for the handling of such work.

Jr

cc - Mr. Clegg
Mr. Mohr

SJT:edm

76 APR 11 1952

RECORDED - 13

INDEXED - 13

EX - 3

66-2554-9576

APR 5 1952

mk

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

Memorandum for the Director

April 5, 1952

There are no disadvantages for the reason that employees of the Single Fingerprint Section call at the Laboratory daily where they can pick up material for latent fingerprint development so there will be no delay in the handling of such matters.

The Conference unanimously recommends that in the future the development of latent fingerprints on documents be handled in the Single Fingerprint Section of the Identification Division.

Respectfully,
For the Conference,

Clyde Tolson

The Director

April 5, 1952

The Executives Conference

RELOCATION OF EL PASO VOICE RADIO TRANSMITTER

On April 4, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Mohr, Belmont, Winterrowd, Gearty, Holloman, Sizoo and Harbo, considered the request of the El Paso Office to move their 60 watt voice radio transmitter to a new permanent location.

At present the transmitter is temporarily located in the County Radio Building and is operated through a remote control unit from space in the El Paso FBI Office. The proposal is to move the transmitter to a radio building belonging to the Immigration and Naturalization Service at a site approximately ten miles from the office on a mountain top. The high location is a distinct advantage and will give greatly improved two-way radio coverage. There will be no cost for the use of space in this building but it will be necessary to purchase equipment which will enable remote control operation by radio rather than by use of leased lines. This equipment will cost approximately \$900.

The Conference unanimously recommends approval of the El Paso proposal. This means relocating the radio transmitter and the purchase and installation of \$900 worth of remote control equipment.

Respectfully,
For the Conference

CC - Mr. Clegg
Mr. Mohr

Clyde Tolson

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

RTH:kmb

kmh

RECORDED - 38

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66-2554-9577

APR 10 1952

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APR 12 1952

7-6 [Signature]

RS

The Director

April 5, 1952

The Executives Conference

CREDENTIALS FOR NON-AGENT TECHNICIANS
IN THE RADIO AND ELECTRICAL SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/6/02 BY SPSC/PT

On April 4, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Mohr, Belmont, Winterrowd, Gearty, Holloman, Sizoo and Harbo, considered the recommendation of Mr. Conrad that seven non-Agent technicians in the Radio and Electrical Section be furnished credentials similar to those furnished to Special Employees.

The Conference was advised that these employees, in handling their assigned duties, work outside of the building and sometimes in other cities in connection with radio installations and other matters. These credentials are considered highly desirable and in certain situations these employees cannot function without some type of credentials.

The seven employees involved in this recommendation are in grades 7, 9 and 11.

The Conference unanimously recommends approval of the proposal that the seven non-Agent technicians of the Radio and Electrical Section be furnished credentials comparable to those furnished to Special Employees.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Clegg
Mr. Mohr

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RTH:kmb

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MAY 10 1952

- Tolson _____
- Ladd _____
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- Belmont _____
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- Glavin _____
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- Tele. Rm. _____
- Nease _____
- Gandy _____

64 APR 14 1952

RH

The Director

April 5, 1952

The Executives Conference

SUGGESTION #92-52
SA STANLEY E. COUPE
ALBUQUERQUE OFFICE
Re: INVESTIGATIVE AID

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-20-82 BY SP-8 JPC/PT

The Executives Conference on April 3, 1952, consisting of Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Gearty, Holloman and Clegg, considered the suggestion of SA Stanley E. Coupe of the Albuquerque Office that there be included in the Field Handbook, which is in the possession of the Agents, a tabulation of a number of selected forms which would be used more frequently by the Special Agents in the Field in conducting investigations. For example, there is a form to inquire if selective service subjects are in the armed services; a form to check the Treasury Department concerning individuals purchasing or redeeming War Bonds when such individuals are being sought, and a form for placing stops with the Immigration and Naturalization Service. Although the Bureau has a form book, the form book is maintained in the Field Office and is not available to each Agent. The Agent in travel status and on road work in preparing his rough draft could instruct that such a form by number be used, which would save typing on his part and would also serve as a reminder to use such forms when it is time saving.

SAC McCabe of the Albuquerque Office recommended favorably.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended favorably. If the Director approves, the Manual Desk will prepare an appendix for the Handbook in which there will be a tabulation for those form numbers frequently used.

Respectfully,
For the Conference

A. 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

64 APR 11 1952

The Director
The Executive Conference

April 5, 1952

SUGGESTION #97-52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/92 BY [signature]

ADMINISTRATIVE DIVISION
Re: I.O., A.O. and WANTED FLYERS

**Identify in Circulars names of I.O.s and Wanted Flyers*

[redacted] of the Administrative Division has suggested that there be ~~eliminated~~ the addresses and telephone numbers of Field Offices from the I.O., A.O., and Wanted Flyers. The addresses and telephone numbers change with such frequency that the listings on the majority of the outstanding circulars of this type are not entirely up to date. Considerable work is necessary in order to keep this form on the back of I.O.'s, A.O.'s and Wanted Flyers up to date. He suggests that instead of this listing of addresses and phone numbers that there be printed the following: "For the address and Telephone Number of your nearest FBI Office, consult your Telephone Directory or call your Telephone Operator."

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on April 3, 1952, consisting of Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Gearty, Holloman and Clegg, considered this matter and unanimously recommended unfavorably. The difficulty with this suggestion is that except in headquarter cities the address of the Field Office does not appear on the front page of the phone book. Frequently the references do not include the phone number in smaller towns where the Field Office headquarters are not located, but rather there is the instruction "Call the Operator." Further, those who desire to communicate by letter would thus not have the benefit of the address. It was recommended, therefore, that the present practice be continued.

Respectfully,
For the Conference

[Handwritten signature]

[Handwritten mark]

Clyde Tolson

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

cc - Mr. Mohr
Mr. Clegg

EX - 3

HHC:ICG

RECORDED - 13

166-2554-9580
APR 3 1952

64 APR 11 1952

INDEXED - 13

The Director ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/2/92 BY [signature]
The Executives Conference

4/9/52

my

PREPARATION OF TELETYPE

APPROVAL OF Teletypes By SACs

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered the request of the Charlotte Office that the Bureau rescind its regulation that the SAC or Acting SAC personally approve all teletypes submitted for dispatch by a Field Office. The SAC at Charlotte believes that approved Supervisors are fully aware of the Bureau's desires with respect to economy in communications and are competent to pass upon the mode and content of communications. The SAC believes that the extra administrative steps necessary in having teletypes approved by the SAC actually result in loss of time and do not lend themselves to efficient operation.

Mr. Mohr pointed out to the Conference that economy was not the basis for the establishment of the rule that the SAC personally approve teletypes and that the procedure was inaugurated as a means of requiring SACs to know of operations within their Field Division.

The Conference is unanimously opposed to any change in the present system.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

EDM:EHW

[Handwritten initials]

RECORDED - 153

66-2534-9581

APR 10 1952

INDEXED - 153

EX-25

[Handwritten signature]

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

61 APR 14 1952

The Director

4/8/52

The Executives Conference

~~BUREAU~~ WAR PLANS
~~FIRST AID TRAINING AT~~
~~SEAT OF GOVERNMENT~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/84 BY SP2 JPT

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered the status of first aid training at the Seat of Government in connection with the Bureau's war plans. First aid training in the Field is under control. It was originally desired that 25% of Seat of Government personnel would be trained in first aid.

An adequate number of Seat of Government employees have been trained as first aid instructors. No addition to this staff is necessary.

First aid training for other employees has been in effect continuously since 10/29/51, with 2 simultaneous classes of 30 employees each taking the training 3 hours per day, 3 days per week, for a total of 24 hours. As soon as each class finishes, a new class begins. A total of 313 Seat of Government employees have been trained.

The Executives Conference of 4/7/52 expressed the belief that Seat of Government first aid training should continue until 25% of the personnel has had this training. At present, 8.84% of the Seat of Government personnel has been so trained.

Of the Seat of Government personnel scheduled for evacuation, 6.8% has received first aid training.

If the Director concurs, first aid training will continue until 25% of the personnel has been trained.

Respectfully,
For the Conference

cc: Mr. Mohr
Mr. Clegg

Clyde Tolson

EDM:EHW

RECORDED - 15

INDEXED - 15

APR 9 1952

APR 15 1952

EX-23

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

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-9-87 BY SP3/BJL

4/9/52

EXECUTIVES CONFERENCE

SUGGESTION MADE DURING
CHIEF CLERKS' SCHOOL, 3/24-28/52,
DISCONTINUE INDEXING OF
FBI LAW ENFORCEMENT BULLETINS IN FIELD OFFICES

#103-52

The Executives Conference of 4/7/52, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty and Mason.

The Conference considered a suggestion arising out of the recent School for Chief Clerks, held at the Seat of Government, to the effect that FBI Law Enforcement Bulletins no longer be indexed in Field Offices.

The present rule, as stipulated in 31(7) of the Manual of Rules and Regulations, requires that all important informative data except Wanted Notices and Interesting Identifications appearing in issues of the FBI Law Enforcement Bulletin should be indexed by subject matter.

Forty-one of the Chief Clerks were in favor of rescinding the requirement regarding indexing, basing their votes on the fact that they felt the indexing was not productive work. On the other hand, 12 Chief Clerks favored a continuation of the present practice.

The FBI Law Enforcement Bulletin is utilized by Police School instructors in preparing lectures and if an Agent needs all available information relative to Arson investigations, he can quickly obtain it through a check of the office indices. If such material were not indexed he would have to peruse issues of the FBI Law Enforcement Bulletin back for several years in an effort to find the data he needs in preparing his lecture outline.

The Conference was unanimously in favor of continuing the present requirement relative to indexing.

Respectfully,
For the Conference

Clyde Tolson

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

APR 14 1952

RECORDED - 13
INDEXED - 13

EX-35

66-2534-9583

The Director

April 9, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-12-82 BY SP-6 [signature]

The Executives Conference of April 7, 1952 consisting of Messrs. Tolson, Ladd, Mohr, Harbo, Belmont, Gearty, Winterrowd, Rosen, Tracy and Glavin considered a suggestion submitted by SA L. J. Gauthier concerning the preparation of commission cards.

Mr. Gauthier pointed out that with the designation of a new Attorney General it would cost the Bureau approximately \$11,411.75 to reprepare its Agent credential cards, since the cost to replace one commission card costs approximately \$1.75.

Mr. Gauthier recommended that as the commission cards are renewed the signature of the Attorney General be eliminated from the commission cards and be replaced by the words, "By Order Of: The Attorney General of the United States."

In connection with this matter I spoke to Mr. Duggan of the Solicitor General's Office and he stated that it is not necessary that the Attorney General's signature be reflected on the commission cards in question and that the phraseology suggested above will be entirely satisfactory.

The Conference therefore unanimously recommends that our commission cards be so prepared. If they are prepared in this manner then it will not be necessary to reprepare the commission cards with changes of Attorneys General in the future.

Should the Director agree with the Conference recommendation commission cards will be so prepared in the future.

Respectfully,
For the Conference

Clyde Tolson

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

cc: Mr. Mohr
Mr. Clegg

DRG:ar

EX-3
INDEXED - 13
RECORDED - 13

66-2567-9584
APR 10 1952
16

7 APR 14 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-92 BY SP5CJ/PT

~~66-2554-9585~~
MAY 20 1952
Elmer

66-2554-9585
CHANGED TO
67-86010-1731

10/82

The Director

4/8/52

The Executives Conference

~~AGENTS SEMI ANNUAL
TECHNICAL CONFERENCE~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-83 BY SP2 CPT

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered a request of the Norfolk Office that in connection with Semiannual Technical Conferences of Agents, the Field be authorized to make a handwritten notation on the memorandum scheduling the conference that the conference was held as planned. This proposed procedure is in conformity with the manner of handling quarterly general conferences of such Agents.

Current rules relative to Semiannual Technical Conferences as enunciated in SB (6), Manual of Rules and Regulations, require a summary memorandum be prepared for the file showing the identities of Agents who handled lectures and demonstrations.

