

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

Total Deleted Page(s) = 10  
Page 15 ~ Referral/Consult;  
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Page 18 ~ Referral/Consult;  
Page 19 ~ Referral/Consult;  
Page 20 ~ Referral/Consult;  
Page 103 ~ Duplicate;  
Page 104 ~ Duplicate;  
Page 155 ~ Duplicate;  
Page 156 ~ Duplicate;

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The Director

August 5, 1952

The Executives Conference

\* TEXAS CITY DISASTER  
FEDERAL TORT CLAIMS ACT

The Executives Conference consisting of Moore, Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Winterrowd, Rosen, Clegg, Courtney, Holloman and Nichols considered the matter of recording a \$219,000,000 savings in the Texas City Disaster case.

Mr. Leonard of the Statistical Section recommended against recording this inasmuch as to take statistics on the basis of Federal District Court actions. In this case, the Federal District Court rendered a decision contrary to the government. The Court of Appeals reversed the Lower Court decision. The matter of appealing to the Supreme Court is still pending. Mr. Leonard argues against recording the statistic on the ground that it would be contrary to our general rules and may open our statistics to question.

The Conference was unanimously of the opinion that we should not count this as a statistic in that it would be tallied with fines, savings and recoveries. On the other hand, we should carry a footnote to this general figure of fines, savings and recoveries and add the words that in addition to the foregoing savings, the sum of \$219,000,000 resulted in savings to the government following an FBI investigation after an adjudication by the U. S. Circuit Court of Appeals. In the caption on the Federal Tort Claims Act, a reference could be made to the Texas City disaster. In this way, we would have the benefit of the statistic and still not open the Bureau to any question.

Respectfully,  
For the Conference

Glenn Tolson

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

Mr. Clegg  
Mr. Mohr

MR. MOHR

60 AUG 15 1952

RECORDED - 135

166-2554-9783  
AUG 7 1952

INDEXED - 135

EX - 109

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4-22-92 BY SP-4  
FOIA # 323, 013  
See draft

It should be emphasized to the Miami Office that all of their estimates thus far have been greatly understated and it has been necessary for them to seek additional funds for the completion of construction of other items previously authorized by the Bureau. The Miami Office should be instructed to submit in detail an itemized account of how this money is to be expended and give assurance that no further requests will be made of the Bureau in connection with this particular project.

ADDENDUM (8/4/52)

The Executives' Conference of July 31, 1952, consisting of Messrs. Tolson, Holloman, Nichols, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin felt that this expenditure is a reasonable one and approves it.

H. R. Glavin/pam

MR. H. H. CLEGG

7/24/52

MR. E. D. MASON

NEW FIREARMS RANGE  
MIAMI, FLORIDA

Executives Conference

*fruit*  
*NY*

You requested views as to whether the Miami Office should be authorized to expend \$2,512.14 to build a house for showers, toilet facilities and clothing storage at the new firearms range. It will be recalled that the range is virtually completed except for this planned construction.

This range is approximately 25 driving minutes from the Miami Office. There is one shower in the Miami Office and this could be utilized by Agents desiring to take showers, although, frankly, the Miami Office is so crowded that there is little or no place to store clothing.

There is a temporary building at the firearms range, constructed of wood, which now contains 2 toilets and 1 wash basin so it can be seen that employees presently have toilet facilities available.

It is my understanding that approximately 15 Agents shoot on any given day at the firearms range so the present number of toilets would appear to be adequate. It would further appear that one shower in the Miami Office would be adequate if there was clothing storage space.

The Miami Office bases its argument for the expenditure of the \$2,512.14 on the fact that, if there were shower facilities at the range, Agents could report to the range in their business clothes, change and don range clothes, shoot, shower, change back to business clothes and go about their investigative activities without delay. If the Miami Office is in a position to guarantee that this procedure will be followed strictly in order that maximum productivity is assured them, I would vote in favor of expending the money for the shower house. It appears, however, that there will be difficulty in giving any such assurance.

If the SAC at Miami wishes to take the responsibility of assuring that a maximum of 4 hours per month will be spent by an Agent in firearms activity, as he states, then I suggest that the Bureau authorize the expenditure for the range shower house and toilet facilities building, for the building will rather quickly pay for itself under those conditions.

