

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

Total Deleted Page(s) = 4
Page 165 ~ Referral/Consult;
Page 166 ~ Referral/Consult;
Page 198 ~ Referral/Consult;
Page 212 ~ Referral/Consult;

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The Director

4/17/52

The Executives Conference

Present 4/14/52:

SUGGESTION

Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, Nichols and Clegg.

b6
b7c

CHIEF CLERK
MEMPHIS

The Executives Conference on 4/14/52 recommended that instructions be changed to show whether employees entering on duty, ceasing duty, departing or arriving on inspections should be required to sign the #9 Register (this Register for reporting arrivals and departures). At present the requirement is that those who arrive from other Divisions are to sign this register, except on inspection assignments.

EXECUTIVES CONFERENCE UNANIMOUSLY
RECOMMENDED UNFAVORABLY

The reason for the unfavorable recommendation is that when Agents depart or arrive on inspections they should not sign this register and clerks who are entering on duty are not now required to sign this register, and it is believed by the Conference that they should not do so. This register is merely to record the arrival of an employee from another Division for purposes other than inspection or for departure to another Division for purposes other than inspection. The Inspectors report the movement of those who assist on inspections and there is no need for making this additional requirement which is unnecessary.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

HHC; EHW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-98 BY SP3/STP
PDLA # 323,013
see draft re. original

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

RECORDED - 58
INDEXED - 58
66-2554-9634
APR 29 1952 ORIGINAL
INITIALS

MAY 8 1952

ORIGINAL COPY FILED IN 66-2554

The Director

April 29, 1952

The Executives Conference

AUTOMOBILE RADIO EQUIPMENT

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On April 24, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Mohr, Belmont, Mason, Gearty, Tracy, Nichols, Winterrowd, Holloman and Harbo, considered the suggestion by Mr. Conrad of the Laboratory that 200 additional automobile radio units be purchased in order that they would be available for installation in new automobiles. It is anticipated that, upon receipt of new automobiles now on order, the SAC's will recommend two-way radio equipment pursuant to existing Bureau policy. The objective of Mr. Conrad's suggestion is to purchase a substantial number of radio units at one time, rather than in numerous individual orders and, secondly, to make the equipment readily available for prompt installation when the SAC's recommendation for equipment is approved.

In view of Mr. Glavin's advice as to limited funds available for such purpose, the Conference unanimously recommends that 50 two-way automobile radio units be purchased for this purpose. Estimated cost \$25,000.

Respectfully,
For the Conference

Glyde Tolson

OK

CC - Mr. Glegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-19-82 BY [signature]

RTH:kmh

Handwritten initials

RECORDED - 159

166-2554-9635

31 APR 30 1952

INDEXED - 159
EX - 80

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

57 MAY 3 1952

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

The Director

April 25, 1952

The Executive Conference

~~INDEXING OF GAMBLING DEVICES~~

At the Executive Conference held April 23, 1952, consisting of Messrs. Tolson, Nichols, Belmont, Mason, Glavin, Harbo, Tracy, Holloman, Gearty, Winterrowd, Ladd, and Gresham, it was pointed out that it was not deemed necessary that Field Divisions continue indexing ^{serial} numbers of gambling devices.

This question initially arose as a result of the Chief Clerk's School, March 24 through 28, 1952, when it was recommended that the field be instructed, in the interest of uniformity, to caption Index Cards Dealing with Plot Machine and Gambling Device Numbers, under the major caption, "Gambling Devices." It was also recommended that these cards include descriptive data, such as, type, name of manufacturer and serial number, then to be filed and sequenced according to the last three digits of the serial number.

In the initial stages of the Bureau's program to enforce the Interstate Transportation of Gambling Devices Statute, indexing of gambling devices was a desirable procedure. This was true because it was anticipated that identifying data such as serial numbers would be useful in conducting investigations. The Department also had not indicated what final disposition would be made of gambling devices.

At the present time, it is not believed the indexing of each gambling device seized by the Bureau is warranted. Serial numbers have been of limited value and in those instances where machines have been seized, almost all were destroyed within a relatively short period of time.

Of course, there was an inventory record maintained in the file and also receipts where pertinent identifying information was recorded in connection with the transfer of the machines to the U. S. Marshals.

Attachment:

cc: Mr. Mohr
Mr. Clegg

EHW: amb: dw

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- Glavin _____
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- Rosen _____
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- Gandy _____

RECORDED - 96
INDEXED - 96

31 APR 30 1952

EX-164

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

[Handwritten signatures and initials]
5 MAY 3 1952

The Executive Conference unanimously agreed that the Field should be instructed to discontinue indexing gambling devices and to destroy those cards already prepared unless there are special circumstances which would make indexing necessary or desirable.

There is attached for approval a proposed SAC letter in this matter.

Respectfully,
For the Conference

4
Clyde Tolson

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

The Director

April 9, 1952

The Executives Conference

GRADUATION FBI NATIONAL ACADEMY -
CURRENT SESSION

The Executives Conference on April 9, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Ladd, Gearty, Holloman and Clegg, considered the captioned matter.

The current Session of the Academy is made up of 102 law enforcement officers and two Counselors. Classroom No. 1 in which they assemble is practically filled by the students. Based upon previous experience, it might be expected that a maximum of 150 guests and family members of the class would be present when the class finishes its course of training.

For future classes with a maximum attendance of 60 and with a likelihood that knowledge will spread that there are no elaborate graduation exercises, it was believed by the members of the Conference that future graduations might be held in the No. 1 Classroom. For the present class, however, and the likelihood that there will be a number of guests present and with Classroom No. 1 practically filled by the members of the class, the following recommendations were made:

1. That the graduation be held in the auditorium of the National (Wells) Art Gallery, which has a seating capacity of 302.

2. It was recommended that the class members and any members of their family and guests who are present, together with members of the Executives Conference and those representatives of the Bureau from various Divisions who regularly appear as instructors before the class, be invited to be present. This will not be a formal invitation, but the invitation will be extended orally through the Chiefs of the various Divisions.

RECORDED - 100

INDEXED - 100

65-2554-9637

31 APR 30 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/19/92 BY SP5CJ/PT

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

MAY 3 1952

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
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- Mohr _____
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3. It is recommended that the exercises should consist of an Invocation and Benediction and a brief talk by the President of the graduating class. It was also thought that the Director might be agreeable to delivering a charge to the graduating class, such charge of approximately 2 to 3 minutes duration, after which the diplomas would be awarded, and the entire procedure of delivering the speeches and awarding the diplomas would probably be concluded in approximately 30 to 40 minutes.

Respectfully,
For the Conference

Clyde Tolson

*I suggested that
either Mr. Doona
or Mr. Clegg
do this*

*Mr. Clegg could
deliver the
diplomas.*

THE DIRECTOR

4/29/52

THE EXECUTIVES CONFERENCE

*POLICE TRAINING SCHOOL LECTURES
ON COMMUNISM

The Executives Conference of April 28, 1952 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Gresham, Holloman, Winterrowd, Gearty, Belmont, Nichols, and Clegg.

The Conference unanimously recommended that the field offices be authorized to include in closed police training schools and closed law enforcement conferences the following subject for discussion: "Reasons Why People Accept Reject Communism." SA William C. Sullivan recently wrote a monograph on this topic. He is willing to prepare a restricted outline of a type which might be used before police schools and police conferences which are closed to any outsiders.

On 9/22/50, the field was authorized to include the subject of "The American Communist Party, Its Aims and Objectives" before such meetings. This subject has been utilized before law enforcement conferences conducted by the Bureau and police schools. The suggestion is for the purpose of making a new approach to a discussion of certain limited phases of the subject of Communism.

The Conference recommended that SA Sullivan prepare such an outline as the one suggested for this purpose and that the material which he prepared would be first reviewed by the Executives Conference before it was finally approved and before transmittal to the field with authorization to use the contents in such closed meetings.

If the Director approves, Mr. Sullivan will, at his early convenience, prepare such an outline.

Respectfully,
For the Conference

Clyde Tolson

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

UHG:ulr
cc: Mr. Clegg
Mr. Mohr

RECORDED - 135

INDEXED - 135

EX 106

22 MAY 17 1952

58 MAY 5 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-17-92 BY [signature]

66-2554-9638
script

The Director

April 19, 1952

The Executives Conference

Present 4/18/52:

REGISTER NO. 3

Callahan, Tracy, Harbo,
Mohr, Ladd, Winterrowd,
Gearty, Laughlin, Holloman,
and Clegg

The Executives Conference considered a proposed change in the FBI manuals concerning Agents recording on the Field Office Register No. 3 their whereabouts and also making known the fact that they are engaging in official assignments at times other than during regular office hours.

It will be recalled that an Agent in the Kansas City Office signed out to go to his home but instead during the course of the evening performed what he claimed was some official work and that there was no record in the office that he had been so engaged officially. A problem arises of a serious nature due to the possibility that some Agent may be killed or seriously injured on an official assignment and there is no record available indicating that he is on an official mission.

The present requirement concerning Register #3 is as follows:

"Register No. 3: This register shall be used by every Agent when leaving the Field Office during regular hours. It shall also be used for recording arrivals in the morning (in addition to Register No. 1), departures and returns from lunch, and final departure from the Field Office in the evening."

EXECUTIVES CONFERENCE CONSIDERATION:

It is proposed and unanimously recommended by the Conference that this section of the manual be revised to read as follows:

"Register No. 3. The No. 3 Register shall reflect the times of arrival and departure of all investigative employees of the Field Office. This register

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

cc - Mr. Mohr
Mr. Clegg
Attachments
HHC:IGS

Handwritten: 99-22 2/25/52

156-2534-
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80 MAY 7 1952

67 MAY 15 1952

ORIGINAL FILED IN 156-2534-1157

will show the time of arrival in the morning (in addition to Register No. 1) as well as times of arrival from lunch and any other arrivals at the office throughout the day. This register shall also reflect the departure for lunch, the final departure from the Field Office in the evening and all other departures from the office throughout the day. This register should be filled out completely in all instances as a means of showing when an employee is in a duty status and where he may be reached during such periods of absence from the office."

The Conference also unanimously recommended that a Bureau Bulletin be forwarded to the Field pointing out the possibility of some Agent being injured or even killed while on an official assignment at other than during regular working hours. The Bureau Bulletin should further specifically instruct that Agents in the headquarters city notify the Field Office in advance of any contemplated official work or assignment at any time other than during regular office hours and that this notification is not only for the purpose of enabling the office to locate the Agent if his services are needed, but also for officially recording that he is engaged on official activities so that this evidence in support of any subsequent claim for compensation may be available and also to provide protection to the Agent as to his activities during such a period.

It was also felt that the Bureau Bulletin should point out that Resident Agents and Agents on road trips who leave their hotels or place of residence during nonworking hours on an official assignment should (a) if in a Resident Agency city, notify the Senior Resident Agent in advance of their departure on an official assignment, and (b) if not in a Resident Agency city or if there is not a Senior Resident Agent available, the Agent should consider for his own protection making a notation which he would leave in his home or hotel room among his papers, showing his departure time, the nature of his work and the fact he is engaged on an official assignment with such other identifying data as file number or persons to be interviewed as may be known. It was believed that preparation of this written note should not be made a requirement, but that Agents should be advised to prepare it for their own protection.

The Conference further recommended that the Bureau Bulletin instruct that, of course, on the following day the daily report should reflect the performance of official

duties including the file number and other requirements to be placed on the daily report form.

If the Director approves, the Manual changes will be made as attached and the Bureau Bulletin will be prepared along the line suggested as also attached.

Respectfully,
For the Conference

Glyde Tolson

April 18, 1952

MEMORANDUM FOR MESSRS. TOLSON

LADD
NICHOLS
BELMONT
GLEGG
GLAVIN
HARBO
ROSEN
TRACY
HOLLOMAN
MOHR
GEARTY

99-92320-101

RECORDED 18

66-2554-9639

EX-140

Re: HANDLING OF EXECUTIVES CONFERENCE MATTERS

1. Hereafter in the handling of Executives Conference matters when there is an SAC Letter or Bureau Bulletin which has received the unanimous approval of the Conference, a memorandum will not be necessary, but the fact that the Conference unanimously approved the communication, together with the date and list of those present, should be noted on the yellow.

2. Whenever a suggestion in the future is presented to the Executives Conference and it is unanimously recommended unfavorably, a memorandum should be addressed to Mr. Tolson showing this action by the Executives Conference.

At any time there is a divided opinion an Executives Conference memorandum in the usual form will be prepared.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

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

HHC:IGS

APR 19 1952
COMM - FBI

64 JUN 25 1952

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Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

FROM : The Executives Conference

SUBJECT: PROCEDURES IN HANDLING
EXECUTIVES CONFERENCE MATTERS

DATE: April 15, 1952

Present 4/14/52:
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrowd,
Gearty, Nichols, Clegg

Tolson

Ladd

Clegg

Glavin

Nichols

Rosen

Tracy

Harbo

Belmont

Tele. Room

Nease

Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-15-82 BY SP5/BJT

(4)

The Executives Conference unanimously recommended the following procedures in handling Executives Conference matters in order to reduce the amount of paper work and the amount of material designated for the Director's Office:

1. Although an SAC Letter and Bureau Bulletin which does not involve a matter of policy is not required to go to the Executives Conference for approval, it is recommended that all Bureau Bulletins and SAC Letters which are taken before the Conference be prepared in the regular form for SAC Letters and Bulletins. Approval of the Executives Conference, together with a listing of those members present, will be placed on the yellow file copy. This will eliminate the need for an Executives Conference memorandum. In the event there is a divided opinion and the recommendation is not unanimous, an Executives Conference memorandum will be prepared.

2. Whenever a suggestion is presented to the Executives Conference and it is unanimously recommended unfavorably, a memorandum will be addressed to Mr. Tolson showing this action by the Executives Conference. It will be unnecessary for this memorandum to be sent to the Director's Office if Mr. Tolson's Office approves the action taken. Again, in case of a divided opinion, an Executives Conference memorandum will be prepared.

BACKGROUND: When the Joint Committee of Field and Seat of Government representatives was active, whenever the Joint Committee recommended a suggestion unfavorably, the memorandum from the Joint Committee was prepared for Mr. Tolson and the memorandum was routed first to the Assistant Director primarily concerned with the suggestion and second to Mr. Tolson. If they both approved the action taken the matter was not submitted to the Executives Conference.

The above two procedures were subsequently cancelled and the files do not reflect the reason for this cancellation. The Conference felt that the action above recommended should be adopted and so recommend to the Director.

cc - Mr. Mohr
Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson

HHC:IGS

Members of Conference
4/15/52
HHC

INDEXED RECORDED

66-2554-9637

LADD
2-8

The Director

April 15, 1952

The Executives Conference

Present 4/14/52:

PROCEDURES IN HANDLING
EXECUTIVES CONFERENCE MATTERS

Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrowd,
Gearty, Nichols, Clegg

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Respectfully,
For the Conference

Glyde Tolson

cc Mr. Tolson
Mr. Clegg

HHC:IGS

66-2554-9637

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/22/88 BY SP-5/BJD

Tolson
Ladd
Nichols
Belmont
Mohr
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Winterrowd
Clegg
Gearty
Nichols
Tamm
Tracy

The Director

April 23, 1952

The Executive Conference

*Ask
my*

The Executive Conference of April 24, 1952 consisting of Messrs. Tolson, Carty, Mason, Nichols, Ladd, Belmont, Mohr, Harbo, Tracy, Winterrowd, Holloman and Glavin was advised that an inquiry has been received from the SAC at Los Angeles inquiring as to whether the Bureau would have any objection to the FICA at Los Angeles making arrangements for group hospitalization benefits for the clerical employees at Los Angeles due to the fact that the Blue Cross Hospitalization Organization (a commercial organization) increased its charges to the point where protection under this plan is most expensive for clerical employees.

It was pointed out that for an individual male clerical employee the Southern California Blue Cross plan charges the employee \$2.55 a month. For individual female employees the plan charges \$3.70 a month; for husband and wife, \$8.65 per month and family members \$8.70 a month.

This matter was discussed in some detail and Glavin suggested to Mr. Egan that he make a check of the various insurance companies in the city to determine whether we could secure a comparable plan to SAIPA for our clerical employees.

Mr. Egan advised that Prudential Company, which handles SAIPA, would be interested in the same type of plan for our clerical employees, such a plan to include hospitalization, surgical and \$1,000 term life insurance policy. Mr. Egan stated that he contacted the Travelers Insurance Company and the Line Insurance Company and neither insurance company would handle group hospitalization unless it is handled under a payroll deduction plan. This could not be done by the Bureau. The Pacific Life Insurance Company advised Mr. Egan that they do not write hospitalization insurance. The New York Life Insurance Company stated that they would furnish some figures concerning the cost of such a plan to the Bureau on or before May 5, 1952.

From information secured by Mr. Egan a comparable plan to the Southern California Blue Cross plan would cost a single male or female clerical employee \$2.25 a month, for husband and wife \$6.00 a month and for a family policy \$5.50 a month.

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-23-80 BY SP-6

RECORDED - 112

166-2554-960

EX-170
INDEXED 112

MAY 2 1952

68 MAY 6 1952

COPY

The Director

April 30, 1952

The Executives Conference

*File
my*

The Executives Conference of April 28, 1952, consisting of Messrs, Tolson, Nichols, Belmont, Gearty, Clegg, Winterrowd, Holloman, Gresham, Harbo, Tracy and Glavin considered the attached suggested letter to all SACs concerning the political activity of Federal Officers and employees and recommended its approval.

For the Director's information, we have previous to the present time, reminded all Bureau employees that they are not to engage in any political activity except to exercise their legal right to vote. This reminder went forward to all employees under SAC letter #21, Series 1952, dated February 26, 1952.

It is felt that the attached communication should go forward at this time to which will be attached several pamphlets prepared by the U.S. Civil Service Commission concerning political activity of Federal Officers and employees.

OK
DATE 5-7-92
BCK
UPT

Respectfully,
For the Conference

Be

Clyde Tolson

CC: Mr. Mohr
Mr. Clegg

Attachment
WRG:cr.

RECORDED - 112

66-1554-9641
MAY 2 1952

EX-170
INDEXED - 112

68 MAY 6 1952

The Director

April 29, 1952

The Executive Conference.

Present 4/28/52:

Tolson, Glavin, Tracy,
Harbo, Gresham, Holloman,
Winterrowd, Gearty, Belmont,
Nichols and Clegg

*POLICE COOPERATION

As an outgrowth of a matter developing recently in Massachusetts concerning the Bureau's relationship with local police, the attached SAC Letter is unanimously recommended by the members of the Executive Conference as a statement of policy and a guide to the Field in police cooperation, exchanging information with police and in making arrests jointly with police. This SAC Letter points out the general policy of the Bureau that the Bureau will cooperate with the local police in matters of mutual interest except where there is inefficiency, publicity madness or corruption, with illustrations as to how premature release of confidential information has interfered in the handling of cases. There is set forth policy that when in regular routine cases where the Bureau was furnished the initial complaint by the local police or where they are working together jointly on the cases, that there should be a free and full exchange of information (except confidential informants and other highly confidential information), unless to do so would jeopardize the case. In matters of major interest, including conspiracy and major cases, then the SAC will instruct the Agents as to the extent to which disclosure of information may be made.

Concerning arrests, the policy is stated that where the case was not reported to the Bureau by the police, where the police have not participated in the investigation, the arrest should be made exclusively by the Bureau unless the services of the police are needed in order to insure the apprehension. It is recognized that this policy will very likely cause some criticism of the Bureau by police who feel that whenever an individual is apprehended within their jurisdiction they should be informed about it or should participate jointly in making the arrests, but it was felt that there was no greater necessity for the Bureau to request the assistance of the police in arrests exclusively by the Bureau in cases in which the police have not participated than it would be for the police to call on the Bureau in the apprehension of traffic violators and in strictly local police matters. Also this would prevent improper premature disclosure of information to the detriment of the investigation or the prosecution.

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

cc - Mr. Mohr
Mr. Clegg

RECORDED - 93

INDEXED - 93

EX-32

166-2554

MAY 3

9642
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-19-82 BY [signature]

Attachment
57 MAY 16 1952

Memo for the Director

It was pointed out that in addition to the hospitalization and surgical benefits which would be secured under the Blue Cross Plan the insured, under the suggested plan set forth from information secured by Mr. Igan, the employee would also secure \$1,000 term life insurance policy.

The Conference was advised that further contacts are being made by Mr. Igan and additional information will be furnished to the Bureau just as soon as all plan costs have been determined by him.

Respectfully,
For the Conference

Clyde Tolson

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Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
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The SAC Letter also sets forth the policy that where the local police have furnished the initial complaint or have participated in the investigation or where it is a joint investigation, the arrests may be made jointly with the police unless to do so would jeopardize the proper handling of the matter.

It also sets forth the statement that after an apprehension has been made within police jurisdiction by Bureau Agents exclusively, the question as to whether the local police authorities should be notified after the arrests are made and the question as to when the local police should be notified will be left to the discretion of the SAC.

The attached SAC Letter is recommended unanimously.

Respectfully,
For the Conference.

✓
Clyde Tolson

SAC Letter, attached, read to Executives Conference on 4/29/52 and unanimously approved and subsequently read and approved by Messrs. Rosen and Winterrowd. HHC:HD

✓
OK - also cover subject in
H. All Training Schools -

Mr. Clegg

4/21/52

Mr. Mason

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-27-97 BY SP/SLC
CPJ

CERTIFICATION OF SICK LEAVE

There is set forth below the suggestion of
SA [redacted] of the San Francisco Office;

b6
b7c

SUGGESTION:

That Section 6A 2(b) of the Manual of Rules and Regulations be amended to provide that certification of periods of sick leave taken during the day be made in red pencil on the daily report.

ADVANTAGES:

1. Facilitate rapid review of daily reports for periods of sick leave taken during the day.
2. Establish uniformity with Section 6C 1(e) which requires that periods of sick leave taken during the day be indicated on the No. 1 Register in red pencil.

OPINIONS:

1. Mr. [redacted] Administrative Division, agrees with suggested change.
2. Mrs. [redacted] Leave Section, had no objection to change but points out that SAs would need red pencil at all times.

b6
b7c

RECOMMENDATIONS:

1. That the suggestion be rejected.
2. That the attached letter be addressed to SA [redacted]

Attachment
GJF:arg

RECORDED - 101

166-2554-9643
RECORDED
141 MAY 5 1952

INDEXED - 131

ADDENDUM:

The Executives Conference on 4/24/52, with Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Harbo, Mohr, Belmont, Holloman, Winterrowd, Gearty and Mason present, unanimously rejected this idea. EDM:DMG

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

64 MAY 12 1952

ORIGINAL COPY FILED IN 66-2087-22

The Director

May 1, 1952

The Executives Conference

UNKNOWN SUBJECTS
UNITED STATES TRUCKING CORPORATION
ARMORED TRUCK
DANVERS, MASSACHUSETTS
BANK ROBBERY - LARCENY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-9-92 BY SP3 CTP

The Executives Conference today with Messrs. Ladd, Harbo, Mason, Laughlin, Gresham, Callahan, Gearty, McGuire, Tracy, and Rosen considered the following suggestions in connection with the above entitled case.

1. RECOMMENDATION: FAVORABLE. The Conference approved the suggestion that this case be discussed at the next regular Agents conference in each Division in order that all Agents will be fully informed of the facts and any suggested investigating steps or leads developed through the discussion will be immediately forwarded to the Boston Office. A suggested letter to all SAC's is attached.

2. RECOMMENDATION: UNFAVORABLE. Boston has suggested that all offices contact criminal informants for the purpose of obtaining information concerning persons spending large sums of money. Since all offices have already been instructed that any informants who might be in a position to furnish information regarding this theft be contacted, and since all criminal informants were previously contacted in the Brink's case in similar fashion, the Conference did not believe it necessary to re-contact all informants in this case.

3. RECOMMENDATION: UNFAVORABLE. Boston suggested that each office place stops at all race tracks operating in the U. S. regarding persons who are gambling large sums of money. The serial numbers are known on only \$8,000 of the currency in the Danvers case and are being considered strictly confidential and have not been divulged to anyone outside the Bureau. It is believed the placing of stops on every person making a large bet would create confusion since it can be anticipated that numerous legitimate persons will gamble large sums of money at tracks. The Conference recommended that the stops not be placed and that the New York Office contact the Thoroughbred Racing Protective Bureau, Inc. and Pinkerton's Detective Agency and make arrangements with these organizations to advise Bureau Offices of any suspicious individuals frequenting tracks who might be involved in instant crime.

A suggested letter to the Boston Office is also attached.

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Ladd _____
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Glavin _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Belmont _____
Mohr _____
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Nease _____
Gandy _____

Attachment

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

Respectfully,
For the Conference

Clyde Tolson

RECORDED - 129
INDEXED - 129

MAY 18 1952

26. 420
DEPT. OF JUSTICE
COMMUNICATIONS SECTION
MAY 1 1952

166-2554-9644
MAY 18 1952

The Director

May 1, 1952

The Executives Conference

SECURITY OF FOREIGN OFFICES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-27-83 BY SP5G/PT

The Executives Conference, consisting of Messrs. Ladd, Harbo, Rosen, Tracy, McGuire for Nichols, Callahan for Glavin, Mason for Clegg, Gearty, Gresham, and Laughlin for Belmont, on May 1, 1952, considered the question raised by the Legal Attache in Paris as to whether he could expend approximately \$50 for the purpose of converting the present lock on the safe in the Paris Office to make it tamperproof.

The Domestic Intelligence Division also raised the question as to whether a representative from the Bureau's Laboratory should make a technical security check of the Bureau's European offices.

It was explained to the Conference that the Legal Attache in Paris has advised that a lock consultant for the State Department pointed out that the present Yale three-combination lock on his office safe is not tamperproof and could be opened by an expert in about ten minutes. The Legal Attache informed that the present lock could be made tamperproof by installing a manipulation-proof dial, which would cost not more than \$50. He inquired whether this action should be taken and, if so, requested authorization for the expenditure of necessary funds. This matter has been discussed with a representative of the Laboratory, who advised that if maximum security was desired for the office safe, it should have a Sargent and Greenleaf manipulation-proof lock or a similar lock which can be made tamperproof. He recommended that this action be taken.

The Conference was of the unanimous opinion that this change should be made in the Paris Office safe, and that the Legal Attache be authorized to expend up to \$50 for this purpose.

It was pointed out to the Conference that our foreign offices have not been given a technical security check since the war for microphone installations, telephone taps and lock and safe security. The State Department and the Military Establishment have their own security officers who check the buildings in which our offices are housed but our office space is not checked for such items by outside experts.

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- Gandy _____

RECORDED - 129

166-2554-9045
MAY 18 1952

Attachment 9136
MAY 12 1952 INDEXED - 129

ABZ

Consideration was given to the fact that a trip by a Bureau Laboratory representative to check the Legal Attaches' offices in Europe would furnish an opportunity to discuss new developments in the field of sound and other technical equipment with the security officers stationed in Paris and other key points in Europe, and to observe at first hand the techniques which those officers have learned since the war.

The question was raised as to whether the State Department and Military security officers should be requested to make technical security checks of our office space, but the Conference was of the unanimous opinion that such checks by representatives of outside agencies might furnish those representatives too much information regarding our operations.

The Conference was of the unanimous opinion that it would not be worthwhile to send a Laboratory representative to Europe to make a technical survey of our offices there. It was recommended that existing instructions that confidential matters not be discussed over the telephone be reiterated to the Legal Attaches.

Attached for approval is a letter to the Legal Attache in Paris authorizing him to spend up to \$50 to make his safe more secure.

Also attached is a letter to all Legal Attaches reiterating existing instructions that confidential matters should not be discussed over the telephone.

Respectfully,
For the Conference

4
Clyde Tolson

OKT

DATE: 5-1-52

TO : THE DIRECTOR
FROM : STREAMLINING CONFERENCE
SUBJECT : MAINTENANCE OF NUMBER 1 REGISTER AND NUMBER 3 CARDS IN RESIDENT AGENCIES

① *Executives Conference*

PRESENT REQUIREMENT: The maintenance of #1 Register and #3 Cards in Resident Agencies where 2 or more Resident Agents are assigned to a Resident Agency having office space.

SUGGESTION: That this regulation apply where 5 or more Resident Agents are assigned rather than 2 or more.

Advantages: 1. This does not reduce the responsibility of the Senior Resident Agent for the proper conduct of other Agents assigned.

2. Savings of Agents' time in not requiring reporting to the Resident Agency office to sign the #1 Register and to prepare the #3 cards.

3. Omits duplication of work in that the Daily Report contains the same information, resulting in a savings of the Senior Agent's time as well as the Field Supervisor's time.

Disadvantages: 1. Would provide much less supervision of the Resident Agency personnel by the Senior Resident Agent.

2. If the suggestion submitted is approved, the responsibility would be placed upon the Senior Resident agent without giving him the opportunity to review any records submitted and that would appear to be unfair to the so-called "Senior Resident Agent" to hold him responsible for certain of the activities of subordinate Resident Agents yet at the same time give him no administrative records through which he could control or supervise such activities.

RECOMMENDATION: In favor of the suggestion were Messrs. O'Connor, Hostetter, McIntire and Clegg.

Against the suggestion were Messrs. Naughten, Winterrowd, Shine, Belmont, Hood, Malone, Hollman and Glavin.

HTO:HD
CC - Mr. Mohr, Mr. Clegg

RECORDED-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-17-83 BY SP-5/BJT

66-2554-9645X
60 JUN 29 1952

ORIGINAL COPY FILED IN 66-2759-978

THE DIRECTOR

May 2, 1952

EXECUTIVES' CONFERENCE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-7-92 BY PSCJ-
107

The Executives' Conference of April 28, 1952, consisting of Messrs. Tolson, McGuire, Clegg, Gearty, Rosen, Ladd, Belmont, Gresham, Harbo, Tracy, and Glavin was advised concerning the assignment of Special Agent supervisory personnel to the field divisional offices from midnight to 8:00 A.M.

It was pointed out to the Conference that under present Bureau regulations, it is not necessary that Special Agents be assigned to duty in any of the divisional offices from midnight until 8:00 A.M.

The Conference was advised that under EAC Letter #109, Series 1948, dated July 27, 1948, Section E thereof, under the heading of "Office Hours, Security of Bureau Field Offices," the field was advised that in view of the critical international situation, effective immediately, all divisional Bureau offices shall be open twenty-four hours daily. Instructions were further given to have the SACs arrange to assign to evening hours until midnight, and from midnight to 8:00 A.M., well qualified, mature, male clerical employees to regular hours of duty. The Field was advised that the Bureau does not wish to have assigned to either of these shifts of duty any clerical employee who is not thoroughly versed in Bureau procedure and regulations, and the clerical employees assigned must be of sufficient maturity to be able to properly handle any duty which may be assigned to him.

The Bureau further instructed that it is not the desire of the Bureau to have offices opened for outside individuals after the regular business day unless a Special Agent, properly armed, is on duty during those hours. It was pointed out that it was the desire of the Bureau, through the assignment of clerical employees to the evening and early morning hours in each divisional office, to have an employee on duty who can patrol the office space and be responsible for the security thereof. They should not receive visitors; however, they should receive telephone calls made to the office after the regular working hours. It was also reiterated to the field that the office should not be open after regular hours, unless a regularly designated Special Agent is on duty. At all other times the office

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- Gandy _____

RECORDED - 78
MAY 11 1952
Clegg

166-2554-9040

INDEXED - 70

MAY 8 1952

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WRG:pam

Memo for the Director (Continued)

doors should be closed.

Section 6 (b) of the Rules and Regulations, entitled "Office Hours," also covers this matter, and the instructions contained in the Manual are generally the same as in the SAC Letter aforementioned.

The Conference was advised that Glavin has made inquiry at a number of offices, that the Washington Field Office keeps a Special Agent on duty 24 hours a day; the New York Office does not have an Agent on duty after 1:00 A.M., there being Agents on duty up to that time, and that clerical employees are on duty in the New York Office from 1:00 A.M. to 8:00 A.M. Neither the Philadelphia nor the Newark Offices has an Agent on duty after midnight, unless some particular reason exists therefor.

Inquiry at the Boston Office reflected that no Agent is assigned to duty in the Boston Office after midnight.

It was the unanimous opinion of the conference that the Bureau rule should be continued as is. However, the Conference feels very definitely that a Special Agent should be assigned to duty from midnight to 8:00 A.M., at both the Boston and New York Offices at the present time, due to the many important investigative matters being handled by those offices at this time.

The Conference further suggests that an appropriate communication go forward to the field pointing out that even though Bureau instructions do not make it incumbent upon the field to have Agents assigned to duties in the office after the close of the regular business day, each SAC should exercise his initiative in setting up such tours of duty, in the event exigencies confronting the office at the particular time are such that it is felt that the Agent should be on duty, and that the Bureau be advised when such assignments are made, the reason therefor, and when the assignment is discontinued.

Respectfully,
For the Conference

Clyde Tolson

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THE DIRECTOR

5/3/52

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EXECUTIVES CONFERENCE

The Executives Conference of 5/1/52, consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, Mohr, Callahan and Mason.

The Conference considered the method of approval of suggested forms and form letters.

The present procedure is that proposed forms of various types and proposed ~~form letters~~ intended for use in the Field are approved by the Training and Inspection Division, with the concurrence of any other interested division at the Seat of Government. The Training and Inspection Division endeavors to keep forms and form letters to the absolute minimum consistent with economy and good business. ~~Forms and form letters~~ proposed for Field use are not presented to the Executives Conference.

The Conference recommended that this same procedure be utilized in the approval of forms, form memoranda and form letters for use at the Seat of Government. At present such documents proposed for Seat of Government use are presented by the Training and Inspection Division to the Executives Conference. This has resulted in a number of forms being presented when, in fact, those forms were of quite routine nature, were necessary to efficient functioning and in each instance such forms had been approved by the Executives Conference when presented.

If the Director agrees with the unanimous Conference action, there is presented for signature the attached memorandum for all Bureau officials and supervisors.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/22/82 BY SP-6/PT

- Tolson _____
- Ladd _____
- Nichols Attachment
- Belmont _____
- Clegg _____
- Glavin cc-Mr. Mohr
- Harbo Mr. Clegg
- Rosen _____
- Tracy _____
- Laughlin EDM:DMG
- Mohr _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

INDEXED - 129
RECORDED - 129

166-2554-9647
MAY 8 1952
5

MAY 12 1952

THE DIRECTOR

THE EXECUTIVES CONFERENCE

4/84/52

INTERNATIONAL INSTITUTE ON CRIMINOLOGY
PARIS, FRANCE
SEPTEMBER 15 - NOVEMBER 1, 1952

RECEIVED
SEP 24 1952
SPSCL:RP

The Executives Conference of April 28, 1952 had the attendance Messrs. Tolson, Glavin, Tracy, Harbo, Cresham, Belmont, Ladd, Winterrowd, Gandy, Holloman, Nichols, and Mason.

The Conference considered an air pouch despatch from the American Embassy in Paris in the nature of an invitation to participate in the International Institute on Criminology in Paris commencing September 15 and ending November 1, 1952.

A formal invitation has not been received by the Bureau from any official. The State Department mentioned that Mr. Jean Pinatel, Secretary General, International Society for Criminology, has invited U.S. participation in the forthcoming institute. The number of participants in the institute is limited to 25. Persons in attendance will represent phases of criminological work, such as judges, government officials, physicians with special training and experience in social and medical aspects of criminology.

It is the purpose of this organization to further study all branches of criminology including penal administration. It does not duplicate the work of the Division of Social Protection of the United Nations Secretariat, but serves as another resource for this unit of the United Nations.

The Bureau has declined invitations to attend previous conferences of this group in other years.

The conference felt unanimously that the Bureau should not participate in the forthcoming institute. If the Director agrees, the Liaison Unit of the Domestic Intelligence Division will so notify the State Department, it being noted that the initial correspondence was received through State Department Liaison channels.

If the Director further agrees, there is attached a memorandum advising the Deputy Attorney General that the Bureau does not desire to participate, for it may be that this notification can forestall future correspondence during the months to come.

Attachment

EDM:dlm
GOS
Kobt

RECORDED 124
INDEXED 124

EX-991
61
MAY 6 1952

Respectfully,
For the Conference
Director Tolson

ORIGINAL COPY FILED IN 94-4-1796

The Director
The Executives Conference

May 7, 1952

**SECURITY SURVEY
RESULTS OF MEMBERS OF
EXECUTIVES CONFERENCE**

On May 6, 1952, the Conference, composed of Messrs. Ladd, Glavin, Mohr, Belmont, Rosen, Glegg, Gearty, Holloman and Harbo, was advised of the Director's instructions that regular checks should be made of the home and office telephones of all members of the Executives Conference and the SAC and ASAC of the Washington Field Office, and that the check had been completed with negative results.

Under a program previously approved by the Director, office telephones of members of the Conference are checked monthly. The Conference unanimously recommends that the residence phones of members of the Conference be checked on a quarterly basis. This will be limited to the lines between the telephone exchange and the individual residence, with a check inside the telephone exchange being made semiannually and an actual check of the telephone instrument in the residences of the Conference members being made only once a year. The schedule for the SAC and ASAC of the Washington Field Office would be the same as proposed herein for the Conference members. If the Director approves, the attached letter may go forward to the Washington Field Office.

Respectfully,
For the Conference

Glyde Tolson

Attachment

INDEXED - 135
RECORDED - 135

66-2554-964-9

MAY 9 1952

26

cc - Mr. Glegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RTH:kmb

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107

4 MAY 14 1952

[Handwritten initials and signatures: RJ, etc.]

MA
only

THE DIRECTOR

4/18/52

EXECUTIVES CONFERENCE

PREPARATION OF CIRCULAR LETTERS
AT THE SEAT OF GOVERNMENT
RATHER THAN IN FIELD OFFICES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-2-89 BY SP3CU

The Executives Conference, 4/7/52, consisted of Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gearty and Mason.

DT

Chief Clerk [redacted] Charlotte, suggested that circular letters distributed by Field Offices be printed at the Bureau as a possible way of saving money.

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b7c

The Conference pointed out that circular letters are all approved by the Bureau and are mimeographed by each Field Office and are distributed in envelopes. Inquiry of the Mechanical Section reflects that no savings could be effected as long as envelopes are used through any proposed arrangement of printing circular letters at the Seat of Government. Difficulties attached to this problem are: That if each Field Office needs additional copies after the first printing, new stencils will have to be cut and more copies run off. Circular letters are normally urgent and yet they arise with no degree of regularity and it would be difficult to tie them in with other emergency printing matters in the Mechanical Section. Circular letters appear on regular letter-size sheets of paper. These cannot be transmitted through the mail without an envelope even though they are folded, and they will not stay folded. The paper stock is not designed for rough treatment.

Wanted flyers are distributed without envelopes. These stay folded because they are on oversized sheets of paper and on specially treated stock. It would be wasteful to put circular letters on oversized sheets and the Bureau would be criticized.

The Conference further feels that circular letters should always be distributed in envelopes for most of them are confidential and the Bureau does not want unauthorized people having access to lists of ransom bills, information made available to doctors and druggists, with requests for their aid, etc.

The Conference also considered the delay which would result in mailing circular letters from the Bureau to the Field for further mailing to the individual recipients appearing on the Field Office mailing list. The Conference was unanimously opposed to this suggestion, and if the Director agrees, no further action is needed.

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

34 MAY 14 1952

Respectfully,
For the Conference

INDEXED - 135

RECORDED - 135

Clyde Tolson

166-2554-9650

MAY 9 1952

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

EX-164

THE DIRECTOR

May 2, 1952

THE EXECUTIVES CONFERENCE

NOTIFICATION OF RECOVERY
OF STOLEN AUTOMOBILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-19-82 BY [signature]

The Executives Conference of May 2, 1952 was attended by Messrs. Callahan, Ladd, Harbo, Tracy, Gresham, Rosen, Gearty, Laughlin, McGuire, and Mason.

The Conference considered the suggestion of Chief of Police Carlisle F. Taylor of Fitchburg, Massachusetts, made to Mr. Clegg on the occasion of his recent visit with police officers in Massachusetts.

The suggestion is that the FBI make available to local police agencies information which will help them clear their records of offenses reported whenever the FBI has such helpful data. For example: an automobile is stolen in Fitchburg, Massachusetts. It is recovered in Richmond, Virginia by the state police and turned over to the FBI. Present rules require that the owner be notified by the FBI of the recovery of the vehicle and that the owner be interviewed as to the circumstances surrounding the theft. The Chief at Fitchburg feels that the local police at Fitchburg should likewise be notified of the recovery of the vehicle and whether any subject was arrested in order that local police records there can be completed relative to the report that the vehicle was stolen.

It is the usual practice of Field Offices to notify police of the recovery of vehicles under such circumstances although this is not a requirement contained in any Bureau manual. It is a requirement that a law enforcement agency acting as the original complainant and furnishing facts to the FBI which initiate a case be notified of the ultimate conclusion of the case when prosecution results.

The Conference unanimously felt that where the police department is cooperative and relations with the FBI are satisfactory, the police should be notified of the recovery of motor vehicles. Where the FBI has information concerning the solution of some local offenses, it is the practice for the FBI to notify those local authorities.