The Conference feels that the suggested procedure is highly desirable and will save the preparation of 104 memoranda per year.

If the Director approves, the Manual of Rules and Regulations will be appropriately changed and the attached memorandum should go forth to the Norfolk Office.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Mohr
Mr. Clegg

EDM: EHW

APR 14 1952

RECORDED - 13
INDEXED - 13

66-2534-9586
APR 10 1952
16

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

The Director
The Executives Conference

April 9, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/12/82 BY [signature]

FIELD OFFICE ROUTING SLIP
SUGGESTION - [redacted]
ASSISTANT CHIEF CLERK - MILWAUKEE

The Executives Conference on April 8, 1952, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason.

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b7C

The Conference considered a suggestion from Miss [redacted] of the Milwaukee Office that the field routing slip, copy attached, be revised as indicated. The suggestion contemplates that the title "Special Employee" should be added to the list, that the date be brought up to date, and an item be printed entitled "Read, initial and return." Miss [redacted] also recommends that the entry "prepare assignment cards" be eliminated for whenever a case is opened assignment cards are automatically prepared and there is already a place on the routing slip to signify when a case is to be opened.

The recent school of Chief Clerks unanimously recommends the suggestion, and the Executives Conference of April 8, also unanimously recommends favorably.

If the Director approves, the routing slip will be adjusted when next reprinted. Attached for signature is a letter of appreciation to Miss [redacted]

b6
b7C

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

Attachment

RECORDED - 13

66-2554-9587

INDEXED - 19

APR 10 1952

cc - Mr. Mohr

Mr. Clegg

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

EDM:IGS

[EX-83]

61 APR 11 1952

The Director

4/8/52

The Executives Conference

b6
b7c

SUGGESTION: MRS. [REDACTED]
RECORDING UNIT
USE OF ABBREVIATIONS ON INDEX CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP3 C-PT

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered the suggestion of Mrs. [REDACTED] that index cards prepared on N.E.C.T.R. mail (Not Enough Cards to Requisition) in the Records Section contain the abbreviation "EP" instead of "Encl. pg. #."

For example the index card will show (serial number), EP 5... instead of (serial number), Encl. pg5.

On abstracts the employee desires that a capital "E" be used to designate an enclosure instead of the word "Encl."

The employee also desires to abbreviate the make of automobiles.

The Records Section is opposed to the suggestion for it is believed that abbreviations are already used to the greatest possible degree. In the opinion of the Records Section, any extension as to the number of abbreviations would in effect create a code system which would require either a guide or additional training for clerical employees to handle it.

The Conference was unanimously opposed to the suggestion. If the Director agrees, there is attached a letter of appreciation to Mrs. [REDACTED] and no further action is needed.

b6
b7c

Respectfully,
For the Conference

Clyde Tolson

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

Attachment

cc: Mr. Mohr
APR 10 1952
EDM:EHV

#107-5

RECORDED - 96
INDEXED - 96

66-2554-9588
APR 10 1952

EX-3

The Director

February 11, 1952

The Executives Conference

SCHOOL FOR CHIEF CLERKS OF
FIELD OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/82 BY SP5C/

The Executives Conference on February 6, 1952, Messrs. Rosen, Parsons, Glavin, Mohr, Gearty, Winterrowd, Laughlin, Tracy and Clegg being present, considered the suggestion submitted by Mr. Glavin that the Bureau hold a school for Chief Clerks of Field Offices. He recommended, based upon his conversations with some SACs, that one school be held for a period of one week in which would be in attendance half the Chief Clerks of the Field Offices and half of the Assistant Chief Clerks of the Field Offices and that subsequently a school for one week for the remaining half of each group. This would provide training for the Chief Clerks and Assistant Chief Clerks of each Field Office.

It was unanimously recommended by the Executives Conference that such schools be held and that they be held after the completion of the schools starting March 3, 1952, one for Criminal Case Supervisors and the other on Security matters. It was recommended that Inspector T. E. Naughten attend each of these schools in the nature of an instructor in view of his recent familiarity with various conditions existing in the Chief Clerk Offices of various Field Offices. It was felt, however, that the schedule should include instruction on matters of pertinent interest from each Division.

If this is approved, the first school of this type will be held the week of March 24, 1952. As it is assumed that numerous suggestions will be submitted by those in attendance, it is suggested that the next school be held four weeks thereafter and that it be held for the week beginning April 21, 1952 so that decisions on suggestions made at the first school can be resolved before the second school meets.

If this is approved, the Administrative Division will issue instructions for the clerical employees to attend, and the Training and Inspection will submit for approval a course of training.

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

RECORDED - 78
INDEXED - 78

FEB 13 1952

Respectfully,
For the Conference.

Clyde Tolson

HFC:IGS

THE DIRECTOR

April 9, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-16-82 BY SP-6/STP

The Executives Conference of April 7, 1952, consisting of Messrs. Tolson, Ladd, Mohr, Harbo, Belmont, Boardman, Winterrowd, Mason, Tracy and Glavin, was advised that the General Accounting Office under date of March 10, 1952, issued general regulations entitled "General Regulation 103, First Revision," to provide a uniform and economical method of effecting reimbursement for payments made for authorized small purchases made by Federal officials and employees duly authorized to make such purchases for official purposes and to implement the Joint Regulation for Small Purchases Utilizing Imprest Funds, issued by the General Services Administration, the Treasury Department and the General Accounting Office.

The Conference was advised that during the past year considerable discussion was had to the effect that a considerable waste of funds was being experienced in having vouchers submitted to the Treasury for small purchases made by the various Government agencies, both at Washington and in the field. On numerous occasions it was pointed out that a greater expenditure of funds had been made in processing vouchers in small amounts than was collected by the Government through the taxing of such vouchers. Therefore, arrangements were made to set up petty cash funds in the various Government agencies to handle small expenditures. The regulations now issued cover such petty cash funds or imprest funds as they are designated by the General Accounting Office.

It was pointed out to the Conference that the individual handling the funds will be known as the imprest fund cashier and would be bonded for the amount of the fund. It was pointed out to the Conference that a minimum bond now obtainable from bonding companies is \$5,000 at a cost of \$4.00 per annum.

The maximum amount of the imprest fund would be \$500. However, consideration would be given to increasing the fund above that figure if adequate justification can be shown.

The reimbursement to the fund would be made on a monthly basis by the cashier preparing one voucher covering all such expenditures during the month. The maximum amount to be spent at any one time to one vendor is \$50.00

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

Director
cc: Mr. Mohr
① Mr. Clegg
APR 10 1952

RECORDED - 38
INDEXED - 38

166-2554-9590
M

RA

Executive Conference Memorandum (continued)

The regulations set forth that there must be unannounced audits of the fund made by the agency using the fund. The copies of such audit reports must be furnished at least annually to the Disbursing Officer advancing the fund. Any irregularities must be reported to the Comptroller General. Further, the auditor will, upon request, report to the Secretary of the Treasury any irregularities that may be disclosed in his audit. The Disbursing Officers have the right to inquire into the status and use of the funds. The use of these funds by agencies is not mandatory.

It was pointed out that the management group of the Bureau of the Budget undoubtedly will question various agencies in the future as to whether this "imprest" fund is being utilized.

The Conference was advised by Glavin that he feels we will be subject to criticism if we did not utilize these funds since we have a great number of vouchers that could be paid through the utilization of such fund. It was pointed out to the Conference that the setting up of the fund in the various field offices would present a problem in that it would be necessary for the Bureau to conduct unannounced audits of the fund by employees not assigned to the office in question and that a possibility of auditors of the General Accounting Office would make unannounced visits to the various divisional offices for the purpose of auditing such fund. It was pointed out to the Conference, however, that through the utilization of these funds by the various field offices and at the Seat of Government, we would reduce the number of vouchers submitted by approximately 1,000 a month which would reflect a large savings in the expense of handling paper work in the Bureau as well as in the Treasury in the issuance of checks to cover such minor expenses. It was pointed out to the Conference that not only are nonmaterial expenditures involved but minor expenditures by Agents for telephone calls, cab fare, streetcar fare, etc., could be reimbursed through such a fund thereby materially reducing the number of Special Agent travel vouchers which are being received monthly in the Bureau.

The Conference recommends, therefore, that steps be taken by the Bureau to set up these "imprest" funds in its various divisional offices and at the Seat of Government.

Respectfully,
For the Conference

W. J. Glavin
W. J. Glavin

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

A bit I was the regulations strictly adhered to. The procedure proposed could degenerate into loose handling of funds & this must not be permitted.

The Director

4/9/52

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-96 BY SP5/SCA

SUGGESTION: MISS [redacted]
PORTLAND OFFICE

The Executives Conference of April 8, 1952 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman, and Mason.

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b7C

The Conference considered a suggestion from Miss [redacted] Portland Office, that a clerical employee be designated in each field office to read every piece of incoming mail and every piece of outgoing mail in order to mark each appropriately for indexing.

During the recent school for chief clerks at the Seat of Government, fifty members of the class were opposed to this suggestion and three were in favor. Those opposed pointed out that the adoption of the idea would result in duplication of effort, unnecessary additional responsibility to a clerical employee, and will not accomplish the Bureau's wishes with maximum economy.

Responsibilities for indexing are now clearly fixed with the dictator of a communication and the approving supervisor with regard to outgoing documents, and with the Chief Clerk's Office, the supervisor, and the Agent to whom assigned on incoming documents, it being noted that each employee results in a counter-check on the other. The present system works smoothly.

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b7C

The Executives Conference sees no need for any change.

If the Director agrees, there is attached a letter of appreciation to Miss [redacted]

Respectfully,
For the Conference

Clyde Tolson

Suggestion #110-52

Attachments
EDM:ulr
cc: Mr. H.F. Clegg
Mr. Mohr

RECORDED - 38

INDEXED - 38

APR 11 1952

17

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

[Handwritten signature]

87

APR 10 1952

The Director

4/9/52

The Executives Conference

SUGGESTION: [redacted]
SPRINGFIELD DIVISION
MONTHLY ADMINISTRATIVE REPORT -
8 MONTHS DELINQUENCY LIST

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-16-87 BY SP30-PT

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered a suggestion from Agnes G. Tichy of the Springfield Office, made during the school for Chief Clerks at the Seat of Government.

Semiannually each Field Office furnishes the Bureau a list of delinquent cases existing in the Field Office and each case is appropriately identified by title. The purpose of this list is to permit Seat of Government Supervisors to review the appropriate files which are delinquent and take whatever supervisory action is advisable.

[redacted] recommends that American Legion contact files and Plant Informant files not be included on this semiannual listing of delinquent cases. Most of the time the Bureau does not know of the existence of certain of the American Legion files or Plant Informant files and these are handled administratively in the Field. The furnishing of delinquency figures relative to these files and identifying each file as such by title serves no useful purpose in the opinion of the Internal Security Unit of the Domestic Intelligence Division, which supervises this work.

The Conference unanimously feels that time and effort will be saved by eliminating American Legion and Plant Informant files from the semiannual delinquency list.

If the Director agrees, there is attached: (1) a letter to [redacted] and (2) an SAC Letter which will later be incorporated into a Manual change.

Respectfully,
For the Conference

Clyde Tolson

Attachments

cc: Mr. Mohr
Mr. Glavin

RECORDED - 38
INDEXED - 38

16-2554-9592

APR 11 1952

17

EDM:EHW

EX-23

b6
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b6
b7C

Receipts of Acknowledgments of Stolen Property

The Director
The Executives Conference

April 10, 1952

SUGGESTION No 94-52
Miss [redacted]
Savannah Office

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-24-83 BY SP5ca
WPT

b6
b7c

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion from Miss [redacted] of the Savannah Office that when a letter is sent by a Field Office to an individual acknowledging receipt of information concerning stolen property, a copy of the acknowledgment be dispatched to the Bureau for a search through the National Stolen Property file. The present procedure is for the Field to prepare a specific request for a search of the National Stolen Property File, and if no record is located at the Bureau, one copy of the memorandum is so stamped and returned to the submitting Field Office.