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

cc-Mr. Glavin

EDM:DMG

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 12-2-82 BY 0000/ctt

RECORDED-137

66-2554-9784

AUG 12 1952

61

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-14

AUG 26 1952

THE DIRECTOR

August 4, 1952

The Executives Conference

[Redacted]

20027

b6  
b7C

MANUFACTURERS OF COSMETIC HANDS

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Mason, Harbo, Holloman, Glavin, Mohr, Belmont, Gearty, and Tracy on July 31, 1952, considered the registering of fingerprints by models used in the manufacture of plastic/cosmetic hands.

For the Director's information, a letter from the New York Office advised that Mr. and Mrs. [Redacted] New York manufacturers of cosmetic hands, contacted the New York Office stating that one [Redacted] of Bloomfield, New Jersey, is producing cosmetic hands from molds made by the [Redacted]. The [Redacted] desire that Agent [Redacted] of the New York Office testify that some of the hands produced by [Redacted] were made from the [Redacted] models. They were advised the request could not be granted.

b6  
b7C

Agent [Redacted] contacted the [Redacted] several years ago when the Bureau first considered the question as to whether fingerprints of models used in the manufacture of cosmetic hands should be on file in the Bureau.

In 1945 the Bureau advised the [Redacted] that fingerprints of models would be accepted by the Bureau if they desired to submit such. In 1948 the Executives Conference considered the question again and recommended against the Bureau contacting manufacturers of artificial hands in order to get such hands marked in some manner for identification purposes. It was felt by the Conference that the majority of individuals wearing artificial hands would be veterans and unfavorable publicity might result to the Bureau.

The Conference unanimously confirms its prior

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

cc - Mr. Clegg  
Mr. Mohr

RECORDED-89

166-2554-9785

17 AUG 22 1952

SJT:ida

66 AUG 15 1952

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SERIALIZED FILED  
AUG 20 1952  
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76

Memorandum for the Director

August 4, 1958

From the Executives Conference


20028

recommendations in 1948 and that no action be taken with reference to the registering of fingerprints of models used in the production of artificial hands and that no effort be made to secure the fingerprints of such models.

The New York Office has been telephonically advised not to permit any Agent of the New York Office to testify in the  matter.

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b7c

Respectfully,  
For the Conference,

  
Clyde Tolson

The Director  
The Executives Conference

August 7, 1952

~~RECOMMENDED PURCHASE OF  
HIGH-SPEED CENTRIFUGE~~

On August 6, 1952, the Conference, composed of Messrs. Ladd, Mohr, Gearty, Belmont, Tracy, Clegg, Rosen, Glavin and Harbo, were advised of the Laboratory's request for the purchase of a high-speed centrifuge which will produce a speed of approximately 14,000 revolutions per minute. At present the maximum speed which can be obtained from any such equipment in the Laboratory is 4,000 revolutions per minute. The proposed high-speed equipment would save considerable time in the Laboratory by eliminating some of the long and tedious filtrations presently necessary and also would in some instances permit positive findings in situations where at present no definite conclusion can be reached. The proposed equipment would be used almost daily; the Laboratory estimates it would result in employee time savings of from one-half day to one day each week.

The Conference unanimously concurs in the Laboratory recommendation for the purchase of a high-speed centrifuge at an approximate cost of \$550.

Respectfully,  
For the Conference

Clyde Tolson

CC - Mr. Clegg  
Mr. Mohr

RTH:kmb

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

RECORDED-37

INDEXED-37

166-2554-9786

AUG 8 1952

AUG 14 1952

SEARCHED INDEXED SERIALIZED FILED  
AUG 12 1952  
FBI - NEW YORK

RH

The Director

8/6/52

The Executives Conference

Arrests

The Executives Conference recommended that the present instructions concerning the mechanics of arrest be amended.

The Manual of Instructions at the present time, Section 21 (2) (c) 1, 2 & 3, is as follows:

"In making arrests every Special Agent will be expected to employ the proper restraints and discretion deemed necessary in the exercise of good judgment in connection with the performance of his duties. It is impossible to lay down definite rules as to the use of handcuffs and other restraining devices. The number of Agents present, the physique and stature of the arrested person, his reputation for violence, his conduct at the time of arrest, his criminal record or the lack of criminal record, and the standing of such persons in the community must be considered in determining the necessity for the use of handcuffs. Promiscuous use of handcuffs and other restraining devices in cases in which there is no apparent need will not be tolerated."