The Conference unanimously recommends the issuance of the attached Bureau Bulletin. Also attached is a letter to Chief of Police Taylor at Fitchburg, Massachusetts.

Attachments
EDM:dlr
cc: Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson

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

6 MAY 14 1952

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THE DIRECTOR

May 5, 1952

THE EXECUTIVES CONFERENCE

PROCEDURE FOR HANDLING--
STREAMLINING CONFERENCE MEMORANDA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-7-98 BY SP3CJ-PT

The Executives Conference of May 2, 1952, was attended by Messrs. Callahan, Ladd, Harbo, Tracy, Gresham, Rosen, Gearty, Laughlin, McGuire, and Mason.

The Executives Conference unanimously agreed that the following procedure should be utilized in handling suggestions or observations resulting from the Streamlining Conference held at the Seat of Government May 1 - 3, 1952:

1. Utilizing the same format of the Executives Conference memoranda, the Streamlining Conference will submit a memorandum on each item discussed where any adjustment to the present procedure is necessary.
2. These memoranda will go directly to Mr. Tolson's office, skipping the Executives Conference whenever there is a unanimous recommendation on a non-controversial matter. If the recommendation pertains to a matter within the jurisdiction of the Identification Division, Records & Communications Division, or the FBI Laboratory, these memoranda will be routed through the appropriate Assistant Directors before reaching Mr. Tolson's office inasmuch as representatives of these Divisions were not present at this Streamlining Conference.
3. If, in the opinion of Mr. Tolson or the Director, any Streamlining Conference memoranda should go to the Executives Conference, it will be promptly considered and the memoranda should be returned to Mr. Clegg.
4. If any divided opinion exists on a specific topic or if the matter is controversial, it will go forthwith to the Executives Conference in the usual fashion.

This procedure was suggested because representatives of all Divisions were present at the Streamlining Conference except the Identification Division, Records & Communications Division, and FBI Laboratory. It is believed that this procedure will save a considerable amount of Executives Conference time.

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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Laughlin _____
- Mohr _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

EDM:vlr
cc: Mr. Clegg
MAY 12 1952

INDEXED - 135
RECORDED - 135

MAY 9 1952

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

4/29/52

MR. H. H. CLEGG

MARYLAND POLICE ASSOCIATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-17-92 BY SP5CU
OF

This is a synopsis of the attached memorandum regarding a request by the Baltimore Office to permit ASAC Robert J. Lally to accept an appointment by Major Ruxton M. Ridgely of the Maryland State Police, President of the Maryland Police Association, as Chairman of the newly-created Training Committee of the Association. The other two committee members are National Academy graduates Wilbour H. Conroy of the Maryland State Police and Leo T. Kelly, Jr. of the Baltimore Police Department, both of whom are friendly toward the Bureau and both of whom are in charge of training in their respective departments.

Our relations with the Maryland State Police have not been good over the past several years, but have improved since the appointment of Colonel Elmer T. Munshower as Superintendent.

Our relations with the Baltimore Police Department have not been of the best since Colonel Beverly Ober was named as Superintendent after leaving his position as head of the Maryland State Police.

The Maryland Police Association has always been friendly toward the Bureau and we have had much cordial correspondence. Articles by Director appear in yearbook of this Association.

JSR:mjp:dmg

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 5/1/52

The Executives Conference on 5/1/52, consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, McGuire, Callahan, and Mason.

The Conference considered this matter and felt that it is desirable for ASAC Lally of the Baltimore Office to be a member of the three-man training committee of the Maryland Police Association, but the Conference unanimously feels Lally should not be Chairman. As Chairman, Lally would be required to map out an intensive Police Training School program throughout the state and this might require him to actually plan police training for agencies hostile to the Bureau. Thus the Bureau would be placed in the position of having a representative offering training as Chairman of the Police Association when such training could not be provided by the Bureau in accordance with existing policies where the department is uncooperative.

Tolson
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Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Laughlin
Mohr
Tele. Rm.
Holloman
Gandy

Attachment

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filed in
1-11-52-3

INDEXED - 112

337

66-2554-9653

NOT RECORDED

136 MAY 9 1952

ORIGINAL COPY FILED IN 91-1-11-11-11

RA

The Director

May 7, 1952

The Executives Conference

MICROFILMING SPECIMENS IN
COMMUNIST KEY FIGURE FILE
WAR PLANS

On May 5, 1952, the Conference, composed of Messrs. Ladd, Tracy, Mohr, Belmont, Rosen, Sizoo, Gearby, Nichols, Holloman, Callahan and Harbo, was advised that the Laboratory has recorded on microfilm the handwriting specimens appearing in the Communist Key Figure File. There are approximately 5,000 such specimens recorded on seven reels of microfilm. In view of the fact that Communist leaders are going underground and more may go underground in the future, it is believed this file may be a valuable means of establishing the identity or whereabouts of individuals involved in future Bureau investigations. The microfilm copy has been prepared for storage in a place removed from Washington in the event our present file should become unuseable.

The Conference unanimously recommends that the seven reels of microfilm containing the handwriting specimens in the Communist Key Figure File be sent to the Omaha Office for safekeeping and that this file be kept up to date on a quarterly basis by preparing and transmitting to the Omaha Office microfilm of additions to the file. If the Director concurs, the attached letter may go forward to the Omaha Office.

sent

OK

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Glegg
Mr. Mohr

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

RECORDED-114

166-2554-9654

Attachment INDEXED-114

MAY 9 1952

RTH:kmb

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-29-2005 BY 5436/PT

RD

65 MAY 14 1952

The Conference unanimously saw no objection to Lally's serving as a member of the committee and recommends that the Director consider favorably the attached letter to Baltimore so advising.

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

per letter dated 9/12/2011

May 8, 1952

The Director

The Executives Conference

SECURITY AGENCIES

SYSTEM

WAR PLANS

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

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(U)

(C)

(S) In October, 1951, the Director approved purchase of [redacted] radio equipment to cost approximately \$50,000 to enable the Bureau to participate in a communication system to connect [the relocation points of the critical agencies with the White House.] On May 8, the Conference, composed of Messrs. Ladd, Glavin, Mohr, Glegg, Rosen, Gearty, Laughlin, McGuire, Tracy and Harbo, was advised that CIA, after a technical survey, has proposed that the entire network be engineered [redacted]

The proposal has the advantages of uniform engineering of the various parts of the network, [probably better purchase price because of one large purchase, and greater security since fewer people will be made aware of the activities in this field.] (S)

(C) [The Conference unanimously recommends approval of the plan whereby CIA will purchase the [redacted] equipment to be used by the FBI (and all other agencies in the network) with the FBI to reimburse CIA through transfer of funds. If the Director approves, CIA will be so notified and, in addition, will be notified that the FBI will not be in a position to make any such transfer of funds until after July 1, 1952.]

Respectfully,
For the Conference

RECORDED-114
INDEXED-114
Clyde Tolson

66-2554-9655

MAY 10 1952

EX - 106 26

I don't agree - we should handle our own purchases

CC - Mr. Glegg
Mr. Mohr

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

BTH:kmb

~~SECRET~~ 4 1957

I share place in view of

CLASSIFIED BY 60321/MS/bc

UNCLASSIFIED BY 60321/MS/bc

REMOVED CLASSIFIED BY 60321/MS/bc

12/1/99
3266387
bc

MR. TOLSON

4/22/52

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 the suggestion of SA John F. Hay, El Paso Office, that since files are consolidated in the Field every 6 months, at which time all but one copy of each serial is destroyed, that certain files should be consolidated immediately after investigative action is complete and at the time the case is closed or RUC'd.

Hay believes this would save a certain amount of work and establish a uniform procedure for consolidation. OS files

Inspectors Vechery and Stein favor the suggestion.

Inspectors Simon, DeLoach, Brown and Naughten are opposed for only certain types of files would be consolidated immediately under the suggestion, it being impossible to handle the others similarly and because of fear that in the consolidation and destruction of serials some pending material might inadvertently be destroyed.

The entire Conference felt that the present system should be continued without change and that adoption of the proposed system would result in considerable confusion in the Field.

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-19-92 BY SP5CUT/PT

RECORDED - 143

166-2554-9656
MAY 10 1952

INDEXED - 143

INITIALS ON ORIGINAL

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

#103-52

60 MAY 27 1952

ORIGINAL COPY FILED IN 100-11396-1077

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-7-92 BY SP5CA/LPT

MAY 26 1952

7/1/52

66-2554-9657

CHANGED TO

67-80010-1738

K. Q. 2

THE DIRECTOR

May 12, 1952

The Executives' Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-7-92 BY SPS/CP

At a meeting of the Executives' Conference on May 12, 1952, attended by Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Rosen, Belmont, Clegg, Gearty, Nichols and Ladd, the Conference was advised that the Bureau had been approached informally by Inspector Robert Pearce, of the Metropolitan Police Department relative to having the FBIRA-sponsored baseball team participate with the Metropolitan Police Department baseball team in a charity game to be scheduled at Griffith Stadium, Washington, D. C. during the month of August, 1952.

The Conference was advised that for years past the D. C. Fire Department and the D. C. Police Department have engaged in a night baseball game at Griffith Stadium. The proceeds from the game have been given to the Metropolitan Police Boys' Club and a portion of the receipts allocated to the athletic fund of the police and fire departments; that last year over \$15,000 was donated to various charities, including the Metropolitan Police Boys' Club and \$18,000 was allocated to the athletic funds of each of the participants.

Inspector Pearce has informally contacted the Bureau and advised that the D. C. Fire Department is not going to have a baseball team this year; that they would like very much to have the Bureau participate and they were inquiring if the Bureau would accept if a formal invitation were submitted.

b6
b7c

Special Agent [redacted] of the Washington Field Office advises that the Bureau's baseball team this year is easily on a par with any team the Police Department can put on the field.

Mr. Tolson was opposed to the Bureau's baseball team participating in any game of this kind with the local police department inasmuch as he felt it undesirable to establish that close a relationship with the police department, and secondly, he felt that if any donations were made it would be better to donate to a national boys' club rather than to the Metropolitan Police Boys' Club.

Messrs. Callahan, Tracy, Harbo, Mohr, Rosen, Belmont, Clegg, Gearty, Nichols and Ladd recommended that the Bureau participate in this ball game, the proceeds to be given to the Metropolitan Police Boys' Club and that the Bureau accept its share of the proceeds to be placed in the FBIRA fund; it being felt that this would assist in paying for the operation of the Bureau's baseball

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

611-1000
DNL:dad

RECORDED - 135 13 MAY 13 1952
INDEXED - 135

Handwritten initials and signatures, including a large 'W' and a signature that appears to be 'D.L.' with the number '9658' written above it.

team which cost better than a \$1000 from the Bureau's FBIRA Fund and would also give additional funds which could be utilized for the purchase of 10, 20 and 25-year keys.

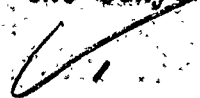
In connection with this matter, it is noted that the Police Department has advised that they would handle all sale of tickets and the Bureau would not have to assist in this.

b6
b7C

In the event you approve of the Bureau's participation in this game, Special Agent [redacted] will be advised in order that he may attend the meeting with the Standing Committee of the Athletic Department of the Police Department to indicate formal acceptance and to work out the necessary arrangements.

Respectfully,
For the Conference

I will approve
H.


Clyde Tolson

cc - Mr. Clegg
Mr. Mohr.

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

THE DIRECTOR

May 9, 1952

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-2-92 BY SP5CJ/OT

gmm

The Executives' Conference of May 9, 1952, consisting of Messrs. Tolson, Gearty, Mason, Winterrowd, Ladd, Belmont, Mohr, Parsons, McGuire, and Glavin considered the status of the Bureau's appropriations for the present fiscal year.

1952

The Conference was advised that as of May 1, 1952, on the best possible estimates that can be made, our estimated obligations for the year, continuing the voluntary Saturday work, would total \$90,800,611, as compared to a total available appropriation of \$90,025,104, or an estimated deficit on our present rate of expenditure of \$575,507.

It was pointed out to the Conference that there has been no evident reduction in our monthly expenditures, and any reductions between now and the end of the year, i.e. June 30, 1952, could not be anticipated.

It was pointed out to the Conference that the Saturday voluntary overtime costs us approximately \$149,000 a Saturday. It was recommended that we discontinue the Saturday overtime at the close of business Saturday, May 17, 1952, saving funds for five Saturdays, one in May (May 24), and four Saturdays in June, for a total savings of \$745,000. Considering this savings with the present estimated deficit of \$575,507, we would have an approximate reserve of \$169,493, over and above our present estimated obligations.

It was pointed out to the Conference that if we worked the voluntary Saturday overtime through May, i.e., through May 24, 1952, since May 31 has previously been designated a non-work day, we would have a savings of only \$596,000, giving us a cushion of approximately \$20,000 over our present estimated deficit.

The Conference unanimously recommended that in view of the above facts, the Bureau continue the voluntary Saturday work day through May 17 only. Should the Director approve, an appropriate notification will be given both the field and the Seat of Government.

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

Respectfully,
For the Conference

RECORDED - 111
INDEXED - 111
CLYDE TOLESON

66-16374-111
Vols-2554-9659
MAY 13 1952
51
ORIGINAL COPY FILED IN

RG:pan

OK
all field
3/31
will

The Director

April 13, 1952

The Executives Conference

Present 4/16/52:
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrowd,
Gearty, Holloman
and Clegg

RECOMMENDATION - CHIEF CLERKS'
SCHOOL, 3/24-26/52
(REVISION OF CHARGE-OUT SLIP)

The Executives Conference unanimously recom-
mended the suggestion made during the Chief Clerks'
School that when next the file and serial Charge-Out
Slip is printed it be revised so as to provide additional
room for recharging serials and charging out additional
serials without having to use a new form in each instance.
The present Charge-Out Slip and the proposed Charge-Out
Slip are attached hereto, and the Conference unanimously
recommended ~~it~~ favorably after the present supply has been
exhausted.

Respectfully,
For the Conference

Glyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-29-92 BY SP3U-LPT

#144-52

RECEIVED READING ROOM
APR 21 7 04 PM '52
U.S. DEPT. OF JUSTICE

RECORDED - 117
INDEXED - 117

65-554-9660

05 MAY 19 1952

MAY 14 1952

ORIGINAL COPY FILED IN 100-4621-49

The Director

May 12, 1952

The Executive Conference
AUTOMOBILE REGISTER CARDS

Present 5/8/52 Messrs.
Ladd, Harbo, Glavin, Rosen,
Mohr, Gearty, Laughlin, Clegg,
McGuire, and Tracy.

PRESENT REQUIREMENTS

The Manual requires that in Resident Agencies where there are cars in a pool which are not regularly assigned to individual Agents, the Agents using the car shall record its use on the regular Bureau form (FD-79). It is required that Field Offices keep the register cards for one year, after which they are destroyed at monthly intervals.

In Resident Agencies, two of these forms are used. One is maintained at the headquarters city and the information is posted to it monthly. The other card is kept in the Resident Agency for the daily use of the Agents.

SUGGESTION

There is no requirement as to what should be done with this card maintained at the Resident Agency, which is a sort of subsidiary card. The suggestion is that these cards be forwarded from the Resident Agency to the Field Office Headquarters and destroyed as each card is used up.

These forms have recorded on them such data as mileage, condition, purchases of gas and oil, time the car is used, Agent's name and data.

RECORDED - 93

106-2554-9641

EXECUTIVES CONFERENCE CONSIDERATION

INDEXED - 93

13 MAY 14 1952

The Conference recommended that these supplemental cards be forwarded to the Field Office and maintained at the Field Office for one year and then be destroyed at monthly intervals. This will make the requirements uniform.

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

HHC:vlr
cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-25-83 BY SP5/CLL/AT

Respectfully,
For the Conference

Clyde Tolson

64 MAY 19 1952

The Director
The Executives Conference
~~RAPID~~/READING COURSES

May 13, 1952

Present 5/8/52: Messrs.
Ladd, Harbo, Glavin, Rosen,
Mohr, Gearty, Laughlin,
McGuire, Tracy, and Clegg

b6
b7c

Mr. [redacted] of the Records & Communi-
cations Division suggested that the Bureau consider
incorporating speed reading courses in its training schools
or establish special classes to provide such instruction.
Since there is a considerable amount of reading work
performed by Bureau supervisory personnel and some of the
clerical employees, it was believed that this would be of
advantage in speeding up production.

Inquiries were made and it was found that one
course had been conducted in Washington one hour each
evening for 10 weeks for a fee of \$30.00 per person. Another
course extended over an entire semester requiring two hours
twenty minutes class sessions per week at a cost of \$76.00
per person. It was also ascertained that it was a possibility
if the Bureau was interested in exploring any further, of
having a special course organized at the Bureau for a fee of
between \$25.00 and \$50.00 per person in speed reading courses

EXECUTIVES CONFERENCE CONSIDERATION

The Executives Conference recommended unanimously
unfavorable feeling that the Bureau's work was such as
required a detailed analysis of material; that even our
clerical employees should make a careful reading of material
in order that the suitable names would be indexed. The
supervisory staff needs to acquire details in order to
suggest means of solving cases. The speed reading classes
whereby individuals would be taught to read by paragraphs
would tend to defeat the requirements for thoroughness that
are so necessary in the Bureau.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/2/93 BY [signature]

HHO:uln
cc: Mr. Clegg
Mr. Mohr

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

RECORDED - 93

INDEXED - 33

EX-99

166-2554-9662

13 MAY 14 1952

68 MAY 16 1952

Mr. Tolson

5/13/52

Executives Conference

The Executives Conference of May 9, 1952, was attended by Messrs. Tolson, Glavin, Parsons, Mohr, Belmont, Ladd, Winterrowd, Gearty, and Mason.

The Conference considered a suggestion from [redacted] New York Office, that Form FD-29d, copy attached, utilized to provide the Bureau with the semiannual listing of delinquent investigative matters in each field division and the status of each matter as well as the reason for the delinquency be revised.

Miss [redacted] has in mind that the revised form will not show the reason for each delinquency.

The Investigative Division, Domestic Intelligence Division and the Administrative Division feel a definite need for continuing to show why the matters are delinquent.

Although sometimes the reason is given as "shortage of personnel," even that reason assists the Bureau in allocating replacement of Agents in field offices. The reasons for the delinquency of each case are of great value to the individual supervisors. Even the knowledge that the report is being typed on a case that is delinquent can be quite helpful to a Seat of Government Supervisor who sets up his ticklers for another week or ten days and refrains from dispatching any further communication to the field office concerning that case.

The Conference was unanimously unfavorable regarding this suggestion and feels that the present form should be continued as is.

A letter to Miss [redacted] is attached.

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

Attachments

cc: Mr. Mohr
Mr. Clegg

EDM:arg

Suggestion 155-52

64 MAY 16 1952

MAY 14 3 17 PM '52

RECORDED-114
INDEXED-114

MAY 15 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/92 BY SP8C-CH

b6
b7C

b6
b7C

MR. TOLSON

April 4, 1952

H. H. CLEGG

RECOMMENDATION - CHIEF CLERKS' SCHOOL 3/24/ -28/52
(DESIGNATION OF OFFICE OF ORIGIN IN INTRADIVISIONAL
CORRESPONDENCE)

BACKGROUND:

D During the above school, several of those in attendance remarked that great difficulty was experienced in Chief Clerks' Office in the handling of mail wherein the mail received, particularly intradivisional correspondence, failed to show the office of origin. It was pointed out that this is of definite moment to the Clerks' Offices since in many instances it is necessary to open a file for investigative attention, this meaning the preparation of assignment cards and similar operations. In the preparation of assignment cards, it is of course necessary in all instances to reflect the office of origin.

RECOMMENDATION:

It is recommended that the field be instructed that in all cases of intradivisional correspondence, which would include copies of correspondence to other offices, that the office of origin be reflected under the case caption.

PRESENT RULE:

There is no present rule covering this.

ADVANTAGES:

1. Office receiving such correspondence is always apprised of office or origin.
2. Elimination of a burden which is now existent in Chief Clerks' Offices.

DISADVANTAGES:

None.

VOTE OF CLASS:

Unanimously in favor.

ACTION TO BE TAKEN:

In the event the Bureau concurs in the above, appropriate Manual changes will be made and the next session of the Chief Clerks' School, 4/21-25/52, will be so advised.

70 MAY 23 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-7-70 BY SP5/CLT

ORIGINAL FILED IN

Executives Conference

April 14 1952

64

66-2554-9664
~~66-2554-9664~~
RECORDED
128 MAY 14 1952

RECORDED - 159
INDEXED - 159

EXECUTIVES' CONFERENCE CONSIDERATION: HHC:IGS

The Executives Conference of April 9, 1952, consisting of Messrs. Glavin, Tracy, Hargo, Mohr, Belmont, Winterrowd, Ladd, Gearty, Holloman and Clegg, considered the above suggestion unanimously favorable.

TEN/lw

May 1, 1952

INDEXED-136

SAC, San Diego

0 EXECUTIVE CONFERENCE

EX-130

RE: ~~DESIGNATION OF AGENTS TO BASES~~

Dear Sir:

Reference is made to your communication of April 16, 1952, wherein you inquire as to whether the Bureau would approve your procuring office space at Camp Joseph H. Pendleton and at March Air Force Base for Resident Agents servicing those Bases.

This is to advise you that the Bureau will have no objection to having Agents assigned to these Bases since there appears to be a sufficient amount of work on the Bases and adjacent thereto to require the services of a Resident Agent on a full-time basis. The Bureau will approve the procurement of the necessary office space on the Bases for the Resident Agents so designated.

The Bureau is desirous of being advised further by you concerning your comment that a direct telephone line would be available to the Agent on each Base.

The Bureau is further desirous of being advised without delay as to the identity of the Agents who will be assigned to the Bases in question.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-7-92 BY SPSC/CT

WRG:cr Addendum: WRG:cr 5-1-52

The Executives Conference of April 28, 1952, consisting of Messrs. Tolson, Nichols, Belmont, Gearty, Clegg, Winterrowd, Holloman, Gresham, Harbo, Tracy and Glavin approved the above communication going forward to the SAC at San Diego concerning this matter.

ORIGINAL FILED IN 67-550-974

4496
66 MAY 23 1952

Director, FBI

4-16-52

SAC, San Diego (66-369; 66-844)

DESIGNATION OF AGENTS TO BASES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-2-83 BY SP-5 JH

The San Diego Office presently has a Resident Agency at Riverside, California, where six Agents are assigned. In this territory is located the March Air Force Base which is a Strategic Air Force Base and is one of the largest such Bases in the United States. The Air Force attaches a great deal of importance to this Base. Our relations on this Base are excellent, and OSI has a detachment of four men assigned on the Base.

We also have a Resident Agency at Oceanside; however, we do not have any space. We presently have two Agents assigned as Resident Agents at Oceanside, and I have recently requested Bureau authority to designate a third Agent as Resident Agent in this area to handle Security matters. We have a fourth Agent who operates on a road-trip basis in the handling of applicant deadline cases in the territory covered by Oceanside. Located within the confines of the territory Resident Agency is Camp Joseph H. Pendleton, one of the largest, if not the largest, Marine Base in the United States which presently houses some 32,000 Marines. The Base itself covers an area of approximately 250 square miles. Likewise in this area are auxiliary Marine Camps such as Del Mar. Our relations on this Base are also excellent.

In analyzing the work in both Resident Agencies, I find that we have a considerable number of cases which occur on both Bases and which are referred to us by the respective agencies. I have been endeavoring to get the various Services to refer to us in all instances cases in which the Bureau would have a legitimate interest. We have been rather successful in increasing the number of cases referred to us by the Services, and I have found that one of the reasons for this success is that when a case is referred we insist that the Agent give it immediate or early attention so as to bring the case to a logical conclusion quickly. This has resulted in a very salutary respect for our handling of the cases referred to us. It would expedite matters considerably if we could have one Agent designated as a Liaison Agent with each of the Bases and who would operate from the Base.

In going over this matter with the Senior Resident Agents in both

JES:joc

INITIALS ON ORIGINAL

NOT RECORDED

80 MAY 15 1952

ORIGINAL FILED IN 66-369-771

12

Director, FBI
DESIGNATION OF AGENTS TO BASES
4-16-52

Resident Agencies, we find that we would have no difficulty in obtaining space on each of the Bases so that our Liaison Agent on each Base would have a small office from which to operate. He would, of course, handle not only the cases coming from the Bases but also other cases in the immediate area. In the case of the Liaison Agent at March Air Force Base, he would likewise handle the Prosech Program which involves some 72 informants at this time.

I feel that the work of the Bureau could be considerably expedited and handled in a more efficient and practical manner if we were permitted to station an Agent on each Base. I would therefore appreciate early advice from the Bureau as to whether or not it would approve the designation of an Agent at each Base and, if so, I will at that time furnish the names of the Agents to be so designated for Bureau approval.

It is understood that if an Agent were so designated, he would not leave any of his files, records, or materials on the Base and that any space to which he would have access would be for the exclusive utilization of said Agent and, further, that a direct telephone line would be available to the Agent on each Base.

copy:ddp

Mr. Glavin

April 17, 1952

J.S. Johnson

Voucher Unit
Proposed Work Report

In order to properly record on a day to day basis the status of the work in the Voucher Unit, it is necessary to have a suitable form.

The attached form has been drawn up and it is requested that approval be obtained for the use of this form in the Voucher Unit.

Unanimously approved by the Executives Conference of April 23, 1952, having in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Gresham, Belmont, Ladd, Winterrowd, Gearty, Holloman, Nichols, and Mason.

EDM:vir

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-2-92 BY SP5C/UP

RECORDED - 73

100-7554-9666
RECORDED

128 MAY 14 1952

ORIGINAL FILED IN

The Director

April 22, 1952

The Executives Conference

Misconduct on the Part of Government Employees

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Gearty, Holloman and Nichols, considered this morning in considerable detail the position the Director should take if called before the Chelf Committee as to the role the FBI should take in connection with the handling of graft and corruption in the Government. (Prior to preparing any draft of the statement, principal points are being set forth herein, it being understood of course that each will be built up to proper form.)

The Conference was unanimous in recommending the Director take the following position if called to appear before the Chelf Committee.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-2-92 BY SP5/4

1. Set forth what we now do, i.e., investigate allegations or complaints of Federal law violation involving Government employees in cases such as bribery, fraud against the government, etc., defining the extent of such investigations.

2. What the FBI could do if a change were made in Public Law 79 either by legislation or administrative order requiring Treasury agencies to report information on law violations to the FBI.

3. With reference to misconduct, improper associations, violations of ethics, common decency, mismanagement and other borderline cases bordering on fraud and corruption, Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Winterrowd, Gearty, Holloman and Nichols recommended that the Director should take the position that such matters should be referred to the Attorney General who in return would refer such matters to existing agencies involved for investigation with a request that a report be made to the Attorney General upon the completion of the investigation setting forth the details and what action was taken. Mr. Mohr opposed the above on the ground that the very agencies which are corrupt would be investigating themselves and there would be inevitable whitewashes. Mr. Mohr feels the FBI should investigate every case of misconduct on the part of Federal employees. The majority of the conference opposed this view on the ground this would make the FBI a policing agency in misconduct of Federal employees and would require expansion of our staff. Mr. Glavin felt the Director should recommend that Congress have its own law enforcement agency and use the General Accounting Office for this purpose, and give the General Accounting Office additional authority.

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

ORIGINAL COPY FILED IN

62-99773-5X1

cc: Mr. Clegg
52 AUG 1958
LBN:CMC

EX-135

REC-29

AUG 11 1958
66-2554-966X

4. The Conference was unanimous in recommending against the FBI injecting itself into the matter of misconduct and mismanagement to the extent of going on fishing expeditions and ferreting out alleged instances of misconduct, mismanagement, etc., on the ground that this would be a departure from our traditional jurisdictional approach, namely, of not investigating until there is first presented an allegation, complaint, or information which if true constituted a matter within our investigative jurisdiction.

If the Director approves of the majority view a draft of the statement will be prepared.

Respectfully,
For the Conference

Clyde Tolson

I share majority
view though there is
some real merit in
Major's contention
H

MR. A. H. BELMONT

May 9, 1952

E. M. Gregg
Activities Promoter
FBIRA ACTIVITIES
X(Drama Club)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-7-92 BY SP5C [initials]

PURPOSE EXECUTIVE CONFERENCE

On behalf of the Drama Club, to submit a proposal that in order to stimulate ticket sales, a member of the cast in costume and black face be permitted to tour sections of the Justice Building occupied by FBI personnel.

DETAILS:

The Drama Club, sponsored by the FBIRA, has planned a minstrel show to be held on the evenings of May 12 and 13, 1952, at the Jewish Community Center, Washington, D.C. In order to stimulate the sale of tickets among Bureau personnel, a representative of the Drama Club has requested permission to have a member of the cast wearing black face and appropriate costume tour sections of the Justice Building occupied by Bureau personnel bearing a sign advertising the event. Should such a proposal be approved, it is contemplated that such promotional stunt will take place on Friday afternoon, May 9, 1952.

In considering this request, it is noted that possible criticism might be received from elevator operators or other colored employees in the Justice Building. However, representatives of the Drama Club have assured me that every precaution would be taken to avoid possible embarrassment.

ACTION:

Should this proposal be approved, I will advise representatives of the Drama Club to that effect.

ADDENDUM:

May 9, 1952

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Parsons for Harbo, Winterrowd for Rosen, Mohr, Gearty, and Belmont, were in unanimous opposition to this suggestion on the basis that while they were in sympathy with the drama production, it was not felt that the method suggested would be an appropriate medium of advertising.

EMG:TD

AHB:tlc

RECORDED
148 MAY 14 1952

64 MAY 22 1952

RECORDED - 51

INDEXED - 51

EX - 80

INITIALS ON ORIGINAL

ORIGINAL FILED IN 64-1176-379

The Director

May 13, 1952

The Executives Conference

BANK ROBBERY AND INCIDENTAL CRIMES STATUTE

The Executives Conference today, with Messrs. Ladd, Harbo, Holloman, Belmont, Gearty, Mohr, Clegg, Tracy, Nichols, Glavin and Rosen in attendance, unanimously approved the attached letter to all SAC's forwarding to the field posters and letters to be distributed to all institutions insured by the Federal Savings and Loan Insurance Corporation within their territories, inasmuch as the Bank Robbery Statute was amended on April 8, 1952, to include any institution insured by the Federal Savings and Loan Insurance Corporation.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Clegg
Mr. Mohr

AR:ige

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-9-12 BY SP5 CWT

RECORDED - 103

66-2554-9668

INDEXED - 103

13 MAY 16 1952

EX-83

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

66 MAY 20 1952

The Director

May 15, 1952

The Executives Conference

Present 5/14/52: Messara, Tolson, Rosen, Laughlin, Glavin, Mohr, Tracy, Harbo, Ladd, Gearty, Nichols, and Clegg.

FHRA ACTIVITIES
(PROPOSED DEFENSIVE TACTICS CLUB)

SUGGESTION

That under the sponsorship of the FBI Recreation Association a "Defensive Tactics Club" be organized for members of the Association. The personnel who would receive such training in the gymnasium under the tutelage of Mr. Meyers would be taught the various combinations of Jujitsu and arresting, and their application to law enforcement methods of defense and arrest.

ADVANTAGES

Would provide what the clerical employees believe would be a recreational opportunity under the sponsorship of the FBI RA.

DISADVANTAGES

1. Defensive Tactics is not a game, sport, or hobby. It is a system of defense and counterattack devised for Bureau Agents and police.
2. Defensive Tactics is strenuous physical activity, and the risk of injury in practicing and learning the subject exists regardless of safety precautions.
3. The Washington Field Office is authorized to use the gymnasium from 6:00 to 7:00 P.M. and the cleaning forces are in the gymnasium from 7:00 to 8:30 P.M., and there does not appear to be a suitable time for this training. I believe that Mr. Meyers and his assistant should not be required to wait until that time.

RECOMMENDATION

Unanimously unfavorable.

RECORDED - 103 66 - 2534 - 9069

INDEXED - 103 13 MAY 16 1952

EX-83

Respectfully,
For the Conference

HHC:ulr
cc: Mr. Clegg
Mr. Mohr

Clyde Tolson

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

66 MAY 20 1952

The Director

May 14, 1952

The Executives Conference

~~SECRET~~

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

~~CRITICAL AGENCIES~~ [redacted] ~~SYSTEM~~
~~WAR PLANS~~

It is anticipated that ~~the antenna~~ and radio equipment to enable the Bureau to participate in the [redacted] emergency radio network to link the emergency headquarters of the various critical agencies of the United States Government will be installed on [redacted] the college at Shepherdstown. On May 14 the Conference composed of Messrs. Tolson, Ladd, Mohr, Clegg, Gearty, Laughlin and Harbo was advised of the desirability to [redacted]. It is believed preferable that neither the installation crew nor any other individuals be advised that the installation is for the FBI although it is recognized the installation will arouse considerable curiosity among the inhabitants of this community. [redacted]

b7D
b7E

Since certain high officials of the American Telephone and Telegraph Company have already been contacted in connection with emergency telephone service for Shepherdstown the Conference unanimously concurs in the Laboratory proposal that appropriate contacts be made with officials of AT&T to arrange for [redacted] near Shepherdstown. AT&T already has a substantial number of [redacted] installations similar in appearance to ours in various parts of the country.

b7D
b7E

If the Director approves, Mr. Nichols will arrange for an appropriate contact with the local representative of AT&T for this purpose.

Respectfully,
For the Conference

KH

RECORDED 78

Clyde Tolson

166-2524-9070

MAY 16 1952

INDEXED - 78

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

RTH:VH

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-2-92 BY [redacted]~~

~~SECRET~~

Classified by [redacted]
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- Glavin _____
- Nichols _____
- Rosen _____
- Tracy _____
- Harbo _____
- Mohr _____
- Tele. Room _____

1 240
MAY 20 1952

MR. TOLSON

5/3/52

EXECUTIVES CONFERENCE

PA
any

The Executives Conference on 5/1/52, consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, McGuire, Callahan and Mason.

The Conference considered a proposal from [redacted] Chief Clerk of the Springfield Division, that the #1 Register utilized in the Field for recording the arrival of all employees for duty each day and the departure of clerical employees for lunch and at the conclusion of each working shift, be revised to provide spaces for showing Annual Leave taken during the working day.

b6
b7c

Present procedure is to indicate Annual Leave opposite an employee's name in blue pencil and to show Sick Leave opposite an employee's name in red pencil on the face of the register.

The matter of revising the #1 Register has been under consideration for some time and in response to an earlier suggestion from the first session of the Chief Clerk's School, a new #1 Register was drawn up. The second session of the Chief Clerks' School at Washington considered the proposal of [redacted] and all rejected it except [redacted] who was in favor of the suggested revision. This school also favors the newly-revised #1 Register, except [redacted].

The Executives Conference unanimously felt that there was no need to make any further adjustment in Register #1.

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b7c

If the recommendation of the Conference is approved, there is attached for signature a letter to Mr. [redacted] of Springfield.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-9-92 BY SP5 ce/gpt

Attachment
cc-Mr. Mohr
Mr. Clegg

EDM:DMG

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

INDEXED-12

RECORDED-12 66-2554-9671

EX - 80 128 MAY 16 1952

RECEIVED READING ROOM
MAY 6 3 57 PM '52
F B I
U. S. DEPT. OF JUSTICE

UNCLASSIFIED NO FURTHER ACTION

51 MAY 21 1952

ORIGINAL FILED IN 100-2759-9715

PA
7/11/52

The Director

April 18, 1952

The Executives Conference

Present 4/16/52:

Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrodd,
Gearty, Holloman and
Clegg

FORM LETTER FOR RETURNING
EVIDENCE TO FIELD

The Executives Conference unanimously approved the attached form letter submitted by the Laboratory to be used in order to return evidence to Bureau Field Offices which had previously been submitted to the Laboratory and the cases do not appear to have been active for a period of a year or more. It is estimated that approximately 2000 letters with the same number of yellow copies and some additional ticklers will be needed, and the use of the form letter will save typing and dictation time.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/22/92 BY SP5G-PT

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC:IGS

RECORDED - 112

66-2554-9672

128 MAY 16 1952

INDEXED - 112

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

MAY 21 1952

ORIGINAL FILED IN 66-2482-1

The Director

May 12, 1952

The Executives Conference

~~ULTRASONIC LISTENING DEVICE~~

On May 9, 1952, the Executives Conference, consisting of Messrs. Tolson, Ladd, Gearty, Mason, Winterrowd, Belmont, Mohr, Glavin, McGuire and Parsons, considered means of protecting the security of the ultrasonic listening device.

In July, 1950, one [redacted] a commercial electronics manufacturer, demonstrated a device which imposes an ultrasonic or radio frequency on the telephone line which caused the telephone to serve as a microphone and pick up conversation in the subject's room. The Bureau Laboratory also developed such a device. As a result of [redacted] efforts to sell his device to Government agencies, a Presidential Directive was issued in August, 1950, classifying this subject matter as top secret and restricting the purchase and use of such equipment in Government agencies. [redacted] has requested the Department of Justice to reconsider the Presidential Directive in order that he can manufacture these devices for sale to the Government or otherwise recover his development costs.

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b7C

By memorandum from the Department, the Bureau has been advised that [redacted] request has been considered along with the fact that a similar device has now been developed by Eugene Cronin, a former Bureau Agent now privately engaged in California. The Department has advised that since the Presidential Directive, while effective within the Government, does not protect against any private individuals who might develop and offer such equipment for sale, the Department has decided that a patent should be sought under the Inventions Secrecy Act of 1951.

The Conference feels that a patent should be sought and that this patent should be sought in the name of the Bureau. The research which led to this development in the Bureau Laboratory was suggested by memorandum dated September 6, 1945, and there is also in the files a memorandum, dated April 24, 1947, which attaches a wiring diagram of a unit which, although it operated under limited conditions, satisfactorily demonstrated the principle. We do not feel that [redacted] can show prior demonstration of the principle, although at the time of his demonstration in 1950 his units would operate more satisfactorily than the Bureau's unit.

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

CC - Mr. Clegg
Mr. Mohr

RECORDED-12

INDEXED-12

106-2554-9673

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7-2-80 BY SP5/EX - 80

13 MAY 1952

MAY 21 1952

The Bureau is in receipt of a letter from former Agent Cronin requesting information as to what action he should take in order to recover his development costs. The Conference considered that even though the Presidential Directive restricts information on these devices to appropriate Government employees, the Directive is not effective for persons outside of the Government and that in view of the fact that Cronin is a former Bureau employee, that a Bureau representative contact Cronin and advise him of the prior development, both in and out of the Government, and the fact that the purchase and use are restricted.

The Conference unanimously recommends:

- (1) That SAC Abbatichio of San Francisco personally advise Cronin concerning the prior development and restrictions on the device.
- (2) That the Department's memorandum be answered, advising them that the Bureau does not object to a patent being sought but that in view of what we consider to be prior initiation and development of the idea within the FBI, that a conference be arranged by the Department with [redacted] and representatives of the FBI to consider the claims of [redacted] and whether the patent should not be properly sought in the name of the FBI.

b6
b7c

Respectfully,
For the Conference.

Clyde Tolson

copy;dp

MR. NICHOLS

February 21, 1952

F.C. HOLLOMAN

FBIRA

PA
my

As you know, the FBIRA has followed the practice of furnishing to each of the members of the Association printed discount lists which contain the names of various business establishments in and around Washington which have offered to sell merchandise to members at a discount. In the past such discount lists have been printed at our expense.

Mr. [redacted] of Arthur Markel, Inc., a jewelry store at 940 R Street, Northwest, has furnished the attached printed discount list booklet which was printed by Arthur Markel, Inc., at no cost to the Civil Aeronautics Club. This booklet was printed with the understanding that [redacted] could have the back page for a description of its discounts. There are no other strings attached and as noted contains the names of all concerns which are on the discount list of the organization.

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[redacted] advised that similar books have been printed for the State Department, CAA, Library of Congress, Department of Interior and Surgeon General - Navy Recreation Associations. They are also in the process of printing such booklets for the Post Office and FCC organizations.

[redacted] is willing to print as many as 5,000 of these booklets, free of charge. Of course, he is doing this from an advertising standpoint and in all probability deducts the cost of printing as business expenses and advertising. [redacted] indicated that it costs about 10¢ each to print these booklets.

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In view of the fact that there are no strings attached to this arrangement and the booklet is a very handy guide for the members of the FBIRA, it is recommended that we permit [redacted] to print 5,000 of these booklets for the FBIRA.

FCH:mb

ADDENDUM: LBN:mb 3/2/52 Unanimously approved by the Executives Conference consisting of Messrs. Tolson, Sizoo, McIntire, Rosen, Belmont, Ladd, Mohr, Harbo, Tracy, Glavin and Nichols.

RECORDED - 123

66-2554-9674

128 MAY 16 1952

MAY 19 1952

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-2-84 BY SP5C/PT

ORIGINAL FILED IN 62-26175-222



MR. NICHOLS

4/24/52

MR. W. G. EAMES

SUGGESTION RE: TRANSMITTAL OF BOOKS, BOOKLETS, PAMPHLETS, NEWSPAPER CLIPPINGS, ETC.