Miss [redacted] suggestion could not be adopted as submitted because a letter of acknowledgment does not list all of the details and description of the stolen property which may sometimes run several pages. Without the description and the serial numbers, the Bureau could not conduct an intelligent search of the National Stolen Property file. Ways and means of adapting Miss [redacted] suggestion, such as indicating a copy of the acknowledgment to the Bureau and putting an addendum thereon relative to the descriptive data, were considered, but each such system upon evaluation appears to result in more red tape and work than the present simple system.

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b7c

The Conference, therefore, recommends no change in the current procedure. If the Director agrees, no further action need be taken for Miss [redacted] has already been thanked for her idea.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

RECORDED - 38
INDEXED - 38

6-2534-9593
APR 11 1952
17

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

WEDN: IGS
64 APR 16 1952

The Director

April 10, 1952

The Executive Conference

SUGGESTION #104-52

[redacted] Oklahoma City
Re: RADIO BROADCASTS - FBI FUGITIVES

1027
008

62-42-941

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b7c

The Executives Conference on April 9, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Ladd, Gearty, Holloman and Clegg, considered the suggestion of clerical employee [redacted] of the Oklahoma City Office submitted during the conference of Chief Clerks held in Washington recently. Mr. [redacted] suggested that the Bureau advise the Field Offices by an all-station radio message on Saturday or Monday morning the identities of the fugitives publicized by such radio programs as "Gangbusters" and "True Detective."

The "Gangbuster" program on Saturday night and the "O. Henry True Detective" mysteries on Sunday afternoon broadcast on a coast-to-coast network descriptions of Bureau wanted fugitives. The Bureau is not informed in advance of the broadcast time as to which specific descriptions will be used, and although from five to eight descriptions of fugitives are furnished to the "Gangbusters" program by the Bureau at one time, the Bureau does not know in advance which one of these fugitives will be described on their program.

The employee indicated that people would telephone or write Field Offices forwarding information concerning individuals believed to be identical with the fugitives. The Field Office, not having information as to the identities of the individuals whose descriptions were broadcast, find themselves at a disadvantage.

The Crime Records Section indicates that there is not a sufficient number of inquiries directed to the various Field Offices to justify the message suggested. Of course, the Field Offices can tune in on these broadcasts and have them monitored if they care to do so.

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

cc - Mr. Mohr
Mr. Clegg

RECORDED - 38

INDEXED - 38

166-2554-9594
APR 11 1952

HHC:IGS

MAY 5 1952
MAY 16 1952

EX-23

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-2-82 BY SP5/ST

The Conference in considering this matter felt that no action was necessary and that the suggestion should not be approved. The employee has already been thanked for his suggestion.

Respectfully,
For the Conference

W
Glyde Tolson

The Director

April 10, 1952

The Executives Conference

SUGGESTION: MISS [redacted]
ASSISTANT CHIEF CLERK, NEWARK
Re: ANNUAL DESTRUCTION OF CERTAIN FILES

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason.

b6
b7c

The Conference considered a suggestion from Miss [redacted] Assistant Chief Clerk of the Newark Office, that certain files scheduled for retention for a period of one year and presently destroyed on a monthly basis, thereafter be destroyed at quarterly intervals whether than monthly intervals. It was the belief of Miss [redacted] that this would lighten the burden on the Chief Clerk's Office.

Among the files concerned are those involving administrative files of Agents, assignment cards on closed cases, automobile register forms, individual automobile files (one year after the car has been disposed of), files relating to film, forms, supplies, weekend and night duty, et cetera.

The Conference feels that the interval of destruction is about the same to all practical purposes rather it happens to be a year and one month, as at present, or a year and three months as suggested. The Conference believes that the issuing of new instructions and acquainting employees with them would in itself create more work than would be saved by the adoption of the suggestion. The Conference unanimously recommends no change.

b6
b7c

If the Director concurs, there is attached a letter of appreciation to Miss [redacted]

Respectfully,
For the Conference

lb

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/6/87 BY [signature]

Attachment

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

RECORDED - 38

APR 11 1952

INDEXED - 38

17

EDM:IGS

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

Suggestion
11 APR 1952 # 1952-52

66-2534-9595

The Director

4/9/52

The Executives Conference

MISS [redacted]
CHIEF CLERK, DALLAS
SUGGESTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/12 BY SP2 JAD/P

The Executives Conference of April 8, 1952 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman, and Mason.

b6
b7c

The Conference considered the suggestion of Miss [redacted] Chief Clerk, Dallas Division, that the Bureau set up a card control for the acknowledgment of mail between field offices.

The present procedure is that in each packet of mail dispatched from the Bureau to the field, a card is enclosed requiring the signature of the person who opens the mail packet and the date of receipt. This card is then returned to the Bureau's mail room. The card does not list the items contained in the mail packet.

No such card is utilized in packets of mail dispatched between field offices or from the field to the Bureau. Any mail of a "Security-type" is sent registered mail and frequently a return receipt is requested through the post office. This is a procedure separate from the one Miss [redacted] has in mind.

Fifty-one of the Chief Clerks were opposed to the suggestion and only two in favor of it were Miss [redacted] and [redacted] Assistant Chief Clerk at Miami.

b6
b7c

The Executives Conference believes there is no value in putting such a proposal into effect and feels that it would be an increase in administrative operations with attendant expense and no indication of any additional security or safeguarding of the mail.

If the Director agrees with the Conference that no change should be made in our present procedure, the attached letter of appreciation should be dispatched to Miss [redacted] and the attached memorandum should go forth to the Miami Office instructing that the procedure utilized there be discontinued. The Assistant Chief Clerk at Miami reported that Miami is already following this procedure.

b6
b7c

RECORDED - 38

APR 11 1952

Respectfully,
For the Conference

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

Attachments
66-2554-9596
Mr. Mohr

EX-23

Clyde Tolson

The Director

April 9, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 6-7-78 BY SP50-6X

The Executives Conference of April 7, 1952, consisting of Messrs. Tolson, Ladd, Mohr, Harbo, Belmont, Gearty, Winterrowd, Mason, Tracy and Glavin considered a suggestion submitted by SA Gauthier concerning artist's conception/drawings and photo retouching.

It was pointed out to the Conference that Mr. Gauthier stated that on numerous occasions during the past two-year period the attention of the Cartographic Section has been directed to newspaper articles mentioning the use of artist's conception/drawings as investigative aids by police departments throughout the country. Gauthier pointed out that it is evident from the number of such articles published that interest in this method of publicizing the appearance of fugitives is increasing and that the method is effective. Gauthier pointed out that it is believed that at least a portion of the increased interest in the use of artist's conception drawings is due to an article which appeared in the April 1950 issue of the FBI Law Enforcement Bulletin which had been prepared by Supervisor [redacted] of the Cartographic Section.

b6
b7c

Mr. Gauthier pointed out that in view of the apparent usefulness and effectiveness of this medium it is believed that a wider use by the Bureau of retouching and artist's conceptions in tracing wanted individuals should be considered, that this would be especially true in such cases as bank robberies where numerous people have a chance to see the robber or robbers, but no photographs are available.

It was pointed out by Gauthier that under such circumstances a trained Cartographic employee could be sent to the scene within a short period of time and by working with Special Agents while interviewing witnesses to the crime gather enough information to prepare the desired sketches.

Mr. Gauthier attached a communication to all AG's concerning this particular matter.

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

The Conference, with the exception of Mr. Glavin, felt that the communication need not go forward to the various SACs. They feel that when necessary appropriate arrangements can be made to have appropriate sketches prepared by the Cartographic employee on an individual basis.

Glavin feels that Mr. Gauthier has an excellent suggestion and one which might prove very beneficial if brought to the attention of

APR 16 1952

RECORDED - 38

66-2554-9597

INDEXED - 38

APR 11 1952

Memo for the Director

the various SACs at this time. In view of the fact that the majority of the Conference is opposed to the adoption of such a recommendation no further action will be taken in this case. No steps will be taken to have the suggested attached communication go forward to the field at this time.

J. Conrad
X

Respectfully,
For the Conference

y
Clyde Tolson

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

THE DIRECTOR

4/10/52

0 EXECUTIVES CONFERENCE

SUGGESTION - CHIEF CLERKS' SCHOOL

3/24 - 28/52

DESTRUCTION OF FILES WHEN THEY BECOME 25 YEARS OLD

ALL INFORMATION IS UNCLASSIFIED
DATE 7-6-96 BY SP-5A-PT

The Executives Conference on 4/7/52, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty and Mason.

Under existing rules files may be destroyed when they have become 25 years of age and the file numbers of those destroyed are required to be noted on a list which is maintained in a file at the beginning of each classification.

The recent School for Chief Clerks at the Seat of Government suggested that, when a file is destroyed, the front cover of the file be retained, bearing the file number and a notation that the file itself has been destroyed. The suggestion also included that index cards relating to the file not be purged from the indices and no stamp be placed on those index cards showing that the file was destroyed.

The Executives Conference felt that, since this exact question was considered a year ago and circumstances have not changed during the interim, the present procedure should be continued.

The Conference pointed out that the retention of the file cover will result in the loss of space whereas many file numbers of files destroyed can be listed on one thin sheet of paper at the beginning of each classification. The present procedure of handling index cards is to stamp the index card "file destroyed" so that at a later date the index cards may be purged. (Executives Conference memorandum 10-25-51.)

Although the Chief Clerks' School was unanimously in favor of the suggestion, the Executives Conference was unanimously opposed. If the Director agrees, no change in the present procedure will be made.

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

cc Mr. Mohr
Mr. Clegg

EDM:DMC
67 APR 16 1952

Respectfully,
For the Conference

RECORDED - 38
Glyde Tolson APR 11 1952

INDEXED - 38

EX-73

#110-52

THE DIRECTOR

April 11, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-2-82 BY [signature]

BUREAU WAR PLANS

The Executives Conference of April 9, 1952, consisting of Messrs. Tolson, Gearty, Clegg, Winterrowd, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, was advised in connection with the setting up of war plans for the evacuation of the Bureau from the Department of Justice Building, that a study had been made of ways and means to expeditiously move the files from the Files Section to the street floor so that these files could be sent to our emergency headquarters. It was pointed out to the Conference that originally a hand-operated block and tackle rig was devised by the Administrative Division which would lower files safely to lower levels. The Files Section felt that the utilization of a hand-operated block and tackle rig would be too slow for all practical purposes in the event we had to lower our files safely to the lower levels in case of emergency. It was suggested that consideration be given to securing auxiliary power for an elevator adjacent to the Records Section so that an elevator could be operated by an auxiliary generator or donkey engine in the event it became necessary to evacuate the building and to move certain of our files to emergency headquarters.

It was pointed out to the Conference that under Civil Defense procedures, in case of attack or bombing all elevators in the building would be cut off and there would be no electrical power available from regular sources. A check had been made to determine whether an auxiliary generator could be secured to operate one elevator on an emergency basis and it was ascertained that such a generator would cost at least \$2,000, exclusive of any wiring and installation costs. Wiring and installation costs would increase considerably the total cost of this auxiliary equipment.

The Conference was further advised that the General Services Administration officials and Department of Justice officials stated that their funds could not be utilized for the installation of such an auxiliary generator, that if such a generator were to be installed, it would necessarily have to be installed through the utilization of Bureau funds.

The Conference is of the unanimous opinion that no such auxiliary generator should be installed at this time.

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

61 APR 11 1952
cc: Mr. Mohr
Mr. Clegg

RECORDED - 13
INDEXED - 13

166-2654-19599
APR 14 1952
17

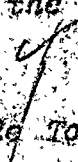
Executives Conference Memorandum (Continued)


It feels that in case of emergency, the necessary files can be moved with sufficient rapidity through a block and tackle arrangement without expending funds which would be necessary in the installation of a generator such as that above-mentioned.

The Conference wishes to further point out in this regard that there would be no assurance that the auxiliary generator could be utilized in case of emergency, that some bomb or other catastrophe might hit in the area near where the generator is installed or where the elevator is installed with the result that it would be inoperative.

Should the Director agree with the Conference recommendation, appropriate officials of the Records Section will be advised in connection with the utilization of a block and tackle rig in case of emergency as above-mentioned.

Respectfully,
For the Conference


Clyde Tolson


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

The Director

4/9/54

The Executives Conference

SOCIAL SECURITY ADMINISTRATION RECORDS AS SOURCES OF INFORMATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/20/01 BY SP2/...

At the Executives Conference meeting on April 9, 1954, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Tracy, Harbo, Belmont, Mohr, Gearty, Holloman and Winterrowd, it was suggested that favorable consideration be given to the attached No Number SAC Letter advising the field divisions of the current situation with respect to obtaining information from the records of the Social Security Administration in Bureau investigations.

You will recall that officials of that Administration initially took the stand that they could furnish no information whatever because the people had been told when the Social Security Act was passed that the information collected would be kept in strict confidence.

During the war, Social Security modified its position so as to make information available in Selective Service, Deserter, Espionage, Sabotage and security-type investigations.

Shortly after hostilities were officially declared at an end, however, Social Security advised that, except in major cases involving national security, information would no longer be furnished unless the violation occurred during or arose out of hostilities.

A co-operative relationship with Social Security has been developed by the Baltimore office to the point that it appears we can actually obtain information in all Selective Service, Deserter, Espionage, Sabotage, and security-type cases, without regard to the date of the violation, upon the certification of the Special Agent in Charge that the investigation either is in a matter affecting the national security or that it arises out of the existence of hostilities. The only practical limitation now apparently is upon the volume of requests. If the privilege is abused through indiscriminate and excessive use, it may become impossible to obtain further information.

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

Attachment

cc Mr. Clegg
Mr. Mohr

RECORDED - 38

INDEXED - 38

APR 11 1954 - 2534 - 9600

APR 14 1954

REC'D DIRECTOR

[Handwritten initials]

EHW:LS

APR 16 1954

66-21

Memorandum for the Director

Information can also be secured in important criminal type cases; however, requests for information in these types of cases should be handled on a highly selective basis and in all such cases the field is being instructed that the requests, prepared in memorandum form, be directed to the Bureau where they will be considered before being forwarded to the Baltimore Division.

The Special Agent in Charge of the Baltimore Division has advised that he sees no reason why this matter should not be called to the attention of all divisions. During the last inspection of the Baltimore Division, the Inspector recommended advising the field of the current situation.

The Executives Conference unanimously agreed to the forwarding of the attached letter to all Special Agents in Charge, which is being handled on the basis of a "No Number" SAC Letter in view of the confidential nature of this arrangement.

The attached SAC Letter is submitted for your approval.

Respectfully,
For the Conference



Clyde Tolson

The Director

April 10, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-6-82 BY [signature]

RECOMMENDATION CHIEF CLERKS' SCHOOL

3/24-27/52

Re: 1-A and 1-B EXHIBITS

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion growing out of the recent School for Chief Clerks that 1-A exhibit envelope and the 1-B green sheets listing bulky exhibits always be kept in the latest section of a multisection file in the Field. The Manual of Rules and Regulations 6 I 15 requires that these documents be kept as the bottom item in the first section of the appropriate case file.

Consequently, throughout the field exhibits contained in a file or a listing of bulky exhibits kept in connection with that investigation may always be found as the bottom item of the file regardless of how many sections of the file are involved. There is a great deal of advantage to a continuance of this system. No benefit can be found in changing it.

On the other hand, the view has been expressed by some Chief Clerks that an employee handling a file normally is interested in the current section and if the documentary exhibits and list of bulky exhibits are contained in that current section, there is little likelihood of having to request the first section of the file. The view was expressed by other Chief Clerks that every time a new section of a file is opened it would be necessary under the proposed system to transfer the 1-A exhibit envelope and the 1-B bulky exhibit green sheets.

The Executives Conference considered this matter and concluded that no change in the present procedure is warranted and as a matter of fact the uniformity obtained from the present procedure is highly desirable. If the Director agrees, no further action is necessary.

Respectfully,
For the Conference

Clyde Tolson

APR 14 1952

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

cc - Mr. Mohr
Mr. Clegg

RECORDED - 13
INDEXED - 13

61-11111-1111

EX-12

166-254-9601

The Director

4/9/52

The Executives Conference

SUGGESTION: MISS [redacted]
SAN FRANCISCO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/12 BY [signature]

The Executives Conference of April 9, 1952 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman, and Mason.

b6
b7c

The Conference considered the suggestion of Miss [redacted] of the San Francisco Office that the title of a case be written on the top cover of the file folder.

This was formerly the procedure in the Bureau, but in an effort to achieve economy a few years ago the Bureau instructed that the name of the principal subject or title of the case no longer be written on the top file cover.

The advantage of the proposal is in facilitating the locate problem in field offices, assisting in serializing, assisting in matching, and on those occasions when a file is stripped of all serials, additional identifying information is provided through the title of the case appearing on the file cover. The disadvantage is the additional effort and expenditure of time which is not believed commensurate with the results obtained.

Forty-three members of the recent Chief Clerk's school were in favor of putting the file title on the top cover. Ten representatives were opposed.

The Executives Conference carefully considered this matter and recalled that it has considered it several times in the past. The Conference is unanimous in its belief that the additional expenditure of time with resulting expense is not commensurate with the benefits obtained under the proposal. The Conference unanimously recommends unfavorably as to the proposal.

If the Director agrees, there is attached a letter to Miss [redacted]

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b7c

RECORDED - 79

INDEXED - 79

66-2554-9602

APR 14 1952

U.S. DEPT. OF JUSTICE
FBI

RECEIVED READING ROOM

APR 10 5 25 PM '52

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

Suggestion # 111-52

Attachments
APR 10 1952

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

The Director

4/9/52

The Executives Conference

SUGGESTION: [redacted]
DEFENSE REVIEWER, SERVICE UNIT
RECORDS SECTION

b6
b7c

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered the suggestion of [redacted] Defense Reviewer in the Service Unit of the Records Section.

This suggestion pertains to the arrangement of a rack in the Service Unit. The rack is utilized for the sorting of abstracts. Heretofore the rack has been arranged alphabetically as follows:

A B C D E F G H
I J K L M N O P
Q R S T U V W X Y Z

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5CJ/PT

The employee suggests the rack be arranged as follows:

A D G J M P S V Y U. S. GOVERNMENT
B E H K N Q T W Z STATE
C F I L O R U X FOREIGN

The suggested arrangement has the alphabet broken down vertically 3 letters high. A trial of this arrangement in the Records Section shows that the vertical arrangement is more satisfactory than the horizontal arrangement and that the suggestion does result in some savings, although the amount cannot be determined, and results also in additional comfort to the employee working at the rack.

The Records Section recommended a \$10 cash award which is the minimum for any suggestion adopted, it being pointed out that this suggestion did not arise out of the normal duties of [redacted]

b6
b7c

Attachment

cc: Mr. Mohr
Mr. Clegg

57 APR 18 1952
EDM:EHV

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

RECORDED 38
INDEXED 38

66-2551-9603
APR 14 1952

Handwritten signature and number: #98-52

The Executives Conference of April 7, 1952
unanimously approves this suggestion and a \$10 cash award
to [redacted]

If the Director agrees, there is attached hereto
a letter to Mr. [redacted] and the Administrative Division
will handle correspondence with the Department concerning
the cash award.

Respectfully,
For the Conference.



Clyde Tolson

b6
b7c

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Belmont _____
- Mohr _____
- Winterrowd _____
- Tele. Rm. _____
- Director's Sec'y _____

The Director

April 9, 1952

The Executives Conference

SUGGESTION - PREPARATION OF ASSIGNMENT CARDS

Miss [redacted] Omaha Office
Miss [redacted] New Haven Office

b6
b7c

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion arising from the recent school of Chief Clerks at the Seat of Government that the Field be relieved of the requirement of typing the word "here" on blue assignment cards signifying that a case originated within the particular office.

This is required by Section 6K4 and 5 of the Manual of Rules and Regulations which states that a blue assignment card shall be prepared when the office making such a card is origin and the word "here" shall appear on the card. Applicant cases are specifically exempt because in each instance the Bureau is origin, and the Bureau need not be indicated as origin on assignment cards relating to Applicant investigations.

A small amount of time would be saved by eliminating the word "here," but this time would be negligible.

The Executives Conference felt that there would be no gain to the Bureau through changing the present rule, and the use of the word "here" is a further check on the accuracy of the assignment cards prepared. The Conference is unanimously unfavorable relative to this suggestion.

b6
b7c

If the Director agrees, there are attached letters to Miss [redacted] of the Omaha Office and Miss [redacted] of the New Haven Office inasmuch as these employees jointly offered this suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/15/85 BY SP5CJ/T

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

RECORDED - 38

INDEXED - 38

APR 14 1952

EDM:IGS
67 APR 16 1952

#109-52

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

ad

SP5CJ/T

C

66-2554-9604

The Director

April 10, 1952

The Executives Conference

RECOMMENDATION: ~~CHIEF CLERKS' SCHOOL~~
3/24-28/52

Re: ~~LAW ENFORCEMENT BULLETINS~~

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion originating from the recent school for Chief Clerks that Section 3 I 7 of the Manual of Rules and Regulations be rescinded. This manual provision requires that two sets of the FBI Law Enforcement Bulletin be maintained in each Field Office, one set being maintained in a bookcase available to Agents and the second to be maintained in an administrative file appropriately indexed.

25 members of the Chief Clerks' School voted that the Law Enforcement Bulletin kept in the administrative file be destroyed after three years. 26 members of the class favored a continuance of the present rule.

Inasmuch as the Law Enforcement Bulletin is carefully indexed as a means of providing lecture material for instructors and speech material for Bureau speakers, the Executives Conference did not deem it feasible to destroy copies of the Law Enforcement Bulletin after a period of three years. The Conference is unanimous in its belief that no change should be made in the present procedure.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-13-78 BY SP5 CPT

CC * Mr. Mohr
Mr. Clegg

EDM:IGS

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

INDEXED - 111
RECORDED - 111

66-2554-960

APR 14 1952

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EX-25

APR 16 1952 #123-5

THE DIRECTOR

March 20, 1952

EXECUTIVES' CONFERENCE

first

The Executives' Conference of March 20, 1952, consisting of Hassrs, Ladd, Harbo, Belmont, Mohr, Gearty, Tracy, Mason, Winterrowd, and Glavin considered the attached suggested communication to all Special Agents in Charge concerning Time and Attendance Reports on the voluntary overtime days.

The purpose of this communication to the field is to point out that the field does not need to make appropriate notations on the Time and Attendance Reports when the employees do not work on Saturdays. It was pointed out that tardinesses should be made up on Saturday if such exist. It was further pointed out that since Saturday is an overtime day, payment is made for actual time worked, and tardinesses, regardless of how small, could not be properly excused and still have the employee paid for the full work day.

The conference recommends approval of the communication in question.

Respectfully
For the Conference,

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-98 BY SP8/BJP

RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
MAR 25 1 41 PM '52

WAG:pan
cc: Mr. Mohr
Mr. Clegg

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

INDEXED - 42
RECORDED

APR 15 1952
61

5 APR 18 1952

9606

ORIGINAL COPY FILED IN 100-107-101-101

The Director

April 15, 1952

The Executives Conference Present 4/11/52:

ATOMIC ENERGY ACT -
APPLICANT INVESTIGATIONS

Folson, Glavin, Tracy,
Harbo, Belmont, Ladd,
Winterrowd, Gearty,
Holloman and Clegg

Forms

To be sent
The Executives Conference on 4/11/52 unanimously opposed the recommendation of the Butts Office that a ~~form~~ be approved to send out to former employers of Atomic Energy Act Applicants to verify employment. The New York, Philadelphia, Savannah and Charlotte Offices approved such a form for the Field where there was sufficient time to meet the deadline. The Newark Office was opposed pointing out that there was usually less than one-third of the leads to verify the employments and the remainder of the leads require investigation and inquiries such as the nature and character of the employment. The Investigative Division doubted that leads of this type would be discovered sufficiently ahead of the deadline to permit the use of the form in handling such leads.