Miss Mary G. Wolfe, Supervisor of the Routing Unit of the Recrds Section, recently suggested that the various field divisions, in transmitting books, booklets, pamphlets, newspaper clippings, etc. to the Bureau, do so through the use of a routing slip rather than preparing a cover memorandum.

Although the suggested procedure would eliminate a few pieces of mail being received in the Bureau, the thought occurred to me that it may be important from the point of view of the substantive supervisor to receive a letter of transmittal setting forth information as to the source of the material, or advising of the reason for its being forwarded to the Bureau. Also, in connection with filing such material, it is the usual practice in the Records Section to place the cover letter on record and file the related material as enclosures. This, of course, would not be feasible if a routing slip were utilized and, accordingly, some type of memorandum would have to be prepared here at the Seat of Government for filing purposes.

ACTION TAKEN:

A letter has been directed to Miss Wolfe acknowledging the suggestion, and advising that she will be notified if her idea is adopted.

RECOMMENDATION:

That this be referred to the Training and Inspection Division in order that the observations of other divisions at the Seat of Government might be obtained.

LES:fjh

RECORDED-12

66-2554-9678

INDEXED-12

NOT RECORDED

133 MAY 16 1952

EXECUTIVES CONFERENCE CONSIDERATION:

EX. 80

The Executives Conference on 5/1/52 consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, McGuire, Callahan and Mason. The Conference considered this suggestion and recommended unanimously favorably. Attached hereto is an appropriate SAC Letter and a letter to Miss Wolfe advising of the adoption of her idea. EDM:DMG 5/5/52.

Attachments

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-13-83 BY [signature]

ORIGINAL FILED IN 66-3665-7304

THE DIRECTOR

April 24, 1952

THE EXECUTIVES' CONFERENCE

AMERICAN LEGION CONTACT PROGRAM

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason for Clegg, Glavin, Harbo, Winterrowd for Rosen, Tracy, Holloman, Gearty for Mohr, Gresham, and Belmont, on April 23, 1952, considered the advisability of relaxing the current requirement that both the Commander and Adjutant of American Legion Posts located in rural areas be contacted.

The American Legion Contact Program was re-instituted in August, 1950. The field was instructed to contact all reliable Post Commanders and Adjutants and explain the Bureau's jurisdiction on security matters; to secure a list of reliable Legionnaires; and to develop them as sources of information.

During the original American Legion Contact Program in World War II, several thousand of the Post Commanders were not contacted. A number of these Post Commanders, unaware of the Bureau's leadership in the national defense field, offered the services of their Posts to other law enforcement agencies. The situation was corrected by the National Headquarters sending out letters to Departmental Commanders, advising them of the Bureau's American Legion project.

Several SACs, during their visits to the Bureau, have indicated that they feel it would be sufficient to contact either the Post Commander or the Adjutant in the rural areas where the membership in the Post is small and there is no vital defense concentration. They pointed out that particularly in farm areas much Agent time is required in locating and contacting these two officials, and if Bureau requirements are cut down so that only one of these two officials need be contacted, there will be a considerable saving of time.

Executives' Conference Recommendation:

Messrs. Tolson, Glavin, Tracy, Gearty and Gresham recommended that the requirements be changed so that the

RECORDED - 129

INDEXED - 129

101 | MAY 19 1952

cc - Mr. Clegg
Mr. Mohr

Attachment
AHB:tlc

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-2-92 BY SP5 C/PT

66-97230-277
ORIGINAL FILED IN

Handwritten initials

MEMORANDUM FOR THE DIRECTOR

field be required to contact either the Adjutant or the Post Commander, but not necessarily both, in those small rural Posts where there is no concentration of defense industry and no other particular reason which would logically require that both officers be contacted. They felt that this procedure would not weaken the program to any extent and would save considerable time.

Messrs. Ladd, Nichols, Harbo, Mason for Clegg, Winterrowd for Rosen, Holloman and Belmont recommended that we continue the requirement that all reliable Post Commanders and Adjutants be contacted. They pointed out that the Program has been in effect for some time now with the result that as of March 20, 1952, 81,802 contacts have been developed in the American Legion and the great majority of Post Commanders and Adjutants have been contacted; thus, there is no real problem left. We have recently declared a moratorium on re-contacts of American Legion members, thus cutting down substantially the time to be spent on this program. They felt that to keep the program moving and to secure the continued full backing of the Legion, we should at least contact these two main officers in each Post. It was pointed out that the Post Commander is in charge of the Post and, therefore, should be contacted; the Adjutant is usually re-elected and is more permanent in office and, therefore, is acquainted with the Bureau's needs and his interest should be maintained through contact. They felt that in small rural Posts, it would not be necessary to develop contacts other than the Post Commander and the Adjutant and recommended an SAC Letter instructing that the Commander and Adjutant continue to be contacted in all Posts; that in the small rural Posts these two contacts will be sufficient; and that additional contacts should be concentrated in the industrialized areas.

If you approve, the recommendation of the majority, the proposed SAC Letter is attached for transmittal to the field.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

May 19, 1952

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-1-92 BY SPSC/tpj

Frank
my

The Executive Conference of May 13, 1952, consisting of Messrs. Nichols, Ladd, Harbo, Mohr, Clegg, Rosen, Gearty, Tracy, Belmont, Harbo, and Glavin was advised that the Bureau has received information from the Administrative Assistant Attorney General, S. A. Andretta, to the effect that the Comptroller General has had an opportunity to review the previous Departmental policy of permitting employees to change sick leave charges to annual leave which would be forfeited at the end of the year. The Conference was advised that the Comptroller General has ruled that such changes from sick leave to annual leave cannot be approved.

The Conference feels therefore, that the Comptroller General's ruling contained in his decision B-108632 should be brought to the attention of both the field and the Seat of Government at the earliest possible date. Appropriate letters for the field and the Seat of Government are attached hereto.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

Tolson Attachments

- Ladd _____
- Nichols WRG:gt
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
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INITIALS ON ORIGINAL

66-2554-9078

RECORDED - 96
INDEXED - 96
EX. - 80

MAY 21 1952

61

F-182
68 MAY 29 1952

ORIGINAL COPY FILED IN 66-2087-1111

The Director

May 19, 1952

The Executives Conference

ELECTRICAL GENERATOR FOR EMERGENCY USE
SAN DIEGO RADIO TELEGRAPH STATION

On May 15 the Conference composed of Messrs. Tolson, Ladd, Tracy, Belmont, Rosen, Clegg, Nichols, Gearty, Mohr, Glavin, Holloman and Harbo was advised that the radio relay station at San Diego has a 10 kilowatt capacity emergency electrical generator for use at the transmitting station if the normal source of electric power is disrupted due to enemy sabotage or direct attack. The present generator will furnish enough current only to operate one large radio transmitter.

The Laboratory proposes that a 25 kilowatt emergency generator be purchased at a cost of \$2,800 and that an additional \$500 be made available for the construction of a small building to house the generator. Messrs. Nichols, Mohr and Harbo concur in the Laboratory recommendation, on the basis that the San Diego Office is not only the relay station for communications between Washington and the territorial offices in Honolulu and Alaska but also serves as the relay station for eleven continental offices in the western part of the United States. They feel it is illogical to have an emergency radio communications network which in event the normal source of electric power were disrupted would be able to handle only a small portion of the traffic it would be able to handle if the proposed 25 kilowatt emergency generator were furnished. In their opinion reliance upon the existing low capacity emergency generator will not permit the handling of the volume of high priority traffic which would arise if circumstances developed wherein we would have to rely on the emergency generator to furnish electrical power for the San Diego radio station. This is indicated by our experience at the time of Pearl Harbor.

Messrs. Tolson, Glavin, Tracy, Belmont, Ladd, Rosen, Gearty, Clegg and Holloman were opposed to the proposal to purchase a 25 kilowatt emergency generator on the ground that it is extremely unlikely that the normal source of electrical power will be cut off for any extended period of time and that the one transmitter which it would be possible to operate with the existing emergency generator would enable the San Diego Office to handle a limited amount of the highest priority traffic.

I share minority view. H

Respectfully,
For the Conference

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

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

Clyde Tolson

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

RECORDED - 15

INDEXED - 15

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MAY 22 1952

66-2554 - 9079
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9 MAY 26 1952

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The Director

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT~~ May 19, 1952
~~WHERE SHOWN OTHERWISE.~~

The Executives Conference

SERGEI YAKOVLEVICH IVANOV
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7-9-52
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Excluded on: 0-98

The Executives Conference, consisting of Messrs. Tolson, Nichols, Clegg, Glavin, Parsons for Harbo, Tracy, Mohr, Gearty and Belmont, on May 19, 1952, considered the question of whether [redacted]

[redacted] has any claim against the Bureau for \$600, which [redacted] Ivanov. [redacted] has threatened to sue the Bureau for \$600, if the Bureau does not pay him this amount. X

b7D

[redacted] Ivanov [redacted] 1951, at Washington, D. C. The Bureau agreed to compensate [redacted] at the rate of \$40 per day, plus travel expense, hotel bills, meals, taxi fares, and any other miscellaneous expense he might incur, while meeting with Ivanov. It was believed that Ivanov might become suspicious of [redacted] unless [redacted] made some demand for expense money in connection with this meeting. We instructed [redacted] to make a demand upon Ivanov for expenses in order to divert suspicion. X

[redacted] Ivanov [redacted] 1951, and obtained a total of \$600 from Ivanov. With great reluctance, [redacted] turned this \$600 over to the Washington Field Office, claiming that it was his understanding that he would be permitted to keep any money obtained from Ivanov. The \$600 is presently in the possession of the Washington Field Office and is being held as evidence. X

b7D

[redacted] was questioned several times by the Chicago Office concerning his allegation that he had been authorized to keep money obtained from Ivanov. [redacted] was unable to name any Bureau agent who gave him this instruction. [redacted] could not recall specifically where or when he received this instruction. [redacted] has told various stories concerning the amount of money he claims he was authorized to keep, stating on one occasion that he was authorized to keep nominal amounts, on another

Attachment X
AHB:dar
cc - Mr. H. H. Clegg
Mr. Mohr

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
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- Holloman _____
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MAY 22 1952

66 MAY 27 1952

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occasion that he was authorized to keep amounts up to \$500. In a third instance, [redacted] claims he was authorized to keep amounts up to \$1,000. All offices concerned in this matter have advised the Bureau that no Bureau agent instructed [redacted] that he could keep money obtained from Ivanov for his own use. X

b7D

Recognizing the possibility of a genuine misunderstanding, the Bureau offered to pay [redacted] \$200 a month for the months of September, October and November, 1951, which would have in effect, reimbursed him the \$600. [redacted] refused the Bureau's offer and made counterdemands which were so exorbitant that we had no recourse but to consider that we were being blackmailed. On October 15, 1951, we terminated [redacted]. Subsequently, [redacted] threatened to sue the Bureau, if necessary, to recover the \$600. X

On November 21, 1951, representatives of the Domestic Intelligence Division orally discussed [redacted] claim with Assistant Attorney General James M. McInerney. Mr. McInerney was of the opinion that [redacted] had no legitimate claim against the Bureau. Subsequently, we furnished all pertinent facts in this matter in writing to Mr. McInerney. Upon the instructions of Mr. McInerney, the United States Attorney, Chicago, Illinois, discussed this matter with [redacted] in an effort to convince [redacted] that he had no legitimate claim against the Bureau. Following this conference, [redacted] was still of the opinion that he was entitled to \$600, and he reiterated his intention to sue the Bureau, if necessary, to recover this amount. X

b7D

We requested a decision from Mr. McInerney as to whether the Bureau should pay [redacted] \$600, and further requested Mr. McInerney's decision as to the disposition the Bureau should make of the \$600 being held as evidence by the Washington Field Office. By memorandum dated April 30, 1952, Mr. McInerney advised that as a matter of policy, he was not interceding or offering specific advice with respect to matters arising between the Bureau and its informants, stating that the Department prefers to leave the determination of this matter to the Bureau's discretion. Mr. McInerney furnished the Bureau no decision as to the disposition to be made of the actual \$600 being held as evidence. X

- Tolson _____
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- Holloman _____
- Gandy _____

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~~SECRET~~

The Executives Conference unanimously recommended that the Bureau again request Mr. McInerney to furnish the Bureau with a decision as to the disposition to be made of the \$600 being held as evidence. If you approve, attached is a memorandum to Mr. McInerney. X

As to the question of whether [redacted] should be paid \$600 by the Bureau, the majority of the Executives Conference, consisting of Messrs. Tolson, Clegg, Parsons for Harbo, Tracy and Mohr recommended that the Bureau pay [redacted] \$600 for the following reasons: X b7D

(1) The \$600 was given to [redacted] as an individual by Ivanov for [redacted] own personal expenses.

(2) There is no evidence that [redacted] was ever specifically instructed by any Bureau agent that he could not keep for his own use money received from Ivanov.

(3) A law-suit in this matter might prove embarrassing, and it would be worth \$600 to the Bureau from the standpoint of eliminating the nuisance of a law suit. X

The minority of the Executives Conference, consisting of Messrs. Nichols, Glavin, Gearty and Belmont, recommended that the Bureau not pay [redacted] \$600 for the following reasons:

(1) [redacted] in his dealings with Ivanov, was acting in the legal sense as the Bureau's agent, and therefore, could not accept Ivanov's money for his own use.

(2) [redacted] was generously compensated by the Bureau for his expenses in meeting Ivanov. b7D

(3) No Bureau agent ever instructed [redacted] that he could keep the money.

(4) [redacted] is unable to give any clear account as to who instructed him he could keep this money or where and when such instructions were given.

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

~~SECRET~~

~~SECRET~~

(5) [redacted] demands are tantamount to blackmail, and the Bureau should not yield to blackmail.

If you approve, the recommendation of the majority of the Executives Conference, Chicago will be instructed to pay [redacted] \$600.

b7D

Respectfully,
For the Conference

*I share minority
view H.*

✓
Clyde Tolson

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

~~SECRET~~

MA
May

MR. TOLSON
The Executives Conference

May 21, 1952

DISPOSITION SHEETS
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Glavin, Parsons, Laughlin, Gearty, Holloman, and Tracy on May 21, 1952, considered the matter of retaining disposition sheets in the Identification Division.

For the Director's information since April 10, 1951, all disposition sheets from which notations are placed on identification records have been retained. Prior to that time, after posting the information, a disposition sheet was destroyed.

With reference to disposition sheets received where there is only one master fingerprint card in file, the incoming disposition sheet is searched in Card Index and the index cards withdrawn from file. The disposition sheet and index cards are then sent to the Assembly Section where an identification folder or jacket is prepared and an FBI number assigned. The FBI number is placed on all index cards and the disposition sheet is filed in the newly prepared folder in its proper numerical sequence in the Assembly Section files. The index cards are then routed to the Technical Section where the FBI number is copied from the index card and placed on the master fingerprint card.

During the course of the current inspection, the Inspectors estimated the total annual extra cost of handling disposition sheets on single prints to be \$21,672, this cost being broken down as follows:

Estimated total receipts per year	133,000
Total cost to handle - \$.048 each	\$ 6,384
111 Six-drawer cabinets	\$10,101
(200 jackets per drawer - total 669 drawers)	
Net cost over prior system (labor cost)	\$ 5,187
(Extra labor cost over present system \$.039 each)	

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

cc - Mr. Clegg
Mr. Mohr

SJT sedm

RECORDED - 73/66-2554-9081

INDEXED

MAY 23 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-92 BY SP5CJ/UP

68 MAY 27 1952

Memorandum for Mr. Tolson

May 21, 1952

The Inspectors recommend the Bureau destroy the incoming disposition sheet on single prints after the information has been posted on the back of the index card. The Typing Section will then post this disposition the next time an inquiry is received concerning the particular subject.

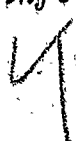

The advantages are:

1. Considerable savings in the handling of disposition sheets including the saving of 111 cabinets.
2. There will be fewer handling operations.

The disadvantage is:

If an error is made in the posting, it will not be possible to place responsibility inasmuch as the disposition sheet would not be available.

A case arose in 1951 wherein an error was made in the posting of a disposition. No similar case could be recalled prior to that time and no such instance has occurred since that time. Therefore, the Conference was of the unanimous opinion that in view of the savings involved, the Bureau should revert to the prior practice of destroying the disposition sheets above referred to after posting the information to the back of the index card.



MR. H. H. LEGG

4/1/52

MR. E. D. MASON

Inspector H. B. Long suggested the Executives Conference consider the matter of showing how many copies of confidential documents have been prepared. Mr. Long has in mind that some day a copy of a confidential document will turn up in the possession of some unauthorized individual and the question may arise as to where the document was originally intended to go and the Bureau will be in the position of not being able to account for copies of documents other than investigative reports.

Mr. Long has in mind that the dictator of a letter, who must necessarily tell a stenographer to prepare copies and where the copies should go, instruct the stenographer to place a notation on the yellow as follows:

- "2 - Bureau
- 1 - Pittsburgh
- 1 - Chicago
- T - SAC, Malone ('T' meaning tickler)."

This suggestion also includes correspondence between Field Offices and the Bureau. It includes letters and inter-office memoranda.

Perhaps you will wish to present this to the Executives Conference, with the thought in mind that it applies to all types of material whether of the Security, General Investigative or Applicant nature.

RECORDED - 122

INDEXED - 122

EX-130

66-2554-9080

NOT RECORDED

136 MAY 26 1952

EDM:DMG

EXECUTIVES CONFERENCE CONSIDERATION: HHC:IGS

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

The Executives Conference on 4/3/52, consisting of Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Gearty, Holloman and Clegg, felt that the above suggestion was not practical as the tickler copy is to be destroyed after a maximum of 60 days. The large percentage of confidential material listed in Bureau memorandums and letters would bring about a requirement for such a tabulation on too many documents to make this practical. The Conference recommended unanimously unfavorable.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 10/27/83 BY SP-1/UP

25
MAY 27 1952

66-7225-
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THE DIRECTOR

May 22, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 11/19/92 BY 2084 JF

The Executives Conference of May 20, 1952, consisting of Messrs. Tolson, Boardman, Rosen, Belmont, Tracy, Clegg, Parsons, Ladd, Mohr, Holloman, and Glavin considered an item brought up by Supervisor E. H. Gregg of the Domestic Intelligence Division who is Activities Coordinator for the FBI during the present calendar year.

ACTIVITIES

The Conference was advised that Mr. Gregg has had numerous inquiries from clerical employees regarding the possibility of having tours of Quantico. He inquired whether any arrangement along this line could be worked out, feeling that perhaps the FBI could charter some buses for this purpose. The Conference was advised that Mr. Gregg felt that Quantico is one of the most important functions of the Bureau's activities and since all employees who have ever been there have commented so favorably on it, he feels that it would be an excellent morale booster. It was pointed out to the Conference that the Bureau buses are utilized full-time for the transportation of In-Service men, New Agents, and National Academy men as well as Supervisors and the Washington Field Office personnel to Quantico for firearms training.

RECORDED - 155
INDEXED - 159

66-2554-9683

The Conference was advised by Mr. Gregg's opinion that every effort should be made to set up such trips for our clerical employees. The Conference was advised that after careful discussion of this entire matter with the President of the FBI, it was determined that funds would not be available in the FBI fund to defray the costs of bus transportation to Quantico.

MAY 26 1952

Bus transportation to Quantico by commercial buses would be approximately \$59.60 per bus which would hold forty-four people.

The Conference was further advised that Mr. Ford B. Claaves who handles the dining room facilities at Quantico stated he could serve lunch to our clerical employees at a cost of sixty cents each.

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

The Conference recommends therefore that arrangements be made to have the clerical employees who wish to visit Quantico have lunch, inspection of our quarters there, and firearms demonstration on Saturday, the charge to be \$2.00 per employee which will cover transportation and luncheon costs. It is the opinion of the Conference that a number of clerical employees who have not had the opportunity of visiting Quantico would be more than willing to have such a trip.

cc Mr. Mohr 113
MAY 29 1952
WRG

JF

arranged for them at a sum not to exceed \$2.00.

Should the Director agree with the recommendation made by the Conference, appropriate steps will be taken to determine the number of employees desirous of taking such a trip so that the appropriate schedules can be set up and the appropriate contacts made with the bus companies for necessary buses to transport our employees to and from Quantico.

OK

Respectfully,
For the Conference

[Signature]
Clyde Tolson

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

The Director

May 28, 1952

The Executives Conference

Present 5/20/52: Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Clegg

CONFERENCE FOR SPECIAL AGENT SUPERVISORS

AWK

The Conference considered the suggestion for a one-week training conference for Special Agent Supervisors in Field Offices. There are 266 approved Special Agent Supervisors in the Field not including the SAC's and ASAC's.

The recommendation is that a training conference for one week be held with approximately 50 Supervisors in each group.

The suggestion recommends that these schools be held once each month (beginning July 14, August 11, October 13, and November 10, 1952).

GENERAL SUBJECT MATTER TO BE COVERED

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The primary purpose of these schools will be to emphasize Supervisory duties, to improve administration and personnel, and time will be allocated to the various Divisions to discuss specific supervision of various classifications of cases and types of work. Also, the conference would cover such matters as Field Office administration; administrative devices; administrative reports; conferences with Agents; supervision of vouchers; time and attendance records; leave; contracts; economy; assignment of stenographers; Chief Clerk's functions.

Also, personnel matters including the screening of personnel, interviews and examination of applicants, supervision of personnel, assignment of cases to personnel, development of personnel, overtime distribution, preparation of performance ratings, will be included.

Although conferences have been held with Field Supervisors on Domestic Intelligence and general investigative matters, there would be covered subjects relating to the supervision in the Field of Domestic Intelligence, criminal, applicant, and accounting investigations.

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

The Conference recommended unanimately that

1. Such conferences be held at the times indicated at the Seat of Government.

HAC:vlr
cc: Mr. Clegg
Mr. Mohr

Rgt

RECORDED - 96 66-2554-9684
INDEXED - 96 10 MAY 26 1952

MAY 28 1952

X-32

R

JAC

2. Messrs. Tolson, Mohr, Gearty, Holloman, and Clegg recommended that in addition to this one-week conference, those who have not been to In-Service school for approximately 2 years and are due or soon due to attend In-Service training also go to Quantico for one week for firearms training, arrest techniques, and major case work, and that this be considered to satisfy the demands for those attending In-Service school.

J. Conrad

Messrs. Tracy, Parsons, Belmont, Ladd, and Rosen recommended that the conference be held for one week, that those in attendance not be required to go to Quantico for the one week's training, and that this one-week conference be considered in lieu of In-Service training.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

Tolson _____
Ladd _____
Nichols _____
Belmont _____
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Laughlin _____
Mohr _____
Tele. Rm. _____
Holloman _____

MR. TOLSON

5/8/52

EXECUTIVES CONFERENCE

The Executives Conference of 5/1/52, consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, Mohr, Callahan and Mason.

The Conference considered the suggestion of [redacted] of the Butte Office that investigative reports in the lower left-hand corner of the first page in the "Copies" section bear in parenthesis a numeral indicating the number of enclosures accompanying the report.

b6
b7C

Whenever a memorandum or letter is dispatched to an office carrying enclosures, the word "Enclosures" is spelled out and immediately following is a numerical designation showing the number of enclosures, such as "Enclosures: (3)." This procedure is not utilized in investigative reports because at the end of the details of each investigative report there is a block heading entitled "Enclosures" wherein are listed all enclosures and appropriate descriptions of these enclosures.

Mrs. [redacted] contemplated that her suggestion would save clerical time when a report is received in a Field Office for the clerk could just count the enclosures to see that the number of attachments is equal to the number indicated on the front page of the report in the "Copies" section.

The Executives Conference feels that the present procedure should be continued because it is insufficient action for a clerk to satisfy herself that there are 3 attachments, without knowing the nature of the attachments or that the 3 attachments are the 3 properly called for as enclosures. Consequently, clerks should continue to look at the end of the details of investigative reports for an actual description of the enclosures and make certain that the enclosures are the proper ones and not some enclosures attached in error.

The Conference unanimously felt that the present procedure provides greater accuracy and it should be continued without change with regard to investigative reports. No problem exists relative to letters and memoranda.

If the recommendation of the Conference is approved,

there is attached for approval a letter to Mrs. [redacted]

b6
b7C

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

Attachment

cc-Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RECORDED - 36

INDEXED - 36

DATE 7-6-78 BY [signature]

166-2554-9685
MAY 27 1952

INITIALS ON ORIGINAL

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ORIGINAL COPY FILED IN 66-2435-1271

THE DIRECTOR
THE EXECUTIVES CONFERENCE

May 16, 1952

G.I.R. - 3

The Executives Conference of May 14, 1952, consisting of Messrs. Tolson, Ladd, Gearty, Clegg, Rosen, Laughlin, Mohr, Harbo, and Glavin considered the attached communication to all Special Agents in Charge concerning voluntary/overline/reports and recommended its approval.

Briefly, for the Director's information, the communication in question points out certain errors which were found in the submission of voluntary/overline reports for the month of March, 1952, and contains suggestions whereby such reports can be more accurate if and when they are submitted in the future.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/00 BY SP5/STP

WRC:gt

RECORDED - 51

INDEXED - 51
EX - 80 - 51

166-7534-9686
MAY 21 1952

[Handwritten signature]

[Handwritten signature]

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Laughlin
Mohr
Rosen
Tracy
W.C. Sullivan
Tele. Room
Holloman
Gandy

The Director

5/22/52

Executives Conference

Present 5/21/52: Messrs. Tolson, Glavin, Tracy, Parsons, Laughlin, Ladd, Gearty, Nichols, Holloman, Clegg

ISSUANCE OF BUREAU BULLETINS, SAC LETTERS, AND MANUAL CHANGES

PRESENT PRACTICE: Whether a communication to the field is a Bureau Bulletin or any SAC Letter, it is recommended by the Executives Conference and approved by the Director. As a general practice at this time, an SAC Letter is sent whenever problems of security are involved or whenever the contents relate to the duties of a small segment of personnel, such as, a Selective Service squad or the Chief Clerk's Office. Thus, matters of security and economy are considered. There are approximately 1,000 copies of regular SAC Letters and 2,000 copies of security SAC Letters sent to the field at present. During the past year, there were 175 different SAC Letters issued to the field.

Bureau Bulletins are used for less confidential data and for distributing such information to a larger number of employees including all Agents and some of the clerical employees. At present 8,500 copies of each Bureau Bulletin are distributed. Last year 52 different Bureau Bulletins were issued.

When there is a need for it, two SAC Letters are issued per week and one Bureau Bulletin. Exceptions are made if a special communication needs to be expedited.

Concerning Manuals, each Agent is issued a Handbook which is an appropriate outline of the information in both the Manual of Rules and Regulations and the Manual of Instructions. Manuals of Rules and Regulations will be found in each Resident Agency and in each field office but they are not issued to the individual Agents. The average number of Manuals of Rules and Regulations is one for each 6.3 Agents field wide. The maximum and minimum figures are 17.2 Agents per copy of Manual of Rules and Regulations in the Washington Field Office down to 2.4 Agents per copy in the Butte Office. The Manual of Instructions is also available in the field offices and at resident agencies. The average number throughout the field is 8.66 Agents per copy ranging from 1.25 Agents per copy in Detroit to 21 Agents per copy in Chicago.

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

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-72 BY SP6/LLA

RECORDED - 36

EX-170
INDEXED - 36

HHC:arg 43
68 MAY 29 1952

166-2534-9081
10 MAY 27 1952

Manual changes are required to be made so that each Manual is brought up to date once each 90 days. In actual practice, these Manuals, when printing facilities permit, are being brought up to date about each 60 days.

PROBLEMS INVOLVED IN THE PRESENT PROCEDURE: The SACs recently attending the Streamlining Conference and a number of other SACs have indicated that the present practice of limiting the distribution of SAC Letters and including in them the information which Agents should possess was resulting in a delay in getting the information to the Agents and a considerable expenditure of time in discussing the contents of such letters with the Agents and additional expense incident to this expenditure of time. Although Agents in the field follow the practice of coming to the field office at least once a month, in order to avoid congestion in dictation they do not all come at once and thus it would be necessary for them to hold several conferences presided over by the SAC or one of the Supervisors. In field office headquarters it is frequent practice to hold weekly conferences of different squads yet the amount of time to discuss the contents of SAC Letters is increased when it is necessary to disseminate the information in these oral conferences. To help alleviate this problem the Bureau in the past few weeks has agreed to increase the number of SAC Letters containing security information consistent with reasonable requests made by each field office which accounts for the issuance of 2,000 copies of SAC Letters of this type. Those Agents who do not receive the SAC Letters, during the course of the conference take longhand notes as to the contents and such notes taken during a lengthy discussion are not always complete and the notes constitute to some extent a security hazard.

On the other hand, highly confidential information included in a communication widely distributed is subject to being lost and might fall into the hands of undesirable persons. This danger is direct proportion to the number of copies issued. At present we require each field office to account for the distribution of the SAC Letters. Agents working exclusively on the criminal squad are uninterested in the contents of SAC Letters dealing with security matters and vice versa, although there are many Agents in the field on road trips and at resident agencies who would handle all types of work.

*Resident Agents and roadwork Agents.

THREE SUGGESTIONS AND CONSIDERATION BY EXECUTIVE CONFERENCE:

1. It was suggested that Bureau Bulletins contain only routine types of information of a type which is not highly confidential, and general administrative types of instruction; that more confidential types of information and secret data be included in SAC Letters; that the Handbook which is in the possession of each Special Agent be changed more frequently than at present, such frequency being controlled to some extent by the ability of the Mechanical Section to make the changes which in most instances will be at least weekly or twice a week; and that the SAC and his Supervisory staff call to the attention of the Agents of their office the changes and pertinent matters covered by the SAC Letters during the conferences held by the SAC and Supervisory staff with Agents. Each Agent is required to come to the field office at least once a month. Frequently, on a weekly basis in larger offices there are squad conferences at which such discussions could be held.

The principal changes in this suggestion, when compared with the present practice, would be more frequent changes in the Handbook and the requirement that there be called to the attention of each Agent at least once a month the information contained in SAC Letters. This, it was felt by the majority, would permit adequate security and would within a reasonable time bring new policies and modifications of existing instructions to the attention of all Agents. In addition to providing for security, it would maintain the desired economy by limiting the number of copies of each SAC Letter.

Those favoring this suggestion were Messrs. Tolson, Parsons, Laughlin, Gearty, Nichols and Holloman.

Just who opposed it?
Those who were*opposed pointed out that in the Manuals, the instructions are set forth in brief form and in the Handbook the instructions are very concise, and last year only about one out of five items in SAC Letters and Bureau Bulletins involved a Manual change; also, Agents do not come in from the field all at one time which would make it necessary to hold several conferences for repeating the instructions to the Agents as they arrive in the field office.

2. Mr. Glavin recommended that once each month the Bureau issue a bulletin to all Agents calling attention to the fact that Manual changes have been made and reflected

*Resident and roadwork

** Messrs. Glavin, Tracy, Ladd, and Clegg.

in the Handbook and then there would follow a listing of the sections of the Handbook or Manual affected. This monthly bulletin would not contain any information as to the context of the changes but would merely cite sections which were changed. The Handbook would be kept up to date with weekly or semiweekly changes and the number of Bulletins and SAC Letters would thus be reduced.

* Those objecting to the suggestion pointed out that there are many communications to the field by Bulletin and SAC Letter which do not involve a change of policy or a Manual change. — *Jensen*

* *Who were in favor & who opposed? H.*
3. Messrs. Ladd, Tracy and Clegg recommended that SAC Letters should contain only the information of greatest secrecy which it was believed should not be made available to Agents and information concerning highly confidential techniques or information of value to only a small portion of the staff, such as, the Supervisory staff or the Chief Clerks's Office. They recommended that Bureau Bulletins should contain all other operating instructions of interest to the Agents; that Manual changes which would involve only a portion of the above information be made as frequently as the Mechanical Section could prepare them.

They also recommended that all Special Agents be required to keep in a regular Acco fastener type of file all Bureau Bulletins issued each quarter. For example, all Bulletins for January, February, and March would be bound in one file in numerical sequence. For the next three months the Bulletins in numerical sequence would again be maintained by each Agent and be bound in a file. This means that the Bulletins for April, May and June would be kept in one binder. At the end of June, the suggestion is that the file containing those Bulletins for the first quarter be turned into the Chief Clerk's Office and a clerical employee would see that all Bulletins are accounted for as they are in numerical order, and would then destroy them.

A time check on the amount of time required to verify the fact that all Bulletins were in a binder of this type requires approximately one-half minute by actual test. Thus, even in the largest office one clerical employee in less than one day's time could account for all the Bulletins issued for one quarter of all the Agents in the office. These bulletins would then be burned with the trash.

* In favor: Mr. Glavin

Opposed: Messrs. Tolson, Tracy, Parsons, Laughlin, Eadd, Gearty, Nichols, Holloman, and Clegg.

An Agent having received Bulletin #23 and next receiving Bulletin #25 would, of course, inquire for and receive Bulletin #24 which he could easily tell was missing and there would be no logical excuse for his claiming that he never received the Bulletin unless he notified the office previously.

* This? H

*Those objecting to this program said that it would take a great deal of time on the part of a clerical employee to account for these bulletins; that this was work which would be done by a Grade-3 clerk who might not always realize the seriousness of the responsibility for accounting for these Bulletins (although Grade-3 clerks now charge out serials and files). Those in opposition also felt that there would be a great deal of correspondence and memo writing between the field office and Agents concerning the loss of Bulletins and the claim of Agents that they had sent the Bulletins to the field office and there was no record that they had been received or claims that they had never received a Bulletin which had in fact been sent and thus it would involve too much correspondence and expense.

J. C. ...
94

Respectfully,
For the Conference

V

Glyde Tolson

*In Favor: Messrs. Ladd, Tracy, and Glegg.
Opposed: Messrs. Tolson, Glavin, Parsons, Laughlin,
Gearty, Nichols, and Holloman.

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

my

THE DIRECTOR

5-22-52

EXECUTIVES CONFERENCE

Present 5-21-52: Messrs. Tolson, Glavin, Tracy, Parsons, Laughlin, Ladd, Gearty, Nichols, Holloman, Clegg

~~SECURITY PATROL AND GUARD FORCE IDENTIFICATION DIVISION~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7-1-92 BY SP24

BACKGROUND:

Last Fall the General Services Administration reduced the Identification Building guard service by three full-time guards on the day shift because of reduction in appropriation. The Bureau at the time felt that it would be inadvisable for the Bureau to urge Congress to increase the appropriation of GSA in order to provide adequate guard service to perform security patrol functions covering all three shifts. Seven clerical employees in GS-5 and one part-time clerk were designated to perform security patrol functions including guard duties at entrance doors.

Subsequently the Executives Conference recommended that the Director approve the suggestion that four and one-half clerical employees' services on the night, midnight, and weekend security patrol and guard force be eliminated for these shifts. Three remained on such duties on the day shift.

SUGGESTION:

That the Bureau make an effort to again urge GSA to provide adequate guard service so that three trained fingerprint clerks now assigned to guard and patrol work could be returned to Identification duties.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference unanimously recommended approval of the suggestion but were opposed to any attempt to suggest an increase in appropriations for the General Services Administration.

Respectfully,
For the Conference

Clyde Tolson

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

cc: Mr. Mohr
Mr. Clegg

HHC:arg:dll

RECORDED - 36
INDEXED - 36

166-2554-9688
10 MAY 27 1952

84 MAY 29 1952

The Director

May 22, 1952

The Executives Conference

Present 5/20/52: Messrs.
Glavin, Tracy, Parsons,
Mohr, Belmont, Ladd, Rosen,
Gearty, Holloman, and Clegg

REQUEST FROM MARINE CORPS
FOR ATTENDANCE OF OFFICER
IN NEW AGENTS' TRAINING

*File
my*

The Conference considered the request of the Commandant of the Marine Corps for one officer of the Marine Corps to attend a New Agents' class after July 1, 1952. Two CIC officers have already finished a New Agents' course and two additional CIC officers from Army Intelligence will enter the New Agents' Class beginning May 26, 1952.

In view of the cooperation of the Marine Corps, particularly at Quantico, it is recommended that the Commandant of the Marine Corps be advised that the Bureau will accept one officer designated by him to attend the New Agents' training course scheduled to begin July 21, 1952.

If this is approved, there is attached hereto a letter to the Commandant for approval.

Respectfully,
For the Conference

Glyde Tolson

Attachment
HHC:vlr
cc: Mr. Clegg
Mr. Mohr

RZ

ALL INFORMATION CONTAINED
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DATE 12-28-98 BY SP5/SLC/401

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10 MAY 28 1952

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THE DIRECTOR

May 26, 1952

THE EXECUTIVES CONFERENCE

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DATE 1-9-82 BY PSC/PT

The Executives Conference of May 22, 1952, consisting of Messrs. Tolson, Gearty, Mason, Rosen, Ladd, Mohr, Parsons, Tracy and Glavin, considered a memorandum submitted by Supervisor John F. Sullivan of the Liaison Section concerning Counter Intelligence Corps Training Schools at Fort Holabird, Maryland. Mr. Sullivan, in his memorandum, points out that during the discussion with General Philip E. Gallagher, Commandant of the Counter Intelligence Corps Training School at Fort Holabird, Maryland, and Colonel W. S. LeRoy, one of his Staff Officers, they expressed considerable concern about the return of trained CIC personnel to civilian life after their tour of duty.

The Bureau's Liaison representative also advised that the CIC personnel is now at its peak of 7500 men and is bringing in new personnel at the rate of 250 per month. These men comprise the cream of a screened personnel having been chosen from the top five per cent of the Army personnel and from those who have an average Army aptitude test of at least 128. It was further pointed out that at the present time sixty per cent of the Corps are college graduates or better, and in the immediate future it is expected that all personnel will be one hundred per cent college graduates. 9690

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The General and his Aide advised that they felt it would be a tragedy if all these men returned to civilian life to dissipate the years of education and experience gathered by them in the investigative field during their tour of duty. They go on to point out that these men, after being relieved from active duty, remain in the active reserve for five years and thus comprise a hard core of trained intelligence agents available for a national emergency, but many could possibly be of immediate use if an opportunity was presented. They point out that a small number will re-enlist in the CIC but the greater portion will not return to military life and many would enjoy investigative work as civilians with the FBI. It was pointed out by General Gallagher that in December, 1952, CIC will begin releasing men at the rate of 200 a month, and that if the Director were interested, arrangements could be possibly worked out between now and that time so that outstanding men in

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CC: Mr. Mohr
Mr. Clegg
URG:omw

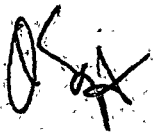
Executives Conference Memorandum (Continued)

CIC being released from active military service who might be interested in securing appointments as Special Agents in the Bureau could be referred to us for consideration.

After careful consideration of this matter, the Conference felt that it would be more desirable for the Bureau liaison representative to advise General Gallagher that in the event any CIC man being released from the active military service who possessed the basic requirements for appointment to the Special Agent position in the Bureau who was interested in securing such position, contacted the Bureau at that time, consideration would be given his application. The Conference unanimously did not feel that we should make arrangements with CIC to have representatives of that organization who are desirous of being considered for Special Agent appointments, referred under a regular program to the Bureau as they are released from the active military service.

Should the Director agree, the Bureau's liaison representative will be instructed to appropriately advise General Gallagher and his Aide.

Respectfully,
For the Conference


Clyde Tolson

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THE DIRECTOR

5/27/52

EXECUTIVES CONFERENCE

UNIDENTIFIED LATENT FINGERPRINT FILE
SINGLE FINGERPRINT SECTION, IDENTIFICATION DIV.

The Executives Conference on 5/26/52, had in attendance Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols and Mason.

In March 1950, the Bureau considered a suggestion that an unidentified latent fingerprint file be established and that prints in this category as received from law enforcement agencies would be filed alphabetically by state. Such a file would enable the local agencies to request a comparison of fingerprints of a certain suspect with unidentified latent fingerprints previously submitted. It was decided that this would be tried for a period of one year.

Since March 1950, these latent fingerprints have accumulated and now number approximately 3,600. No requests have ever been received for searches against these prints.

Copies of these latent prints are filed in the Single Fingerprint Section by the Bureau file number and will consequently always be available.

The Inspector has recommended that the 3,600 unidentified latent fingerprints be destroyed inasmuch as the one year trial period expired in March 1951; the prints are of no value to the Bureau; no searches have been made against these prints since March 1950, and copies of these prints can be obtained from other files. Mr. Tracy agrees with the Inspector's recommendation.

The Executives Conference is unanimously in favor of these recommendations.

Respectfully,
For the Conference

Glyde Tolson

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cc-Mr. Mohr
Mr. Clegg
EDM:DMG

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10 MAY 28 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-80 BY [signature]

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The Director

May 27, 1952

The Executives Conference

Present 5/20/52: Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Ladd, Belmont, Rosen, Gearty, Holloman, and Clegg

ELIMINATION OF PAROLE REPORTS

The Executives Conference considered the suggestion of the Streamlining Committee that the preparation of Parole Reports by the Bureau be discontinued. There are between 5,000 and 6,000 Parole Reports prepared each year, each containing an average of three pages. Some of the SACs who have examined the Parole Board files have stated that there are reports from the trial Judge, the U. S. Attorney and the Probation Officer. There is a Federal Probation Officer in each District and when we began preparing Parole Reports there was no such Probation Officer. He is charged with making pre-sentence investigations as a guide to the Judge in imposing sentences and he has access to files in the United States Attorney's Office, including the FBI reports.