The Executives Conference was opposed based on the fact that deadlines would not often be met; that during the course of the inquiries at places of employment other pertinent questions would need to be asked and it would reflect unfavorably on the quality of the Bureau's investigations to make inquiries of this type by form letter. Thus, the Conference recommendation was unanimously unfavorable.

Respectfully,
For the Conference

Y
Glyde Tolson *per*

JH
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP/CLC/PT

cc - Mr. Mohr
Mr. Clegg
RECORDED - 93
INDEXED - 93

126-2554-9607
APR 12 1952
17

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

HHC:IGS
1-240
APR 16 1952
EX-3

The Director

April 15, 1952

The Executives Conference

Present 4/11/52:

Tolson, Glavin, Tracy,
Harbo, Belmont, Ladd,
Winterrowd, Gearty,
Holloman and Clegg

~~YELLOW COPIES~~

The Executives Conference on 4/11/52 unanimously recommended unfavorably as to the suggestion of Mr. W. C. Eames of the Records Section that yellow file copies not be prepared for SAC Letters, Bureau Bulletins and Memoranda to Bureau Officials. The idea was to save filing space and the Conference considered that the yellow copies occupy a very small amount of filing space. The yellow copies also bear the initials of the approving supervisors and officials which would, if placed on the original, make a rather "messy" presentation. Also there is a pending recommendation that Executive Conference recommendations be endorsed on the yellow, and for these reasons the recommendations were unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-1-83 BY JSL/pt

cc - Mr. Mohr
Mr. Clegg

RECORDED - 13

INDEXED - 13

APR 17 1952

17

66-2554-9608

HHC:IGS

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

64 APR 18 1952

The Director

April 16, 1952

The Executives Conference

Present 4/11/52:
Tolson, Glavin, Tracy,
Harbo, Belmont, Ladd,
Winterrowd, Gearty,
Holloman and Glegg

SUGGESTION - #96-52
SA JOHN J. CREEDEN, JR.
MEXICO CITY OFFICE
Re: Printing Bureau Bulletins
on Handbook Size Paper

The Executives Conference on 4/11/52 was unanimously opposed to the suggestion of SA John J. Creeden, Jr., assigned to the Mexico City Office that Bureau Bulletins in the future be printed on handbook size paper, in small print and on both sides of the paper so that Agents can keep the Bulletins in a loose-leaf binder.

The opposition of the Conference was occasioned by the fact that some of the Bulletins are lengthy, they are prepared rather frequently and when they are placed in the regular Field Office files they could not conveniently be filed with an coco fastener. The bulkiness of such material also would soon make the practice of reducing the size of the paper undesirable and Agents would not desire to carry all of this material along with them as they travel. Bulletins are further available in the Field Office and at Resident Agencies, and the Agents can retain those that are essential to their work. The present system, it was recommended, should be continued.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-82 BY SP5 CJA
CPJ

cc - Mr. Mohr
Mr. Glegg

HHC:IGS

RECORDED - 38

INDEXED - 38 APR 17 1952

EX-140

7340
64 APR 21 1952

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

THE DIRECTOR
THE EXECUTIVES CONFERENCE

APRIL 16, 1952

The Executives Conference of April 16, 1952, consisting of Messrs. Tolson, Tracy, Harbo, Clegg, Inghram, Coarty, Ladd, Belmont and Glavin, considered the attached suggested ~~daily~~ report form for voucher examination and recommended approval thereof.

Respectfully,
For the Conference

Glynn Tolson

CC: Mr. Mohr
Mr. Clegg

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/82 BY SP5/CT

[Handwritten signature]

[Handwritten initials]

RECORDED - 38 66-2554-9610

APR 17 1952

INDEXED - 38

EX-140

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

64 APR 21 1952

The Director

4/10/52

The Executives Conference

SUGGESTION: JOHN H. BROOKS
SPECIAL AGENT
PITTSBURGH DIVISION

The Executives Conference on 4/8/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason.

The Conference considered a suggestion from Special Agent John H. Brooks of the Pittsburgh Office that in telegrams, teletypes and other communications the following abbreviations be used:

BUEMP - for Bureau Employee
BUEMPL - for Bureau Employment.

The Conference does not feel that these abbreviations would be used sufficiently to warrant their approval and addition to the list of currently used abbreviations. The Conference further feels that the list of abbreviations should be kept small and clearly understandable. The Conference is unanimously opposed to this suggestion.

If the Director agrees, there is attached a letter to Special Agent Brooks, thanking him for his idea.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/82 BY SP5 CJE/PT

Attachment

66-2554-9611
APR 16 1952

RECORDED - 38

INDEXED - 38

cc: Mr. Mohr
Mr. Clegg

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

64 APR 21 1952

EDM:EHF

The Director

4/8/52

The Executives Conference

SUGGESTION: MISS [REDACTED]
ASSISTANT CHIEF CLERK, NEWARK
~~RETENTION OF #3 REGISTER CARDS~~

b6
b7c

Suggestion # 100-152

The Executives Conference on 4/7/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered the suggestion of Miss [REDACTED] Assistant Chief Clerk, Newark Division, that #3 cards of Agents be retained for only 1 year and then be destroyed.

Manual of Rules and Regulations, 6JAGG, requires that #3 cards be retained for a period of 3 years.

Number three cards are used to record the places where investigative employees can be contacted by the office during their daily work and are also used to show the sign-out time for home in the evening by investigative employees. Thus, they become an official part of attendance records and must be kept for a period of 3 years.

The Executives Conference feels that the present procedure should not be changed.

Respectfully,
For the Conference

Ym
Clyde Tolson

RECEIVED READING ROOM
F B I
DEPT. OF JUSTICE
APR 9 4 06 PM '52

JE 7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-29-89 BY [signature]

INDEXED - 88
RECORDED - 88

APR 15 1952

cc: Mr. Mohr
Mr. Clegg

EDM: EHW

APR 19 1952

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

EX-3

The Director

4/9/52

The Executives Conference

CRIMINAL INFORMANT PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-82 BY SP5/SLP

At the Executives Conference of April 9, 1952, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Tracy, Harbo, Belmont, Mohr, Gearty, Holloman and Winterrowd, it was recommended that consideration be given to approving the attached letter to all Special Agents in Charge, which instructs that there be prepared semiannual reports on potential criminal informants which are being developed by field divisions for the purpose of establishing them as criminal informants.

Such a semiannual report would reflect the name of each potential criminal informant in the headquarters city and in each Resident Agency and road trip territory. Following each name would be a list of the types of information actually furnished and a list of the types of information which might reasonably be expected from the potential informant in the future. One or two paragraphs would be required indicating the date a file was opened and assigned; the dates of contact with each potential informant; a sentence indicating how the potential informant obtains information, either by virtue of employment, association, etc.; a description of each case or project on which the informant has been requested to work and a brief description of the results obtained.

The Conference was advised that we presently require a semiannual report on each criminal informant and that the Investigative Division feels that it is advisable to have semiannual reports on potential criminal informants of which there are presently approximately 3,000. It was pointed out that this would implement the informant program; that it would be a means of not only showing the Bureau but each field division the amount and quality of potential informants. It was also pointed out that this would be a means of keeping track of how frequently potential informants are contacted in the course of their development and finally it would undoubtedly be a means of eliminating some which in reality cannot be classified as potential informants but rather a source of information.

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

Attachment
cc - Mr. Clegg
Mr. Mohr

RECORDED - 88
INDEXED - 88

APR 15 1952

17

59 APR 21 1952

Memorandum for the Director

It was further pointed out to the Conference that in order to handle this program properly and to meet increasing demands on the Criminal Informant Desk in the Investigative Division, that it would be necessary to have assigned an additional Supervisory Clerk to this desk which has two Special Agent Supervisors assigned to it along with a regular clerk.

The majority of the Conference, consisting of Messrs. Tolson, Gearty, Clegg, Belmont, Mohr, Harbo, Tracy and Glavin, felt that this proposed program of semiannual reports for all potential informants would not be worth while in light of the large amount of paper and administrative work which would be entailed, it being pointed out that all field divisions would be required to prepare over a period of a year on the basis of current figures approximately 6,000 letters. It is to be recalled that there are approximately 3,000 potential criminal informants.

The minority consisting of Messrs. Ladd, Holloman and Winterrowd felt that this program should be adopted as a means of implementing our criminal informant program. It is to be pointed out that while approximately 6,000 letters a year would be required, or reports involving approximately 6,000 items would have to be prepared, the reports would, however, be submitted on a staggered basis by each division 90 days after the dates set forth in the Manual of Rules and Regulations on which semiannual reports on approved criminal informants are required to be submitted.

Respectfully,
For the Conference

7
Clyde Tolson

THE DIRECTOR

4/10/58

EXECUTIVES CONFERENCE

SUGGESTION: CHIEF CLERKS' SCHOOL

3/24-28/58

MADE BY [redacted] PITTSBURGH OFFICE,

SUGGESTED REVISION IN FORM FD-31

FIELD OFFICE REGISTER #1)

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/15/83 BY SP501/PT

The Executives Conference on 4/7/58, consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gentry and Mason.

The Conference considered a suggestion originating with [redacted] of the Pittsburgh Office, made during the recent School for Chief Clerks, held at the Seat of Government.

Miss [redacted] suggested that Form FD-31, copy attached, which is the #1 Register in use in the field, be revised, as per her sample attached.

This revision is to include on the front of the register a place for the certification of Sick Leave, which is now provided for on the reverse side of the #1 Register.

Miss [redacted] pointed out that difficulty is continuously experienced in obtaining the certification for Sick Leave of one day or less. Employees have, according to Miss [redacted] advanced many reasons for failing to enter such certification, which reasons may be summarized by a statement that certification on the reverse side of the register is somewhat clumsy.

In her belief, having the certification on the front of the register would provide a constant guide and reminder to employees that certifications for Sick Leave are necessary.

The entire Chief Clerks' School agreed with this viewpoint.

The Executives Conference unanimously recommends the revision of Form FD-31, to provide the certification on the front of the page. This will make it unnecessary to put any printing on the rear of the page and thereby save in the long run, certain printing costs.

If the Director approves this suggestion, there is attached hereto a letter to [redacted] of the Pittsburgh Division.

Respectfully,
For the Conference

Glude Tolson

Attachment

cc-Mr. Mohr

cc-Mr. Gregg

APR 21 1958

RECORDED - 88

APR 13 1958

THIS SUGGESTION

4/15/58

Mason

W

b6
b7c

b6
b7c

b6
b7c

MR. TOLSON

April 4, 1952

H. H. CLEGG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-22-82 BY SP5/EL

b6
b7c

SUGGESTION:

PITTSBURGH

REVISED FIELD REGISTER #1 -
SIGN IN REGISTER)

Executive Conference

BACKGROUND:

During the course of the Chief Clerk's School 3/24-28/52, the above named pointed out that much difficulty is continuously experienced in her field office in obtaining certification of sick leave for one day or less, which certifications, according to existing field register form, are entered on the reverse side of the register. She pointed out that many reasons are advanced by employees who fail to enter such certification which may be best summarized by saying that the form which provides for certification on the rear is somewhat clumsy. It was learned from other members that similar difficulty is had in other field offices as well. A copy of FD-31 last revised 1/19/49 is attached.

SUGGESTION:

Field Office Register #1 (FD-31) be revised so that the certification of sick leave for one day or less may be made on the face of the register rather than the reverse side. Attached is a recommended new format for this form.

ADVANTAGES:

(1) By having the certification column on the face of the field register, there would be a constant guide and reminder to employees so that there would be less likelihood of omission of certification.

(2) There is ample space on the face of the register to have the various columns, which are now required, and in addition, have the certification column as reflected in the attached recommended changed form.

DISADVANTAGES:

None

ACTION TO BE TAKEN:

In the event the revised form is approved, it will be prepared in sufficiency for field use when additional supplies need to be printed. In view of the fact that there is no basic change in the form or the requirements thereto, there would be no reason to advise the field by special SAC letter.

EXECUTIVES/ CONFERENCE CONSIDERATION:

RECORDED

INDEXED - 88

EX - 106

APR 15 1952

APR 21 1952

TEN/jcs

The Director

April 10, 1952

The Executives Conference

RECOMMENDATION - CHIEF CLERKS' SCHOOL

3/24-25/52

Re: ~~UNIFORM SYSTEM OF INDEX SYMBOLS~~

Present at the Executives Conference on April 8, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason. The Conference considered a suggestion growing out of the recent School for Chief Clerks held at the Seat of Government that uniformity be established in marking documents for indexing in Field Offices. Inquiry by Inspector T. E. Naughten revealed several different systems are in use in various Field Offices and when an Agent is transferred from one office to another he has to learn to read their plus marks, checks and symbols as to the meaning of each and its relationship to indexing procedures.

The Manual of Rules and Regulations 6 H 4 requires that any names or data in incoming communications not in the title should be underscored by the employee initialing the original communication for filing as a signal to the Chief Clerk that indexing is necessary.

The School of Chief Clerks very carefully studied indexing procedures and in an effort to achieve uniformity of operations throughout the Field, make it easier on clerical employees and Agents transferred from one office to another in recognizing indexing procedures, a uniform system is proposed for the Director's approval. 41 members of the Chief Clerks' School were in favor of this uniform system, 12 were opposed.

Those opposed like their own symbols better, and each feels that his own system is better than anyone elses.

The proposals relative to indexing symbols recommended by the Chief Clerks are:

- | <u>Symbol</u> | <u>Significance</u> |
|--|---|
| 1. Blue pencil check mark over last name | 2. Name has been searched and index card found. |

cc - Mr. Mohr
Mr. Clegg

RECORDED - 88

INDEXED - 88

APR 16 1952

17

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-99 BY SP5CE/PT

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

7 APR 19 1952
EDM:IGS

#132-6

Symbols

2. Blue pencil circle over last name.
3. Red pencil diagonal through circle over last name.
4. Name underlined in blue pencil.
5. Red diagonal line through blue pencil underline.

Significance

2. Name has been searched and no index card found.
3. Index card has now been prepared on name marked.
4. Request of supervisor or agent for additional indexing.
5. Index card has now been prepared on name underlined.

The Executives Conference of April 8, considered these symbols and recommend their incorporation into the Manual of Rules and Regulations.

If the Director agrees, the Manual will be appropriately adjusted and a revision will be issued.

Respectfully,
For the Conference


Clyde Tolson

The Director

4/9/52

The Executives Conference

SUGGESTION: MISS [redacted] ASSISTANT CHIEF CLERK, NEWARK

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/22/92 BY [signature]

The Executives Conference of April 8, 1952 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman, and Mason.

b6
b7C

The Conference considered a suggestion from Miss [redacted] Assistant Chief Clerk, Newark Office, pertaining to the forwarding of the last copy of certain serials in file from one field office to another.

The present rule is that when the last serial is transferred from one file to another within the same office a charge-out slip reflecting the disposition should be placed in the file. On the other hand, when a field office wishes to loan or give the last remaining copy of a serial in file to another field office or to the Bureau, it is necessary that the last serial be retained and that a typed or photostatic copy of this serial be sent instead.

Miss [redacted] believes that it should not be necessary to reproduce the last serial when it is to be loaned or given to another field office, and a charge-out slip in the file reflecting disposition should suffice.

b6
b7C

Actually the number of instances in which this situation arises is quite small.

The Executives Conference believed that there was no advantage in adopting the proposed procedure while on the other hand it is advisable for an office to retain all serials necessary for the completion of its files.

If the Director agrees that the present procedure should not be changed, the attached letter of appreciation should be forwarded to Miss [redacted] and no other action is necessary.

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 129

EX-25

INDEXED - 129

Suggestion #113-52
Attachment
EDM:ULN
cc: Mr. Tolson
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Mohr
Mr. Winterrowd
Mr. Gearty
Mr. Holloman
Mr. Mason
Miss Gandy

APR 21 1952

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

THE DIRECTOR

4/16/52

EXECUTIVES CONFERENCE

ACCOUNTING FOR COPIES OF CONFIDENTIAL DOCUMENTS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-22-82 BY SP-1

The Executives Conference on 4/8/52, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Holloman and Mason.

The Conference considered a suggestion that the Bureau account for copies of letters or memoranda sent between Field Offices or between the Field and the Bureau. The addressee of such communication always appears on the file copy, as does the identity of other offices receiving carbon copies. It is not possible to tell from the file copy, however, how many carbon copies were addressed to other offices.

The Armed Forces account strictly for each copy of a confidential document. The possibility exists that some day a copy of a document will turn up in the possession of an unauthorized person and the Bureau will have no way of knowing how many copies of the letter or memorandum were originally prepared.

If the proposal were adopted, the procedure would be the same as at present, except that the letter or memorandum would show 3 copies to Newark, or 2 copies to New York, rather than the present notation "cc-Newark."

The proposal does not include memoranda prepared at the Seat of Government.

The majority of the Conference, Messrs. Ladd, Glavin, Tracy, Belmont, Winterrowd, Gearty and Holloman, are opposed because of the additional work involved.

The minority, Messrs. Tolson, Harbo, Mohr and Mason, favor the idea as an added assurance of the security of communications and a means of the Bureau's accounting for copies prepared. The minority points out that this procedure is already utilized in the preparation of investigative reports.

RECORDED - 118 INDEXED - 118

166-2534-9619

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

Jenny

EX-164

Respectfully,
For the Conference

[Signature]

Clyde Tolson

[Signature]

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

64 APR 25 1952

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

copy;dp

The Director,
The Executives Conference

April 1, 1952

SUGGESTION #57-52
Mrs. [redacted]
Records Section Employee

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-6-92 BY SP5/CTA

The Executives Conference on March 28, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Nichols, Holloman and Clegg, considered the recommendation for a cash award to the above employee.

b6
b7c

A memorandum dated March 24, 1952, from Mr. Eames to Mr. Nichols referred to a suggestion previously submitted by Mrs. [redacted] of the Records Section which resulted in a savings to the Bureau. Mrs. [redacted] made a suggestion which has been adopted and put into practice which has proven effective and has reduced the number of index card searches in cases having more than one subject with aliases. A tabulation has been made and it was found that her suggestion which was adopted saves approximately 160 searches per day at a cost of \$6.60 per day, or an annual savings of \$1722.60.

Under the cash award program she would be entitled to consideration for \$75.00 award. Mr. Trotter has advised that she is a Classifier and that her suggestion is not a normal outgrowth of her assigned duties. In view of the fact that this employee meets the qualifications of the award, it is recommended that she be granted \$75.00.

Respectfully,
For the Conference

Clyde Tolson

Jm

DIRECTORS' NOTATION:

"O.K." H.

CC - Mr. Mohr
Mr. Clegg

HHC:IGS

RECORDED - 29

166-2554-9620
APR 9 1952
78

EX-25

INITIALS ON ORIGINAL

64 APR 25 1952

ORIGINAL FILED IN 66-218-3699

The Director

April 21, 1952

The Executive Conference

Present 4/18/52:

Callahan, Tracy,
Harbo, Mohr, Ladd,
Winterrowd, Gearty,
Laughlin, Holloman
and Glegg

MANUAL AND HANDBOOK
REVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/92 BY SP5CJ/pt

The Executive Conference considered the recommendation that when the office of origin receives information that a Bureau fugitive has been apprehended or that the apprehension is no longer desired, there be set forth in the manual a specific statement fixing specific responsibility for notifying auxiliary offices of the fact that the fugitive is no longer desired and that outstanding leads should not be developed. The suggestion is that the Agent to whom the case is assigned should be charged with this responsibility, and in the event he is not in the headquarters city or is a Resident Agent or an Agent on a road trip, the responsibility should rest with the Field Supervisor.

The Conference recommended unanimously unfavorably. The manual at present fixes responsibility on the Field Office to forward such notification to auxiliary offices. It is the custom when the Special Agent to whom the case is assigned is available that he would prepare this communication, but if he is out of the office for the entire day, action should not be delayed until his return even though he is not on a road trip. At night the responsibility would attach to the Special Agent on duty or on the official who would be notified by the night clerk. In other words, it would be a difficult and undesirable thing to try to name the specific employee responsible under any and all possible conditions and variations of conditions. The Bureau will hold the SAC responsible, and when during an inspection it is found that there has been a failure to take appropriate action, it becomes a requirement to ascertain the facts which would then clearly point out the identities of all those responsible. An endeavor to list the specific one responsible under each circumstance would have the undesirable results of relieving all others of such responsibility and this was believed to be unwise. It was also believed that specific statements as to the responsibility which already exists would not bring about any more frequent compliance with the rule than at present.

cc - Mr. Mohr
Mr. Glegg

66-2554-9621
Respectfully,
For the Conference

APR 23 1952

31

Clyde Tolson

RECORDED - 122

INDEXED - 122

EX - 80

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

64 APR 25 1952

HHC:IGS

The Director

4/18/52

The Executives Conference

Present 4/8/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Winterrowd, Mason and Holloman.

NUMBER THREE CARDS IN RESIDENT AGENCIES

SYNOPSIS

Number three cards listing the proposed investigative activity of each Agent are presently maintained for 3 years. The Conference considered whether the cards of Resident Agents should be similarly maintained or whether they should be destroyed weekly inasmuch as each Resident Agent prepares a daily report. Majority favors destruction. Minority favors retention and points out psychological advantage when Agents know the cards are to be retained and the fact that the current rule was enunciated as recently as 3/4/52.

DETAILS

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-9-83 BY SP5 C/pt

During the Conference the question was raised as to how long #3 cards should be maintained for Resident Agents. As you know, employees in Headquarters City and employees in Resident Agencies, where 2 or more Resident Agents are assigned, are required to prepare #3 cards. Employees on road trips and Special Agents assigned by themselves to a Resident Agency do not prepare a #3 card. Daily reports are, of course, prepared by all Resident Agents and Road Work Agents.

The Manual requires the retention of #3 cards for a period of 3 years. This rule was imposed because Agents sign out for home in the evening on #3 cards and thus these documents become an official part of the attendance records and must be kept for 3 years. The question arises as to whether it is necessary to retain #3 cards for 3 years, representing those Agents whose work is covered through submission of daily reports.

Views were solicited from SAGs Scheidt, Hood, McKee, Soucy, and Inspector Stein. They unanimously felt that #3 cards should continue to be made out according to current regulations, however, that these cards should be destroyed in the Field Office after perusal by the supervising official. They indicated that the original value of #3 cards was to provide a means by which Agents could be located during the course of their daily work. Daily reports will, of course, reflect what work has been done.

The majority, Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Winterrowd, Gearty and Mason agreed with SAGs and Inspector Stein.

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

Attachment
APR 25 1952

RECORDED - 38
INDEXED - 38

APR 24 1952


cc: Mr. Mohr
Mr. Clegg
GDD:EDM:ehu:cmg

RECEIVED
APR 25 15 PM '52

majority believes retention of the cards will provide no greater supervision. They object to the filing of upwards of 377,000 cards per year or the retention of 1,131,000 over the 3-year span, each being less complete than the daily report. The minority, Messrs. Mohr, Belmont and Holloman, favored retention of #3 cards for 3 years. They felt that closer supervision would be provided in that new Agents working in Resident Agencies could be checked more fully if the cards were retained. The minority also felt for purposes of uniformity, #3 cards should be retained and furthermore, that SAC Letter #23 dated 3/4/52, listed current instructions on #3 cards, therefore, it would be inadvisable to issue countermanding orders after so recent an interval. The minority pointed out that the recent instructions to retain #3 cards of Resident Agents for 3 years arose from the incident at Tulsa, Oklahoma where a Resident Agent was handling leads by telephone from his home and playing golf in the afternoon during official working hours. The instructions were changed from destroying the cards the following day to keeping them for 3 years and this would provide at least a psychological inducement on the part of personnel to prepare them properly when they knew they were going to be retained for a 3-year period. Consequently, the minority saw a real purpose in keeping these cards for a 3-year period.