It was believed that the amount of time spent in file reviews, name checks, dictation, transcribing, review of the reports, filing and dissemination of the prepared reports might be eliminated.

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EXECUTIVES CONFERENCE CONSIDERATION:

It was unanimously recommended that the Bureau orally discuss this matter with the Chairman of the Parole Board at which time the Bureau would present its case, would point out the expense, time, and effort involved, and advise that unless there was good reason to the contrary the submission of Parole Reports by the Bureau would be discontinued.

Respectfully,
For the Conference

Glyde Tolson

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cc - Mr. Mohr
Mr. Clegg

HHC:IG3/ulr

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EX-32

166-2554-909

MAY 28 1952

MAC

The Director

May 12, 1952

The Executives Conference

Present 5/8/52 Messrs.
Ladd, Harbo, Glavin, Rosen,
Mohr, Gearty, Laughlin,
Clegg, McGuire, and Tracy.

~~FILING OF CARDS,
CONFIDENTIAL INFORMANTS,
POTENTIAL CRIMINAL INFORMANTS,
AND CONFIDENTIAL SOURCES~~

[Handwritten signature]
#17-5

SUGGESTION

Suggested that Confidential Informant, Confidential Sources, and Potential Criminal Informant cards be filed in a manner so that they would be subdivided by Resident Agencies.

At present, they are filed by State, then by city or county, in alphabetical order. The suggestion contemplates that they would be filed first by state, then by Resident Agency in alphabetical order.

Since Resident Agencies do not cover all parts of the United States, some territories covered by road-work Agents and headquarters Agents, this would not be applicable nor as desirable as the present system.

RECOMMENDATION

Conference recommended unanimously unfavorable.

Respectfully,
For the Conference

[Handwritten initials]

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-93 BY SP3/CH

HHC:ulr
cc: Mr. Clegg
Mr. Mohr

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THE DIRECTOR

May 28, 1952

The Executives Conference

RETURN OF NONIDENT CRIMINAL
FINGERPRINT CARDS TO CONTRIBUTORS
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Parsons, Mohr, Heinrich, Rosen, Mason, Gearty, and Tracy on May 23, 1952, considered a suggestion of the inspection staff concerning the procedure utilized in returning nonident criminal fingerprint cards to contributors.

Criminal fingerprint cards which on receipt fail to contain the following information are given special handling:

1. Charge and/or date of arrest have been omitted.
2. Complete personal and physical descriptive data are not given.
3. Date of birth not given.
4. Age and year of birth different.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-12-87 BY SP5 CJS
WPT

After search, identis are placed in the jacket and nonidents are returned to the contributor with a form letter for necessary correction. Prior to returning, the initials of the employees handling in the various sections are erased. When the print is returned to the Identification Division, it is re-searched to be sure another record has not been received in the meantime.

No record is maintained of the number of such fingerprints returned; however, it is estimated there are approximately 3,000 per year.

The Inspectors feel that a saving of approximately \$970 per year could be effected if the fingerprint cards were retained, that \$213 could be saved by not erasing the employees initials and that the balance would be saved by avoiding the re-search when the print is returned the second time.

The Inspectors recommend a form letter be sent requesting the contributor to furnish such information as is necessary and that upon receipt of the form letter, it would be searched in Card Index for the purpose of placing the necessary information on the index card, then searched in the Technical Section for the purpose of placing the same information on the fingerprint card.

cc - Mr. Clegg
Mr. Mohr

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Memorandum for the Director

May 28, 1952

The Identification Division does not agree with the proposed change for the reason that it feels the time taken in the preparation of the form letter and the re-search of the form letter for the purpose of placing the additional information on the index card and the fingerprint card would cost as much if not more than returning the fingerprint card for the necessary corrections to be made by the contributor.

The Conference unanimously recommends the present procedure be continued with one exception, that the employees' initials not be erased, that these markings identifying the searchers are meaningless to the contributor and in the event, when the card is returned, a mix has occurred in the original searching, responsibility can be properly placed. If the Director concurs, there is attached a proposed memorandum to the Identification Division.

Respectfully,
For the Conference,


Clyde Tolson

THE DIRECTOR

May 28, 1952

The Executives Conference

SUPERVISION OF SEARCHING UNITS
CRIMINAL FINGERPRINT FILES
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY SP5CL
LPT

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Parsons, Laughlin, Mason, Gearty, and Tracy on May 28, 1952, considered a suggestion by the inspection staff concerning the supervision of the searching units in the criminal fingerprint files in the Identification Division.

In the Technical Section the Assistant Coordinator every half hour proceeds through his unit contacting each searcher and obtains a count of the work completed during the preceding half hour. On completion of the count, he then picks up the work of each row, sorting it out for checking and routing out of the unit. This count and collection operation takes from five to ten minutes. There are between 15 and 20 searchers in each unit on the day force and a slightly less number on the night force.

The Inspectors recommend that searchers keep their own tally on each row and that once a day shortly before closing time, the Assistant Coordinator should score the amount of work performed by each employee. The Inspectors feel the proposed system would enable an Assistant Coordinator to control his work better as he will not interrupt his own work every thirty minutes in order to make collections and that the searchers will not be interrupted at thirty minute intervals in order to come to the end of the row to advise of the work performed by them during the previous half hour.

The Identification Division is opposed to the proposed change, pointing out that the Assistant Coordinator by going from row to row taking collections every thirty minutes is in close contact with each fingerprint searcher. It enables him to ascertain the amount of work done by each employee every thirty minutes, also, to determine that an even distribution of work and of employees is maintained constantly, that this is part of his supervisory function and that the present system requires him to actually be on his feet personally observing his unit and employees on an actual contact basis every half hour.

cc - Mr. Clegg
Mr. Mohr

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Memorandum for the Director

May 28, 1952

It is a constant check on the accuracy and the amount of work performed and is highly desirable in work where production and accuracy are determining factors.

The Conference unanimously recommends that the present system being utilized by the Identification Division continue.

Respectfully,
For the Conference,


Clyde Tolson

THE DIRECTOR

May 26, 1952

EXECUTIVES' CONFERENCE

PASSPORTS FOR INSPECTORS' AIDES

RECEIVED IN DIVISION OF INSPECTION
DATE 5/26/52

The Executives' Conference of May 26, 1952, had in attendance Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Nichols, Gearty, and Lason.

The conference considered whether approximately 15 qualified Inspectors' Aides along the Southern Border of the United States should obtain passports and thus be available to assist on any Latin-American inspections, as well as be able to proceed southward into one of the Latin-American countries if some emergency should arise there requiring their presence.

The Conference also considered whether approximately 10 Aides on the Eastern Seaboard should obtain passports which would permit them to visit various European countries where the Bureau has Legal Attaches and likewise be available should an emergency arise.

The majority, Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty and Nichols, felt that there was no need to have any Aides obtain passports. Mr. Ladd pointed out that an Agent could go to Mexico as a tourist without a passport, and since all Inspectors already have passports there is no problem there. The majority also pointed out that the only time Aides are ever sent along with an Inspector on a foreign inspection is to Mexico City.

Mr. Mason, in the minority, felt that it would be advisable to have 15 Aides along the Southern Border and 10 along the Eastern Seaboard obtain appropriate passports inasmuch as the total cost would be only about a dollar apiece and the Bureau would thus have available a group of carefully selected men to send out of the country in a hurry if such an occasion ever arises. Mr. Mason could foresee no immediate travel for these men and felt that it would be better to be prepared in advance so that if future travel is required Aides would not have to sit around a week or so waiting for passports. Mr. Mason further felt that with regard to Aides who might help an Inspector on a check of the Mexico City Office it would be desirable to have them hold passports in view of the rather tender relations existing in Mexico at this time.

If the Director agrees with the majority no further action will be taken.

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EDM:hc
cc: Mr. Clegg
Mr. Mohr

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THE DIRECTOR

May 23, 1952

The Executives Conference

HANDLING CORRESPONDENCE IN
POSTING SECTION
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/9/82 BY SP5CJ
LPT

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Parsons, Laughlin, Mason, Gearty, and Tracy on May 26, 1952, considered a suggestion from the Inspection Division that the procedure in handling correspondence in the Posting Section of the Identification Division be changed.

It is the present system in the Posting Section to assign a number to each piece of correspondence for the purpose of subsequently matching up the correspondence with fingerprints and fingerprint jackets which may be located by a search in the Card Index and Technical Sections. The identifying number is placed on the correspondence and also on the index card if a master print is requested. In the event a jacket is needed, a small white slip of paper is prepared for each record containing an FBI number, the clerk's number handling the matter, and also the number assigned to the correspondence.

The Inspectors are of the opinion that there would be a saving of approximately \$1,600 per year of the time of a GS-2 employee if the correspondence is routed directly from the Posting Section to the Card Index, Technical, and Assembly Sections for searching purposes, that the saving of time would be the elimination of the time spent in matching up the returning fingerprint cards and jackets with the correspondence.

The Inspector recommended in cases where more than one name appears in a piece of correspondence that the present system be continued.

The Identification Division opposes the proposed change for the reason that it has been the experience of the Identification Division in the past that correspondence becomes detached at times and it takes considerable time on the part of locate clerks to find it. The Identification Division is of the opinion

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cc - Mr. Clegg
Mr. Mohr

SJT:edm

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EX-100

Memorandum for the Director

May 28, 1952

that the time lost by locate clerks would be about the same as would be saved under the Inspector's proposal.

The Conference unanimously recommends the proposed system be tried for 90 days and a report submitted at the end of that time. If the Director approves, a memorandum to the Identification Division has been prepared and is attached.

Respectfully,
For the Conference,

✓
Clyde Tolson

The Director

May 15, 1952

The Executives Conference

Present 5/14/52:

~~FBI NATIONAL ACADEMY ASSOCIATES OF TEXAS~~
~~STATE-WIDE RETRAINING SESSION~~
~~OCTOBER 13 and 14, 1952~~

Messrs. Tolson,
Rosen, Laughlin,
Glavin, Mohr,
Tracy, Harbo, Ladd,
Gearty, Nichols, and
Clegg

The San Antonio Office advises that 4 SAC's of Texas, at their conference on law enforcement matters, discussed the formation of a State Chapter of the FBI NA Associates. They also plan to hold the retraining school of the Associates in Texas at San Antonio on October 13 and 14, 1952. On the program which they submitted for approval are the City Manager, Chief of Police, and Sheriff of San Antonio, an after-dinner speech by Governor Shivers or State Attorney General Daniel, talks and lectures by Chief Hansson of Dallas, Federal Judge Rice of the Western Texas District, President Kimbrough of Alabama, FBI NA, panel forum of safe burglaries, the panel consisting of several officers. They also requested that Assistant Director Clegg or Inspector Rogers appear before the group.

The Texas Offices asked particularly that Col. Homer Garrison, Director, Texas Department of Public Safety, be listed on the program to discuss state law enforcement problems. They point out that they are mindful of the fact that Garrison has not been used as a faculty member before the Academy for several years nor has he been permitted to send men to the Academy. They point out, however, that the cooperation and assistance from Garrison and his department has been "never increasing." More cases, particularly motor theft, have been referred to the Bureau by Garrison and his personnel, and they are cooperative in regard to enforcement of the Texas Communist control laws. Garrison has advised that he recognizes that the FBI cannot furnish his department information on Communist matters, but has volunteered that information developed by his department will be made available to the Bureau. He will take no steps in connection with the apprehensions or anything of that type without first clearing with the Texas SAC's. Since his department is an integral part of law enforcement in the State, and they have no representative from his department on the program, his omission would prevent the program from being a well-rounded one.

It will be recalled that there is an assistant to Garrison by the name of Fletcher who has, over a period of years past, been critical and uncooperative. One of the Conference members advised that SAC McIntire recently stated

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HHC:vlr
cc: Mr. Clegg
Mr. Mohr

RECORDED - 66
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66-2554-9698

JUN 2 1952

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HEREIN IS UNCLASSIFIED
DATE 8/2 BY SP/CL

that this was to a large degree a personal clash between Fletcher and Acers and that for the past few years Fletcher had been fully cooperative. When Fletcher was engaged in criticism, Garrison was head of the department and Fletcher was his assistant.

The Executives Conference considered this matter and recommended

OK H
1. Unanimously that the Texas Offices be instructed to hold the meeting after the election in November 1952, since the Governor and Attorney General were on the program and both are candidates, one for re-election as Governor, and the Attorney General as candidate for the Senate.

2. Messrs. Tolson, Glavin, Mohr, Rosen, and Laughlin recommended that Garrison not be invited to participate in the program.

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Messrs. Tracy, Harbo, Ladd, Gearty, Nichols, and Clegg recommended that Garrison be approved as a participant in this particular program.

It was also recommended that Inspector J. S. Rogers attend this meeting from the Bureau.

Respectfully,
For the Conference

OK H
I approve but with grave misgivings. I hope our SAC's in Texas are not accepting whole heartedly Garrison's gestures of sincerity. H.

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The Director

May 29, 1952

The Executives Conference

RESEARCH PROJECT
TECHNICAL SURVEILLANCES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-9-92 BY 2850 HPT

On May 28 the Conference consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Hennrich, Rosen, Clegg, Gearty, Nichols and Parsons considered a research project proposed by the Laboratory in connection with technical installations.

In the past the Laboratory has conducted research which has formed the basis for the present procedures for technical installations on telephones and microphones utilizing a telephone instrument. During the past year the Telephone Company has increased production on a new telephone instrument known as the "Series 500" and the installing of this instrument is gradually becoming more widespread. The proposed research would be for the purpose of insuring that our procedures are applicable to this type of instrument or that new procedures be developed if necessary. In past operations we have had no installations involving a pay telephone though the possibility exists that such instruments may be encountered in future investigations. It is estimated that approximately 16 man days would be necessary to conduct the desired research and no cost would be involved other than the time required for the study.

The Conference unanimously recommends the approval of 16 man days for the proposed research project on technical installations.

Respectfully,
For the Conference

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

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69 JUN 6 1952

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Mr. Tolson

5/3/52

Executives Conference

Supp. # 157-52

The Executives Conference on 5/1/52 consisted of Messrs. Ladd, Harbo, Rosen, Gresham, Gearty, Laughlin, McGuire, Callahan and Mason.

The Conference considered a suggestion from Miss Florence Delin, Portland, that a mechanical estimate of pending work, based on the time taken to complete cases closed during the previous 12 months, be utilized in place of the present method of obtaining pending work estimates from employee to whom cases are assigned. Under the present method the Supervisors of these employees concur in the estimates.

The proposal of Miss Delin relates to the requirement that each office semiannually submit an estimate of pending uncompleted investigative work to the Bureau. Miss Delin proposes that all cases closed for the previous 12 months be totalled and that the number of Agent-days on duty for the same period be likewise totalled. The total of Agent-days should be divided by the total of cases closed thus giving the number of days spent on each case closed. The number of cases now pending in the office should be multiplied by the figure obtained from this division. The SAC should add in an estimated number of days for "specials" and also add 5% of the current case load as a buffer.

The Conference unanimously rejected this paper computation of pending work as being less accurate than the present method of having each employee to whom cases are assigned estimate the number of days' work to complete each case and having the Supervisor of each squad review those estimates prior to submission to the Bureau.

If the recommendation of the Conference is approved, there is attached for signature a letter to Miss Delin of Portland.

Re

Attachment
cc-Mr. Mohr
Mr. Clegg

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DATE 9-12-82 BY [signature]

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106 JUN 5 1952

EX-25

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66 JUN 10 1952

THE DIRECTOR

May 6, 1952

THE EXECUTIVES' CONFERENCE

FBIRA ACTIVITIES
(EXCURSIONS TO WASHINGTON, D.C.)

On May 6, 1952, the Executives' Conference, consisting of Messrs. Ladd, Nichols, Glavin, Tracy, Harbo, Rosen, Clegg, Gearty, Holloman and Belmont, considered a suggestion by the FBIRA that tours for Bureau clerical employees be arranged from near-by field offices to visit the Bureau and Washington, D. C.

The FBIRA has arranged and assisted in several tours for Bureau clerical employees to New York City with the cooperation of the B&O Railroad. These tours, lasting about two days, have been very well received by Bureau employees.

A suggestion has been made that tours be arranged for field personnel from near-by offices to come to Washington, D. C., under the same tour arrangement with the B&O Railroad. The employees would arrive in Washington on Friday and be taken on a Bureau tour, possibly go to Quantico, and would tour Washington and surrounding points of interest under arrangements made by the B&O Railroad, including two nights spent at a hotel in Washington. All arrangements, except the Bureau tour, would be effected by the Railroad.

It was suggested that many of the clerical field personnel have never been to Washington, D. C., and such a trip would acquaint them with the facilities of the Bureau, as well as Washington, D. C., generally, and that such trips would be morale builders, particularly from the standpoint of acquainting these employees with the dignity and grandeur of the Bureau. It was proposed that if this idea meets with approval, contact would be made with the New York and Newark Offices to see if there is sufficient interest to arrange such a tour, starting at those offices.

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cc - Mr. Clegg
Mr. Mohr

AHB:tlc
JUN 25 1952

RECORDED - 75

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NOT RECORDED

141 JUN 5 1952

EX-130

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-6-88 BY SP-5/STP

ORIGINAL COPY FILED IN 66-2554-9701

MEMORANDUM FOR THE DIRECTOR

Executives' Conference
Recommendations:

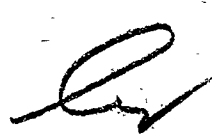
Messrs. Glavin, Tracy, Harbo, Rosen, Clegg, Gearty, Holloman and Belmont felt that the idea has merit but that it is not desirable to set up such tours at the present time during the six-day week when two days' work would be lost by the employees in question, nor during the hot summer months when it is questionable whether such tours would be enjoyable. They recommended that this suggestion again be considered for initiation in the fall during the month of October.

Messrs. Ladd and Nichols were not in favor of the tours. They felt that such tours would take too many people from the field offices; that it would be difficult to arrange a tour of the Bureau on the week-end; and that the possibility of difficulties arising and possible embarrassment to the Bureau through this number of personnel visiting Washington over a week-end mitigated against the possible value accruing to the Bureau from such tours.

In the event you agree, we will again consider this matter in September, looking toward such tours in October.

Respectfully,
For the Conference

Clyde Tolson



The Director

June 2, 1952

The Executives Conference

~~CONGRESSIONAL COMMITTEE TO STUDY
RADIO, TELEVISION, COMIC MAGAZINES
AND BOOKS TO DETERMINE IF IMPROPER
EMPHASIS PLACED ON SEX, CRIME,
VIOLENCE, ETC.
INTERSTATE TRANSPORTATION OF OBSCENE MATTER~~

The Executives Conference today with Messrs. Nichols, Glavin, Tracy, Parsons, Sizoo, Gearty, Hennrich, Winterrowd, Mohr and Rosen in attendance, unanimously approved the attached Letter to all Special Agents in Charge advising the field of two recent resolutions approved by the House of Representatives providing for investigations of radio, television and offensive comic book magazines to determine if improper emphasis is being placed on sex, crime, violence and corruption. The proposed SAC Letter also instructs the field to press vigorously all investigations within our jurisdiction in connection with the interstate transportation of obscene matter and to furnish the Bureau with up-to-date information as to manufacturers and distributors of obscene material.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-12-82 BY SP3 CLK/PT

Attachment
Article

cc: Mr. Clegg
Mr. Mohr

RECORDED - 117

INDEXED - 117

66-2554-9102

JUN 5 1952

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

F 182
66 JUN 10 1952

The Director

June 2, 1952

The Executives Conference

INTERSTATE TRANSPORTATION OF GAMBLING DEVICES

The Executives Conference today with Messrs. Nichols, Glavin, Tracy, Parsons, Sizoo, Gearty, Hennrich, Winterrowd, Mohr and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge, instructing the field to renew their efforts to develop Interstate Transportation of Gambling Devices cases.

Respectfully,
For the Conference

Clyde Tolson

Attachment
AR:ige
cc: Mr. Mohr
Mr. Clegg

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

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INDEXED - 93

RECORDED - 93

66-3554-19103
JUN 5 1952

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
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- Holloman _____
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EX-99
FBI
JUN 5 1952

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66 JUN 9 1952

THE DIRECTOR

5/27/52

EXECUTIVES CONFERENCE

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

The Executives Conference on 5/26/52, had in attendance Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols and Mason.

Inspector F. D. Vechery, during the current inspection of the Identification Division, found that the annual salary of 60 grade GS-3 employees is \$175,000. The entire cost of the Photocarding process during 1951 was \$90,000 and this process replaced 60 typists. Thus, continued use of Remington-Rand would result in savings of \$85,000 per year and would reduce the proposed personnel needs of the Identification Division by 60 employees.

A survey from July to December 1951, reflects the cost of typing and proofreading each noncriminal index card without reply was \$.0528, or with a reply \$.0665.

The Remington-Rand machine prepares each index card for \$.0318. In certain instances when a reply is necessary to a contributor an additional copy of the index card is prepared on which is printed "No Criminal Record FBI" and this copy is mailed to the contributor. The card used for the answer to the contributor as well as the index card are obtained for a total cost of \$.0596, which is still less than the cost of a manually-typed card.

The advantages of Photocarding, as this process is called, are greater economy, greater production and no possibility of error.

The disadvantages are that the Photocard cannot be made a master index card at a later date; the quality of the index card is not as good as a manually made card, and these cards are slightly more difficult to sequence, file and search.

The Inspector recommended that the Photocarding process be continued and that all fingerprint cards suitable for Photocarding be processed through Remington-Rand, as a means of obtaining index cards relating to the fingerprint card more economically.

Mr. Tracy agrees with the Inspector's recommendation. The Executives Conference unanimously agrees.

If the Director approves, the Photocarding process will be continued.

INDEXED - 138

Respectfully,
For the Conference

RECORDED
141 JUN 6 1952

Clyde Tolson

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

cc-Mr. Mohr

and Mr. Glegg

EDM:DMG

ORIGINAL COPY FILED IN 66-1631-96

9704

64 JUN 13 1952

The Director

6/4/52

The Executives Conference

PISTOL TEAM COMPETITION

The Executives Conference of June 3, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Hennrich, Winterrowd, Gearty, Nichols, Rosen, and Sizoo considered the communication dated May 26, 1952, from S. A. Andretta inviting the Bureau to participate in pistol competition with the Bureau of Prisons, Immigration and Naturalization Service and Deputy U. S. Marshals.

It was the unanimous opinion of the Executives Conference that the administration, travel, and other expenses involved in the operating of a pistol team in competition of this type would outweigh anything that might be gained by the Bureau. We already have a comprehensive firearms training program which is designed to make all Agents competent in the handling of firearms and at best such competition would give additional shooting experience only to those chosen few who because of already evident proficiency are not those in the greatest need of additional training. Attached for the Director's approval is a suggested acknowledgment to Mr. Andretta.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-12 BY 4822/PT

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RECORDED - 129

61 JUN 10 1952

INDEXED - 124

66-2554
JUN 6 1952

9705

EX-10

THE DIRECTOR
THE EXECUTIVES CONFERENCE

June 5, 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-82 BY SP5CT/PT

The Executives Conference of June 3, 1952, consisting of Messrs. Tolson, Gearty, Winterrowd, Hennrich, Parsons, Tracy, Sizoo, and Glavin had opportunity of reviewing the attached communication to all National Academy Graduates Serving as Special Agent Employees and recommended approval of the communication. The Conference was advised that the communication in question was comparable to the communication sent to the National Academy Graduates who held Special Agent Employee appointments after the end of World War II pointing out to the graduate that if he were desirous of continuing in the Bureau's service he could, and that the Bureau would understand if he desired to return to his police department at that time.

Attachment

cc: Mr. Mohr
Mr. Clegg

md:gt

KAT

Respectfully,
For the Conference

[Signature]
Clyde Tolson

[Handwritten mark]

7-92

INDEXED - 129

RECORDED - 129

166-2554-9706

JUN 6 1952

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- Nease _____
- Gandy _____

6

[Handwritten signature]

DATE OF REMOVAL 6-12-52

June
Mail

DATE OF MAIL 5-19-52

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

SEE FILE 66-2554-7530 FOR AUTHORITY.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-7-82 BY SP5CJ/PT

SUBJECT JUNE MAIL

REMOVED BY sh-57

FILE NUMBER 66-2554-9707

77

PERMANENT SERIAL CHARGEOUT

The Director

June 2, 1952

The Executives Conference

Classification of Registrants
who held IV-F Classification

C. [Handwritten initials]

- * CLASSIFICATION OF REGISTRANTS WHO HELD IV-F CLASSIFICATIONS UNDER SELECTIVE TRAINING AND SERVICE ACT, 1940; DISPOSITION OF CASES
- * SELECTIVE SERVICE ACT, 1948

The Executives Conference today with Messrs. Nichols, Glavin, Tracy, Parsons, Sizoo, Gearty, Henrich, Winterrowd, Mohr and Rosen in attendance, unanimously approved the attached Bureau Bulletin, advising the field of the results of recent Bureau correspondence with the Selective Service System concerning utilization of information in 1940 Selective Service files to support IV-F (unacceptable) classifications under the 1948 Act, and the field is being instructed to discuss the cases with the U. S. Attorney for possible return to the board for consideration when it is learned the subject was classified IV-F under the 1940 Act.

Respectfully,
For the Conference

[Handwritten signature]

Clyde Tolson

Attachment
 AR:ige
 cc: Mr. Clegg
 Mr. Mohr

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7-9-94 BY SP5CJ/PT

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U.S. DEPT. OF JUSTICE
 JUN 11 1952

INDEXED - 105
 RECORDED - 105

U.S. DEPT. OF JUSTICE
 JUN 9 1952
 9708

69 JUN 11 1952

MR. GLAVIN

May 21, 1952

L. J. GAUTHIER

MORALE POSTER ROUGHS

Attached hereto are five comprehensive color roughs of morale posters for the consideration of the Executive Conference. I approved, these designs will be re-drawn in final form and printed for distribution at the proper time.

RECOMMENDATION:

That the attached poster roughs be considered by the Executive Conference for inclusion in the current morale poster program. Further recommend that these roughs be individually marked "approved" or "disapproved" and that any changes desired be specified thereon.

ATTACHMENT:

5 color roughs of posters

GLG:ep

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RECORDED - 90

INDEXED - 90

66-2534-9709

JUN 10 1952

The Executive Conference of May 21, 1952, consisting of Messrs. Tolson, Gearty, Mason, Rosen, Hennrich, Nichols, Ladd, Mohr, Parsons, Tracy and Glavin, considered the attached suggested morale posters submitted by the Cartographic Section of the Administrative Division and recommended their approval.

64 JUN 12 1952

183

ENCLOSURE

ORIGINAL COPY FILED IN 94-4-5592

The Director

June 8, 1952

The Executives Conference

Present 6/5/52:

Messrs. Tolson, Tracy,
Parsons, Belmont, Ladd,
Rosen, Gearty and Clegg

IN-SERVICE TRAINING
NARCOTICS LECTURE

As a result of the discussion between SAC Hood and Inspector J. L. Sizoo concerning Agents In-Service training, SAC Hood suggested that consideration be given to adding a course of one hour on "Narcotics" and also to have a discussion on "counterfeiting."

At present during a tour of the Laboratory, the class stops in the section where there is some small amount of discussion concerning various types of narcotics. Mr. Parsons advised that within the time limits now allotted to the Laboratory they can give as much information as is really needed by Special Agents concerning the identification of narcotics.

The Conference unanimously recommended that this added information concerning "Narcotics" be included in the time presently allotted to the Laboratory. The Conference likewise recommended no instruction be given to Special Agents on the subject of "counterfeiting."

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-9-82 BY SP-4 LPT

cc - Mr. Mohr
Mr. Clegg

RECORDED - 4

166-2554-9710

JUN 10 1952

INDEXED - 6

EX-99

JUN 11 1952
JUN 13 1952

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- Nease _____

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The Director

June 6, 1952

The Executives Conference Present 6/5/52:

SUGGESTION #181-52

CASH AWARD FOR SUGGESTION
OF MISS MARY G. WOLFE
RECORDS SECTION

Messrs. Tolson, Tracy,
Farnsworth, Belmont,
Ladd, Rosen, Gearty
and Clegg

Miss Mary G. Wolfe is a supervisor in the Routing Unit of the Records Section. She recently made a suggestion which was adopted that the Field be instructed to forward books, pamphlets, magazine articles and newspaper clippings to the Bureau without a cover letter. Her suggestion was recommended by the Executives Conference and approved. Instructions were issued to the Field.

Forwarding

Supervisor U. G. Medler of the Records Section advised that the processing and handling costs saved by adopting this suggestion, exclusive of Supervisor's time, would be \$1,140.05 per year. The savings were effected by virtue of the fact that approximately 140 cover memoranda will not be prepared each month, which memoranda are now being prepared.

Messrs. Nichols, James and Trotter have advised that the suggestion does not grow out of the employee's regular duties and thus she is entitled to a cash award. Under existing regulations, she would be entitled to a cash award of \$75.00. The Conference recommended this award unanimously.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/00 BY SP-10/10/00

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- Holloman _____

cc - Mr. Mohr
Mr. Clegg

HHC: JGS

RECORDED - 51

INDEXED - 51

66-2554-9711
JUN 10 1952

JUN 11 1952

THE DIRECTOR

June 6, 1952

The Executives Conference

PORTABLE FINGERPRINTING EQUIPMENT
SUGGESTION

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Rosen, Parsons, Belmont, Hennrich, and Tracy on June 5, 1952, considered new fingerprinting equipment developed by Special Agent G. J. Engert of the Identification Division.

Agent Engert has developed and successfully used over a period of several years a new type spoon for use in fingerprinting deceased individuals or those with deformed, crippled, or bent fingers. It has been thoroughly tested and samples have been made available to some field offices. At the present time the Seattle Field Office has requested six such spoons for use in their office. The spoon, made of aluminum, can be manufactured by work order issued in the Identification Division and the cost is negligible.

In addition, Agent Engert has been experimenting to develop a new type inking process. Commercial lipstick with a black carbon color instead of the usual lipstick shades was developed and the lipstick base used by Milkmaid, Incorporated, New York City, was found to be satisfactory. Exhaustive tests by exposure to light, water, and acids have been made and the black lipstick developed has been found to be the equal of printers ink. Samples of the spoon and lipstick are transmitted herewith.

Under the present system, in order to take a set of prints an Agent needed:

1. A tube of printers ink
2. An inking plate
3. A roller
4. A card holder

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/6-92 BY SP5 CLK/LAT

By using Agent Engert's new development, all that is needed are:

1. The aluminum "Fingerprinter"
2. "the Fingerprint Stick"

cc - Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED - 21

INDEXED - 21

INDEXED - 21

66-2554 9718
JUN 11 1952

- Tolson _____
- Ladd _____
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- Belmont _____
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- Gandy _____

9 JUN 12 1952

Memorandum for the Director

June 6, 1952


The proposed new equipment is very portable, easy to handle, and can be used by any Agent. Illustrative charts are attached.

The Executives Conference unanimously recommends approval of the following recommendations:

1. That a quantity of aluminum "Fingerprinters" be ordered made by the Identification Division for distribution to field offices.
2. That Agent Engert continue his negotiations with the Milkmaid or other companies to develop a satisfactory arrangement as to manufacture of black lipstick.
3. That Agent Engert be permitted to apply for a patent and trademark on both products, reserving, of course, all rights as to the Bureau's use of both.

A letter commending Mr. Engert for his initiative in developing the equipment has been prepared.

Respectfully,
For the Conference,


Clyde Tolson

The Director

5/9/52

Executives Conference

Present 5/6/52: Messrs.
Glavin, Harbo, Tracy, Mohr,
Belmont, Ladd, Rosen,
Gearty, Holloman, and Clegg

The Executives Conference unanimously recommended that the attached form FD-113 which is a monthly report submitted by each Agent as to the number of days spent on surveillances, Atomic Energy Program, Accounting cases, annual or sick leave, general assignment, and all official business outside the field division be amended.

It was recommended that there be added to this form an item which would call for the amount of time spent by Bureau Agents each month in developing informants.

Since the informant program is an important program that needs attention, the Executives Conference recommended unanimously favorable.

Respectfully,
For the Conference

Clyde Tolson

*OK
JST*

*1 ENCL.
encl. filed
with original
Attachment*

cc: Mr. Mohr
Mr. Clegg

HHC:atg *arg*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-6-92 BY SP5CJ/PT

RECORDED - 49
INDEXED - 49

66-2554-9113
RECORDED
133 JUN 12 1952

EX-130

INITIALS ON ORIGINAL

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64 JUN 20 1952

39

ORIGINAL FILED IN 66-2554-10113

The Director

5/22/52

Executives Conference Present 5/21/52: Messrs. Tolson, Glavin, Tracy, Parsons, Laughlin, Ladd, Gearty, Nichols, Holloman, Clegg

FIELD FIREARMS TRAINING

The Executives Conference unanimously recommended approval of the attached SAC Letter setting forth the required field firearms training program from July 1 through December 31, 1952, and also setting forth the program of defensive tactics training. The defensive tactics training is given during the course of the outdoor firearms training in field offices a minimum of thirty minutes during the day being devoted to this subject during the months of July, August, and September.

The firearms training program follows the pattern of previous firearms training programs with the following changes: In the month of September in addition to the Practical Double Action Course there will be also practice in the Practical Pistol Course fired double action. The time prescribed is five minutes. In September, each Special Agent will receive training in throwing a dummy gas candle and will witness the firing of one long range gas projectile from a gas gun. This item is not regularly included each year in the firearms training program, but it is suggested now in view of the comparatively large number of Agents in the field.

For the month of August each Agent will fire the Magnum revolver and there will be a demonstration with the Detective Special pistol which has the shrouded hammer. This shrouded hammer permits firing this weapon from a coat pocket and the hammer would not catch on the cloth. During the demonstration, the weapon can be held in the hand and the weapon in hand wrapped with a cloth so that each of the Agents will see the effectiveness of this weapon during the demonstration.

Mr. Sloan has advised that no additional weapon will be needed for any field office for these modifications in the firearms training program.

Conference unanimously recommended approval of the attached.

RECORDED - 22 Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-2-80 BY SP5/STP

- Tolson _____
- Ladd _____
- Nichols _____
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- Holloman _____
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68 JUN 20 1952

Attachment
cc: Mr. Mohr
Mr. Clegg

66-2554-9714
66-2554-
6-10-52

THE DIRECTOR

May 19, 1952

The Executives Conference

~~IDENTIFICATION DIVISION~~
~~WELFARE AND RECREATIONAL FUND~~

The Executives Conference consisting of Messrs. Ladd, Harbo, McGuire, Callahan, Sizoo, Mason, Laughlin, Gearty, and Tracy on May 2, 1952, considered the maintenance of the Identification Division Welfare and Recreational Fund.

An audit was made of the Welfare Fund in the Identification Division in April, 1952, and two recommendations were made:

(1) That consideration be given to bonding employees handling this account which totals \$1,682.07.

There are two sources of funds, a check periodically from the cafeteria and approximately \$2.00 in cash per week from the juke box operated in the cafeteria. The amount of cash on hand is, consequently, very small. Special Agent Hodgens, Personnel Assistant, and Miss [redacted] Personnel Counsellor, have control over the checking account and a clerk handles the detail work of recording the cash receipts.

The cost of bonding the three employees would be \$4.00 each per year. Under present regulations, employees must pay their own bonds although this expenditure could be paid out of the Welfare Fund if desired. Bonds cannot be paid out of Federal funds.

The Conference with the exception of Mr. Mohr was of the opinion in view of the small amounts of cash handled, that bonds appeared unnecessary.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED-12

INDEXED-12

EX - 80

13 MAY 16 1952

66-2554-9715

~~66-2554-9715~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/15/83 BY SP7

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Memorandum for the Director


May 13, 1952

(2) It was recommended by Inspector Egan following the audit that the balance of a note of former employee [redacted] in the amount of \$14 be charged off as uncollectible.

For the Director's information, at the time the loan was made to [redacted] June 3, 1949, loans were being made to employees. [redacted] made several payments on the note; however, after his dismissal from the Bureau he did not pay up the balance of \$14. Loans are not made today except with prior approval of the Director. [redacted] was the employee who was dismissed following his detection pilfering from clothes in the gymnasium lockers.

The Conference unanimously recommends the remaining \$14 be charged off as uncollectible.

Respectfully,
For the Conference,


Clyde Tolson

b6
b7c

public in the past. The Wyd-Vue mirror would undoubtedly be more conspicuous than the two small sockets which have been discontinued by the Bureau since 1948.

RECOMMENDATIONS:

It is recommended:

(1) that this rear view mirror be rejected on the basis that it is not suitable for use in pursuit cars operated by the Bureau;

(2) that Mr. Nichols' Office communicate with Mr. Kearney advising him of the fact that his product was carefully considered by the Bureau and that from an investigative point of view, the uniqueness of his product made its use on automotive pursuit equipment an impossibility.

ADDENDUM - 5/29/52

The above matter was considered by the Executives Conference of May 28, 1952, consisting of Messrs. Tolson, Gearty, Clegg, Hennrich, Nichols, Parsons, Tracy, Mohr, Ladd, and Glavin and the Conference is of the unanimous opinion that the so-called Wyd-Vue rear view automobile mirror should not be utilized at this time.

WRG:gt.

MR. GLAVIN

May 22, 1952

L. J. GAUTHIER

WYD-VUE (Rear view automobile mirror)

4-2

Reference is made to Mr. Nichols' memorandum to Mr. Tolson dated May 20, 1952.

Mr. Paul W. Kearney, who has the sales agency for the Wyd-Vue mirror, presented one of the mirrors to Mr. Nichols who accepted same on behalf of the Bureau for experimental purposes. The product was forwarded to the Administrative Division with the suggestion that it be tried out for the purpose of ascertaining whether it has any value to the Bureau.

PREVIOUS CONSIDERATION

On June 1, 1950, the Executives Conference considered a suggestion received from the El Paso office suggesting that the Bureau might consider furnishing all or some of the Bureau's automotive equipment with the Wyd-Vue multiscope rear view mirror, which is sold at a cost of \$7.50 each.

The Conference decided that this mirror should not be purchased because of limited value, cost, and possible identification of Bureau cars. It was further concluded that this mirror would considerably distract Bureau drivers making them more susceptible to accidents since more of their time would be utilized in scanning the mirrors to note traffic in back rather than focusing attention on the road in front of the Bureau car. It was further felt that the installation of such mirrors, which are radical departure from the regular mirrors utilized in automobiles at the present time, would further earmark Bureau automobiles as those of a law enforcement agency.

The El Paso Office was advised concerning the findings of the Executives Conference which was approved by the Director.

REMARKS

This product consists of a series of small mirrors set at an angle which are mounted in a metal container, the length of which when mounted would extend across the full length of the upper part of the windshield. Since the advent of the wide curved windshield, this type of accessory would be most conspicuous both from an interior and exterior point of view. As you remember, the installation of two sockets in the dash board for emergency lighting in some measure earmarked our cards to the

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/20/01 BY SP5/BJP

ORIGINAL FILED IN 74

LJG:gt
59 JUN 23 1952

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133 JUN 16 1952

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EX-118
JUN 19 1952
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JUN 19 1952

- Tolson
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- Harbo
- Rosen
- Tracy
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- Gandy

Agent [redacted] was proceeding south in the center lane of a boulevard, a two-way, three-lane traffic artery, and was within the 50 mph speed limit. He passed the intersection of an avenue and the boulevard, having the green light at this intersection, and at a point about 150 feet south of this intersection he noticed the third party's car immediately ahead in the center lane stopping abruptly. The cars were moving steadily in both the inside and outside lanes. The collision occurred south of the intersection under the first of a series of three parallel railroad overpasses which are about 50 yards apart. This overpass occurred agent's first indication that traffic was coming to a halt was when the third party abruptly braked his car to a stop. The third party furnished the same information concerning the heavy traffic and stated when he reached the first of three railroad overpasses south of the intersection, the car proceeding in front of him suddenly stopped because of the general stopping of all south bound traffic by a traffic light at the intersection ahead. He stated that he did not see this light turn on the car turning up behind the boulevard with fairly low clearance between the two intersections. He stated he managed to stop his car before it hit the car in front of him but did so with difficulty. He had barely stopped when he felt an impact on the rear of his car. The third party estimated that there were about 30 cars held up on the red light at the next intersection, and he felt, having it on his own experience that the sudden stopping of traffic causing all cars in front of them to stop made it difficult for agent [redacted] to stop the car in time before hitting him. He stated that it did not appear that the person car was speeding since the impact with his car was so slight.

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The conference was adjourned the accident occurred on April 2, 1952, with damages of \$175.00 to a bureau car.