If the Director agrees with the majority view, there is attached hereto an appropriate SAC Letter.

Respectfully,
For the Conference


Clyde Tolson

The Director

4/17/52

The Executives Conference

SUGGESTION
CHIEF CLERKS' SCHOOL
3/24-28/52

(Responsibility for
Designation of Posting
of Outgoing Communication)

Present 4/14/52:

Messrs. Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont, Ladd,
Winterrowd, Gearty, Nichols
and Clegg.

The Executives Conference recommended unanimously unfavorably on 4/14/52, as to suggestion arising in the Chief Clerk's School that there be placed in the Manual a requirement that the Field Supervisor show on letters, memoranda and teletypes the status of the case when such communication is being posted on the back of the assignment card. Reports do show the status of the case and this would require that the Supervisor indicate the status in other types of communications to be posted.

The reason for the Conference's unfavorable recommendation is that it is an obvious responsibility. There is no assurance that any additional phraseology added to the Manual will lessen the failures of the Supervisors to indicate this information and it is not believed that the Manual should be cluttered up with such a routine provision. It is being followed uniformly in all Field Offices, is fully understood by the Field Offices, and the lapses are merely oversights or negligence which a Manual provision would not correct.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-16-83 BY SP5CJ/ST

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

HHC: EHW

166-2554 -
NOT RECORDED
80 MAY 6 1952

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

UNCLASSIFIED BY SP5CJ/ST

ORIGINAL FILED IN 100-162619-876

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/27/94 BY SP5/ck

April 4, 1952

MR. TOLSON
H. H. CLEGG

RECOMMENDATION - CHIEF CLERKS' SCHOOL
3/24-28/52
(RESPONSIBILITY FOR DESIGNATION OF POSTING
OF OUTGOING COMMUNICATION)

EXECUTIVE CONFERENCE

BACKGROUND:

During Chief Clerks' School 3/24-28/52, the question was raised as to the responsibility of the supervisor in marking outgoing communications for posting. It was pointed out in some instances that the status of a communication, other than a report, may be shown at the end of the communication to be posted. This often means that it appears on the second or latter pages depending on the length of the communication. The chief clerks felt that it would be well to specify the responsibility of the supervisor in approving outgoing communications to include the marking clearly in all instances on the bottom of the first page of the file copy the posting instructions.

PRESENT RULE:

The Manual of Rules and Regulations 6K8 requires that in no instance, except investigative reports, shall posting be made without the approval of the field supervisor. There is no rule specifying where this approval should be shown.

RECOMMENDED RULE:

This section of the Manual of Rules and Regulations be amended to include the provision that the supervisor approving the posting of outgoing communications other than reports show clearly on the bottom of the first page of the file copy posting instructions.

ADVANTAGES:

- (1) Definite assistance to Chief Clerk's Office in posting operations.
- (2) Since supervisor has to put his initials on the file copy signifying his approval of the outgoing communications, no added burden would be imposed.
- (3) Make more certain the posting of those items which should be posted thus bringing about a more accurate delinquency figure for the office.

DISADVANTAGES:

None

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

TEN/jcs

68 MAY 17 1952

166-2554
NOT RECORDED
80 MAY 6 1952

INITIALS ON ORIGINAL

ORIGINAL FILED IN

1. There is attached a proposed SAC Letter advising the Field of the responsibility of proper posting.
2. This will be incorporated in the next revision of the manual.

*Suggestion
#120-52*

1957

EX-164

Tele. Room	
Mr. Tolson	
Mr. Boardman	
Mr. Nichols	
Mr. Belmont	
Mr. Mohr	
Mr. Casper	
Mr. Callahan	
Mr. Conrad	
Mr. DeLoach	
Mr. Evans	
Mr. Gale	
Mr. Rosen	
Mr. Sullivan	
Mr. Tavel	
Mr. Trotter	
Tele. Room	
Miss Holmes	
Miss Gandy	

INDEXED-118

RECORDED - 118

166-2554-8623

mf

AP

It was pointed out that records of discussions would be had with respect to each matter as to how to develop them and cases, investigations, and other matters. It was also pointed out that the records of the discussions would be made available to the interested parties.

It was recommended to the Executive Conference that consideration be given to holding the Executive Conference in the future in the form of a series of sessions, one for each of the districts. It was pointed out that under no circumstances would any conference be held in the form of a series of sessions. It was also pointed out that the records of the discussions would be made available to the interested parties.

The Conference was called in the latter part of November, 1957, and a conference was held at Dallas, Texas, in which a representative group of law enforcement officers were present from Texas, Oklahoma, Missouri, Louisiana, Wisconsin, and Minnesota. The four districts in attendance were the Dallas, Texas, Dallas, Texas, Dallas, Texas, and Dallas, Texas. It is believed that as a result of this conference the records of the discussions would be made available to the interested parties.

At the Executive Conference on April 17, 1958, the records of the discussions were made available to the interested parties. It was pointed out that the records of the discussions would be made available to the interested parties.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 11/11/88 BY SP5/CJS

APRIL 19, 1958

THE DIRECTOR

- MR. TOLSON
- MR. ROSEN
- MR. WINTERROWD
- MR. PRICE
- MR. POPE

he

h

Not only would such a conference be of value to the local law enforcement agencies but of value to the Bureau in getting over our investigative jurisdiction and promoting better relations in the sense that we will have more cases referred to us on a more prompt basis.

Attached is a possible program as well as a tentative grouping of Bureau field divisions and states into regions where conference might be held.

The Conference unanimously approved the recommendation that the Training Division and the General Investigative Division work out a program along the above-described lines and that we hold a conference in a few places on a selective basis.

Respectfully,
For the Conference

105
N

Clyde Tolson

I think this an excellent
idea. In fact the idea
might be expanded to cover
other subjects -
N

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

THE DIRECTOR

4/22/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 10/2/94 BY SP5 JG

2
My

The Executives Conference on 4/21/52 was attended by Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Belmont, Mohr, Winterrowd, Gearty, Holloman and Mason.

A suggestion was considered from Mr. Tracy that each SAC set up a committee of clerical employees to consider suggestions originating in that office which apply to clerical operations and a similar committee of Agents be set up to consider suggestions relating to Agents' work. Such committees should report their views and recommendations to the SAC within a period of 3 days. Mr. Tracy emphasizes it should be pointed out to the Field personnel if the suggestion is adopted that this procedure does not in any way affect the right and privilege of an employee to submit personally to the Director any matter he chooses.

Mr. Tracy believes adoption of the suggestion would result in greater maturity of thought being given suggestions before they are forwarded to the Bureau. He believes that some of the employees would probably withdraw their suggestions before transmittal to the Bureau.

Only Mr. Tracy was in favor of this suggestion and all other members of the Conference were opposed. The majority felt that suggestions should continue to come to the Bureau and it would be bad for morale to have employees know that their colleagues in the same office could recommend adversely concerning a suggestion. Mr. Tracy felt adoption of his proposal would provide a broader point of view from employees actually working in the Field. The majority pointed out that comments of SACs are frequently obtained to ascertain whether certain suggestions are applicable to the entire Field service.

The majority recommended unfavorably as to this suggestion and if the Director concurs, no further action is necessary.

Respectfully,
For the Conference

Clyde Tolson

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

64 APR 25 1952

RECORDED - 135
INDEXED - 135
EX-25

166-2554-9624

EXECUTIVES CONFERENCE

The Executives Conference on 4/21/52 was attended by Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Belmont, Mohr, Winterrowd, Gearty, Holloman and Mason.

The Conference considered a suggestion from SA [redacted] San Diego, that only one copy of a parole report be prepared for the reporting office. The present rule is that two copies be prepared.

b6
b7c

COPIES OF PAROLE

The basic rule is that 2 copies of reports be prepared in all matters for the reporting office, with the exception of certain Applicant-type investigations.

Mr. Price, Chief, Criminal Section, General Investigative Division, is opposed to the idea, for while one copy would generally be sufficient, one copy may have to be sent to the U. S. Attorney, another Field Office, or some other agency. Thus, Mr. Price feels two copies to be desirable.

J. Concur Agreeing with this view was the minority of the Conference, consisting of Messrs. Ladd, Glavin, Harbo, Winterrowd and Mohr, who felt that the paper required to make a manual change would be in greater volume than the savings of paper resulting from the preparation of only one copy of parole reports which normally consist of 2 or 3 pages.

The majority of the Conference favored the adoption of the suggestion and in this group were Messrs. Nichols, Tracy, Belmont, Gearty, Holloman and Mason.

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

Respectfully,
For the Conference

cc-Mr. Mohr
Mr. Glegg
EDM:DMG

Clyde Tolson

66-2554-9625

RECORDED - 135
INDEXED - 135

APR 23 1952

113

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

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1/26/96 BY SP2/CPJ

W. C. Sullivan

The Director

April 17, 1952

The Executives Conference

CRIMINAL INFORMANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-6-96 BY SP5CJ/pt

At the Executives Conference on April 15, 1952, consisting of Messrs. Tolson, Ladd, Belmont, Clegg, Glavin, Harbo, Tracy, Mohr, Gearty and Winterrowd, it was pointed out a survey had been made into the various possibilities as to establishing a system to insure that field offices are advised of the release of Bureau subjects from penitentiaries, which subjects have possibilities as potential informants.

The Conference was informed that the best procedure would be for field offices on a selective basis place notices with the Identification Division so that the field office will be notified of the release of any subject having potentialities. The Bureau of Prisons, it is to be noted, sends the Bureau release dispositions of convicts who are released from prison.

It was pointed out that it would be a costly clerical job to process all notifications from the Bureau of Prisons to determine which are the Bureau subjects. This could not be handled on a selective basis in the manner the field could handle it. Investigating Agents, Criminal Supervisors, or SACs are familiar with the potentialities of subjects arrested and convicted as a result of Bureau investigations.

The attached proposed SAC Letter points out to the field that stop notices should be placed whenever a subject in a Bureau case receives an actual sentence and if during the course of the investigation some indication was received that the subject was cooperative and might be cooperative in the future following his release from a penitentiary.

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

Respectfully,
For the Conference

RECORDED - 38 166-2554-96126

INDEXED - 38 APR 24 1952

Clyde Tolson

EX-140

9626

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

Attachment APR 29 1952
CC: MR. CLEGG
MR. MOHR
EHW:BSW

[Handwritten signatures and initials]

The Director

April 19, 1952

The Executives Conference

Present 4/16/52:

FBI RECREATION ACTIVITIES
Pistol Club
Cleveland Office

Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrowd,
Gandy, Holloman
and Glegg

The Executives Conference considered the letter from SAC Shine of the Cleveland Office addressed to Mr. Stanley, President of the FBI Recreation Association, suggesting that a pistol club be formed for the benefit of some of the clerical employees of the Cleveland Office.

The Bureau has organized a pistol club for clerical employees in Washington and such a program is now current. The past history of these activities is that they will start out with a flourish of enthusiasm and interest will gradually wane and attendance will drop off until the program is abandoned. It is renewed a year or so later at the request of clerical employees.

SAC Scheidt advised that in 1949 the Bureau authorized a limited program of this type for seven male clerical employees who wanted to take the training so that they could join the Peekskill Gun Club. The Bureau authorized this program with the provision that it would be under the supervision of a Quantico trained firearms instructor then available in New York. SAC Scheidt stated that Mr. Rumons, who handled this club, described the program as a "flop" as interest soon waned and the program was not resumed and was not considered worth continuing.