The investigative conference of June 3, 1952, consisting of Messrs. Tolson, Tracy, Parsons, Harbo, Wintertrow, Gandy, Nichols, Sizoo, and agent [redacted] considered an automobile accident involving Special Agent in the Cincinnati Office.

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THE INVESTIGATIVE CONFERENCE

June 3, 1952

EM: DICKSON

A passenger in the third party's car stated that the third party did not have time to stick out his hand since the car in front of him stopped so suddenly.

The accident report file in the Traffic Division of Columbus, Ohio, Police Department, reflects that the Bureau car laid down 49.5' skid marks before stopping, and under area characteristics and conditions, the report indicated "vision obscured - smoke." The reporting Patrolman reflected on his report that the Driver Violation indicated the Bureau car in violation of assured clear distance rule, failed to stop.

The other Patrolman stated that the vicinity was somewhat smoky and probably this was caused by locomotives passing or stationed. He believed that Agent [redacted] did the only thing he could have done under the circumstances since if he swung left or right he would undoubtedly have hit or endangered vehicles proceeding south in the inside and outside lanes.

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As previously mentioned, the Bureau car was damaged in the amount of \$175.00. The third party's car was damaged in the amount of \$75.00.

SAC Brown does not feel that Agent [redacted] was operating the car in a negligent manner and recommends that he not be held responsible for the accident in question.

The majority of the Conference consisting of Messrs. Tolson, Tracy, Parsons, Hennrich, Winterrowd, Gandy, and Nichols were of the opinion that [redacted] was negligent in the operation of the Bureau car and should be held responsible for the damages in question. Messrs. Sizoo and Glavin do not feel that [redacted] was negligent in the operation of the car. They pointed out that the facts of the accident do not reflect that the Agent was speeding since he stopped within a relatively short distance. They further pointed out that from experience in driving through smoke coming from passing or standing traffic, clear vision would not be had for a short period of time with the result that the accident could occur. It is realized that a number of cars would stop without signaling at the intersection; however, it is realized that with each subsequent car stopping there was less clearance for the next car in line and the possibility of an accident increased with the number of cars in the line. Pending the Director's decision, further action in this particular matter will be held in abeyance.

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Respectfully,
For the Conference

Clyde Tolson

The Director

June 11, 1952

The Executives Conference

FBI NATIONAL ACADEMY GRADUATIONS

Present 6/9/52:
Tolson, Glavin,
Tamm, Parsons, Mohr,
Belmont, Ladd, Rosen,
Gearty, Nichols and
Clegg

The Executives Conference considered the matter of graduation exercises for the FBI National Academy.

Mr. Clegg recommended that in the future we have but one outside speaker and that the Director consider addressing the class at least briefly for two or three minutes, that greater emphasis be placed on outsiders attending and that if the auditorium is not completely filled this not be looked upon as lack of proper courtesy to the visiting speaker.

Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen and Gearty recommended that the graduation exercises should return to the procedure which was in effect prior to the recent graduation, namely that the graduation be in the Departmental Auditorium, that we arrange to have the auditorium filled as in the past, and that there be two outside speakers and the Marine Corps Orchestra and that we follow the type of program previously used.

Messrs. Nichols and Clegg recommended that the graduation exercises should be held in the Departmental Auditorium. They agreed that we should arrange to have the auditorium filled as in the past, that the Marine Corps Orchestra provide music and the same type of program previously used be followed except that there be one outside speaker and in addition the Director deliver a short talk or charge to the graduating class.

Respectfully,
For the Conference

Clyde Tolson

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DATE 1-6-83 BY SP-10/BJ

cc - Mr. Mohr
Mr. Clegg

HHC: IGS

61 JUN 19 1952

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- Tolson
- Ladd
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Wm*

FROM : H. H. Clegg *HHC*

SUBJECT: HANDLING OF APPLICANT INVESTIGATIONS
AT THE SEAT OF GOVERNMENT

DATE: February 12, 1952

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The attached Executives Conference memorandum captioned as above deals with the institution of a system to check the production of employees assigned to the typing pool of the General Investigative Division where the outgoing form letters are prepared concerning Applicant type investigations. The Director asked two questions in connection with this memorandum, it having been noted that no production records were maintained prior to the survey made by Inspector Brown. The questions were (1) "Why hadn't such a check been maintained in that Section?" and (2) "Don't we keep such checks in all Sections?"

(1) A review of this matter by Inspector J. A. Sizoo developed information that prior to August, 1951, for a considerable period a daily report was submitted by all personnel assigned to this typing pool. This report called for the amount of work received, amount completed, total on hand, specials on hand, and delinquent work. The matter of the submission of daily reports by stenographers at the Seat of Government was considered by the Executives Conference on August 31, 1951, and was the subject of an Executives Conference memorandum dated September 6, 1951. Mr. Rosen outlined at that time the types of daily reports being submitted by typists and stenographers in that Division. The majority of the Executives Conference recommended the discontinuance of daily reports by stenographers at the Seat of Government.

The Director's memorandum To All Officials and Supervisors dated September 14, 1951, provides that: "Daily reports for stenographic employees at the Seat of Government need not and should not be prepared. There is no objection to Supervisory officials obtaining daily tabulations of work on hand as an aid to assigning additional stenographic work. The detailed typist and stenographic report required in the Field does not lend itself to ready adaptation at the Seat of Government."

These instructions were construed by the General Investigative Division to apply to typists as well as stenographers and the daily reports previously submitted by typists were dis-

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Attachment

APR 12 1952

continued. These production reports by typists were resumed on January 8, 1952, when production information was sought in connection with Inspector Brown's inquiry.

(2) With reference to the maintenance of production checks in other Divisions, inquiry reflects that generally speaking the instructions appearing in the Bureau Officials memorandum of September 14, 1951, were construed to also apply to typists who were engaged in a variety of typing duties where the work was not sufficiently uniform for production quotas. Where a substantial pool of typists perform a common type of work, production systems are in effect. Some Divisions have run daily production checks at irregular intervals for the purpose of determining possible application of production records and all obtain tabulations of pending work.

OBSERVATIONS:

Much of the work handled by typists in the various Divisions does not lend itself to production records since the work performed by one employee is not sufficiently comparable to that performed by another. However, in those Divisions having typing pools where the work is uniform, production records are considered desirable. This matter has been discussed with officials of the various Divisions with the following results:

1. X Identification Division

The Identification Division has a well established production system applying to personnel assigned to typing pools.

2. X Training and Inspection Division

Persons performing typing duties also have clerical responsibilities and the assignments of the employees is sufficiently different that one is not entirely comparable to all others. Daily production reports are not submitted by typists.

3. X Administrative Division

This Division has no group which can be regarded as a straight typing pool. The typing work done is incident to the clerical functions performed by the employees. Daily production reports are not required of typists in this Division.

4. Records and Communications Division X Division *How*

The Records Section is the only Section in this Division having a large typing pool. This section has a well established system for tabulating production of typists assigned to the pool.

5. X Domestic Intelligence Division

The Loyalty Section and the Liaison-Correlation Section each have substantial typing pools. Daily reports as to production are submitted and the record of each employee is compared for purposes of evaluation against the average of the typing group. The other sections do not have substantial typing pools, but daily reports are submitted by all stenographers and typists.

6. X Laboratory

While the Laboratory has one group of substantial size, this group consists of a combination of stenographers and dictation machine transcribers who perform a variety of work including recording of incoming cases, preparation of memoranda, reports, letters, teletypes, et cetera. Periodic production checks are made at irregular intervals as a general aid to supervising, and the conclusion has been reached that the work is so varied in nature as not to lend itself to a reliable production system.

RECOMMENDATION:

None. The possible institution of production records will continue to be given study in connection with Seat of Government inspections.

ADDENDUM 2/14/52:

This matter was given preliminary consideration in the Executives Conference on February 13, 1952, at which time Mr. Mohr stated that he felt strongly that the Bureau should have production reports on all typists and stenographers. He asked that data be obtained as to the approximate time which would be required to fill out a daily production report

which would include an itemization of the pending items assigned to such employees. Such a report would include: (1) pages of work received, (2) pages completed, (3) pages pending, and (4) a listing of pending items showing date received in the Section and date dictated. Inquiry was made with the results being as follows:

M. A. Jones, Crime Records, approximately 10 minutes.

C. H. Stanley, Loyalty Section, approximately 10 minutes.

[redacted] Investigative Division, approximately 10 minutes for typists, 15 minutes for stenographers.

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[redacted] Laboratory, 15 to 20 minutes.

MR. TOLSON

5/27/52

EXECUTIVES CONFERENCE

SUGGESTION #209-52

MADE BY SA HARVEY N. JOHNSON, JR., NEWARK OFFICE
AMENDMENT TO FORM FD-154 (Verification of
Information on Security Index Card)

The Executives Conference on 5/26/52 had in attendance Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols and Mason.

The Conference considered the suggestion of SA Harvey N. Johnson, Jr. that Form FD-154, copy attached, be revised. This is a form utilized by a Field Office to obtain the semiannual verification of address, employment and similar information on subjects listed in the Security Index of the Field Office.

The top portion of the form is filled out by the Field Office showing the name of the subject, his residence, employment address and any pertinent remarks.

The bottom half of the form is filled out by the Agent who verifies the residence, employment address, etc. and the form ultimately is placed in the file of the Security Index subject after being appropriately checked against the Security Index card.

The suggesting employee contemplates the form should be amended to show the name of the person contacted by an Agent who verifies the residence or employment of a Security Index subject and that the form be further amended to describe the pretext utilized on the previous verification and the pretext utilized on the present verification.

This was carefully considered by the Domestic Intelligence Division and Mr. F. J. Baumgardner of the Internal Security Unit is opposed to the idea. The principal objections are that the present simple system of verifying employment and address of the subject will be changed to a rather complicated procedure requiring the keeping of additional records, more lengthy file reviews and there will be a tendency for investigative employees to use the same pretexts over and over again without utilizing ingenuity in verifying employment and residence.

The Executives Conference was unanimously opposed. No further action need be taken for the suggesting employee has already been thanked for his idea.

cc-Messrs. Mohr and Clegg
Attachment
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The Director

6/11/52

Executives Conference

~~ADMINISTRATIVE HANDLING OF AMERICAN LEGION FILES~~

The Executives Conference of June 4, 1952, had in attendance Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Winterrowd, Rosen, Gearty, Holloman, and Mason.

The Conference considered a suggestion which originated during the recent Streamlining Conference as follows:

SUGGESTION

American Legion Contact Files not be carried as regular investigative cases on the Monthly Administrative Report; Assignment Cards not be prepared when American Legion files are opened; delinquencies of such files not be counted and in all respects American Legion Files be handled administratively through the use of a log.

CURRENT RULE

A classification "65" administrative file is opened on each American Legion post. All contacts with post officials and members are recorded therein along with appropriate identifying data and any information showing cooperation between the post and the FBI.

All such files are treated administratively just as any other pending case. These files are kept pending until the required contacts have been made, at which time the files are closed. The files are reopened when new contacts or recontacts are necessary. It should be noted that there is presently in existence a one-year moratorium on recontacts of American Legion representatives previously contacted. Consequently, files now closed will be reopened during the next year only to record the development of a newly-elected post commander or post adjutant or to develop brand new legionnaire contacts in a post where inadequate contact coverage exists.

BACKGROUND INFORMATION

American Legion files, as such, are not distinguished from other files in classification "65" on the Monthly Administrative Report. The Monthly Administrative Report shows the totals of

cc: Mr. Mohr
Mr. Clegg

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[EX-83]

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all pending files in classification "66." Inquiry made of various Supervisors at the Seat of Government reflects the following figures relative to pending files in classification "66":

American Legion cases pending in the Field.....	3,696
Pending Security informants and Potential Security informants.....	1,493
Pending Criminal informants and Potential Criminal informants.....	3,940
Pending Plant informant files.....	3,812
Pending automobile accidents.....	48
TOTAL:	12,929.

Each of the above topics is carried in classification "66." There are many other topics recorded in files in classification "66" generally known as "Administrative Matters," but these other files are not opened as pending cases and remain in closed status all of the time. As an example of the many different topics pertaining to administration covered in classification "66" there are: Automobiles (a separate file on each car assigned to a division), Bills of Lading, Bureau Bulletins, Films, Property, Transfer of Household Effects, Plants, Weekend Duty Schedule, etc.

In addition to files in classification "66" there are certain other classifications of files where cases are opened and reported monthly on the Administrative Report even though the matters are not purely of an investigative nature and may represent administrative inquiries by the Bureau. Examples of some of these matters are:

<u>Classification</u>	<u>Title</u>	<u># Pending in Field</u>
32	Identification Matters (Occasionally necessary for a field office on Bureau instructions to contact a police dept. with regard to an identification matter.)	4
33	Uniform Crime Reporting (Used when the Bureau instructs a field office make contact with a police dept. relative to the crime reporting program.)	7

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(continued)

<u>Classification</u>	<u>Title</u>	<u>#Pending in Field</u>
79	Missing Persons	16
80	Public Relations Matters	16
94	Research Matters (These may be files relative to radio programs or the preparation of an interesting case write-up for the Bureau or a check of the background on some individual who is to write an article about the Bureau, etc.)	140

All of the above are handled as American Legion. Cases are at the present time, namely, through inclusion in the Monthly Administrative Report and by opening and assigning files to Agents where any investigative work is to be performed.

It is to be noted that the proposal to handle American Legion Contact files on a log basis, and not as regular investigative cases are treated, represents a departure from the usual scheme of operation.

It is further noted that there are 16,710 American Legion Posts each of which is represented by a file in the field, however, all of these files have been closed except 3,696. Under present rules, these files will be opened once a year in order to make contact with the newly elected Commander of the Post or the new Adjutant.

ADVANTAGES OF SIMPLIFYING ADMINISTRATIVE HANDLING OF AMERICAN LEGION FILES BY USE OF A LOG RATHER THAN BY TREATING EACH FILE IN THE SAME MANNER AS AN INVESTIGATIVE CASE

1. Unnecessary to open and close cases in Field Offices with a considerable saving in clerical time.
2. Unnecessary to post assignment cards or delinquencies, for under this arrangement files will never be delinquent.
3. No change in the structure of files or the type of information contained therein.
4. Administrative reports will show a reduced case load and portray ^{more} accurately the status of investigative work rather than show an inflated volume resulting from the inclusion of American Legion Post files.

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DISADVANTAGES OF THE PROPOSAL

1. American Legion files do require certain investigative activity in that a check must be made of the office indices on the proposed contact and a limited amount of information should be determined as to whether the proposed contact is reliable. This may consist of a credit and criminal check.

2. There appears to be no difference between the type of investigative activity required in American Legion Contact files, as distinguished from Plant Informant files and yet a separate case is opened on each plant for the development of Plant Informants. Those files are treated as any other investigative case. Criminal and Security Informants each have a file in the pending section opened and assigned just like any other investigative case. Consequently, the suggestion of a new method of handling American Legion cases constitutes a different procedure, an exception to standard rules, something else to remember, and does not appear to be justified if other files relating to Plant Informants and Security and Criminal Informants are to be treated as at present.

3. It is easier to control a case if an Assignment Card has been prepared and given to the Agent who holds the responsibility. A tickler exists and the original of the Assignment Card rests in the possession of the Chief Clerk.

4. If American Legion files are not carried as delinquent, it can be expected that SACs will divert attention from them to those matters which do become delinquent in order to keep office delinquencies as low as possible. The proposed procedure would put American Legion files in the category "out of sight... out of mind."

RECOMMENDATION OF THE STREAMLINING CONFERENCE

Unanimously favorable.

Present were Messrs. Glavin, Clegg, Belmont, Holloman, Winterrowd, Naughten and SACs R. B. Hood of Washington Field Office, F. H. McIntire of San Antonio, J. F. Malone of Louisville, H. T. O'Connor of Chicago, P. J. Shine of Cleveland, and D. S. Hostetter of Boston.

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EXECUTIVES CONFERENCE ACTION:

June 4, 1952

The majority, Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Winterrowd, Rosen, Gearty, and Holloman, were in favor of the suggestion to except American Legion cases from the usual manner of handling, exclude them from Classification "66" in the Monthly Administrative Report and handle these administratively in the field on a log basis without assignment cards for Agents.

The majority concurs in Mr. Glavin's recommendation that the total number of American Legion files pending in an office be shown on a one-line entry appended to the end of an Administrative Report but not showing in the body of the Administrative Report.

The minority consisted of Messrs. Mason and Mohr, who were opposed to this exception to the usual practice. It was felt that since the work exists in the field to be handled, it should be shown on the Administrative Report and there should be appropriate assignment cards and ticklers in order to control the handling of these cases.

I have majority view.
H.

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THE DIRECTOR

6/16/52

EXECUTIVES CONFERENCE

The Executives Conference of 6/11/52, had in attendance Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gearty and Mason.

The Conference considered the frequency of recesses to be given to employees attending In-Service Training (two weeks' duration) and New Agents Training (sixteen weeks' duration) and other specialized schools arranged from time to time, varying in duration from 2 days to 2 weeks.

Until several months ago each such class of employees was given one 10-minute recess each hour and this practice had been followed for several years. At that time it was pointed out that each class was receiving 6 recesses of 10 minutes each during the course of the day, with the net result that the employees were in school a total of 7 hours per day whereas the standard working day is 8 hours. The question arose as to whether the Bureau might be criticized for this generous recess procedure. Consequently, instructions were issued that classes be limited to one recess of 10 minutes in the morning and one recess of 10 minutes in the afternoon. At that time the Director issued an invitation to have the matter reconsidered at any future date upon presentation of additional facts.

The Training and Inspection Division can provide no facts to show that a 10-minute recess every hour increases the capacity for mental absorption of lecture material although it is generally believed that recesses have this result and it is noted that practically all colleges and institutions of higher learning follow an hourly recess principle.

Inspector Lee R. Pennington, who attended In-Service Training the week of June 9, 1952, has pointed out that, despite his interest in the material provided by lecturers, he found it extremely difficult as a member of the class to confine his attention to the lecturer throughout the entire morning or afternoon with only one recess period per half day. He feels that it would be to the Bureau's best interest to provide hourly recesses. Lecturers have stated that it is easier to hold the interest of the class with more frequent recesses. Mr. Pennington points out that the air in the classroom has a way of becoming stale, resulting in decreased efficiency on the part of the class and the lecturers with only 2 recesses per day and the lecturers for the most part agree.

cc-Mr. Mohr & Mr. Clegg

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Memorandum for the Director

Several officials in attendance at the Conference who regularly lecture to In-Service and to other classes expressed the view that it would be to the Bureau's best interest, would increase the efficiency of instruction and keep classroom work on a high plane if the Bureau returns to its practice of an hourly recess.

Lunch hours are staggered. Some classes go to lunch at 12 noon, which means that they have been in class for 3 hours with one recess. They return from lunch at 1 p.m., remaining in class until 6 p.m., which is a 5-hour shift broken by one recess. Generally, In-Service classes go to lunch at 1 o'clock and thus have a 4-hour morning shift, broken by one recess. They return from lunch at 2 o'clock, thus having a 4-hour afternoon shift terminating at 6 p.m., broken by one recess.

The view was expressed that Agents who have been used to working outside and moving around in fresh air find it stupefying to be confined to a chair in a closed room over such a long period for 2 weeks or more at a stretch. It is also somewhat difficult for Training and Inspection Division lecturers to lecture 7 or 8 hours a day with only 2 recesses even though the instructors may quickly shift periodically from one room to another. The present procedure does not provide the instructor time to line up his notes which he could do in a recess period and at the same time rest his voice.

The coming of summer with most of our classes being in the Old Post Office Building, which is not air-conditioned, has brought a heat problem which makes a 10-minute recess even more desirable.

No positive ~~data~~ as to increase in efficiency or a comparison of the relative merits of an hourly recess with one morning and one afternoon recess can be obtained. The Counterintelligence Corps at Fort Holabird and certain other Governmental schools provide a 10-minute recess each hour.

The majority of the Conference respectfully recommends that the hourly recess be resumed for training schools. This will have no bearing upon any other recesses granted clerical employees in the larger sections and divisions at the Bureau for this matter has been fully adjudicated. In the majority favoring recesses hourly were Messrs. Tracy, Parsons, Mohr, Belmont, Rosen, Gearty, Mason and Clegg, although Mr. Clegg was not physically present at the Conference.

Memorandum for the Director

Mr. Glavin agrees in principle, pointing out that the need for hourly recesses is most acute in the afternoon and regardless of the ability of the lecturer it is difficult to hold the attention of a class after lunch without more frequent rest periods. Mr. Glavin feels that one recess in the morning might be adequate.

Mr. Tolson feels that the present practice of one morning recess and one afternoon recess each of 10-minutes' duration should be continued without change.

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

Respectfully,
For the Conference

[Signature]
Clyde Tolson

I will go along with the majority though I think most arguments advanced are utterly frivolous. It seems futile these days to tighten up & get back to Spartan like procedures. It is an age of softness, luxury & indulgence & the Bureau is caught in this current. I am sorry to say. Next I assume the Ex. Conf. will want chaise-longues instead of chairs for the occupants of Training Rooms.

[Signature]

THE DIRECTOR

6/16/52

EXECUTIVES CONFERENCE

PENALTY SYSTEM FOR ERRONEOUS IDENTIFICATIONS
TECHNICAL SECTION IDENTIFICATION DIVISION

The Executives Conference of 6/11/52, had in attendance Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gearty, McGuire and Mason.

The Conference considered the penalty system for making erroneous identifications in the Technical Section, Identification Division.

The present and recommended penalties are set forth below:

	<u>First Error</u>	<u>Second Error</u>	<u>Third Error</u>
Present:	Letter of censure	5 days' suspension	Removal, regardless when occurred.
Recommended:	Letter of censure	5 days' suspension	Removal, if made within 3 years.

It will be seen that the recommended penalty establishes a 3-year "Statute of Limitations" on erroneous identification errors.

Under the present penalty system there is no time limitation and an employee might very well make an erroneous identification during the first year of his fingerprint work and receive a letter of censure (which penalty should not be changed) and later on that year or the following year make another erroneous identification which will automatically result in a 5-day suspension without pay (which penalty should not be changed) but after a lapse of several years, during which the employee's work was entirely satisfactory, another erroneous identification might be made and under the present penalty system this third erroneous identification during the employee's period of service on fingerprint work requires that consideration be given to removing the employee from fingerprint operations and reassignment to some other type of duty.

Inspector Vechery felt that such a rule might result in depriving the Bureau of the benefit of experienced fingerprint employees.

cc-Mr. Mohr
Mr. Clegg

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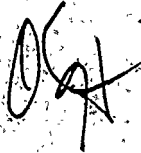
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The proposal is that, if an employee makes 3 erroneous identifications within 3 years, consideration will be given to removing the employee from fingerprint work. At the expiration of 3 years the employee will start with a clean slate regardless of whether one or two previous erroneous identifications were made during the preceding 3-year period.

During the period April 1, 1951 to April 1, 1952, there was a total of 12 suspensions for a period of 5 days each for employees making erroneous identifications.

The Conference unanimously recommends the application of the 3-year "Statute of Limitations" on these errors.

Respectfully,
For the Conference


Clyde Tolson

May 27, 1952

SAC, SAN JUAN

Executive San Francisco

RE: MONTHLY ADMINISTRATIVE REPORT

Dear Sir:

Reference is made to your communication of May 8, 1952, concerning the monthly administrative report submitted by your division, particular reference being made to your inquiry regarding the breakup of regular Communist and Nationalist Tendency cases presently being handled by your division.

The Bureau does not feel it is necessary to change the classification of the Nationalist Party matters presently being investigated by your division, such matters now being carried under the 100 classification. You should therefore continue to carry these matters as you have in the past. It is, of course, understood that in the future any additional Nationalist Party matters opened by your division will be carried under the 105 classification.

Very truly yours,

John Edgar Hoover
Director

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-78 BY SP/BJT

The executives Conference of May 20, 1952, consisting of Messrs. Tolson, Gearty, Rosen, Belmont, Tracy, Clegg, Parsons, Ladd, Mohr, Holloman and Glavin, recommended that the communication be answered as above.

WRG:cmw

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JUN 12 1952

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100-2534-9725

68 JUN 23 1952

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ORIGINAL FILED IN

The Director

June 9, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-12-81 BY SP-9/PT

The Executives Conference consisting of Messrs. Tolson, Glavin, Quinn Tamm, Parsons, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty and Nichols considered the following matter.

Mr. Nichols advised the conference that when Executive Order No. 10290, establishing minimum security classifications, was issued on September 24, 1951, the Bureau promptly issued its own regulations. These regulations consisted of three CAC Letters; that since that time the Bureau has maintained that we should be exempted from regulations to be prepared by the Department; that a draft of the Departmental regulations was furnished the Bureau a week or ten days ago, at which time vigorous representations were made to the Department to exempt the Bureau; that on Wednesday, June 4, when Mr. Nichols attended a conference of Departmental officials called to prepare a reply to the Subcommittee of the Senate Investigating Committee investigating the handling of the President's Executive Order, he was advised that the White House had instructed the Department that if any branches or divisions of the Department were to operate under regulations separate and distinct from the Departmental regulations, that such regulations would have to be submitted to a special committee named by the President, headed by Edward R. Trapnell of the Atomic Energy Commission, for approval. Furthermore, that when copies of regulations called for by the Senate Investigating Committee are submitted to the Committee, they would have to be first submitted to the Budget Bureau for clearance.

At this meeting, while Departmental officials did not oppose the Bureau's desire to be exempted from the overall Departmental regulations, the point was made by Messrs. Clive Palmer and Ed Lazowska of the Assistant Solicitor General's Office, that it would be much simpler if the Bureau operated under the Departmental regulations and if the draft of the proposed Departmental regulations needed revision where it conflicted with Bureau procedures and operations, that the proposed Departmental regulations could be amended since they have not as yet been finally adopted.

In presenting the question to the Conference, Mr. Nichols advised that Messrs. Clegg, Ladd and he had met and that it would be a rather simple matter to revise the Department's proposed regulations so as not to conflict with the Bureau's regulations, and the question was posed as to whether it would be more advantageous for the Bureau to operate under the Departmental regulations rather than our own separate regulations.

cc: Mr. Ladd
Mr. Clegg

Mr. Mohr 1952
LBN:MP

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EX-13

ORIGINAL COPY

June 9, 1952

The disadvantages to operating under separate regulations are enumerated as follows:

1. While already approved by the Department, the Bureau's regulations would have to be submitted to the Trapnell Committee for approval.
2. In due time the Bureau would have to respond to the inquiry of the Subcommittee of the Senate Investigating Committee headed by Senator Moody of Michigan, at which time we would have to submit a copy of our regulations to the Senate Committee.

The list of questions from the Senate Investigating Committee includes inquiries on such matters as whether the agency has a designated information service, rules and regulations or oral instructions issued to guide such information service, number of persons employed in such information service, together with a resume of duties, amount expended by way of salaries and other expenses for such service. Likewise, it requests such information as the number of persons authorized to classify non-military security material, number of persons authorized to classify military security material, and detailed information on downgrading and declassification of such material.

3. It is entirely possible that if the Bureau operates under its own regulations we will be called to give testimony before the Senate Committee.
4. It is pointed out that newspaper editors have lodged vigorous protests against the President's Executive Order and it can be anticipated that once the regulations are submitted, that there will be a constant program of harassment directed at various Federal agencies.
5. It is further observed that even though the Department approved our regulations and procedures, we, of necessity, would be called upon to answer for them.

It was the considered judgment of the special committee consisting of Messrs. Clegg, Ladd and Nichols that it would be to the Bureau's advantage to operate under the Departmental regulations, if it were possible to amend the Departmental regulations to avoid conflicts with Bureau operating procedures and policies and to avoid the establishment of administrative overhead, red tape and detailed handling.

June 9, 1952

All members of the Conference were unanimous in recommending that if the Department regulations can be amended, that it would be preferable for the Bureau to operate under the Departmental regulations.

It was the judgment of the special committee consisting of Messrs. Ladd, Clegg and Nichols that with a few simple revisions, the Departmental regulations could be amended without in any way effecting any change in our present operations and in our present policy.

Indicative of the types of revisions are the following:

1. Section 101B of the Departmental regulations states that they supersede all previous regulations.

By adding the words "any variation to these rules must have the approval of the Attorney General or Deputy Attorney General" we have the approval already from either the Attorney General or Deputy Attorney General.

2. Section 302 of the Department's draft of regulations specifies the Attorney General, Solicitor General, Assistant Attorney General, Director of the FBI, Commissioner of Immigration and Naturalization Service, Director of Bureau of Prisons, to classify top secret security information.

This would be physically impossible in the Bureau's operations. It could be corrected by the insertion of the words after Director of FBI by stating that the Director "is hereby authorized to designate a minimum number of employees to carry out these functions."

3. Section 410B of the Department's regulations requires that all material having a security classification shall be downgraded or declassified and that there shall be a continuing program of downgrading and declassifying material having a security classification.

The Department has already approved that this applies to the Bureau only when information is disseminated and the addition of phraseology following Sections 410A and 410B to the effect "these provisions will not apply to the FBI, except as a case arises to disseminate information outside the Bureau, at which time it shall be considered for downgrading and declassification."

June 9, 1952

4. Section 601 of the Department's regulations provides that reproduction by any method of top secret security or security information originating in the Department shall be only with the approval of the Classifying Authority and the Security Officer of the originating division of the bureau, service or office.

This would be impossible for the Bureau's operations and could be corrected by making Classifying Authority "Classifying Authorities" and the Security Officer as "Security Officers," since under the Bureau's operations, while Mr. Glegg is the Security Officer for the Bureau, there is an Assistant Security Officer in each Division, and in the Field the SAC is the Security Officer, with the ASAC and the Supervisors functioning as Assistant Security Officers.

5. Section 1201 provides for a Security Officer in the Department and Section 1202 provides that the head of each Bureau or Division shall appoint one or more Security Officers, subject to the approval of the Departmental Security Officer.

This, of course, would be impossible and could be corrected by adding to the end of the subsection the following words "except in the FBI where the Director shall have full authority to designate Security and Assistant Security Officers at its Headquarters and in its various Field Offices."

The foregoing are set forth as illustrative of the types of amendments that would have to be made and unless the Department would agree to the amendments, the Bureau, of course, should insist on having its separate regulations. However, in view of representations made by both Ed Lazowska and Mr. Palmer, it is believed no difficulty would be encountered in getting the appropriate revisions to avoid any conflict with Bureau regulations or the Departmental regulations.

If the Director approves the foregoing, a conference will be arranged with Departmental officials with the understanding that the Bureau will have to insist on being excepted, unless the Department's regulations are amended and revised.

Memorandum to the Director

June 9, 1952

For ready reference, a copy of the Departmental draft of regulations is attached, along with a list of the suggested revisions necessary from the Bureau's viewpoint.

Respectfully,
For the Conference

Clyde Tolson

Attachment

MR. TOLSON

6/17/52

EXECUTIVES CONFERENCE

SUGGESTION NUMBER 260-52
MADE BY SA [REDACTED]
NEW YORK DIVISION
BUREAU GRANT AUTHORITY TO FIELD
TO INTERVIEW LOYALTY SUBJECTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-90 BY SP5CU-
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The Executives Conference of June 16, 1952, had in attendance Messrs. Tolson, Tracy, Parsons, Gresham, Belmont, Ladd, Gearty and Mason.

The Conference considered a suggestion from SA [REDACTED] that the field be given blanket authority to interview subjects of Loyalty of Government Employee investigations. The Conference was unanimously opposed to this suggestion.

Under the present arrangement when the field finds it necessary or desirable to interview the subject of a Loyalty investigation in order to secure some personal information which will save investigative time or provide additional leads, a specific request for authority is made to the Bureau. Under such circumstances the Bureau authorizes an interview when one is desirable. This practice of interviewing Loyalty subjects is held to a minimum.

The Domestic Intelligence Division feels that the present practice should continue. It believes there would be a real danger in permitting the field to indiscriminately interview Loyalty subjects.

This same matter was considered by the Executives Conference on June 24, 1947, and the Conference opposed the suggestion, pointing out that it would be inadvisable for the field to conduct widespread interviews with Loyalty subjects and the net result would probably be that some critics of the FBI would say the Bureau is questioning Loyalty subjects about matters of Loyalty and intruding upon the duties and responsibilities of Loyalty boards.

The Conference was unanimously opposed to the suggestion. No further action is needed. Mr. [REDACTED] has been thanked for his idea.

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- Laughlin _____
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- Holloman _____
- Gandy _____

cc - Mr. Mohr
Mr. Clegg

EDH:bjp bjp

RECORDED - 65

INDEXED - 65

66-2554

JUN 20 1952

60 JUL 2 1952

INITIALS ON ORIGINAL EX-164

ORIGINAL COPY FILED IN 66-6200-121-1495

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THE DIRECTOR

June 13, 1952

The Executives Conference

CORRESPONDENCE HANDLED IN THE
TYPING SECTION, IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Glavin, Clegg, Rosen, Parsons, Belmont, McGuire, Gearty, Holloman, and Tracy on June 13, 1952, considered a suggestion concerning the handling of certain correspondence in the Typing Section of the Identification Division.

Miss Dawson, supervisor of the Typing Section, proposes the following changes in the handling of correspondence in that section. Each of the proposed changes will result in a savings or increased efficiency:

1. Where possible to return incoming communication (includes those from Bureau field offices), discontinue preparing cover letter (Form 1-221) unless additional action to be taken. Continue using cover Form 1-221 if more than one possible identification for any one subject.
2. Revise Form 1-221 to include additional paragraphs to save typing.
3. Form FD-9, used by Field to request fingerprint information, be revised so may be used as Identification Division reply by checking appropriate blocks; that Field submit separate form for each individual and include copy for each office to which they desire similar data forwarded; and that the field submit requests for Bureau action by separate memoranda.
4. Proposed that a stamp "maybe ident" be used for Bureau field office to avoid a cover form.
5. Immigration and Naturalization Service submits blue Office Memorandum forms in duplicate and it is proposed the original be destroyed (which bears the Bureau block) and the carbon copy be returned to the Immigration and Naturalization Service with the reply typed on the bottom.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-25-83 BY SP-5/STC/ST

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cc - Mr. Clegg
Mr. Mohr

SJT:edm

RECORDED - 153

INDEXED - 153

EX - 13

166-2554-9728

JUN 23 1952

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Memorandum for the Director

June 18, 1952

The Executives Conference unanimously recommends approval of the proposed changes. Inasmuch as these proposed changes are not in the nature of an employee suggestion in view of the fact it is the responsibility of Miss Dawson in the administration of her section, no cash award is applicable. A letter has been prepared thanking Miss Dawson for the interest manifested in connection with her work.

Respectfully,
For the Conference,

Clyde Tolson

Mr. Tolson

6/4/52

The Executives Conference

SUGGESTION #225-52

CHIEF CLERK, DENVER DIVISION
REGISTERED MAIL - RETURN RECEIPT

On June 3, 1952, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Hennrich, Winterrowd, Gearty, Nichols, Rosen, and Sizoo considered the suggestion of Miss [redacted] of the Denver Field Division that there be included in mail emanating from field offices, either to the Bureau or to another office, a receipt card similar to that used by Bureau Headquarters in forwarding mail to the field and that this card be signed by the individual receiving the mail and returned to the sending office in lieu of the pink official Post Office Department return receipt now used in connection with registered mail. Miss [redacted] felt this would result in a savings since the use of the pink Post Office card costs 7 cents each time such a card is used.

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b7c

A study was made of this matter by a representative of the Communications Section and the conclusion was reached that the administrative operations necessary to make the suggested system effective would actually cost more than the amount now expended in connection with return receipts. (They cost 7 cents apiece and \$455 per year is the estimated cost.) The administrative complication necessary under the suggested system is occasioned by the fact that while Bureau Headquarters registers its own mail and can add the registry number to the inserted receipt card thus having a check-off as the cards are returned, field offices do not register their own mail. This is done by the Post Office and the field office would not have the registry number to add to the card at the time the package is prepared. In order to have such a number affixed to the card this would have to be done by the receiving office or the Records Section in the Bureau by copying the number from the outside of the package to the card. It was felt that the administrative complication involved would exceed the present cost incident to the use of the official Post Office Department return receipt.

The Executives Conference voted unfavorably on Miss [redacted] suggestion. Attached is a suggested letter of acknowledgement to her.

cc: Messrs. Mohr & Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/25/85 BY SP5/BJA

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60 JUN 30 1952

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INDEXED - 138
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66-2574-9729

ORIGINAL FILED IN 66-2574-9729

MR. TOLSON

6/16/52

EXECUTIVES CONFERENCE

SUGGESTION #250-52
MADE BY SA FRED C. FINLEY
ASSIGNED TO NORFOLK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/6/87 BY SP5 SCL/PT

CHARGE-OUT RECORD OF NON-EXPENDABLE PROPERTY

The Executives Conference of 6/11/52, had in attendance Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gearty, McGuire and Mason.

The Conference considered the suggestion of SA Fred C. Finley, assigned to the Norfolk Office and presently helping on the inspection of the Washington Field Office, that Form FD-79 (copy attached) be revised.

This form is entitled "Charge-out Record of Non-Expendable Property." Copies of this form are kept in the vault of each Field Office and in other locations where non-expendable property may be charged out by employees. Finley has in mind that the loose-leaf notebook containing copies of these forms be divided into 2 sections: (1) Section I would contain records of the charge-out of that property which will be utilized by an employee for short-term or temporary use. (2) Section II would contain charge-out records of property which will be used indefinitely or for a rather extended period of time.

At present there is no such division and the form is used by Agents to charge out handcuffs, blackjacks and other equipment needed from time to time. The form provides space for the description of the article, the serial number, the name of the employee to whom it will be charged, the date and the initials of the employee, all of which constitute the charge-out information. The form also provides spaces for the name, date and initials of the employee returning the property to Government control.

The present property charge-out for an indefinite or extended period of time is charged out on Form FD-79 and in addition thereto a property receipt is secured. Thus the form shows in one location all property charged out.

Assistant Director Harbo, presently inspecting the Washington Field Office, saw no need to change the present use of Form FD-79 and he sees no need to establish 2 divisions of charge-out records.

The Executives Conference should be made.

Unanimously agrees that no

Respectfully,
For the Conference

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66-2554-9130
JUL 11 1952
Mr. Clegg

ORIGINAL FILED IN 66-2554-124

THE DIRECTOR

June 19, 1952

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-02 BY SP5/PT

sent
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The Executives' Conference of June 18, 1952, consisting of Messrs. Tolson, Coarty, Clegg, Nichols, Rosen, Ladd, Belmont, Croghan, Parsons, Tracy, and Glavin considered the matter of insurance for clerical employees.

It will be recalled that the Executives' Conference had given consideration in the past to the possibility of having an insurance and hospitalization and surgical plan comparable to the Special Agents Mutual Benefit Association set-up for the benefit of its clerical employees. With this thought in mind, Mr. Egan was instructed to make a complete survey of the field to determine whether such benefits could be secured for our clerical employees.

Mr. Egan was successful in securing some formal bids from a number of insurance companies as follows:

- (1) Home Life Insurance Company - New York, New York
- (2) United States Life Insurance Company - New York, New York
- (3) Massachusetts Mutual Life Ins. Co. - Springfield, Mass.
- (4) Prudential Life and Accident Ins. Co. - Chattanooga, Tenn.
- (5) Prudential Insurance Company - Newark, New Jersey

It will be recalled that the present Special Agents Mutual Benefit Association policy is underwritten by the Prudential Insurance Company of Newark, New Jersey.

These companies offered a \$1,000 Life Insurance Policy plus hospital expenses for 31 days at \$10.00 a day, plus certain hospital and surgical expenses from \$1.87 a month to \$2.40 a month.

The United States Life Insurance Company of New York quoted \$1.87 a month cost for single employees with a \$1,000 single employee's Life Insurance Policy, 31 days hospitalization at \$10 a day, maximum surgical expenses of \$150.00, and maximum hospital charges of \$50.00. This insurance company would insist on a minimum enrollment of 75% of the employees eligible for such benefits.

The Massachusetts Mutual Life Insurance Company offered the same benefits with the exception of a \$2.00 hospital charge, rather than

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RECORDED 9 166-2554-973
INDEXED 9

cc: Tolson
Clegg
Egan
Glavin
Harbo
Ladd
Nichols
Rosen
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Belmont
Mohr
Nease
Gandy

Handwritten initials and signature

Memo to the Director (Continued)

\$50.00, and at a cost of \$2.15 a month, with a minimum of 1,000 members.

The Home Life Insurance Company offered identical benefits with the Massachusetts Mutual Life Insurance Company for \$1.12 a month.

The Prudential Insurance Company, with which company we carry SAMBA, offered the same insurance and hospital benefits with \$150.00 surgical expenses and \$80.00 hospital expenses for a single employee at \$2.22 a month.

The Provident Life and Accident Insurance Company of Chattanooga, Tennessee offered the same inducements as the Prudential Insurance Company, but at \$2.40 a month.

The same policy of \$1,000 Life Insurance plus hospital and surgical benefits for the insured and dependents was also bid on by the insurance companies in question, the monthly charges ranging from \$5.59 by the United States Life Insurance Company of New York, which would demand a 75% enrollment, to \$6.71 for 1,000 members by the Massachusetts Mutual Life Insurance Company.

The Prudential Insurance Company, with which organization we have SAMBA, bid in a price of \$6.55 a month for married members and dependents.

An effort was made to find out just what additional charges would be assessed prospective members of such an insurance and hospital and surgical plan if it were run on the same basis as SAMBA. Mr. Deche, manager of SAMBA, stated that he would expect an additional salary of \$2500 a year, plus 15¢ for each policy holder over 1,000, if he were to handle the plan. He stated it would be necessary to hire a bookkeeper at \$3,000 a year, two clerks at \$3600 a year each, and that he would need typewriters, desks, and other office equipment. In addition, from past experience with SAMBA, there would be certain miscellaneous petty cash expenditures for supplies, telephone, postage, etc. The Conference was advised that Mr. Ryan estimated that our first year costs would be \$16,136. In order to take care of this carrying charge, we would have to put a loading charge on each member of the fund of no less than \$2.35 a month. This loading charge would take care of the expenses which would accrue to the fund during the first year. We would have to wait until the completion of our first year of business to determine whether we could reduce the loading charge or might necessarily have to increase it. It would all depend upon the insurance experience we had during the year. Utilizing the main figures quoted by the insurance companies which did not demand 75% employee enrollment, which we could not get, the cost for a single member per month under this plan would be a minimum of \$2.67. The minimum cost for married members with dependents would be \$7.70 per month.

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Circle Tolson

Respectfully,
For the Conference

The conference unanimously recommends, therefore, that no further consideration be given this matter at this time.

After most careful consideration of the entire plan, the conference giving particular consideration to the operating expenses as given by Mr. Jodice, our present manager of CAMU, does not feel that we could establish a plan for our clerical employees that would be more beneficial to them than the plan presently being operated under the regular group hospitalization insurance organization. This cross, blue cross, and such agencies.

It was pointed out to the conference that many of our employees at the present time are members of group hospitalization plans and in addition, and outside of the hospitalization plan, are in offices and members of the Blue Cross of the United States plan.

It was further pointed out that there is a considerable turnover in the Bureau's clerical personnel when necessary consideration is given to the administration of the fund in question. The turnover of our agent personnel is not nearly so high as in the turnover in other areas, with the result that our first year experience under a clerical insurance and hospitalization plan might be such that the cost for the second year would exceed those of the first.

It is realized that employees would be getting a \$1,000 life insurance policy; however, this could be accomplished by insurance for such employees, and the various companies which quoted the rates of such a plan reflected that their insurance costs of \$1,000 from \$8 to \$10 a month.

An individual with dependents is assessed \$6.00 a month by group hospitalization insurance; the minimum charge under our suggested plan would be \$7.50, or 20% a month more.

The conference was advised that a check had been made with the Government Group Hospitalization plan which is subscribed to by the Government and the majority of Bureau clerical employees at the rate of \$2.70 per month, or 27% less a month than the minimum charge we could take under the proposed insurance and hospital and surgical plan above-mentioned.

Memo to the Director (Continued)

The Director

June 20, 1952

The Executives Conference

~~SUPERVISORS TRAINING~~

Present 6/20/52:
Messrs. Ladd,
Tracy, Parsons,
Gresham, Rosen
and Clegg

Special Agent John L. Sullivan of the Los Angeles Office when recently in Washington attending In-Service presented his idea as to a course of training which has proven successful in teaching police officers how to perform supervisory duties. He had prepared outlines on several of the subjects in the course of training and expressed his willingness to complete these outlines. The Los Angeles Office was authorized to permit him to complete these outlines under the supervision of the SAC at such times as might be available to the Agent for this purpose, but that it should not be a special project.

Special Agent Sullivan suggested that when an Agent leaves New Agents School in Washington and again three years later when he is in the Field he should be asked on each occasion whether he prefers administrative or investigative assignments. If he desires a supervisory assignment the SAC can then give him supervisory training by having him perform semi-supervisory duties and then later when the Bureau needs qualified supervisors such Agents will be available to accept such assignments. He felt that the course of training along the lines of his suggestion should be given by the qualified police instructors in the Field Office to those who desire administrative assignments.

The Executives Conference was informed that Agent Sullivan was being authorized under the supervision of the SAC at Los Angeles to prepare the additional outlines which he has in mind on the various subjects listed in his proposed course of training. These outlines which when available at the Los Angeles Office and at the Seat of Government could be used in preparing any course in which the subject matter might be found beneficial.

The Executives Conference unanimously recommended unfavorably as to the suggestion that New Agents be asked whether they desire administrative or investigative assignments and also were opposed to these questions being automatically

cc - Mr. Mohr
Mr. Clegg

RECORDED-136

INDEXED-141

166-2554-9732

JUN 25 1952

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JUN 26 1952

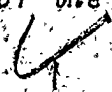
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asked again three years later. The selection of Agents for administrative development it was believed was not governed primarily by the desires of the Agents but rather by his qualifications. His suggestion along this line was, therefore, recommended unfavorably. He has been authorized to complete the outlines of the various subjects which he had listed so that this information would be available for any specialized courses involving such subjects.

Respectfully,
For the Conference


Clyde Tolson

O.K.
H.

Mr. D. M. Ladd

May 29, 1952

Mr. A. H. Belmont

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/87 BY SP5/ep

SABOTAGE

Executive CONFIDENTIAL

PURPOSE

X Sabotage - 5-12-52

44-6-92
SP5/ep

1. To recommend an SAC Letter, reiterating Bureau instructions concerning fires, explosions, and other catastrophes.

2. To advise you of certain observations made by the Department with regard to damage resulting from labor disputes and to recommend an SAC Letter on this subject.

DETAILS

The attached memorandum to Mr. A. H. Belmont, dated May 19, 1952, captioned "Petroleum Administration for Defense" reflects details concerning an inquiry from Mr. William R. Boyd, Director, Facility Security Division, Petroleum Administration for Defense, Department of the Interior. Mr. Boyd inquired concerning certain recent fires and explosions in the petroleum industry and asked to be advised of any information coming to the attention of this Bureau which indicated sabotage in these industries.

Since the Bureau receives frequent inquiries of this type both from other government agencies and the press, an SAC Letter has been prepared reiterating Bureau instructions to the Field concerning this matter.

The attached memorandum from the Department, bearing the date of May 9, 1952, captioned "Unknown Subject, Damage to Baltimore and Ohio Railroad Message Wire in Vicinity of Bakerstown, Pennsylvania, Approximately 3:30 P. M., April 28, 1952, Sabotage" contains certain observations with regard to the handling of cases arising from labor disputes. The Department points out that sabotage should not be ruled out simply because there is a labor dispute involving the particular company at the time of the destruction, and suggests that sufficient inquiry should be made to identify

Attachments (4)

RECORDED - 45

61-2552-9733

NOT RECORDED

INDEXED - 45

141 JUN 26 1952

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ORIGINAL FILED IN 66-6220-79

logical suspects so that they may be checked through Bureau indices, and also suggests that in each instance company officials be requested to furnish an opinion as to whether there is any indication of subversive activity on the part of any of the individuals involved.

This does not represent any departure from the basic Bureau policy in cases of this type. An SAC Letter has been prepared instructing the Field to follow the observations of the Department, pointing out to them, however, that this information should be obtained during the preliminary inquiry which is conducted to determine the facts in the case; and that the instructions are not to be interpreted to mean that an investigation must be conducted in each case.

A memorandum to the Criminal Division is attached which outlines the initial inquiry which will be conducted by the Bureau in this type of case so that there will be no misunderstanding by the Bureau and the Department as to the instructions.

RECOMMENDATION

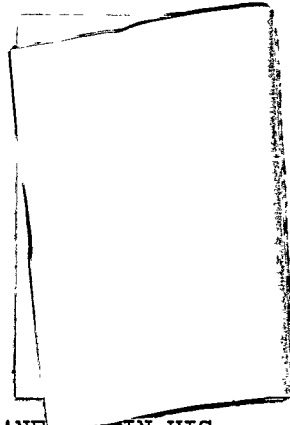
If approved, the attached memorandum should be sent to the Department, and the attached SAC Letter should be sent to the Field.

(On June 3, 1952, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hennrich for Belmont, Parsons for Harbo, Winterrowd for Rosen, Sizoo for Clegg, and Gearty, unanimously approved the sending of this SAC Letter to the Field.) CEH:LL

DIRECTOR'S NOTATION: "O. K." H.

DATE OF REMOVAL 7-3-52

DATE OF MAIL 6-25-52



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

SEE FILE 66-2554-7530 FOR AUTHORITY.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6-25-83 BY [Signature]

SUBJECT JUNE MAIL

REMOVED BY [Signature]

FILE NUMBER 66-2554-9734

619

PERMANENT SERIAL CHARGEOUT

THE DIRECTOR

6/27/52

EXECUTIVES CONFERENCE

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
BY SP5 C-1
DATE 9-15-92

The Executives Conference of 6/25/52 was attended by Messrs. Tolson, Ladd, Glavin, Q. Tamm, Parsons, Gresham, Belmont, Rosen, Gearty and Mason.

The Conference unanimously recommends unfavorably as to the attendance of Deputy Inspector [redacted] of the Indianapolis, Indiana, Police Department at the 50th Session of the FBI National Academy. Relations with the Indianapolis PD are satisfactory. The investigation of [redacted] was satisfactory, with the exception of the following derogatory information:

- (1) Treated for syphilis February 1944 and April 1945.
- (2) Treated for gonorrhea November 1944 and January 1945.
- (3) Charged by [redacted] New Foundland on June 13, 1944, with being the father of her illegitimate child. Applicant denied such paternity, but signed an agreement to pay \$666.00 for the use and benefit of the child. Present serology test negative. Applicant recommended for arduous exertion.

b6
b7c

The office of Congressman Brownson, Indiana, is interested in the application of [redacted]

The Conference is unanimously opposed to [redacted] attendance at the FBI National Academy.

If the Director agrees, there is attached a memorandum so advising the Indianapolis Office.

Respectfully,
For the Conference

Clyde Tolson

Attachment
cc-Mr. Mohr
Mr. Clegg
EDM:DMG
1-6471

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

INDEXED - 117

RECORDED - 117

166-2554-9735

JUL 1 1952

JUL 2 1952

THE DIRECTOR

June 23, 1952

THE EXECUTIVES CONFERENCE

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

The Executives Conference of June 13, 1952, consisting of Messrs. Parsons, Mohr, Belmont, Ladd, Rosen, Clegg, McGuire, Searty, Holloman, Tracy, and Glavin was advised that the Director had inquired as to whether any change should be considered in our present policy with regard to the playing of music during working hours, it being borne in mind that in both the Identification Division and in the Records Section of the Records and Communications Division no music is played during working hours, although the Records Section plays phonograph records during the 10-minute rest period time on the night and midnight shifts and in the morning hours between 8:30 and 9:30 A.M., as the day shift reports to work. Music is played in the Identification Division for approximately one-half hour before the start of the day shift and stops when actual work begins and is also played during the rest period on the night shift.

The Conference was advised that the Records Section believed music with unobtrusive appeal quietly played in the background provides a stimulant. A number of large banking houses and corporations have had similar, complimentary experiences. Accordingly, the Records Section proposes that on a strictly experimental basis music be played for a two-hour period during the last half of each working shift. For example, music could be played from 9:30 to 1:30 P.M. on the day shift, from 9:30 to 11:30 P.M. on the night shift, and from 5:30 to 7:30 A.M. on the midnight shift. During the two-hour period music would be played for 15 minutes on and 15 minutes off. The music to be played would be confined strictly to orchestral selections and instrumentalizations with no vocals and would be confined to light classical and popular music conducive to work accompaniment.

During the experiment, the Records Section will check production to note the employees' reaction as well as any effect on work productivity.

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

With reference to the equipment on hand which would be used to play this music, Mr. Glavin was advised by the Laboratory after Laboratory technicians had had the opportunity of examining our public address systems both in this building and in the Identification Division Building that the public address systems in both buildings are entirely adequate.

Mr. Clegg
Mr. Mohr

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INDEXED - 128

23 JUN 26 1952

EX - 13

100 JUL 7 1952

to handle such a program. Mr. Glavin was advised by Mr. Parsons of the Laboratory that the Laboratory technicians feel that the only additional equipment which would be needed would be a small turntable playing device comparable to a Webster three-speed turntable which would cost no more than \$50.00 a piece or a maximum of \$100.00 for the two turntables for playing the records in both buildings. Mr. Glavin was advised that the Records Section has a number of excellent records on hand that are comparable to those in the professional field and they can be utilized in this program. I was further advised that the Laboratory technicians had tested the equipment in the Identification Division Building utilizing the other records presently in possession of the Records and Communications Division and the program was entirely satisfactory. The Laboratory technicians do point out that some of the records in possession particularly in the Identification Division which are surplus records donated by employees are entirely unsatisfactory for such a program. It is felt, however, that since the public address systems are entirely satisfactory from a technical point of view and since three-speed turntables could be secured with a maximum expenditure of \$100.00, that additional records could be secured when necessary through the office of the FBI Recreation Association.

The majority of the Conference consisting of Messrs. Parsons, Mohr, Belmont, Ladd, Rosen, Glegg, McGuire, Gearty, Holloman and Glavin recommends the Records Section's suggestion be adopted for an experimental period of 30 days and a complete, detailed report submitted by the Records Section at the end of that period.

I Concur.

Mr. Tracy was opposed on the basis that until such time as the Bureau can afford Husak or its equal, with professional service, proper equipment such as an automatic record changer and good, new records there would be no scratchy sounds, which would result from the use of records loaned to the Bureau which had become worn out, that the experiment is a waste of time. It is Mr. Tracy's opinion that unless the Bureau can officially purchase a professional music service the experiment would be worthless as the Bureau does not have the talent, the time, or the money to do anything except have a haphazard and inadequate musical system, which would defeat the purpose.

Subsequent to Mr. Tracy's comments reflected above, the Laboratory technicians made a survey of the public address system in the Identification Division playing some of the good records in possession of the Records and Communications Division. Mr. Glavin was advised by Mr. Parsons that Mr. Tracy had commented that the playing of these records appeared to be entirely satisfactory.

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 Nease _____
 Gandy _____

Pending the Director's decision concerning this matter,
further action regarding it is being held in abeyance.

Respectfully,
for the Conference

Clyde Tolson

*Jam opposed
6/24
✓*

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

July
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THE DIRECTOR
EXECUTIVES CONFERENCE

6/27/52

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-9-84 BY SP5/STG

The Executives Conference on 6/25/52, was attended by Messrs. Tolson, Ladd, Glavin, G. Tamm, Parsons, Gresham, Belmont, Rosen, Gearty and Mason.

Mr. W. A. Branigan, Chief, Espionage Unit, Domestic Intelligence Division, recommended discontinuance of the practice of each Field Office semiannually submitting to the Bureau a list of those delinquent investigative matters in which reports or other documents authorized for posting have not been submitted within the previous 45 days. A survey was made by Mr. DeLoach of the Training and Inspection Division. He recommended that all cases be listed by the field on the semiannual delinquency report to the Bureau, submitted by each office on a staggered basis, except Security Matter cases (the most routine of Security cases), which are not listed at the present time, and intelligence cases. Mr. DeLoach's reason for recommending that intelligence cases be deleted is that the Domestic Intelligence Division has a Bureau tickler on each of the Internal Security and each Espionage case and follows the field on these matters. The survey reflected that, out of 1,200 such delinquent Espionage and Internal Security cases pending in the field, only about 1% required any action on the part of the Bureau. To handle these delinquent cases in the Espionage Unit alone requires 100 supervisory days per year.

A different situation exists in the General Investigative Division for a tickler is not maintained there on each case pending in the field and Mr. DeLoach feels that those delinquent cases should be reported to the Bureau on the semiannual listing. Mr. Rosen agrees.

In the Washington Field Office it takes a total of 21 clerical days to prepare each semiannual report. An analysis of the time it takes to prepare these reports throughout the field has not been made in the interests of economy, but is estimated, based on experience in the Washington Field Office, as 308 clerical days per semiannual report.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tamm
Trotter
Tele. Room
Holloman
Gandy

Advantages to Continuing the Semiannual Listing of Delinquent Cases

(1) In written form it brings to the attention of the SAC a listing of every delinquent case in his office, except certain Security cases.

3 JUL 3 1952
Mr. Mohr 7/13
Mr. Clegg
EDM:mcg

RECORDED - 7
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EX - 3
166-2554-9738
JUL 2 1952

Advantages to Continuing the Semiannual Listing of Delinquent Cases (continued)

- (2) It is a psychological weapon which induces Agents to remove their cases from delinquency to avoid having them reported to the Bureau and identified by title.
- (3) Advises the Seat of Government supervisory staff of cases on their desks which are delinquent in the field and is a signal to them to query the field relative to such cases where advisable.
- (4) Serves as an "enforcer" to supervisory personnel at the Seat of Government who hesitate to initial a semiannual delinquency report unless they have adequately followed those cases with the field for they know the delinquency reports will be kept on file for a period of a year.

Disadvantages to Continuing the Semiannual Listing of Delinquent Cases

- (1) Requires an estimated 300 clerical days in the field to prepare each 6 months.
- (2) Additional handling time is required by the Seat of Government staff over and above their regular duties.
- (3) The delinquency listings may require a Supervisor to pull and peruse a file which he has seen only a few days before or has handled very recently in connection with incoming mail.

The proposition presented to the Conference was:

Should the semiannual delinquency report be continued with the elimination of intelligence and Internal Security cases, concerning which the Bureau is cognizant?

Internal Security and intelligence cases pending in the field, with no notification to the Bureau and no previous reports having been submitted would continue to be listed on the semiannual delinquency listing. Security Matter cases are not listed now and would not be listed in the future. All other cases would be reported to the Bureau if delinquent.

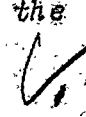
The majority of the Conference favored this proposal as to the continuation of the semiannual delinquency listing. Included in the majority were Messrs. Tolson, Glavin, Parsons, Gresham, Ladd, Rosen, Gearty, Nichols and Mason.

J. Boyer
A

Messrs. Tamm and Belmont,
The minority was in favor of completely discontinuing the
semiannual delinquency listing, feeling that the benefits obtained
were not commensurate with the effort expended in handling it.

If the Director agrees with the majority, there is attached
hereto a proposed SAC Letter.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

July 2, 1952

THE EXECUTIVES CONFERENCE

TRANSFER OF APPLICANT INVESTIGATIONS
TO THE CIVIL SERVICE COMMISSION -
NAME CHECKS

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-15-92 BY SP 200-
PT

The Executives Conference, consisting of Messrs. Tolson, Nichols, Mason for Clegg, Glavin, Harbo, Rosen, Quinn Tamm for Tracy, Gearty, Gresham, and Belmont, on July 1, 1952, considered several questions which arose incidental to the transfer of certain applicant-type investigations from the FBI to the Civil Service Commission.

Executives Conference memorandum dated June 5, 1952, indicated that the applicant investigations, which were sent to the FBI as sensitive cases or which were referred back to the FBI because of the discovery of disloyal data, would be completely investigated, that is, would cover character, associations, reputation, security and loyalty. Inasmuch as such investigations will be handled in this manner and not under the procedures by which we handle loyalty-type cases, the name checks to be submitted by the Civil Service Commission will be handled by the Name Check Desk as regular name checks rather than under the Loyalty Program.

In connection with the above, the following questions were considered by the Executives Conference:

I. Extent of Information to be Provided Civil Service
As a Result of the Name Check:

The Civil Service Commission has asked that we provide them with any information which will be helpful to them in conducting their investigations. This would involve giving them "lead-type information" such as information where identity has not been resolved, allegations which have not been substantiated by the Bureau, and certain information which has not been verified by investigation. Under the present name check rules, a substantial subversive allegation concerning an individual who cannot be definitely identified with the subject of a name check inquiry will not be disseminated. Information furnished by an informant of doubtful reliability is in the same category. However, this data constitutes lead information which can be used as a basis for further inquiry by an investigative agency. Pure gossip or "crackpot information" would not be disseminated as lead information.

INC:lae:mis
cc: Mr. Clegg
Mr. Mohr

RECORDED - 6
INDEXED - 6

166-2554-9739
JUL 7 1952

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

JUL 3 1952

Memorandum for the Director

At the present time in handling name checks the following types of information are disseminated:

- A. The results of FBI investigation.
- B. Information from reliable sources indicating membership or activity in organizations cited by the Attorney General.
- C. Data which, because of its important nature, should be furnished even though it is an exception to a general rule.
- D. Public source information.
- E. The above information is furnished only when it is determined that the subject thereof is identical with the person listed in the name check request and where the information is pertinent to the type of inquiry received.

Our present name check procedures involve only a search and review for subversive derogatory information. Criminal files are not searched or reviewed because the fingerprint search reveals any serious criminal data.

In order to furnish the Civil Service Commission lead-type information, we would have to change our present name check rules. This problem arose in the past in connection with the furnishing of information to other intelligence agencies having their own investigative staff, such as the Central Intelligence Agency, Office of Naval Intelligence, Military Intelligence Division, Office of Special Investigations, State Department and the Immigration and Naturalization Service. The decision was previously made not to disseminate to these agencies lead-type data which did not fall within the above rules.

With reference to Civil Service, a letter from the Attorney General dated August 23, 1951, to the Chairman of the Congressional Committee which considered instant matter, stated that the FBI would continue to check against its files the names and fingerprints of applicants for Federal employment and "furnish any pertinent information thus discovered." Inasmuch as the Civil Service Commission is charged with the duty of making these investigations, it would appear that lead-type data should be furnished. Our failure to furnish such data might result in their inability to discover derogatory information and result in embarrassment to the FBI. If such data is given to the Civil Service Commission the problem arises whether it should also be given to the other agencies listed above which make their own investigations.

Memorandum for the Director

Furnishing Civil Service lead-type information may save the Bureau work. In cases of questionable identity, if such information is provided the Civil Service Commission they may be able to determine the question of identity from the investigation they have already made. By the time the name check is completed, Civil Service will have completed at least a part of their applicant investigation inasmuch as they intend to start these simultaneously with the submission of the name check to the Bureau.

RECOMMENDATION:

The Executives Conference unanimously recommended that the FBI furnish the lead-type information described above to the Civil Service Commission.

Mr. Nichols felt we should include in our search and review all main criminal files in connection with those cases where it is required by law that a complete investigation be made. Of the investigations transferred to the Civil Service Commission, all require a complete investigation except the Voice of America Program and the Office of Civil Defense for the District of Columbia. The balance of the Conference disagreed inasmuch as this has not been done in the past when the FBI was handling these investigations.

The Executives Conference, with the exception of Mr. Glavin, recommended against the furnishing of lead-type information to agencies other than the Civil Service Commission. The Conference felt that the furnishing of such data would involve unnecessary work and might be dangerous in that these agencies might misuse the unverified data, and that we should continue with these other agencies on the same basis as in the past. Mr. Glavin, in dissenting, stated that he felt that if a departure from the established rule was made for the Civil Service Commission, then it should also be made for the various intelligence agencies.

II. Opening of Bureau Investigation in Disloyal Cases:

The problem is as to whether the results of the name check in which subversive derogatory information is discovered should be furnished to the Special Inquiry Section of the FBI for immediate opening of an investigation or whether it should be referred to Civil Service and we should await their request for an investigation. By the time the name check is completed, the Civil Service Commission will have completed at least a portion of their

Memorandum for the Director

Investigation. It is, therefore, not feasible for the Bureau to automatically open an investigation. There will be instances where the disloyal data provided from our files will be sufficient to make a determination and no further inquiry by the FBI will be necessary. The law provides that if investigation develops any data reflecting that the subject of an investigation is of questionable loyalty, "the Civil Service Commission shall refer the matter to the Federal Bureau of Investigation for the conduct of a full field investigation." It would appear practical to await such referral.

RECOMMENDATION:

The Executives Conference was of the unanimous opinion that subversive derogatory data in FBI files would be furnished to the Civil Service Commission and that no investigation would be instituted until a request for such action was received from the Civil Service Commission.

III. Providing of Special Service on Name Checks to the Civil Service Commission:

The problem is whether we should give any special handling to the name checks from the Civil Service Commission inasmuch as they pertain to matters under current investigation by them. In connection with investigations the FBI makes, the investigation is initiated at the same time we start checking our files and there is no deadline on the name check except under special circumstances. It may be that the Civil Service Commission will want us to promise them the results of the name checks within a certain time limit. It is suggested that we give these name checks the regular handling afforded all other name checks and that we do not give them any special service or set any deadlines inasmuch as these checks will be received in large volume. It is suggested, however, that on the emergency clearance cases we continue to give them the results of the name checks on a four-day limit the same as we are presently doing for the Atomic Energy Commission on their applicant cases.

RECOMMENDATION:

The Executives Conference was in unanimous agreement that we should afford these name checks the regular handling afforded

MEMORANDUM TO THE DIRECTOR
From The Executive Conference

July 2, 1952

The Conference feels that a cabinet of this type should be installed in the Card Index Section of the Identification Division in the female criminal files so that thorough and adequate tests can be made to determine just how advantageous they will be. The female criminal files in the Identification Division have 3,825,000 index cards and it would be necessary to purchase 50 of these cabinets at an approximate cost of \$100,000.

RECOMMENDATION:

The Conference unanimously recommends the purchase of 50 electrically operated index cabinets for installation in the Card Index female criminal files of the Identification Division.

Respectfully,
For the Conference


Clyde Tolson



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

Memorandum for the Director

all other name checks, except as to the emergency clearance cases which are to be given a four-day limit as we did in the past for the Atomic Energy Commission.

If you approve, the above recommendations will be placed into effect.

Respectfully,
For the Conference



Clyde Tolson


It is certainly unfortunate that all of these matters were not resolved months ago - we knew that we would have the name check work to do

The act was passed on April 7 -

7-3



I agree with Ex. Conf. Memos but I want to know why Ladd didn't get these matters moved out long ago -



THE DIRECTOR

July 5, 1952

The Executives Conference

~~ELECTRICALLY OPERATED INDEX CABINETS~~
~~CARD INDEX SECTION, IDENTIFICATION DIVISION~~

The Executives Conference, Messrs. Tolson, Harbo, Cresham, Belmont, Mason, Rosen, Glavin, Coerty, and J. Tamm being present, considered a suggestion submitted by the Identification Division that electrically operated card index cabinets be installed in the Identification Division Card Index Section.

Produced by *Alvin Tamm* - *J. T. is attached*
One of these cabinets has been tried in the Identification Division for a period of a month. The cabinet is electrically operated which permits the Card Index searcher to remain seated while conducting searches against the Card Index file. An installation of these cabinets was also inspected by Mr. Quinn Tamm of the Identification Division at the Aetna Life Insurance Company in Hartford, Connecticut. It was pointed out that the cabinets have several distinctive advantages as follows:

1. They enable the employee to sit down while working, thus removing a fatigue problem.
2. They increase the amount of light and air available in a file room because of the fact that they are below the window level.
3. They have a psychological effect upon the employee because of the fact that they give each employee a specific assignment of their own.
4. They increase the rapidity with which searches can be made because of the fact that the cabinets bring the drawers to working level.

It is noted that the cabinets cost approximately \$2,000 a piece and the principal disadvantage, obviously, is the cost of the installation of these cabinets. However, experience of the Aetna Life Insurance Company has shown that the result is a personnel saving of approximately 25% they should pay for the cabinets, based upon the increased production and personnel saving, in a period of 10 years. It is further noted that because of the fact that Card Index searchers can remain seated while searching the searching job becomes more desirable and that definitely the installation of these cabinets reduces resignations.

cc: Mr. Clegg
Mr. Mohr

RECORDED - 5

66-2554-9740

JUL 7 1952

INDEXED - 5

EX - 3

68 JUL 8 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 07-06-92 BY SP5 CLK/PT

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

The Executives Conference unanimously recommends that Style "B" be utilized in the future on all Bureau manuals and that the Administrative Division purchase 2 typewriters in Style "B." Style "B" will be utilized for all manual revisions issued in the future, but no project will be undertaken to retype all of the manuals completely at this time because of the expense and volume of work.

Respectfully,
For the Conference

Clude Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12-10-20 BY SP-5 JST

Attachment

cc-Mr. Mohr

Mr. Clegg

EDM:DLG

INDEXED - 42

RECORDED - 42


66-2554

JUL 8 1952

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Mew

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
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- Gandy _____

68 JUL 9 1952
EX-13



THE DIRECTOR
EXECUTIVES CONFERENCE

7/3/52

The Executives Conference on 7/3/52 was attended by Messrs. Tolson, Glavin, Q. Tamm, Harbo, Gresham, Belmont, Rosen, Gearty and Mason.

The Conference considered ~~the~~ style of type to be utilized in the preparation of all Bureau manuals. There is attached a sheet showing various proposed samples of type.

Sample "D" is the style presently used in Bureau manuals. There have been complaints that it is difficult to read. Since all letters are in the upper case and there are no lower case letters on this typewriter, there has been some difficulty in preparing manuals in appropriate outline form.

The Streamlining Conference voiced opposition to the present style of type and Mr. Glavin recommended Style "B". Messrs. Nichols, Clegg, Naughten and Yeohery, who were not present at the Executives Conference, also believed Style "B" would be preferable.

THE DIRECTOR

4/16/52

EXECUTIVES CONFERENCE

SAC LETTERS, BUREAU BULLETINS
AND MANUAL CHANGES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/95 BY SP5UJ/PT

The Executives Conference on 4/7/52, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty and Mason.

Synopsis

The Conference considered problems experienced by SACs in disseminating instructions as to how to handle various types of cases to Agents in headquarters city in Resident Agencies and on the road when such instructions are contained in SAC Letters. There has been a trend of recent months to issue more SAC Letters and fewer Bureau Bulletins. The majority of the Conference favors more extensive use of Bureau Bulletins. The minority believes that SAC Letters should be used, as at present.

Details

The Conference considered problems of the Field, brought about by the issuance of increased numbers of SAC Letters, amounting to approximately 600 pages in 1951, as compared with about 150 pages of Bureau Bulletins. The Bureau has issued SAC Letters rather than Bulletins in many instances because it is cheaper to print the approximately 1,000 copies of SAC Letters required than to print the approximately 8,500 copies of Bureau Bulletins, and because greater security is afforded through the restricted distribution of SAC Letters.

An SAC Letter issued 3/14/52, contained 18 pages of instructions on how to prepare summary reports in Security cases; details as to the type of information to be collected during the course of Security investigations and instructions necessary to every Agent working Security cases. New York needs 300 additional copies because that many Agents need to have intimate knowledge of this information and have such a document available for constant and ready reference. Other SACs have experienced difficulty in disseminating data contained in SAC Letters to Agents on road trips and in Resident Agencies. Squad Conferences can be utilized for dissemination in the larger offices, but not in the smaller offices. Constant use of SAC Letters requires an accounting of all Agents on Annual Leave, Sick Leave, at In-Service Training and elsewhere to make sure that each has been informed of the details in the SAC

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

61 JUL 15 1952
cc - Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED - 67 66-2554-9742

NOT RECORDED
126 JUL 7 1952

ORIGINAL FILED IN 66-2554-1511

Memorandum for the Director

Letter and sooner or later some Agent is going to commit an act prohibited by an SAC Letter and claim that he was not acquainted with the contents because he was off on leave.

Mason suggested solving the problem by putting in SAC Letters only "hot" and policy matters and by issuing in Bureau Bulletin form operating instructions and by more frequent issuance of manual and FBI Handbook changes. SAC Letters and manual changes are strictly accounted for.

The majority of the Conference, consisting of Messrs. Ladd, Glavin, Tracy, Belmont and Winterrowd, believe that there should be a more extensive use of Bureau Bulletins, particularly since the Bureau requires each Agent to be well-rounded and able to handle all phases of operations, and even Agents working Criminal cases need to know of developments and instructions in Security work.

The minority, consisting of Messrs. Tolson, Harbo, Mohr and Gearty, feel that the problem would be solved if more copies of SAC Letters were made available to each office. In response to recent instructions to the Field, each office has now advised of the exact number of copies needed of general SAC Letters and SAC Letters pertaining to Security cases. The minority feels that every Agent does not need to know the contents of SAC Letters and distribution should be on a "need to know" basis. The minority feels that it would save money to issue the relatively few copies of SAC Letters, as compared with the larger volume of Bureau Bulletins.

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

Respectfully,
For the Conference

Clyde Tolson

69 JUL 10 1952

RECORDED - 120

CLYDE TOLSON

JUL 8 1952

66-2504-9143

Respectfully,

[Handwritten signature]

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

The conference was of the unanimous opinion that clerical employees being permitted to attend stenographic classes be advised that it will be necessary that they agree to remain in the Bureau for a period of not less than six months upon their being qualified as stenographers in order to participate in the training in question.

Inspector B. C. Brown offered the suggestion that the training of new stenographers represent a considerable investment on the part of the Bureau and that it is only fair that an employee remain with the Bureau a sufficiently long period after graduating from stenographic training classes to make it worthwhile for the Bureau to sponsor such training.

The self-inspection revealed that, out of the 101 employees enrolled in stenographic training classes this fiscal year, 25 are no longer employed by the Bureau. Of the 25, 9 left one week after finishing the course, one left on the same day she completed the course.

The purpose of having these schools is to train stenographers for the use of the Bureau inasmuch as it has been difficult to recruit competent stenographers in sufficient quantity.

The Executives Conference of July 2, 1952, consisting of Messrs. Tolson, Mason, Rosen, Belmont, Glavin, Harbo, Tamm, Gandy, and Glavin was advised that during the self-inspection of the training and inspection division it was learned that 101 employees have enrolled in stenographic training classes conducted by the Bureau during this fiscal year. These classes last 2 hours per day and the employee contributes one hour of this period from her own time and the Bureau arranges for the other hour of the off total work day to be devoted to stenographic training.

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 1/6/80 BY SP8/BJA/ST

THE EXECUTIVES CONFERENCE

THE DIRECTOR

JULY 7, 1952

[Handwritten initials]

The Director
Executives Conference

7/3/52

Suggestion
#295-52

At the Executives Conference of July 2, 1952, there were in attendance Messrs. Tolson, Glavin, Tamm, Harbo, Gresham, Belmont, Rosen, Gearty, and Mason.

The Conference considered a unanimous recommendation of the recent school for Supervisory Stenographers that the status of investigative reports be abbreviated at the end of the details.

ABBREVIATIONS

The present rule is that the status of an investigative report is to be abbreviated following the synopsis by placing there an initial "P" for the status "Pending" the initials "RUC" for "Referred Upon Completion to the Office of Origin" or the initial "C" designating "Closed" status. These abbreviations are authorized.

At the end of the details the status is shown again and it is shown there as one way of separating the end of the body of the report from any attached administrative pages which would not be disseminated to an outside agency. At the end of the details the status of "Pending," "Referred Upon Completion to the Office of Origin," or "Closed," must be shown in detail.

The Stenographers unanimously felt that typing time could be saved by showing the status of the cases in abbreviated form exactly as it appears following the synopsis. This is the only advantage.

A disadvantage is that some outside agencies receiving copies of FBI reports might not understand the significance of the abbreviation.

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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Laughlin _____
- Mohr _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

EDH:ATP

cc: Mr. Mohr

Mr. Clegg

61 JUL 15 1952

61 JUL 10 1952

RECORDED-37

INDEXED-37

66-2554-9744

JUL 9 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/82 BY SP3C/LPT

The Executives Conference unanimously feels that the abbreviated status of the report should be shown following the synopsis and again at the end of the details.

If the Director approves, there is attached hereto a proposed Bureau Bulletin.

Respectfully,
For the Conference

✓
A

Clyde Tolson

OK
H.

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

The Director

July 8,

The Executive Conference

SECURITY SURVEYS

On July 7, 1952, the Conference, composed of Messrs. Ladd, Tamm, Belmont, Rosen, Mason, Nichols, Callahan, Gresham, Mohr, Holloman and Harbo, was advised that the Laboratory has one ~~miniature~~ sound kit for use in making security surveys of office space to detect microphone installations. The Laboratory also has two units of an older model which are less sensitive and, therefore, less effective. In view of the importance of the Brink's case, the one modern unit was recently turned over to the Boston Office for use on a surveillance and indications are it will not be returned to the Laboratory this year. This unit is known as the Sound De-Tec-O kit and is manufactured by Research Products, Incorporated.

The conference unanimously concurred in the Laboratory recommendation that an additional unit of this type be purchased (cost approximately \$500) for the use of the Laboratory in making security surveys for the Bureau and other Government agencies in highly important security matters.

Respectfully,
For the Conference

Glyde Tolson

OK
H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-78 BY fjs/ld

CC - Mr. Clegg
Mr. Mohr

RTH:kub

RECORDED-37

INDEXED-37

JUL 9 1952

66-2554-9745

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68 JUL 10 1952

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
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Mr. Tolson

July 1, 1952

The Executives Conference

Present 6/26/52:

SUGGESTION 276-52

Miss [redacted]
Dallas Field Office

Tolson, Tamm,
Parsons, Gresham,
Laughlin, Ladd,
Gearty and Clegg

The Executives Conference recommended unfavorably the suggestion of Miss [redacted] of the Dallas Office that the Bureau return to the old system of indicating the distribution of copies of reports to United States attorneys. As an aid in helping to insure that the United States attorneys will get one of the earlier and more legible copies of reports, the copies for the United States Attorneys are listed immediately after the copies listed for the Bureau. Previously the copies had been listed for the offices in this manner: "3 Dallas (1 USA, Ft. Worth)." It was this latter designation which Miss [redacted] preferred since it would be more helpful in distributing the reports as far as the work of the mail clerks is concerned.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION:

This is the first suggestion of this type that has been received. There have been no complaints from United States Attorneys about illegible copies since the present procedure was inaugurated. The change, therefore, does not appear justified and any change would call for amendments to the manuals and a new rule to be learned by scores of clerks for which reason the Conference recommends unanimously unfavorable.

ENCL.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/16/92 BY SP5/BJT

cc - Mr. Mohr
Mr. Clegg

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

HHC:IGS

RECORDED - 129

INDEXED - 129

66-2554-974

JUL 9 1952

83

JUL 14 1952

INTIMATE ORIGINAL

ORIGINAL FILED IN 66-2554-174

The Director

May 29, 1952

The Executives Conference

Present 5/20/52: Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Clegg

INTERVIEW LOGS

A suggestion was made during the recent Streamlining Conference that the requirement for the preparation of "Interview Logs" be eliminated. The Interview Log, regular Bureau form, a copy of which is attached, shows the name of the person interviewed, the place and date, time and place of arrest, and various developments during the interview, such as time of advice as to the Constitutional rights, when the interview began and ended, time that the statement was prepared and completed, time it was signed, time it was read by the subject. This Interview Log was made mandatory in June 1947 following the Supreme Court decision in the McNabb and Mitchell cases.

The Interview Log is required in all instances when a subject or suspect is interviewed in any Bureau case other than a Selective Service case where the subject did not have his registration card.

ADVANTAGES OF ELIMINATING THIS REQUIREMENT

When subjects and suspects are interviewed, if an Agent prepared the form during the interview, preparation of this form at that time frequently serves as a deterrent to further discussion by the subject. He is frightened by the fact that notes are being made at that time and in his presence. If it is made subsequently or shortly after the interview time, the defense council, on cross examination, will be able to develop that this form was prepared by the Agent subsequent to the interview and its effectiveness is largely eliminated.

It would eliminate a form in the clerical work. If an Agent makes notes during these interviews, these notes could be adequate to meet the purposes which the form would serve. The Agents need to carry this form with them in the event they find the suspect so that the form will be available for use. Some time is lost in the Agents unnecessarily preparing these forms when interviewing suspects and potential subjects.

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- Holloman _____
- Gandy _____

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 6-9-80 BY [signature]

INDEXED-84
EX - 69

66-2554-9747
NOT RECORDED
80 JUL 3 1952

Attachment
HHC:ulr
cc: Mr. Clegg
Mr. Mohr

INITIALS ON ORIGINAL

(10) JUN 1 1952

ORIGINAL FILED IN 66-16674-18

DISADVANTAGES

In the event a subject or suspect does consent to be interviewed with the form being filled out, as the interview progresses it would serve as some protection as to the various steps taken and as a written document to support the Agent's oral testimony.

RECOMMENDATIONS

1. It was unanimously recommended by the Conference members present that in the event a Bureau Agent arrests a subject and this subject is in the custody of the FBI, either at the Field Office or in some local jail, then the Interview Log now existing should be used.

2. In the event a subject or suspect was not taken into custody by a Bureau Agent, it is recommended that the Interview Log not be required whether the subject is in the custody of the local police or whether the subject or suspect is being interviewed at any other place. It was believed under these circumstances that the Agent's notes would be sufficient and the Interview Log would not have any real practical value when the accused is arrested and detained by some other law enforcement agency since the length of time the subject has been held in custody by the arresting officer and the fact that he is in the custody of some other police agency is beyond the control of the Bureau when its Agents did not make the arrest.

3. If the suggestion is approved, a Bureau Bulletin will be prepared to the effect that the Interview Log is being eliminated as a form but that the Agents' notes should be adequately prepared in those instances where a subject makes admissions, and the notes in such instances, of course, should be retained in the case file.