Mr. Ladd and Mr. Glavin recommended favorably that such a program be approved for the Cleveland Office under the usual restrictions that the SAC accept the responsibility, that the practice be supervised by a qualified firearms expert, that Bureau ammunition not be used, that all state and local requirements be strictly complied with, that the range be approved, and that care be taken to prevent the loss or theft of any weapons purchased by the members of the club participating.

cc - Mr. Mohr
Mr. Glegg

INDEXED - 38

RECORDED - 38

HHC:IGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/92 BY SP5/CF

66-2554-9627
APR 24 1952

84 APR 28 1952

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

All other members of the Conference were opposed to the suggestion. Experience has shown that the initial enthusiasm usually wanes and the attendance drops off. Some of the male clerical employees might feel that their participation would be advisable because it might help them become Special Agents later and they might be inclined to engage in the practice without really desiring to. There are always hazards involved on any firearms range and the possibility of injury does exist with a resulting reflection on the Bureau, and the employees thus encouraged to have firearms in their possession at home or en route between their home and the range could become involved in some embarrassing situation. Experience to date has failed to indicate any special advantage or continuing enthusiasm from such pistol clubs and the majority recommended unfavorably.

SAC Shine will be advised consistent with the Director's decision.

Respectfully,
For the Conference

J. Edgar Hoover
J. Edgar Hoover
Glue Tolson

THE DIRECTOR

April 14, 1952

THE EXECUTIVES' CONFERENCE

ATOMIC ENERGY ACT
SECURITY RISK CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/26/82 BY SP/CL

On April 11, 1952, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Winterrowd for Rosen, Tracy, Gearty, Holloman, and Belmont, considered a recommendation that field offices be informed of the procedure followed in the handling of Security Risk cards maintained by the Bureau on individuals employed on classified work at atomic energy installations.

The Bureau presently maintains 5 x 8 cards on individuals investigated under the Atomic Energy Act - Applicant Program who have been granted Atomic Energy Commission clearance and on whom subversive derogatory information has been developed. Security Risk cards are maintained as a ready reference to the more serious security risks which have been investigated under the Atomic Energy Act - Applicant Program who have been granted clearance by the Atomic Energy Commission in spite of the information developed. In the event of an emergency, the Bureau may wish to refer this list to the Department and the Atomic Energy Commission as security risks at atomic energy installations.

The Security Risk cards are reviewed monthly and the field offices are instructed to keep the Bureau currently informed of the employment status of the individuals on whom cards have been prepared.

Security Risk cards are prepared where information is developed which falls within the following categories:

1. Reported past or present membership by the employee in the Communist Party.
2. Reported pro-Russian or pro-Communist sympathies or beliefs on the part of the employee.

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

CC - Mr. Clegg
Mr. Mohr

RECORDED - 36

INDEXED - 36

KWD:mes
Attachment

EX-169

66-2554-9628
APR 26 1952

64 APR 28 1952

[Handwritten signatures and initials]

3. Reported past or present membership in the Communist Party on the part of close relatives or associates having influence upon the employee.
4. Reported past or present membership in a Communist-type organization cited under Executive Order 9835.
5. Active membership in Communist front organizations other than those cited under Executive Order 9835.

During a recent Internal Security School, it was suggested that the Bureau inform the field offices of the procedure being followed in the handling of Security Risk cards. Since, in the past, no uniform procedure has been followed by the field, an outline of the procedure has been prepared for the information of the field which will be helpful in the uniform handling of these cases.

Executives' Conference Recommendation:

The Conference unanimously approved the recommendation.

In the event you approve the Executives' Conference recommendation, the attached SAC Letter will be issued outlining the procedures being followed in connection with this program.

Respectfully,
For the Conference

Glyde Tolson

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

The Director

April 21, 1952

The Executives Conference

Present 4/18/52:

Callahan, Tracy, Harbo,
Mohr, Ladd, Winterrowd,
Gearty, Laughlin,
Holloman and Clegg

RECOMMENDATION - CHIEF CLERKS'
SCHOOL 3/24-28/52

~~RESPONSIBILITY IN MAILING~~

~~RECORDS~~

The Executives Conference unanimously recom-
mended unfavorably the suggestion that came from the
Chief Clerks' Conference that the manual set forth
specific requirements to show who should remove an
exhibit from a file when such exhibit is to be transmitted
by letter or report to the addressee, the United States
Attorney or another office. The Chief Clerks' Conference
thought that this should be the responsibility of the
stenographer. Some offices, including the Seat of Govern-
ment, require that any removals from the file be by an
employee of the Records Section or the Chief Clerks Office.

This was recommended unanimously unfavorable due
to the unanimous opinion that the manuals should not be
used to spell out the specific employee to perform such
a detail, that this was not a matter of policy which should
be directed by the Bureau and the size of the office and
the location of the files will make a variation necessary
in the various Field Offices, and it should be immaterial
to the Bureau so long as the required action is taken.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/92 BY SP5 CJA/AT

cc - Mr. Mohr
Mr. Clegg

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

HHC:IGS

RECORDED - 36

INDEXED - 36

EX-18

166-2554-9029

APR 22 1952

12

61 APR 29 1952

F333

The Director

April 15, 1952

The Executives Conference

Those Present 4/11/52:

RECOMMENDATION - CHIEF CLERKS' SCHOOL 3/24-28/52
(1-A EXHIBITS)

Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Holloman and Clegg

The Executives Conference on 4/11/52 recommended unanimously unfavorably as to a suggestion that exhibits which are now placed in the 1-A envelope as the first serial in a file be in the future placed in envelopes attached to the serial to which they pertain. This suggestion was made during the Chief Clerks' School and only 5 were in favor and 48 were opposed.

To adopt the suggestion would scatter enclosures throughout the file and make them difficult to find when the file becomes voluminous. It is easy to find them now since they are all in an envelope which is the first serial in the file. Such a suggestion would also make the file unwieldy and cumbersome at times, and, therefore, the Conference agreed with the Chief Clerks in opposition.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY [signature]

RECORDED - 30
INDEXED - 36

166-2534-9630
RECORDED
141 APR 26 1952

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

EX-18

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 100-45500-557

[Handwritten signatures and initials, including "11/137-52"]



4/9/52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 06/09/99 BY SP/CLP

3. Mr. Clegg, the stores
Mr. Mason

MANUAL OF RULES AND REGULATIONS
SECTION 10A, PARAGRAPH 2

EXECUTIVE CONFERENCE

This section deals with the action taken by a field office in checking the indices upon the receipt of I.O. or Wanted Flyers, and provides in part that, "The I.O. Number, Wanted Flyer Number and the date the index card is prepared shall appear underneath the file number in the upper right portion of the card."

b6
b7c

The following suggestion, made by Chief Clerk [redacted] was submitted by the Seattle Office: That the I. O. Number (and Wanted Flyer Number) be placed under the name in the left portion of the card as part of any other identifying data appearing on the card. It is also suggested that when the card is initially prepared, the month and year be placed in the upper center of the card, with the file number to the extreme right. When additional file references are added, if in a subsequent month, the new date should be placed to the right of the card followed by the file number.

Mr. George Madler, Records Section, agrees that placing the I. O. Number under the name along with the other identifying data is more logical and in keeping with the present practice in the Records Section.

ADVANTAGES:

1. If the card is prepared in this manner, the file numbers will be clearly visible and eliminate the possibility that the I.O. or Wanted Flyer Number might be overlooked.
2. The I.O. and Wanted Flyer Numbers will appear in their proper location.

b6
b7c

RECOMMENDATIONS:

1. That the suggestion of Chief Clerk [redacted] of the Seattle Office be forwarded to Inspector Naughten for discussion at the next Chief Clerks' Conference. INITIALS ON ORIGINAL.
2. If the results of this discussion are favorable, that this suggestion be adopted to the extent that the I. O. and Wanted Flyer numbers appear on the left upper portion of the index card as part of any other identifying data.

Suggestion 101-52
Attachment
GJE:arg

166-2554-4
NOT RECORDED
80 JUN 16 1952

68 JUN 23 1952

ORIGINAL FILED IN 166-2554-98

THE DIRECTOR

April 12, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-29-98 BY SP-10

The Executives Conference of April 9, 1952, consisting of Messrs. Tolson, Nearty, Clegg, Underwood, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, considered the attached suggested letter to all Special Agents in Charge in connection with office space and recommended its approval.

For the Director's information, the General Services Administration at the present time, through its divisional offices, is requesting information from the various divisional offices of the Bureau as to the space needs of those offices for a period of five years hence. The General Services Administration also is requesting information as to the number of personnel to be assigned to those offices five years hence.

The Conference was advised that annually the General Services Administration makes such requests and the Bureau in the past has answered these requests by stating we will need at least the same amount of space as we have at the present time and at least the same number of personnel as is presently assigned to the specific office. It was pointed out that this suggested letter to all SACs will advise them of the response to make to the General Services Administration and will eliminate the necessity of each Agent in Charge requesting advice from the Bureau as to what to say in connection with these inquiries, thus eliminating considerable paper work.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. Mohr
Mr. Clegg

Attachment

50 APR 29 1952

RECORDED - 57
INDEXED - 57

44-1564-9631

RECORDED
17 APR 15 1952

EX-130

The Director,

April 15, 1952

The Executive Conference

Present 4/11/52:

Tolson, Glavin,
Tracy, Harbo,
Belmont, Ladd,
Winterrowd, Gearty,
Holloman and Clegg

SUGGESTION 199-52
SUBMITTED BY SA WILLIAM D. WHITNEY
SAN FRANCISCO OFFICE DATED 3/21/52

~~Handwritten note:~~ *EX-100, 007, 008, 009, 010, 011, 012, 013, 014, 015*

eg

The Executive Conference on 4/11/52 unani-
mously recommended unfavorably as to the suggestion
of SA Whitney of the San Francisco Office that index
cards be photographed with a quick developing Polaroid
Land camera and the photographs be sent to the Agents
for examination instead of filling out the search slip
with Bureau references. The idea of the suggestion was
to speed up the process of listing cross references and to
eliminate errors in listing file numbers on the search
slip.

It was reported to the Conference that experiments
showed that the Polaroid photographs were not clearly legible
and each such camera cost \$89.75. There would be an additional
expense of \$30.00 for the construction of a stand with lights,
an additional expense of labor, and there would be a cost of
approximately 20 cents for each photograph. Thus, the recom-
mendation was unfavorable.

*ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-12-82 BY SP5 CAT*

Respectfully,
For the Conference

Clyde Tolson

166-2554-9632

NOT RECORDED
106 APR 28 1952

cc - Mr. Mohr
Mr. Clegg

RECORDED - 13
INDEXED - 13

HFC: IGS *du*

EX-32

APR 29 1952

ORIGINAL FILED IN

April 28, 1952

THE EXECUTIVES' CONFERENCE

The Executives' Conference of April 28, 1952, consisting of Messrs. Tolson, Nichols, Belmont, Casper, Clegg, Winterrowd, Holloman, Graham, ~~Harbo~~ and ~~Glavin~~ considered the desirability of the Bureau revising its present leave policy to allow a longer period of earned leave than is allowed at the present time.

It was pointed out to the Conference that at present ~~one~~ weeks of leave is allowed at any one time. It was also pointed out to the Conference that the Director had inquired as to the advisability of extending this period of allowed earned annual leave from three to four calendar weeks.

The Conference, after careful consideration of this matter, felt that it would be desirable at this time to amend our leave regulations to permit four calendar weeks of earned annual leave at one time, rather than three weeks allowed at present. It was pointed out that in most of the instances that have come to the Bureau's attention in the recent past requesting exceptions from our present rule are from employees who would not need more than four calendar weeks of leave at any one time. Through the establishment of the four calendar weeks of leave at one time, we would permit employees living at greater distances from their offices of assignment to proceed to their homes for a reasonable period of vacation leave at their homes, which would compare favorably with the amount of leave which could be spent at homes of employees who reside close by their offices of assignment.

Should the Director approve the Conference's recommendation it is suggested that the attached teletype to the field be approved together with the attached SAC Letter confirming the teletype, as well as a memorandum to all Assistant Directors, advising them of this.

Respectfully,
For the Conference

166-2534-9633

APR 29 1952

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-10-80 BY SP8/Kci

FOIA 323,013

WRG:pan

cc: Mr. Mohr
Mr. Tolson
Attachments

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