Respectfully,
For the Conference

Clyde Tolson

Tolson _____
Ladd _____
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Rosen _____
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Tele. Rm. _____
Holloman _____
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RA

The Director

July 3, 1952

The Executives Conference.

Present 7/8/52:

SUGGESTED CONSOLIDATION OF CLOSED
DESERTER AND CRIMINAL CASES

Tolson, Callahan,
Tamm, Harbo, Belmont,
Ladd, Rosen, Gresham,
Holloman and Clegg

The Executives Conference on July 8, 1952, considered a suggestion for the consolidation of closed files.

PRESENT RULES:

The present requirement is that once each six months each Field Office shall consolidate the closed Applicant and Selective Service files. This means that the file front and back of each closed file will be removed, extra and unneeded copies of correspondence and reports will be destroyed and as many separate cases then included in a single file as can be conveniently placed between the covers. In other words, as many as 30 or 40 files would be consolidated in one binder, thus reducing the amount of space these files previously occupied. In doing this, consolidations are made of the closed files up to the first "break" in the closed files, which means up to the point where the first file of this classification is in a pending status.

The same procedure is followed in other Criminal cases, except that the Criminal files must have been closed for three years or longer before the consolidations are made. Again these consolidations are made up to the first pending file in each classification of a Criminal type.

THE SUGGESTIONS:

(1) It is suggested that Deserter cases be handled in a similar manner as are Applicant and Selective Service classifications, namely that these consolidations be made each six months instead of waiting for three years.

The New York Office objected pointing out in April and May they had to reopen 23 Deserter cases. They favored stripping these files of unnecessary copies rather than consolidating them.

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- Tracy _____
- Laughlin _____
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- Tele. Rm. _____
- Holloman _____
- Gandy _____

cc - Mr. Mohr
Mr. Clegg

RECORDED-109 66-2554-9748
INDEXED-109

13 JUL 10 1952

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

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69 JUL 14 1952

14-73

The Baltimore Office favored the consolidation including the consolidation of closed files which bore a file number subsequent to the file number of the first pending case.

The Newark, Washington Field Office, Charlotte, and Savannah Offices and Supervisor J. W. O'Beirne, who handles Deserter cases, favored the suggestion.

(2) It was also suggested that the Bureau reexamine the policy of closing other Criminal cases, perhaps with the view of consolidating closed files which had been closed for six months.

The Newark Office favored the suggestion. The Baltimore Office favored the suggestion, including the consolidation of Criminal files bearing numbers subsequent to the first pending file, i.e. after the first "break."

The New York, Washington Field, Charlotte and Savannah Offices and Supervisor F. L. Elice, in charge of the Criminal Section of the Investigative Division, opposed due to the fact that Appeals and Writs are frequently being filed after cases are closed and it was frequently necessary to review closed files for background data.

EXECUTIVES CONFERENCE CONSIDERATION:

Due to the objections cited above to each of these suggestions and the fact that these cases have to be reopened from time to time, it was felt that the present procedure was best.

RECOMMENDATION: Unfavorable.

Respectfully,
for the Conference

Clyde Tolson

The Director

June 11, 1952

The Executives Conference

FBI NATIONAL ACADEMY
GRADUATIONS.

Present 6/9/52;
Tolson, Glavin,
Tamm, Parsons, Mohr,
Belmont, Ladd, Rosen,
Gearty, Nichols and
Clegg

AWK

The Executives Conference considered the matter of graduation exercises for the FBI National Academy.

Mr. Clegg recommended that in the future we have but one outside speaker and that the Director consider addressing the class at least briefly for two or three minutes, that greater emphasis be placed on outsiders attending and that if the auditorium is not completely filled this not be looked upon as lack of proper courtesy to the visiting speaker.

Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Belmont, Ladd, Rosen and Gearty recommended that the graduation exercises should return to the procedure which was in effect prior to the recent graduation, namely that the graduation be in the Departmental Auditorium, that we arrange to have the auditorium filled as in the past, and that there be two outside speakers and the Marine Corps Orchestra and that we follow the type of program previously used.

Messrs. Nichols and Clegg recommended that the graduation exercises should be held in the Departmental Auditorium. They agreed that we should arrange to have the auditorium filled as in the past, that the Marine Corps Orchestra provide music and the same type of program previously used be followed except that there be one outside speaker and in addition the Director deliver a short talk or charge to the graduating class.

Respectfully,
For the Conference

Clyde Tolson

cc - Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-25-83 BY SP8 UC/PT

RECORDS OF AGENCY

81 JUL 21 1952

RECORDED - 54
INDEXED - 54
EX-121

166-2554-9749
RECORDED
75 JUL 14 1952

MR. TOLSON

7/3/52

EXECUTIVES CONFERENCE

The Executives Conference on 7/2/52, was attended by Messrs. Tolson, Glavin, Q. Tamm, Harbo, Gresham, Belmont, Rosen, Gearty and Mason.

The Conference considered whether supervisory stenographers and secretarial stenographers in the field should submit daily reports.

This is presently required by the Manual of Rules and Regulations. Within the past year instructions for supervisory and secretarial stenographers to submit daily reports were re-emphasized because of delinquencies and embarrassment to the Bureau because some employees were holding documents of old date.

The Conference unanimously believes supervisory and secretarial stenographers should continue to submit daily reports.

STENOGRAPHIC

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-6-82 BY SP/BJT/pt

RECORDED - 90

INDEXED - 90

166-2554-9750

JUL 15 1952

88

INITIALS OF ORIGINAL

36 4/16
JUL 30 1952

Director, FBI

June 12, 1952

SAC, New York

"WITNESS," BY WHITTAKER CHAMBERS

O EXECUTIVE CONFERENCE

Attention: Mr. L. B. Nichols

Random House, Inc., New York City, who are the publishers of Mr. CHAMBERS' book "Witness," have made copies of this book available to the personnel of the New York Office at a reduced rate. The price to the personnel is \$3.00 per copy, plus nine cents tax. This is a discount of 40% which is allowed to all book stores throughout the country. This office has taken advantage of this reduced price and has ordered quite a few of these books.

Recently DAVID McDOWELL, who is in charge of the distribution of Mr. CHAMBERS' book, has informed an agent of this reduced rate would be made available to any of the field offices of the Bureau and of course to the Bureau itself. In the event any field office desires any number of copies, they can be obtained by simply writing a letter to Mr. McDOWELL at Random House and enclosing a check for the necessary amount. Those books will then be forwarded to the Bureau or the particular field office.

This is for the information of the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1-5-92 BY SP5/BJT

TSS:RAA

ADDENDUM, LBN:CMC, 6-25-52

The Executives Conference consisting of Messrs. Tolson, Glavin, Parsons, Gresham, Belmont, Ladd, Rosen, Mason, Gearty and Nichols considered the matter of sending an SAC Letter to the field advising of the availability of the Chambers' book at Random House, Inc., and unanimously recommended that such a course of action might be construed as an endorsement.

DIRECTOR'S NOTATION:

"I Agree." H:

INITIALS ON ORIGINAL

66-2554

NOT RECORDED

82 JUL 10 1952

7.5

JUN 13 1952

The Director

7/7/52

The Executives Conference

Present 7/7/52: Messrs. Tolson, Callahan, Tamm, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Gresham, Holloman, and Nichols.

DELINQUENT SERIALS

The Conference considered the matter of listing delinquent mail, that is, mail which has been held out of file for more than 5 work days. It has been found in the Records Section that mail older than 5 work days was being received for processing though it did not appear that such delinquent mail was being listed on the delinquency report submitted by each Division.

The present rule requires the submission by each Division to Mr. Tolson, on a weekly basis, a listing of the work on hand as well as active mail more than 5 work days old yet to be handled in the Division. In addition, each Division is required to submit on the second Friday of each month on Form 031, attached, full identification of serials charged out over 5 work days. In surveying the present procedures in the various Divisions, it was found generally that inactive mail, that is, mail on which action has been taken but the mail is being retained for information or follow-up purposes, is not being listed. The Supervisors' Manual specifies the method of reporting serials held for over 5 work days. However, there is no rule presently in existence regarding the listing of inactive mail. Therefore, the Divisions have not been considering inactive mail at the time of the submission of the periodic delinquency lists.

The Executives Conference unanimously agreed that no distinction should be drawn between active and inactive mail at the time of the preparation of the delinquency lists. The Conference recommends unanimously that all mail coming into the Bureau (letters, reports, teletypes, radiograms, and memoranda) and any memorandum prepared at the Seat of Government be considered delinquent 5 work days after its receipt in any Division. In the event the Director approves, there is attached a Seat of Government memorandum to all officials and supervisors.

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/26/95 BY SP-6/BJ

cc: Mr. Clegg
Mr. Mohr

61 JUL 17 1952

RECORDED - 75
INDEXED - 75

Respectfully,
Clyde Tolson
166-2554-9751
JUL 18 1952

MR. CLEGG

4/21/52

MR. MASON

TOUR LEADERS

Executive Conf

The tour room advised that at present it has 40 trained tour leaders as compared with 110 last year.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-6-92 BY SP5C/lat

The Director inquired as to why reserves were not trained for the annual period of congestion. You instructed me to check into tour matters, and the inquiry will be reported in several phases.

Of the 40 trained tour leaders, 27 expect to be advanced to the position of Special Agents or Special Employees and transferred to the field as soon as the restrictions of the Whitten Rider are lifted in the next few days.

It appears that the Records & Communications Division has twice canvassed all male Bureau employees of all divisions at the Seat of Government, the most recent one having been in January, 1952, in an effort to get more tour leaders. Since January, 1952 recruiting efforts to obtain young men interested in conducting tours have developed 22 prospects, and these are scheduled to commence tour training next Monday. Of the last 60 candidates for tour leaders, only 5 were acceptable, the others being scheduled for immediate induction under the draft or being turned down for immaturity or lack of proper physical appearance.

It appears that we are going backward rather than forward in developing tour leaders, and the man power shortage at the Seat of Government is acute.

We should have a total of 100 trained tour leaders available at all times to take care of contingencies. During the busy season we have simultaneously used this many tour leaders.

RECOMMENDED ACTION:

1. The net number of tour leaders available after the Whitten Rider lifts and the new class is trained will be 35. This number should be augmented.

2. There are approximately 45 Special Employees in the Washington Field Office. All are not suitable to be tour leaders. It is recommended that we check those Special Employees and pick the most suitable one and provide tour training for those who have not had it. These tour leaders should then be used on a strictly part time basis as the bureau needs them to supplement the regular tour staff. Some of the Washington Field Office Special Employees have already qualified as tour leaders.

67-245-289

EDM:vlr

61 JUL 22 1952

RECORDED - 103

EX-121

166.2554-9752

JUL 16 1952

81

3. As the needs of the Washington Field Office increase, the best of the former tour leaders now serving as Special Employees elsewhere be considered for transfer to the Washington Field Office. There are 10 such employees.

4. Renewed recruiting efforts be made among Bureau employees, particularly those that will enter on duty when school adjourns in May and June, so that we will have a sizeable, qualified tour staff for the winter months and the Spring of 1953.

Other matters in connection with the tour situation will be treated separately.

ADDENDUM; LBN:hmc; 4/23/52

The Executives Conference, consisting of Messrs. Tolson, Tracy, Harbo, Gresham, Belmont, Ladd, Winterrowd, Mason, Gearty, Holloman and Nichols, unanimously recommended adoption of the above recommendations.

The Director

July 11, 1952

The ⁰ Executives Conference Present 7/11/52:

Ladd, Harbo, Belmont,
Gresham, Rosen,
Tracy and Clegg

PLACING SUB A REFERENCE
ON ASSIGNMENT CARDS OF
SECURITY INFORMANT CASES

The Executives Conference on July 11, 1952, considered the suggestion of Inspector C. W. Stein concerning preparation of assignment and tickler cards on confidential informants who have symbol numbers.

Files are opened on confidential informants in Field Offices in the regular way, just as they are in an investigative case. The present practice is to place the name of the prospective informant on the assignment cards and tickler cards which are made at the same time. Some of the informants, both Criminal and National Defense, are in such a confidential category that they are assigned regular symbol numbers. This limits the knowledge as to the identity of the informant to a comparatively small group of employees of the Field Office. There is a symbol number index file which will show the correct name of the informant who has a symbol number, and the identity of informants having symbol numbers can be easily obtained by those having a proper interest therein.

Inspector Stein found that at the Cleveland Office, instead of placing the names of the informants on the assignment and tickler cards, there was being placed the symbol number and the file number. There are two file numbers, the regular administrative file containing the background and biographical data concerning the informant, and the other a Sub A file which contains the original reports submitted by the informant.

Based upon the findings at the Cleveland Office, Inspector Stein recommends that for the purpose of security all Field Offices hereafter omit the name of the informant from the assignment and tickler cards and place thereon the symbol number, the administrative file number, and the Sub A file number.

Attachment

cc Mr. Mohr
Mr. Clegg

HHC:IGS

JUL 22 1952

RECEIVED - DIRECTOR
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 08-20-83 BY SP-3/ST

RECORDED-86

INDEXED-86

EX-92

66-2532-9754
JUL 16 1952

EXECUTIVES CONFERENCE CONSIDERATION:

Inspector Stein's suggestion was considered by the Conference. Both Mr. Belmont and Mr. Rosen felt that for purposes of added security it was logical that the suggestion be adopted and that all offices be required to follow the procedure now followed by the Cleveland Office and as suggested by Inspector Stein.

RECOMMENDATION:

Unanimously favorable. If approved, there is attached an SAC Letter to this effect.

Respectfully,
For the Conference

✓
Clyde Tolson.

THE DIRECTOR

July 10, 1952

THE EXECUTIVES CONFERENCE

~~CRIMINAL INFORMANTS~~

The Executives Conference today, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Mason, Gresham, Nichols, Holloman and Rosen in attendance, considered the suggestion that the authority of Special Agents in Charge to make advances or GOD payments should be increased from \$100 to \$200. Sections 9A(1)N and 9A(2)J of the Manual of Rules and Regulations provide that ~~payments to informants will be made~~ upon the authorization of the Special Agent in Charge up to the point where such payments aggregate \$100.

The Conference unanimously recommended the change, taking into consideration the fact that both the Investigative Division and the Domestic Intelligence Division favor this increase. It is believed that such increase will give the Special Agents in Charge some additional latitude. Their disbursements will, of course, have to be closely followed.

Respectfully,
For the Conference

OK
Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-16-98 BY SP5CJ/PF

cc - Mr. Clegg
Mr. Mohr

AR:LS

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

RECORDED-86

INDEXED-86

Handbook
Manual of Rules & Regulations
01 JUL 24 1952
Callahan

U.S. DEPARTMENT OF JUSTICE
RECEIVED
66-7534-9758
JUL 16 1952
Callahan

Mr. Tolson

7/3/52

Executives Conference

The Executives Conference of July 3, 1952, was attended by Messrs. Tolson, Tamm, Harbo, Gresham, Belmont, Ladd, Rosen, Gearty, and Mason.

The Conference considered a suggestion from Special Agent William H. Nimmins of the El Paso Office that monthly bulletins issued by state police agencies reflecting the names, release date, and counties from which sentenced be perused so that field offices can draw up a list of persons released from state penal institutions who have taken up residence in the territory covered by a field division. The presence of a known criminal of major importance in a field division territory would, under the suggestion, result in a spot check by the field office to determine the residence and type of activities engaged in by the criminal. Mr. Nimmins further suggested the maintenance of charts indicating the presence of known major criminals in a field division territory.

Mr. C. Grant Stetter, Supervisor of Criminal Informants at the Seat of Government, believes the checking of monthly bulletins concerning convicts released from state institutions would be an excellent source of names of potential criminal informants. He points out the lists would have to be carefully screened and he recommended favorable consideration. Mr. Rosen disagrees. The Executives Conference is unanimously opposed.

If you agree with the views of the Conference no further action need be taken for Special Agent Nimmins has already been thanked for his suggestion.

EDM:ATP

cc: Messrs. Mohr & Clegg

Suggestion #268-52

168 JUL 23 1952

RECORDED - 47

INDEXED - 47

EX-25

166-2554-9756

JUL 16 1952

88

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12-10-83 BY SP5 JFT

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

ORIGINAL FILED IN 66-2554-1-100

MR. TOLSON

7/21/52

EXECUTIVES CONFERENCE

The Executives Conference on 7/16/52 was attended by Messrs. Tolson, Callahan, Tracy, Mohr, Belmont, Ladd, Rosen, Gresham and Mason.

The Conference considered whether investigative reports should be marked as "pending prosecution" or "pending investigation" or some similar terminology which would be a guide to the U. S. Attorney receiving copies of the reports as to whether he will receive subsequent reports in that matter. U. S. Attorney's

This consideration was based on a suggestion from the SAC at Birmingham (J. E. Milnes) following his conversation with U. S. Attorney John D. Hill of the Northern District of Alabama.

Mr. Hill stated that his office prepares a docket on every case received from any agency and during the normal course of operations his office receives a large number of cases which are pending. Mr. Hill felt that he had no way of knowing upon receipt of a pending report whether his office is to receive additional reports or whether all investigative work has been completed and the case is now awaiting prosecution. Mr. Hill wanted to know whether there was some way to be notified he would receive additional reports or should predicate prosecutive action on those on hand at a particular time. Consequently, SAC Milnes suggested the use of the terminology "pending investigation" or "pending prosecution."

Mr. Belmont of the Domestic Intelligence Division points out that whenever Security reports are sent to U. S. Attorneys it is for reasons of prosecution and in each instance Agents of the Bureau consult with the U. S. Attorney or his Assistant relative to the case. Therefore, the U. S. Attorney should have in his file a notation concerning his discussion of the case with an Agent and his decision as to the status of the matter. Mr. Belmont felt the suggested terminology does not cover all situations.

Messrs. Malley and Rosen of the General Investigative Division point out that reports are furnished to U. S. Attorneys if the report contains information of value to the prosecution or if it contains an opinion of the U. S. Attorney or one of his Assistants.

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- Holloman _____
- Gandy _____

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED - 52
INDEXED - 52
166-2554-9757
JUL 23 1952

JUL 23 1952
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U.S. DEPT. OF JUSTICE
DIRECTOR

ALL INFORMATION CONTAINED
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DATE 10/16/94 BY SPSCU
107

These gentlemen recognize that it would be time-saving for the U. S. Attorney to be able to look at the last page of a report and determine whether the case was in pending status because of imminent prosecution, but they point out that the disadvantages to the Bureau outweigh this one advantage to the U. S. Attorney.

Among the disadvantages cited were:

- (1) Strong possibility that U. S. Attorneys would not look at investigative reports received unless the cases were specifically called to their attention by a Bureau representative. U. S. Attorneys would not read reports.
- (2) Present Bureau policy concerning the submission of reports appears to be adequate.
- (3) It is desirable to have U. S. Attorneys express interest in cases by contacting field offices when in doubt as to the status of matters. This affords the office an opportunity to discuss the prosecution of the case.

Messrs. Malley and Rosen do not favor the suggestion.

The Executives Conference was unanimously opposed to the suggestion. No similar complaints have been received.

If approved, there is attached hereto a memorandum to
SAC Birmingham.

sent

OK
H.

The Director

June 5, 1952

The Executives Conference

TRANSFER OF APPLICANT INVESTIGATIONS
FROM THE FBI TO CIVIL SERVICE COMMISSION -
PUBLIC LAW 298

PURPOSE

To record the Executives Conference's discussion and recommendation on June 4, 1952, relative to the Bureau's responsibilities under Public Law 298, which transferred applicant investigations from the Bureau to the Civil Service Commission.

PROBLEM

The Conference was advised that as a result of the enactment of Public Law 298, the question arises as to what is the Bureau's responsibility in conducting investigations which are referred by the Civil Service Commission to the Bureau when Civil Service discovers data of questionable loyalty on an applicant. Specifically, the question was presented as to whether our investigation incurred from such a referral would be extended to the limited field of "loyalty" or whether it would be extended to cover a full investigation including such matters as character, reputation, security and associations.

THE FBI'S RESPONSIBILITY UNDER PUBLIC LAW 298

This statute requires investigation of Federal Government applicants by the FBI in three categories, namely: (1) When the President orders the FBI to investigate a certain class of applicants; (2) when the Secretary of State, the Director of Mutual Security, or a majority of the Atomic Energy Commissioners certify a position to the FBI to be of high importance or sensitivity; (3) when the Civil Service Commission encounters information indicating an applicant is of questionable loyalty, it shall refer the matter to the Bureau "for the conduct of a full investigation, the results of which shall be furnished to the Civil Service Commission for its information and appropriate action.

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 - Clegg _____
 - Glavin _____
 - Harbo _____
 - Rosen _____
 - Tracy _____
 - Mohr _____
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 - Nease _____
 - Gandy _____
- cc: Mr. Clegg
Mr. Mohr
Liaison Section (Mr. Bates)
- EHW:rsn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 6/25/82 BY SP5/STP/STP

INDEXED-101
EX-32
66-2534-9758
JUL 22 1952

ORIGINAL COPY FILED IN 66-17851-111

38 JUL 24 1952

The Conference was advised that the statute as well as the hearings do not specifically state that investigations conducted under Item No. 3 are to be confined to strictly "loyalty" phases, and that they do not, on the other hand, state that these investigations should include such matters as character, association, etc., as well as loyalty. The statute does specifically state, however, that a "full field investigation" must be conducted.

The Conference was also advised that Public Law 238 only amends the various Congressional enactments which specifically call for FBI investigations, and that these acts still control the nature of the investigation. Briefly, they are as follows:

The Atomic Energy Act and the National Defense Foundation Act specifically call for an investigation of the character, associations, and loyalty of applicants.

The Mutual Security Act, which encompasses the International Development Program, the European Recovery Program, the Institute of Inter-American Affairs, and the Greece-Turkey Aid Program, requires an investigation of an applicant "as to loyalty and security." The International Labor Organization Statute, and the World Health Organization Statute do likewise.

The statute establishing the Office of Civil Defense for the District of Columbia calls for an investigation as to loyalty, and the Voice of America Statute merely calls for an "investigation by the FBI," the inference being, however, that it means an investigation as to loyalty.

Under these various statutes we have been conducting applicant investigations on the basis of uniform criteria (with some exceptions as to limited Atomic Energy Act - Applicant investigations) and our Manual and Handbook sections provide for investigations covering character, reputation, loyalty, associations, patriotism, or "any other factors reflecting upon security."

PROPOSED SCOPE OF INVESTIGATIONS REFERRED TO FBI BY CIVIL SERVICE COMMISSION

It was recommended to the Conference that when the Civil Service Commission refers cases involving disloyal information that we conduct a full investigation covering not only loyalty, but also character, associations, etc.

The recommendation was made because of the following:
(1) Public Law 298 should be interpreted as calling for the same kind of investigation in the same scope as the Public Law it amended contemplated. (2) If the Bureau restricted its investigation to loyalty matters only, then it would have to refer the case back to the Civil Service Commission for further investigation as to character, reputation, etc.; but Public Law 298 contains no provision for such type of referral, but states that the Bureau must conduct a full field investigation. Furthermore, such a referral would give rise to confusion and the failure to fix investigative responsibilities and repetition of investigative procedures and duplication of interviews. This would lead to not only delay in getting the investigation completed, but would give rise to added expense, and would also give rise to criticism of both the Civil Service Commission and the FBI as well as the Federal Government.

The Conference was also informed that it was the recommendation of both the Domestic Intelligence Division and the General Investigative Division that these cases be handled in the Special Inquiry Section of the General Investigative Division because of the fact that that Section is equipped to handle this type of investigation, whereas the Loyalty Section is not, and would of necessity have to establish separate desks if the supervision of these cases were centered in that Section.

RECOMMENDATIONS OF THE CONFERENCE

(1) Close scrutiny would be maintained at all times over the referrals of Civil Service Commission to make certain that no frivolous or foolish referrals were made by the Civil Service Commission.

(2) Through a conference when arrangements would be worked out with Civil Service Commission, a procedure would be established whereby in nonspecific or questionable cases of identity, a preliminary inquiry would be made and if the allegations were found to be without foundation in fact these cases would be promptly referred back to the Civil Service Commission for completion as to other phases including character and associations, etc.

The Conference, consisting of Messrs. Tolson, Nichols, Mohr, Rosen, Belmont, Glavin, Tracy, Holloman, Gearty, Parsons, Mason and Winterrowd, unanimously recommended the above procedures be adopted. (Mr. Ladd, who was not present, concurs.)

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(3) If substantial allegations of disloyal activity are referred by the Civil Service Commission, then a full field investigation should be conducted by the Bureau, which would include not only loyalty but also character, associations, etc.

The majority of the Conference approved the above recommendation #3.

Mr. Glavin, however, felt, with respect to recommendation #3, that such investigation should be confined to loyalty and not be extended to such matters as character, associations, etc. Mr. Glavin feels that there is no requirement or implication in the Statute (Public Law 298) which requires that the Bureau must investigate any other phases than loyalty. Mr. Ladd concurs.

Furthermore, Messrs. Glavin and Ladd feel that when the Civil Service Commission discovers disloyal information and suspends the investigation and refers it to the FBI for an investigation, that it is because of the disloyal information and for the purpose of a loyalty investigation. They feel that such cases should be received and investigated as loyalty of Government employees cases and supervised in the Loyalty Section and not in the Applicant Section. They further feel that the FBI has no responsibility to investigate under these conditions as to character fitness qualifications for the job, etc.

It might be noted that at the present time and ever since the Loyalty Program has been in effect, the Civil Service Commission has conducted some limited investigation of Government employees and that they have referred these cases to the Bureau for a loyalty investigation when disloyal information was received, that the Bureau has conducted loyalty investigation and has not conducted character and fitness investigations. For these reasons, Messrs. Glavin and Ladd recommend that such cases be handled in exactly the same manner as all other loyalty cases.

It was further recommended that when the policy in connection with these matters is approved, that arrangements should be made for a conference between the Bureau and the Civil Service Commission to work out the details.

Respectfully,
For the Conference

Clyde Tolson

The Director

July 14, 1952

The Executives Conference

ACCOMPLISHMENTS FOR THE 1952 FISCAL YEAR
INTERSTATE TRANSPORTATION OF STOLEN PROPERTY

The Executives Conference today, with Messrs. Ladd, Parsons, Mohr, Tracy, Mason, Cresham, Callahan, Belmont, Nichols and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge, re-evaluating and re-emphasizing the importance of violations in this category.

While convictions in this category have increased considerably within the last five year period, it has been noted that during the past fiscal year the number of convictions appeared to be falling off somewhat when compared with a like period for a previous year. Letters were directed to a great number of offices bringing the situation to their attention, which resulted in a substantial increase in convictions, and it is recommended that the attached SAC Letter be sent to the field in order to increase our accomplishments and to insure that the Bureau's responsibility in this field is fully discharged.

Respectfully,
For The Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-6-98 BY SP5 GAT

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cc: Mr. Clegg
Mr. Mohr

AR: Gw

68 JUL 23 1952

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

THE DIRECTOR

July 10, 1952

THE EXECUTIVES CONFERENCE

CRIMINAL INFORMANTS

The Executives Conference with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Mason, Gresham, Nichols, Holloman and Rosen in attendance considered the suggestion that files on all criminal informants and potential informants should be maintained in the same location as the criminal informant index.

The present rule provides that the files should be maintained so that they will be available to all Agents.

The present rule also requires that the criminal informant index is to be maintained in the office of the SAC, the ASAC, or the Criminal Supervisor at the discretion of the SAC.

Under the above arrangement the rule is broad enough in scope to allow efficient handling of the criminal index and also efficient handling of the files themselves consistent with the needs of each office. For instance in some offices where the criminal index is maintained on the Supervisor's Desk, there are files maintained within easy access of the Supervisor. In other instances files may be maintained in the Chief Clerk's office, which may be adjacent to the Criminal Supervisor's office. In smaller offices criminal informant files may be maintained in the Chief Clerk's office and the criminal index in the SAC's office. In this latter instance the SAC's office may be immediately adjoining the Chief Clerk's office so that the index and the files are readily available. In any event no difficulty has been encountered under the rule which would prevent any field office from operating efficiently.

The Conference unanimously recommended no change in the present rule which requires that the criminal index be maintained in the office of the SAC, ASAC, or the Criminal Supervisor, and that all criminal and potential informant files be made available to all Agents.

Respectfully,
For the Conference

Clyde Tolson
66-2554-9760
JUL 24 1952

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MR: MW: LLE

cc - Mr. Mohr
Mr. Clegg

JUL 24 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-29-89 BY SP9/CPJ

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Handwritten initials and signatures, including "R" and "ST".

THE DIRECTOR

July 16, 1952

The Executives Conference

~~FORM LETTER FOR TRANSMITTING RESULTS
OF SEARCH OF IDENTIFICATION DIVISION
FILES TO FOREIGN CONTRIBUTORS~~

Executive Conference

The Executives Conference consisting of Messrs. Ladd, Nichols, Rosen, Parsons, Mohr, Callahan, Belmont, Mason, Gresham, and Tracy on July 14, 1952, considered a suggestion by the Inspector during the Identification Division inspection.

It was suggested that a form letter for transmitting results of a search of the Identification Division be devised for answering letters to foreign countries.

The Conference was advised by Mr. Tracy there are approximately three such letters per day.

Messrs. Parsons, Mohr, Belmont, Mason, and Gresham were in favor of the suggestion. If adopted, it would save routing three signature letters through Mr. Tolson's Office to the Reading Room. The Inspector stated signature letters are not forwarded to United States agencies cooperating in the International Exchange.

Messrs. Nichols, Ladd, Callahan, Rosen, and Tracy were opposed. Mr. Nichols was of the opinion it is good public relations to have signature letters go to foreign officials and in view of the fact there are only approximately three such letters per day, the additional amount of handling time would not be material.

In the event the Director approves a form letter, a draft of a proposed form letter is transmitted herewith.

Respectfully,
For the Conference,

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

cc - Mr. Clegg
Mr. Mohr

SJT:edm

65 JUL 28 1952

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DIRECTOR

MR. TOLSON

6/27/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

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DATE 9-3-92 BY SP5CUP/T

The Executives Conference on 6/25/52, was attended by Messrs. Tolson, Ladd, Glavin, Q. Tamm, Parsons, Gresham, Belmont, Rosen, Gearty and Mason.

The Conference considered a suggestion from SA Frank W. Walkart of the Washington Field Office that file folders be eliminated from the pending files unit of Field Divisions.

Files in Field Offices are divided into two categories, namely, those pending and those closed. For each pending file there is a folder. This folder is used to contain the file when it is in the file cabinet drawer and when the file is charged out to contain serials and documents which should be filed in the file upon its return.

No such folders are kept for closed files at the present time although years ago closed files also were contained in folders. Surveys showed several years ago that folders for closed files were unnecessary because it is very seldom that serials or documents have to be kept in the file drawer awaiting the return of the closed file to the File Room.

The inspection staff is opposed to eliminating file folders from the pending files unit in the Field.

Advantages of adopting Walkart's proposal are: (1) Savings in space; (2) Savings in the cost of folders.

Disadvantages are: (1) No place to keep charge-out slips showing who has the file when it is not in the file drawer; (2) No place for loose mail; (3) Absence of the file folder increases the difficulty of locating the file when it is charged out for use in the Clerk's Office or use by a Supervisor during which periods, under existing rules, individual charge-out slips are not prepared.

The Conference unanimously recommends no change in the current procedure.

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

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- Holloman _____
- Gandy _____

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

JUL 29 1952

RECORDED - 67 66-2554-9763

JUL 23 1952

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ORIGINAL FILED IN 66-16243-

June 21, 1952

MEMO TO INSPECTOR B. C. BROWN

FROM SA FRANK W. WALKART

RE: ELIMINATION OF FILE FOLDERS ON ALL PENDING CASES IN THE FIELD

Suggestion
#285 54

SUGGESTION:

It is suggested that the use of file folders in which field office pending files are maintained be discontinued, at least as far as thin files are concerned.

ADVANTAGES:

1. Material saving of space.
2. Expense of folder.
3. Substitution of projecting charge-outs which afford a quicker method of spotting charged-out files.

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DISADVANTAGES:

1. Holder of charge-out slip removed.
2. No place for loose mail.
3. Absence of file folder increases difficulty of locating file when it is charged out without a charge-out.

Experience at the Seat of Government and in the field several years ago when file folders were eliminated in the closed files reflects a material saving of space when file folders are eliminated.

The disadvantages created by removing the file folder and resulting in the lack of a place to maintain the charge-outs and loose mail can be largely overcome by the use of a charge-out card with a paper clip on the top. No more time is consumed attaching a charge-out slip to a cardboard insert than it would be to drop the charge-out in the existing file folder. In the same manner, attaching loose mail on the back of the charge-out card by means of a paper clip is just as effective

FWW:WSK
*has copy
memo to Mr Tolson
rec- 6-29-52
cc W/alt
1-1-62
cc SAC, WFO*

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ENCLOSURE
67-2534-976
JUL 23 1952
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RE: ELIMINATION OF FILE FOLDERS ON ALL
PENDING CASES IN THE FIELD

6-21-52

as dropping the mail in a loose folder. As a matter of fact, the charge-out card serves the additional purpose of spotting the files in a given file drawer that are charged out and, also, the loose mail attached thereto.

This system has been used effectively at the Seat of Government where considerably larger volume of files are charged out daily and where, also, a much larger volume of loose mail must be retained in the file drawer while the file is charged out.

The other objection to the elimination of the file folder, wherein it creates difficulty for employees of the Chief Clerk's Office to determine whether or not the file is pending or closed, can be easily overcome by the very desirable requirement that charge-outs must, in every instance, be placed in the file when the file itself is removed. Under existing regulations, employees of the Chief Clerk's Office are authorized to remove files without a charge-out. Files may also be removed without a charge-out when being pulled on tickler. It has been noted, however, that in the Richmond Office, a very desirable procedure has been adopted of dropping in the file folder a green piece of blotter to indicate the file has been removed on tickler. This, of course, facilitates location of the file in the event a request is received while it is out on tickler. Such a procedure would also be desirable when files are removed for any purpose, even by employees of the Chief Clerk's Office. Large colored charge-out cards could be used similar to those used in the closed file to signify with different colors (1) when the file is charged out on tickler and (2) another color when the file is charged out by an employee of the Chief Clerk's Office.

The procedure of requiring a charge-out in every instance when a file is charged out is basic and sound filing procedure. There should be no exception and such a requirement insures the more rapid location of the file. The preparation of charge-outs is eliminated by the use of colored charge-out cards. Accordingly, no additional time or effort would be required to use them if the use of file folders was eliminated.

This suggestion has also been pointed out by the inspection of the Richmond Office during which an examination of the majority of pending file cabinets reflects that the vast majority of space therein is taken up, not by the files themselves, but by file folders. This is particularly true in the cabinet drawers containing thin, applicant type files. Again, the problem is much more pronounced in the larger offices where the volume of files is much greater.

[Handwritten signature]
#275-5-2

The Director

7/24/52

The Executives Conference

Present 7/23/52: Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, and Graham.

TRAFFIC OFFICERS INSTITUTE
UNIVERSITY OF WISCONSIN
MADISON, WISCONSIN

The Conference considered Milwaukee's request to participate in the above Institute at the invitation of Lloyd Wilbur Woodruff, Instructor in the Political Science Department of the Extension Division of the University of Wisconsin and whose duties are connected with the Bureau of Government. This Bureau specializes in organizing and holding institutes dealing with specific fields of local Governmental activity.

This Institute will be for traffic officers only and no tuition will be charged. Sponsoring agencies are the University of Wisconsin, State Motor Vehicle Department, Wisconsin County Traffic Police, and Police Radio Operators Association. All are cooperative and friendly to the Bureau and its work in Wisconsin.

Milwaukee has advised that officials of the Wisconsin Chiefs of Police Association and the Wisconsin Sheriff's Association have no feeling of antipathy or rivalry toward this Institute, and there appears to be no connection between the Institute and the Northwestern University Traffic Institute.

While plans are not definitely consummated, it is generally understood that Bureau representatives will be in a position to control the amount of time which will be involved in Bureau participation.

The Conference with the exception of Mr. Glavin recommended that Milwaukee participate in this Institute. Mr. Glavin recommended that participation not be approved as he does not believe we should be in the traffic field.

Inspector Sizoo, who was not present at the Conference, is not in favor of participating as it is his belief that this places the Bureau in a position of participating in police training sponsored primarily by the University of Wisconsin and would be an opening for such requests from other universities.

In the event the Director approves, there is attached a letter to Milwaukee.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-28-82 BY SP-6/BJL

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JUL 29 1952

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Respectfully,
For the Conference
66-2584-9764

EX-121
Clyde Tolson

cc: Mr. Clegg
Mr. Mohr

The Director

July 23, 1952

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-6-90 BY SP2CJ
PK

The Executives Conference of July 23, 1952, consisting of Messrs. Tolson, Ladd, Nichols, Cresham, Mason, Rosen, Belmont, Mohr, Holloman, Parsons, Tracy and Glavin, considered the present Bureau regulation concerning the granting of emergency annual leave, giving consideration to the question as to whether any change in the Bureau's present policy should be made.

It was pointed out to the Conference that the Bureau's present regulation concerning the granting of emergency annual leave is that emergency annual leave may be granted to take care of emergency matters such as illness in the family or death in the family.

This obviously has not been followed. H

It was pointed out to the Conference that emergency annual leave should not be granted for frivolous reasons such as to cover tardiness due to oversleeping and the like but that it should be granted to cover real emergencies only. The Conference did not feel that every emergency could be spelled out but that the Bureau's present regulations be strictly interpreted and unless a real emergency exists, that such leave not be granted.

The Conference recommended that the Bureau's emergency annual leave rule be continued and that it be the personal responsibility of the Assistant Director or in his absence his #1 man to approve each such request. It is realized that the employee may go on emergency annual leave before the Assistant Director or his #1 man actually approves the leave. However, such a request must be referred to the Assistant Director immediately upon the beginning of the business day if the request is made before the beginning of the business day for his final action. Any request made during the business day can and should be approved by the Assistant Director or his #1 man.

The Conference makes this comment due to the fact that a re-quests for emergency annual leave have been made after regular working hours due to the interested employees being advised after working hours of the fact that a parent may be dying or some other real emergency existed making it necessary for the employee to immediately leave for his or her home.

- Nichols _____
- Belmont _____
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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
- Tolson, Rm. _____
- Nease CC - Mr. Mohr
- Gandy _____

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WRG:etw

The Conference also considered the Bureau's present rule covering tardiness. It was pointed out to the Conference that at the present time the Bureau's rule covering tardiness is as follows: "That absences which do not exceed 30 minutes or tardinesses which do not exceed 30 minutes (at the beginning of a business day) be excused without a charge to leave or handled administratively by requiring 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."

The Bureau's present regulation covering unexcused tardinesses is that if in the event an employee is charged with four unexcused tardinesses during a calendar year, he is to be orally warned by his S/C or Assistant Director. Five unexcused tardinesses during a calendar year will result in suspension of three days without pay insofar as the offending employee is concerned. Any subsequent unexcused tardiness during the calendar year are acted upon individually by the Bureau.

It was pointed out to the Conference that in the event the Bureau decided to administratively charge an employee leave without pay for tardinesses, this could be done. The Conference was advised that the Law Office of the Civil Service Commission stated that there would be no legal bar to the Bureau's setting up such an administrative procedure.

The Conference was split as to its recommendations concerning the Bureau's tardiness regulations.

I share this view. N.
Messrs. Tolson, Mohr, Holloman and Glavin recommended that in every instance of unexcused tardiness of 30 minutes or more, the offending employee be advised that he is being placed on leave without pay for the minimum period, one hour, due to such tardiness. This action will be taken whether the employee telephonically communicates with his Division requesting emergency leave or whether he merely reports to work tardy and has no acceptable excuse for such tardiness. Oversleeping and other such matters are considered by the entire Conference as being frivolous excuses for tardiness and would not be excused.

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Messrs. Tracy, Parsons, Belmont, Ladd, Rosen, Gresham, Mason and Nichols recommend that the Bureau's present tardiness rule continue in that if an employee is tardy 30 minutes or more and such tardiness is unexcused, that he be charged the minimum period of annual leave, i.e. one hour, in the event the tardiness does not exceed that amount of time; after the tardiness exceeds one hour that the employee be charged annual leave for such time as he is tardy. These members of the Conference do not feel that employees should be placed on leave without pay for tardinesses of 30 minutes or more.

OK
N.

The entire Conference is in agreement that the Bureau's present rule for tardinesses of less than 30 minutes be continued; that is, the employee make up the time or have it charged against compensatory time previously earned by him.

With reference to disciplinary action to be taken in case of tardiness, the entire Conference recommends that in the event an employee is tardy on two occasions during a calendar year, such tardiness not being excusable, that he be orally warned by his Assistant Director or SAC; that he also be orally warned for unexcused tardinesses until the fifth unexcused tardiness in a calendar year at which time he be suspended for a period of three days. The Conference feels that when unexcused tardinesses exceed five during any calendar year, that individual action should be taken in individual cases.

OK except when 4th tardiness occurs the suspension is applied
The Conference does wish to point out that there will be tardinesses which are excusable. Most such tardinesses are during the winter months when due to inclement weather, heavy snow storms or traffic breakdowns, the employee is late for work due to no fault of his own. We experienced some such excusable tardinesses last winter and we also experienced such tardiness during the transit strike last year.

Pending the Director's decision concerning this particular matter, further action regarding it is being held in abeyance.

The base of all the trouble has been the complete indifference + lethargy of supervising officials particularly in Ident Div. upon part of Tracy, Jamm + Eglit.

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

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

THE DIRECTOR

July 18, 1952

THE EXECUTIVES CONFERENCE

~~CRIMES WITHIN THE MARITIME JURISDICTION~~
~~EXECUTIVE CONFERENCE~~

The Executives Conference today with Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Holloman, Nichols, Gresham, Mason, Belmont, Ladd and Rosen in attendance unanimously approved the attached SAC Letter relative to a new law signed by the President on July 12, 1952, which extends the admiralty and maritime jurisdiction to crimes committed on an American airplane in flight over the high seas or other waters within the admiralty and maritime jurisdiction of the United States. Appropriate changes in the Manual of Instructions and the FBI Handbook are being prepared.

If approved, it is recommended that the attached SAC Letter be forwarded to the Field advising of our added investigative jurisdiction under this statute.

Respectfully,
For the Conference

Clyde Tolson

OK
H

AR:LEF:dw

cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/18/83 BY SP5C/LPT

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

RECORDED-14

INDEXED-14

EX-164

66-257-976b

JUL 22 1952

36 9/31
JUL 30 1952

Handwritten initials and a large 'R' mark.

July 10, 1952

MEMORANDUM FOR MESSRS. TOLSON
LADD
NICHOLS
BELMONT
CLEGG
GLAVIN
HARBO
ROSEN
TRACY
HOLLOMAN

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-8-94 BY SPSC/UB

Re: RECORDING AND ACKNOWLEDGING SUGGESTIONS
FROM BUREAU EMPLOYEES.

As a guide in determining if suggestions submitted should be forwarded to the Training and Inspection Division for recording, acknowledging and further processing of such suggestions, the following is submitted:

(1) Is the suggestion spontaneous? If an idea or suggestion originates with an employee which affects the Bureau's work, it should be recorded and acknowledged and thus should be forwarded for processing to the Training and Inspection Division. This is not necessary, however, when the suggestion is based on the views and opinions requested or solicited by the Bureau during a survey or during the handling of some specific project which inspired or solicited the opinion or suggestion. Suggestions which deal solely with the internal administration of a Seat of Government Division which arise as a result of discussions and during conferences need not be forwarded to the Training and Inspection Division for processing.

(2) Should the suggestion be acknowledged? Should the Director write the employee a letter expressing thanks for the suggestion? If so, it should be recorded and processed by the Training and Inspection Division. The same consideration will be given to a suggestion whether it is submitted on the regular suggestion form or by memorandum.

HHC:IGS

RECORDED - 16

66-5504-9767
JUL 15 1952
83

65 JUL 31 1952

ORIGINAL FILED IN 66-5765-2001

(3) If the suggestion is adopted, would it modify, change or add to the established procedures, methods and policies of the Bureau? If the answer is in the affirmative, it should be forwarded to the Training and Inspection Division for recording and processing. Similarly, if the suggestion were adopted and would result in a change in any of the Bureau's manuals or cause to be issued on SAC Letter, Bureau Bulletin, inter-office communication or specific instructions over the Director's signature, then the suggestion should be transmitted for recording and processing to the Training and Inspection Division.

(4) What if the suggestion appears as a part of a letter or memorandum the principal portion of the contents of the letter or memorandum being handled by another Division? Under these circumstances, if the suggestion meets the above tests, it should be forwarded to the Training and Inspection Division either by (1) transmitting promptly a copy of the communication to the Training and Inspection Division, calling attention to the suggestion, or (2) a separate memorandum can be forwarded to the Training and Inspection Division submitting the suggestion and showing the name of the employee who made the suggestion. In either event the recommendations of the interested Division should be submitted.

If any of the above standards are met the suggestion should be recorded in the Training and Inspection Division. These instructions do not change the instructions of March 11, 1952, but serve to establish more definite standards of procedure.

Very truly yours,

John Edgar Hoover
Director

(Approved by the Executives Conference July 8, 1952, Messrs. Tolson, Callahan, Tamm, Harbo, Belmont, Ladd, Rosen, Gresham, Holloman and Clegg being present.)

Mr. Tolson

7/3/52

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-02-92 BY SP5 GJ/LPT

At the Executives Conference of July 2, 1952, there were in attendance Messrs. Tolson, Glavin, Tamm, Harbo, Gresham, Belmont, Rosen, Gearty, and Mason.

There is attached hereto ~~Form FD-76, the daily report of Stenographers used in the field.~~ There is also attached a copy of ~~Form FD-135~~ which is used to prepare a summary listing all of the Stenographers in the office showing their names, the number of pages of work on their books, the date of the oldest work on their books, and a space for comments such as the amount of work of expedite nature, proposed leave to be taken by an employee, and other facts related to the work.

The Chicago Office submitted a revised form to replace Form FD-135. This revised form has spaces to show the name of the employee, the number of hours of dictation taken yesterday, the number of hours of clerical work performed yesterday, the number of pages typed yesterday, the number of pages to be typed today or in the future, the date of the oldest work on hand, the amount of time spent in Classification 116 work, namely, Atomic Energy Matters (which must be reported separately on the monthly Administrative Report submitted to the Bureau), and a column for remarks.

This proposed revised form of the Chicago Office was submitted to 9 field offices to be used for a trial period. After trial, New York and Philadelphia are opposed to the proposed form. New York feels that it is too time consuming to be valuable. Philadelphia feels that it tries to set forth too many things on one page.

The Butte Office feels that the form is unnecessary in smaller offices because the Supervising Stenographer and the SAC can easily peruse the individual daily reports of the Stenographers because there are so few. Chicago, Charlotte, Detroit, Minneapolis, and Newark unanimously approve the proposed form believing it to be useful and efficient in presenting a more complete and accurate picture of stenographic work.

cc: Messrs. Mohr & Clegg

EDM:ATP

INDEXED-37

RECORDED - 159

JUL 28 1952

INITIALS ON ORIGINAL

2 ENCL.
V. J. [unclear]
orig.

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

68 AUG 28 1952
58 AUG 8 1952

ORIGINAL FILED IN 100-2554-1100

Handwritten initials/signature

The Administrative Division at the Seat of Government believes the revised form is unnecessary and feels that it would take too long a time to compile information for inclusion on the form in the larger offices and would be unnecessary in the smaller offices.

The primary purpose of Form FD-135 is to acquaint the SAC with the status of all stenographic work in the office and to provide a guide for the Supervising Stenographer in the assignment of Stenographers for dictation.

Following its discussion of the proposed form the Conference felt that the present Form FD-135 was more suited to the needs of the field and required minimum score keeping. The Conference is unanimously opposed to any adjustment in Form FD-135.

There is attached for approval a letter to Chicago and the other offices which have been experimenting with the proposed form advising them of the Bureau's decision.

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

MR. TOLSON

7/3/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-22-82 BY SP-2/AT

Suggestion
21252

The Executives Conference on 7/2/52 was attended by Messrs. Tolson, Glavin, Q. Tamm, Harbo, Gresham, Belmont, Rosen, Gearty and Mason.

The Conference considered a suggestion that rather than have employees of the Records Section at the Seat of Government review and mark for indexing reports and letters in Security Matter and Internal Security cases, the dictating Agents in the field indicate what indexing needs to be done.

Mr. F. J. Baumgardner of the Internal Security Unit, Domestic Intelligence Division, is opposed to the idea and feels that it is better for the Bureau to rely on trained personnel for indexing work rather than upon the recollection of field personnel.

The suggestion was initially proposed by Mr. J. B. Engelstad of the Records and Communications Division, who cited certain instances in which reports were submitted by a particular field office in which each report had as a subject an individual member of a particular Communist Party Seaman's Club. Each report contained the identity of the other 9 members of the club. Under such circumstances, there being 10 reports involved, 10 main index cards were made and 90 "see" (or reference) cards were made. This resulted in duplicate work in the Records Section. The problem is experienced most often in Security Matter and Internal Security reports for these contain lists of names of members of various subversive groups.

Mr. Engelstad proposed that the dictating Agent in the field affix to each report or letter coming to the Bureau a slip of paper showing: (1) No additional indexing is required; or (2) No additional indexing is required with the exception of those names marked in blue ink in the right-hand margin of the original copy of the document; or (3) No information is contained in the document and normal indexing is suggested.

Mr. Engelstad feels that the matter of indexing is not followed as closely as it should be in field reporting and, of course, this is a disadvantage connected to his proposal. In addition, the work he proposes would save a certain amount of clerical time at the Seat of Government, which would be offset through the expenditure of Agent time in a higher salary bracket in the field.

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

cc-Mr. Mohr
Mr. Clegg

EDM:DMG

INDEXED-77

NOT RECORDED

135 JUL 24 1952

EX-32

58 AUG 4 1952

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-21252-153

WACOM

Memorandum to Mr. Tolson

The Conference saw a danger in relying upon the field to indicate what should be indexed and what should not be indexed. Indexing presently performed at the Seat of Government is extremely thorough and the importance of the Bureau's files demands such complete handling.

The Conference was unanimously opposed to the suggestion.

No further action need be taken.

MR. TOLSON ✓

7/28/52

EXECUTIVES CONFERENCE

Present at the Executives Conference on 7/25/52, were Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gresham, Holloman and Mason.

The Conference unanimously recommended unfavorably an expression from Supervisor Arthur V. Hart and Inspector T. E. Naughten that SACs be authorized to pay on a strict C.O.D. basis up to \$1,000 for information leading directly to the location of one of the top 16 fugitives and up to \$500.00 on a C.O.D. basis for locating any other FBI fugitive.

SACs are already authorized to pay up to \$200.00 without prior Bureau clearance. Mr. Rosen states that no difficulty has been experienced and recommended against any change. The entire Conference agreed.

No further action need be taken inasmuch as this is not a Suggestion Matter, but is an outgrowth of an inspection in the General Investigative Division.

cc - Mr. Mohr
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-98 BY 2694/TPT

RECORDED-187

66-2554-9110
JUL 29 1952

INDEXED-187

EX-130

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

70 JUL 30 1952

~~PAYMENTS TO INFORMANTS~~
CRIMINAL INFORMANT DESK

Inspector Naughten:

A review of informant files reflects that generally speaking our most successful informants are those informants who are paid. Naturally, our payments must be commensurate in size with the value of information received. SAC's are currently restricted in that they can approve payment of no more than \$200.00 to an informant as advances or C.O.D. In other words, they cannot promise to pay over \$200.00 even for the location of our most sought after fugitive. Prior to the issuance of SAC Letter Number 68 (B), dated July 18, 1952, SAC's could only approve payments up to \$100.00.

It is felt that this authority should be broadened in certain specific types of cases. For example, SAC's should have authority to pay or promise to pay up to a sum such as perhaps \$1,000 (on a strict C.O.D. basis) for information directly leading to locating a top ten fugitive and up to possibly \$500.00 C.O.D. for locating other FBI fugitives. This payment, of course, would be authorized where the fugitive's location is furnished by the informant and the fugitive is apprehended as a direct result of the information.

In addition, it is felt that it would be well to call to the attention of all SAC's the fact that they can pay the \$200.00 now authorized in a number of installments or all at once. Thus, they could make the proposition to good potential informants that \$200.00 would be paid for information directly resulting in the filing of a complaint in a Bureau case. One of the sources of potential informants in White Slave Traffic Act cases is bellhops and it would certainly tend to increase the activity of a potential informant bellhop if he were promised \$100.00 or \$200.00 for each good case he could bring to us.

RECOMMENDATION:

That the attached SAC Letter, incorporating the above suggestions, be issued. The comments of Assistant Director A. Rosen are requested in regard to the above recommendations and SAC Letter.

Inspection Report
Criminal Informant Desk
Inspector T. F. Naughten
July 22, 1952
AVH:lk;js

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-28-82 BY SP5CE

Pf

106-1554-9770

ENCLOSURE

*See copy
memo to
Mr. Tolson
7-25-52
TDM*

(Typed July 22, 1952)

DECLASSIFIED
ON 7-9-82

SP5CUTP

PERSONAL ATTENTION
SECRETLY CONFIDENTIAL

Letter To All Special Agents in Charge:

Re: PAYMENTS TO CRIMINAL INFORMANTS

Dear Sir:

DAC Letter Number 60, Paragraph B, dated July 16, 1952, increased your authority to approve payments to informants under Section 9A (2) J of the Manual of Rules and Regulations from \$100.00 to \$200.00. The Bureau's experience has been that generally our most productive informants are paid informants. Of course, payments for information should be commensurate in size with the value of the information received. It is recognized that \$200.00 may be inadequate for certain types of information.

You are hereby authorized to pay an informant up to \$1,000 for information as to the location of one of the Bureau's top ten fugitives if the fugitive is apprehended as a direct result of such information. You are authorized to pay up to \$500.00 under similar circumstances in regard to other Bureau fugitives. In other than fugitive cases you should continue to contact the Bureau for advice as to the amounts which you can contract to pay for information in excess of \$200.00. In the event you feel that a particular fugitive case warrants higher payment than set forth above you should contact the Bureau.

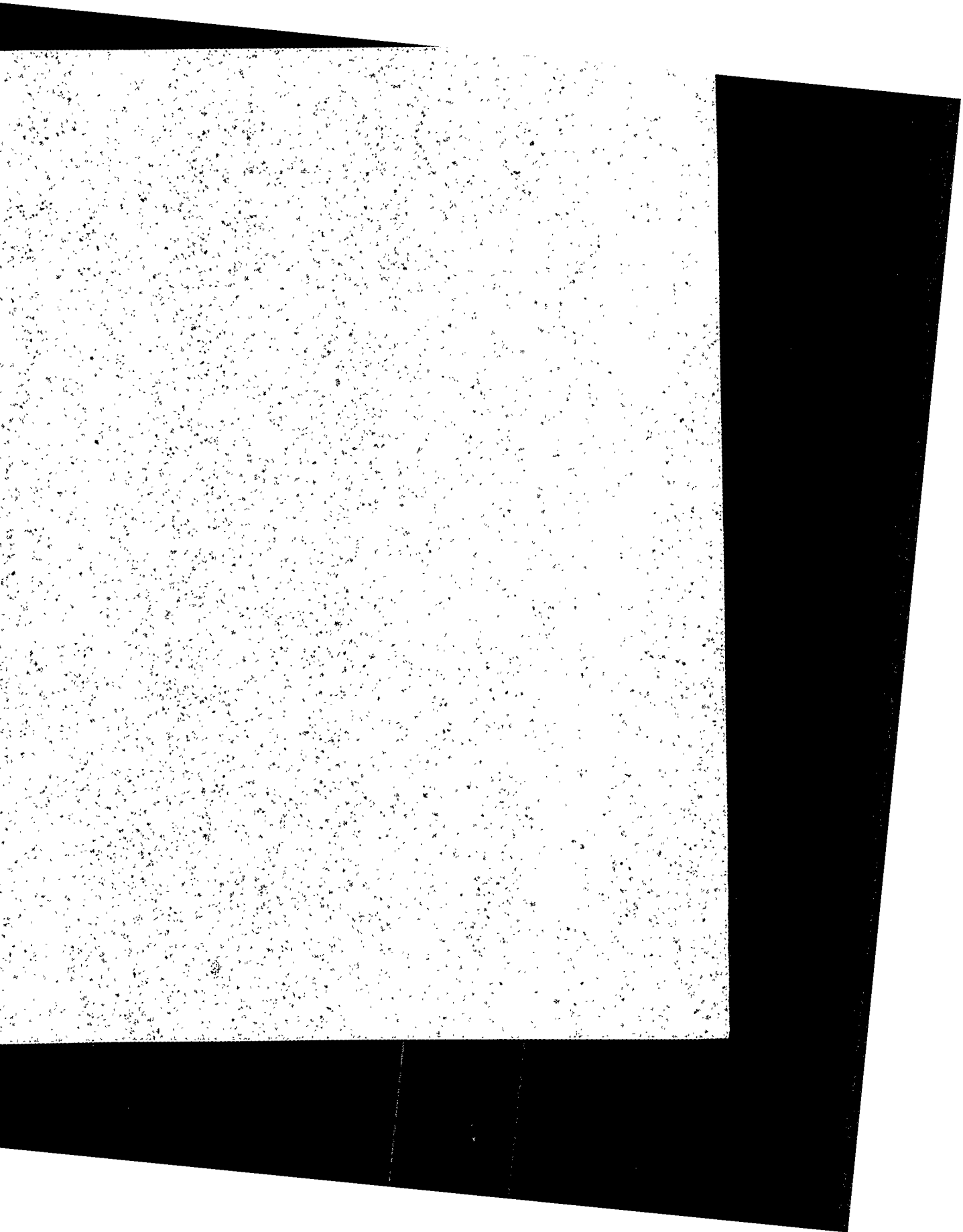
It is also believed that the productivity of your informants can be greatly increased by offering informants flat amounts (up to \$200.00 under your authority as set out in the Manual of Rules and Regulations) for information leading to the filing of a complaint in a Bureau case. For

44-3584-4770
ENCLOSURE

example, it would undoubtedly be productive to offer \$150.00 or \$200.00 for each report of a white slave violation which resulted in filing a complaint. You should at all times give consideration to the possibility of increased investigative accomplishments and the saving of agent time by payment for information and the use of devices such as the one above.

Very truly yours,

John Edgar Hoover
Director



COMMITTEE OF A. ROSLI
ASSISTANT DIRECTOR
INVESTIGATIVE DIVISION

I am opposed to the suggestion that we change our present instructions with reference to advancing funds to an informant or giving him funds on a C.O.D. basis in excess of \$200.00. Our present instructions have not varied as to handling in any instance which has ever been brought to my attention. We recently raised the payments from \$100.00 to \$200.00. I, therefore, am opposed to any change in the present rules.

I am very definitely opposed to any authority to be granted SAC's to pay up to perhaps \$1,000.00 on a strict C.O.D. basis for information directly leading to locating any of the top ten fugitives and/or up to possibly \$500.00 C.O.D. for locating other FBI fugitives. I do not know of any case in which any of our top ten fugitives were located wherein the question of money was involved as a condition precedent to turning over the fugitive wherein we were unable to get the fugitive because of lack of funds. Under our present instructions if SAC's want to expend money for the delivery of fugitives they call the Bureau and if a payment can be justified we have never turned them down. Under the proposal I am fearful that we will be paying out Government funds as inducements when the matter of money is not involved.

RECOMMENDATION:

In view of the above observations I am opposed to both suggestions.

Inspection Report
Criminal Informat Dept.
Inspector T. H. Noughton

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Feb 12 1975 BY SP5 CJ-
UPT

66-2554-9770

ENCLOSURE

COMMENTS OF ASSISTANT TO THE DIRECTOR D. M. LADD

I concur in the views expressed by Mr. Rosen and likewise am opposed to both suggestions made by the Inspector. I also believe that the Bureau should maintain more control over expenditures to informants than the proposal would permit it to do.

64-4-177

Mr. D. M. Ladd

July 14, 1952

Mr. A. H. Belmont

INVESTIGATIONS OF COMMUNIST FRONT ORGANIZATIONS

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 9-6-92 BY SP5C/PT

PURPOSE:

To submit a proposed SAC Letter outlining a method for the development of sources of legally admissible evidence in connection with the investigation of Communist front organizations.

DETAILS:

The Internal Security - Espionage Conference which was held at the Bureau on June 26 and 27, 1952, recommended the adoption of the proposal outlined below for the development of sources of legally admissible evidence in connection with Communist front organizations.

The problem of locating witnesses who are qualified to present legally admissible evidence before the Subversive Activities Control Board concerning the various Communist front organizations under investigation was discussed. It was pointed out that under existing Bureau policy active confidential informants will not be exposed before the Subversive Activities Control Board and Agent testimony will not be used unless it is absolutely necessary. These restrictions create the necessity for new sources of legally admissible evidence on a continuing basis so that witnesses may be readily available, who are qualified to testify concerning the activities of front organizations.

It was proposed that each office having active front groups in its territory establish a panel of potential confidential sources of information, listing thereon persons willing to testify concerning the activities of front groups. Persons placed on these panels are to be drawn from such groups as American Legion contacts, cooperative citizens, potential security informants, etc. These people will attend

Attachment

JAS:dhm

INDEXED-29

INDEXED-29

66-2554-9771

JUL 30 1952

100

64 AUG 4 1952

ORIGINAL FILED IN 100-7-254-557

CLASSIFIED BY 60322/UC/STP

the public functions of front groups and make periodic visits to the offices of such organizations for the purpose of securing the literature they distribute thereby insuring a steadyflow of evidentiary material concerning all active organizations under investigation.

ACTION:

In view of the recommendation of the Internal Security - Espionage Conference, a proposed SAC Letter is attached for approval.

ADDENDUM:

July 21, 1952

On July 21, 1952, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Parsons for Harbo, Rosen, Tracy, Mohr, Gresham, and Belmont, considered and unanimously recommended approval of this SAC Letter.

DIRECTOR'S NOTATION: "O.K." H.

AHB:t1c

THE DIRECTOR

JULY 25, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-16-92 BY SP5ca/UP

The Executives Conference of July 23, 1952, consisting of Messrs. Tolson, Ladd, Nichols, Gracian, Mason, Rosen, Belmont, Mohr, Holloman, Parsons, Tracy, and Glavin, considered a suggestion received from [redacted] of the Records and Communications Division to the effect that the Bureau utilize a bus to transport employees on paydays between the Identification Division Building and the Justice Building.

It was pointed out to the Conference that at the present time the Treasury pays the majority of the clerical employees in cash. These cash rolls are made up separately by the Treasury Department, one for the Identification Division Building and the other for the main Justice Building. They cannot intermingle these funds. Since it is necessary to send the payroll to the Treasury Department for preparation approximately a week before payday, on every payday certain employees who were on the Justice Building payroll will be working in the Identification Division Building or vice versa. It has been the policy in the past to transport these employees to the building where their payroll is being disbursed by station wagon.

[redacted] points out, seating accommodations are limited and a bus would materially expedite transporting the employe.

The Conference wishes to point out that the Records and Communications Division have recently suggested that two small twenty-five passenger buses be secured for trips between this building and the Identification Division Building since we have considerable traffic of employees between the two buildings. It is pointed out that information is now being secured as to the cost of buses and the Executive Conference will make its final recommendation upon receipt of bids concerning such costs. The Conference recommends therefore, that Mr. [redacted] be advised that the Bureau has previously given consideration to this matter and is endeavoring to secure the necessary bus transportation at this time. Should the Director agree, the attached communication should go forward to [redacted]

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

cc: Mr. Clegg
Mr. Mohr

OK
H

Respectfully submitted,
For the Conference

INDEXED-101
RECORDED-101
Clyde Tolson

66-257-9112
JUL 27 1952

68 AUG 4 1952

TO : MR. Glavin
FROM : H. L. Edwards
SUBJECT: HOLLIDAYS -
OBSERVANCE BY
GOVERNMENT AGENCIES

DATE: July 24, 1952

BACKGROUND

By Executive Order #19358, dated June 9, 1952, certain changes were made concerning the granting of time off for holidays. Prior to this time whenever a holiday fell on an employee's nonwork day other than Sunday, he was given no time off for the holiday. Under the provisions of the aforementioned Executive Order, whenever a holiday falls on an employee's regular nonwork day in lieu of Sunday, or when a holiday falls on a Sunday, the employee shall be excused from work on the next regular work day of his basic work week. This change will be effective on August 9, 1952, sixty days after the issuance of the Executive Order.

RECOMMENDATION

It is recommended that on appropriate SAC Letter be directed to the Field advising of the above changes. If you agree, an appropriate letter is attached.

Attachment

cc- Leave Section (Sent Direct)

JVB:jlr

ADDENDUM: (WRG:mab 7-25-52) The Executive Conference of July 25, 1952, consisting of Tolson, Nichols, Holloman, Gresham, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin recommended approval.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-6-92 BY [signature]

66-2554- ✓
NOT RECORDED
146 AUG 1 1952

356
68 AUG 14 1952

INITIALS ON ORIGINAL

ORIGINAL FILED IN 62-22536-71

THE DIRECTOR

7/28/52

EXECUTIVES CONFERENCE

RA
my

Present at the Executives Conference of 7/25/52 were Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Rosen, Mohr, Nichols, Holloman, Gresham and Mason.

The Conference considered what should be done with regard to In-Service Training in view of the approaching legal holiday on Labor Day, Monday, September 1, 1952.

The Conference unanimously believes that the In-Service Training Class which would convene normally on Monday, September 1, 1952, should convene on Tuesday, September 2, 1952 and be dismissed on Friday, September 12, 1952, the usual date. This course will have one day of activities at Quantico deducted to make up for the holiday lost.

No change should be made in the schedule of the class of August 25, 1952, the week before Labor Day. That class will finish at Quantico on Sunday evening, August 31, have Labor Day off and report to Washington at the commencement of business Tuesday, September 2, 1952. There will, of course, be an adjustment in the schedule to compensate for the holiday lost.

Respectfully,
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-19-82 BY SP-5/PS/PS

cc-Mr. Mohr
Mr. Glegg

EDM:DMC

166-2554-9773

JUL 31 1952

RECORDED - 95

INDEXED - 95

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Glavin _____
- Parsons _____
- Rosen _____
- Tracy _____
- Laughlin _____
- Mohr _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

413
AUG 8 1952

W.A. C...

THE DIRECTOR
EXECUTIVES CONFERENCE

7/30/52

The Executives Conference of 7/29/52 was attended by Messrs. Ladd, Nichols, Callahan, Tracy, Harbo, Belmont, Rosen, Mohr, Gearty, Holloman and Mason.

The Conference considered a suggestion from Miss Mary C. Wolfe, Supervisor, Routing Unit, Records Section, Records and Communications Division, that in the future ~~medical~~ examination forms be forwarded to the Bureau from field offices without a cover letter of transmittal.

Although there is no rule that cover letters be utilized to transmit physical examination forms to the Bureau, this has been a common practice.

The Conference unanimously recommends favorably the adoption of the suggestion. If the Director agrees, there is attached hereto an SAC Letter.

The Conference further considered what recognition should be given Miss Wolfe in view of the suggestion and recommends unanimously that a letter of commendation be addressed to her. Such a letter is attached for approval.

Respectfully,
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-26-2003 BY [signature]

66-2554-9774
AUG 11 1952

RECORDED - 20
INDEXED - 20

[Handwritten signature]

Attachments

cc - Mr. Mohr
Mr. Glegg

EDM:DMC

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

68 AUG 14 1952

~~68 AUG 14 1952~~

sent

OK
[Handwritten initials]

Mr. Tolson

7/3/52

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-9-87 BY SP-4 JAC/

At the Executives Conference of July 2, 1952, there were in attendance Messrs. Tolson, Glavin, Tamm, Harbo, Gresham, Belmont, Rosen, Gearty, and Mason.

There is attached a copy of Form O-33 entitled "Stenographer's and Typist's Daily Report." This is the daily report utilized by Stenographic and Typing employees at the Seat of Government.

Special Agent George M. Peet of the Records and Communications Division feels that the form should be revised in order to break down the statement "Pages Received Today" into two headings such as: (1) "Dictated Pages Received Today" and (2) "Other Pages Received Today"

The purpose of the suggestion is to afford the reviewing official an opportunity to see which of the pages received by the Stenographer or Typist were actually dictated and which pages pertain to copy work or rewrites. Behind this suggestion is the thought that a perusal of daily reports with this adjustment would make it possible to see whether stenographic employees are being used to the maximum on stenographic work or whether they are spending a substantial amount of time on copy work or less important duties which could be handled by a lower-paid employee.

There was strong sentiment at the Executives Conference to the effect that most Stenographers already show in a separate tabulation typed on the daily report how many pages of copy work or retyping they have to do and that, therefore, an adjustment to the form is not necessary.

The Conference unanimously believes that there is no necessity of revising this form. If you agree, there is attached a letter so advising Special Agent Peet.

cc: Messrs. Mohr & Clegg

EDM: ATP

Suggestion #286-52

RECORDED-136

166-2554-9775
RECORDED
JUL 29 1952

INITIALS ON ORIGINAL

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

ORIGINAL FILED IN

66-3482-1111

ENCL.

53 AUG 4 1952

The Director

7/31/52

The Executives Conference

Present 7/31/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, Nichols, and Mason

SPECIALIZED SCHOOLS
CRIMINAL INFORMANT MATTERS

The Conference considered the views of Assistant Director Rosen, Inspector Naughten, and Supervisor [redacted] resulting from the recent inspection of criminal informant matters that specialized schools be held for carefully selected Agents to give them further training in ways, means, and procedures in the developing of new informants and further exploitation of existing potential and criminal informants. Such a course would last 2 days and would be offered semiannually. It is contemplated that the Administrative Division could schedule this course to follow an In-Service training course, and the men, for the most part, who will take the informant training will be held over 2 days at the completion of In-Service training. There may be a few additional men not due for In-Service training who should be given the informant training, and they could be called in for 2 days. However, with planning this number would be held to an absolute minimum.

b6
b7c

The number of Agents attending the informant training would be no larger than an In-Service class.

The curriculum would be similar to that previously given in earlier schools in the handling of criminal informants and would include, among other timely projects, selecting prospects for development, making initial contacts, securing cooperation, maintaining contacts, testing reliability, selecting cases on which to use informants and prospects, noting pitfalls.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY [signature]

If approved, Supervisor [redacted] will commence preparing the complete agenda and submit it through Mr. Rosen for approval. The Administrative Division will set an appropriate date in the Fall (after the vacation period) and select through correlation with the Investigative Division the appropriate Agents to attend.

b6
b7c

If approved, this semiannual training will be a continuing program to help improve the Bureau's handling of criminal informant matters.

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Mohr _____
- Joseph _____
- Tracy _____
- Laughlin _____
- Mason _____
- Nease _____
- Holloman _____
- Belmont _____
- Harbo _____

RECORDED - 26

INDEXED - 26

Respectfully,
For the Conference

AUG 1 1952

Glyde Tolson

7 AUG 4 1952
EDM:vlr
cc: Mr. Clegg
Mr. Mohr

66-2554-977
[signature]

The Director

7/31/52

The Executives Conference

IN-SERVICE TRAINING
ELECTION DAY

Present 7/31/52: Messrs.
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Rosen, Gearty,
Holloman, Nichols, & Mason

The Conference considered whether ~~In-Service~~ training for Special Agents should be cancelled so that none will be away from their offices of assignment on election day, November 4, 1952. It was concluded unanimously that In-Service classes should be scheduled to report to Washington without change and the matter of voting be left to the individual Agents to handle through absentee ballots or other arrangements which can be consummated locally.

Respectfully,
For the Conference

Clyde Tolson

OK
7

EDM:ulr pbr
cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-2-88 BY 2834/PT

RECORDED - 56

INDEXED - 56

166-2554-9177
AUG 1 1952

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

134
7-107
AUG 5 1952

D. M. Ladd

July 17, 1952

A. H. Belmont

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-15-81 BY SP-1 MAC/SC
7-1-92 SP5 C-L/T

~~SECURITY INFORMANTS
AND DOUBLE AGENTS~~

EXECUTIVES CONFERENCE

PURPOSE

To recommend approval of the attached SAC Letter instructing the Field to obtain, whenever practical, a signed statement from security informants and double agents as an aid to maintaining closer control by the Bureau.

BACKGROUND

My memorandum to you dated July 2, 1952, re Internal Security - Espionage Conference, June 26 and 27, 1952, in part referred to the discussion of the conference concerning the control of security informants and double agents. The conference considered a suggestion that a signed statement be obtained from each double agent which would contain statements to the effect that the double agent had been advised that information obtained by him and his cooperation with the Bureau was considered as classified information of secret or higher classification. The signed statement would indicate that the double agent had been advised that any unauthorized disclosure by him would be a violation of the Espionage Statutes.

The conference felt that such a signed statement containing a threat of prosecution for unauthorized disclosure would be undesirable, inasmuch as the Bureau would probably in many instances not desire to carry out the threat and actually initiate prosecution for such disclosures. It was felt that a signed statement containing a note of patriotism and an agreement not to make unauthorized disclosures could be used to advantage in most instances in controlling double agents and security informants as well. The conference recommended that the Bureau work out such a statement and send it to the Field.

Attachment

ETT:eal

277 1134

X-69

58 AUG 8 1952

RECORDED - 36

INDEXED - 36

66-2554-9778

JUL 29 1952

100

COPIES OF ORIGINAL * 31

ORIGINAL FILED IN 66-2554-9778

The attached SAC Letter furnished the Field with the wording of such a signed statement. The Field is instructed to obtain a statement of this kind from each double agent and informant presently being operated as well as those recruited in the future, if practical. In those instances where the obtaining of such a statement would not be practical, the Field is requested to furnish the full facts to the Bureau.

Concerning informants, it is proposed that the Field will be followed in this matter in conjunction with the review of the semi-annual reports submitted by each office on security informants. The securing of the statements from double agents will be followed in the individual file relating to the double agents, inasmuch as the number of double agents is very limited.

RECOMMENDATION

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

ADDENDUM:

July 21, 1952

On July 21, 1952, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Parsons for Harbo, Rosen, Tracy, Mohr, Gresham and Belmont, considered and unanimously recommended approval of this SAC Letter.

AHB:tlc

DIRECTOR'S NOTATION: "O.K." H.

MR. TOLSON

7/23/52

EXECUTIVES CONFERENCE

The Executives Conference on 7/21/52 was attended by Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gresham and Mason.

The Conference considered a suggestion from SA Douglas O. Smith of the Little Rock Office that daily reports of Special Agents in resident agencies be forwarded by the Senior Resident Agent along with the daily report of each Resident Agent directly to headquarters city daily rather than weekly as is the present practice concerning Number Three Cards.

Mr. Smith felt that this would make it possible for the field office Supervisor to compare the Number Three Card with the particular daily report to which it relates daily without waiting until the end of the week. This is actually a function to be performed by the Senior Resident Agent.

Daily Reports are submitted daily to the field office. Number Three Cards are submitted weekly from Resident Agents. The purpose of holding Number Three Cards in resident agencies until the end of the week was to permit the Senior Resident Agent to determine whether an Agent is back-tracking over the same territory, is listing the same people for contact on several days and is properly planning his work. Having a Number Three Card for only one day would not permit a clear analysis. It would not reveal trends. Consequently, the Bureau recently established the present procedure.

The Conference felt that no change should be made in the present handling of Number Three Cards.

If you agree, no further action need be taken for Mr. Smith has already been thanked for his suggestion.

cc-Mr. Mohr
Mr. Clegg

RECORDED - 122 66-2537-9779

NOT RECORDED
141 AUG 6 1952

INITIALS ON ORIGINAL

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

EDM:DWG

HEREIN IS UNCLASSIFIED
DATE 6-9-82 BY SP5/4/pt

8 AUG 10 1952

ORIGINAL COPY FILED IN 6-2100

MR. TOLSON

7/23/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 1-6-92 BY SP84-
1/1

Present at the Executives Conference on 7/21/52 were Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gresham and Mason.

The Conference considered a suggestion from SA Douglas O. Smith of the Little Rock Office that resident agencies equipped with Bureau telephones maintain a record of long distance calls charged to resident agencies. Bills later submitted by the telephone company can be compared with the list of calls maintained by the resident agency and a verification made for purposes of accuracy.

The present rule of the Bureau is that calls emanating from a resident agency should be charged to the resident agency phone so that the SAC may analyze monthly the cost of communications in each resident agency and see if progress is being made in reducing this cost to the minimum.

Although Agent Smith pointed out in his suggestion that bills from the telephone company are received at his resident agency, this is not a general practice and in a great many offices these bills are sent directly to the SAC in order to expedite preparation of the voucher.

The Conference carefully considered whether the administrative work attached to maintaining a record of telephone calls would be worth while and the Conference followed the recommendation of Mr. Glavin that the present procedure of not maintaining a separate listing of calls be continued without change. Mr. Glavin sees no need for keeping a list of each call made during the month.

The Conference unanimously concurred with Mr. Glavin in an unfavorable recommendation concerning this suggestion and the Conference pointed out that a listing of calls appears in the resident agency file in headquarters city where it is available for review not only by the SAC, but by the Senior Resident Agent when he visits headquarters city. If you agree, no further action need be taken as Mr. Smith has already been thanked for his suggestion.

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

cc - Mr. Mohr
Mr. Clegg
EDM:DMG

7/22
57 AUG 14 1952

RECORDED - 122
INDEXED - 122

116-7552-9780

RECORDED
141 AUG 6 1952
INITIALS ON ORIGINAL

ORIGINAL CONTAINED IN 100-107-1000-1000

7/21/52

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 15-12-92 BY SP5/ST/97

The Executives Conference of 7/16/52 had in attendance Messrs. Tolson, Ladd, Callahan, Tracy, Mohr, Belmont, Rosen, Gresham and Mason.

The Conference decided that a cash award in the amount of \$10.00 should not be made to [redacted] a former Bureau employee, now residing at Gap Mills, West Virginia.

Prior to submitting his resignation, Mr. [redacted] suggested a longer search slip be used in listing numerous mail searches. This suggestion was acknowledged prior to his resignation and he was informed that his suggestion would be tried. The trial period is now over and the Records Section advises that the suggestion is adopted; however, it is not possible to estimate any actual savings in view of the limited use of this suggestion, but it does reduce the number of times that a searcher must list the common name and other data pertaining to subjects when preparing reference lists on common names.

The Government Employees' Suggestion Program authorizes the making of cash awards to employees for suggestions adopted within 5 years. The program makes no distinction as to whether an employee remains in the service or leaves the service prior to receiving an award.

The Conference unanimously felt, however, that since no savings could be tabulated and any savings resulting would be of a trifling amount, no cash award should be made even though the Suggestion Program authorizes a cash award in the amount of \$10.00 for any suggestion adopted. The Government Employees' Suggestion Program does not specify that an award must be made.

If you agree, no further action need be taken and it is noted that Personnel Officer H. L. Edwards concurs in this recommendation of the Executives Conference.

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

RECORD

INDEXED : 135

9781

cc-Mr. Mohr
Mr. Clegg
EDM:DMG

58 AUG 18 1952

100-12-1057
b6
b7c

The Director

August 1, 1952

The Executive Conference

TYPE OF MOTOR VEHICLE RADIO EQUIPMENT
ON STATE HIGHWAY PATROL FREQUENCY
DENVER DIVISION

On August 1, 1952, the Conference, composed of Messrs. Tolson, Ladd, Glavin, Belmont, Rosen, Mason, Gurnea, Tracy, Nichols, Holloman and Harbo, was advised of the letter dated July 17, 1952, from the SAC at Denver informing that U. B. Corral, Chief of the Colorado State Patrol, had recently communicated with the FCC advising them of his willingness to allow the Bureau to install mobile radios in FBI motor vehicles employing the state police radio frequency; also that U. B. Corral personally told SAC Burton that, if desired by the Bureau, he would install Colorado Highway Patrol radio equipment in our cars and maintain the equipment for us.

With reference to the Director's inquiry concerning Chief Corral's offer to install State Police equipment in Bureau cars, this offer has not previously been brought to the attention of the Bureau by SAC Burton; there is attached a letter to Denver instructing that no such installation be made.

With reference to the statement that Chief Corral recently communicated with the FCC advising them of his willingness to allow the Bureau to install FBI radios in FBI cars but employing the State Police frequency, this is pursuant to a request made by the Denver Office since there are presently on order for Denver 5 two-way radio units and 2 radio receivers, all to operate on the State Patrol radio frequency. FCC regulations require the approval of the agency whose radio frequency will be employed and the FBI has followed this procedure in 35 of the field divisions. Use of such equipment in the Bureau cars is, of course, for the benefit of the FBI field agents in enabling them to maintain more efficient communications in road trips in sparsely settled portions of the state where telephone communications are not always readily available, in cases where the FBI and local officers are working jointly in a fugitive case, to enable field agents to learn promptly of cases within their jurisdiction as reflected by broadcasts on the state police radio, to reduce travel in the handling

RECORDED - 24 66-7554-9782

INDEXED - 24 37 AUG 5 1952

68 AUG 13 1952

Attachment

cc - Mr. Clegg
Mr. Mohr

INDEXED
FOIA # 323,013
LPT


REDACTED

of expedite matters by facilitating communication with the Agent over the state radio, and to enable an Agent working alone to seek assistance of local officers in the vicinity when he unexpectedly comes upon a situation involving the apprehension of a dangerous fugitive.

In view of the circumstances reflected in Denver letter of July 17 concerning Chief Carrel's attitude toward civil rights investigations, the Conference unanimously recommends that the Denver Office be instructed to hold in abeyance all previously approved plans for installation of equipment in Bureau cars utilizing the state patrol frequency. The equipment on order can readily be used on the regular FBI frequency simply by changing the transmitter and receiver crystals.

If the Director concurs, the attached letter may go forward to the Denver Office.

Respectfully,
For the Conference


Clyde Tolson