The above underlined sentence to be deleted and the following sentence is added in order to clarify these instructions:

The safe delivery of the arrested person must be guaranteed. You should resolve any doubt in favor of the use of handcuffs and other restraining devices in any justifiable case.

The Conference unanimously recommended that this addition be made to the above instructions and that to augment training in the handling of arrest problems the Bureau desires that at the next Continental Special Agents' Conference there be a discussion devoted to these problems. Handbook and Manual changes are presently being made to reflect this change.

There is attached a proposed SAC Letter.

Respectfully,  
For the Conference

RECORDED - 45

INDEXED - 45

17 AUG 8 1952

Clyde Tolson

EX-121

c - Mr. Mohr

5 AUG 14 1952

AR:LM Attachment

Handwritten notes and stamps including "7787", "1030", and "11-9-52".

Director

August 7, 1952

The Executives Conference

PURCHASE OF LIBBY  
PHOTRON REFLECTOMETER

On August 6, 1952, the Conference, composed of Messrs. Ladd, Mohr, Gearty, Belmont, Tracy, Clegg, Rosen, Glavin and Harbo, was advised that Dr. R. B. H. Gradwohl, who is in charge of a medical laboratory and head of the St. Louis, Missouri, Police Department Laboratory, has recently reported in several articles and at scientific meetings that a distinction could not be made between chimpanzee blood and human blood by the usual serological tests. In view of this publicity, the Laboratory anticipates the possibility that some defense attorneys may attempt to use Gradwohl's statements in an effort to embarrass the Bureau by endeavoring to discredit testimony concerning blood examinations at trials.

The Laboratory proposes the purchase of a device known as the Libby Photronreflectometer, by means of which it is possible to distinguish between chimpanzee and human blood, as well as other closely related specimens such as deer and elk. In addition, this unit, which was developed at Rutgers University, will enable considerable saving in the use of costly antisera in the Laboratory.

The Conference unanimously concurs in the Laboratory recommendation for the purchase of a Libby Photronreflectometer at an approximate cost of \$300.

Respectfully,  
For the Conference

*[Handwritten signature]*  
Clyde Tolson

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

CC - Mr. Clegg  
Mr. Mohr

RTH:kmb

66 AUG 15 1952

RECORDED - 10

INDEXED

166-2554-9788  
17 AUG 8 1952

*[Handwritten notes and signatures]*  
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CONFIDENTIAL

ALL INFORMATION CONTAINED  
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DATE 1-12-1983 BY [signature]

EX-115  
57 AUG 26 1952

RECORDED - 57

INDEXED - 57

166-2554-9789  
AUG 15 1952

NUMBER OF COPIES - 12

ORIGINAL FILED IN - 1304

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. D. M. Ladd

FROM : Mr. A. H. Belmont

SUBJECT: SECURITY INVESTIGATIONS,  
SECURITY INDEX AND RELATED MATTERS  
Bureau file 100-358086

DATE: July 22, 1952

PURPOSE:

To recommend that the attached proposed SAC Letter be approved for dissemination to the field.

DETAILS:

The Internal Security-Espionage Conference, which was held at the Bureau on June 26 and 27, 1952, was attended by key personnel of twenty-two field offices and representatives from the Domestic Intelligence Division.

During the course of the Conference the following subjects were discussed. Thereafter, recommendations were made and the attached SAC Letter has been prepared in line with the recommendations.

I. SECURITY INDEX - VERIFICATION OF CHANGE OF ADDRESSES BY AUXILIARY OFFICES

It has been noted that there have been delays in certain instances by auxiliary offices in verifying information that a Security Index subject has changed residence and is residing within the territory covered by the auxiliary office. Until the change of address is verified the office of origin cannot be changed by the submission of Form FD-128 and the Security Index cards are not maintained by the office in whose territory the subject presently resides.

In order to expedite the verifications it is recommended that a two-week deadline be placed on leads of this type.

II. SECURITY-TYPE CASE TRANSFERRED TO A NEW OFFICE OF ORIGIN BY FORM FD-128

The question was raised at <sup>AUG 11, 1952</sup> the Conference regarding those instances when a new office of origin has received a case on transfer from the old office by Form FD-128 and no further investigation is contemplated in the new office as to the procedure for placing the matter in a closed status in the new office of origin. It was the decision of the Conference

Attachment  
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that in such instances, when no additional investigation is contemplated in the new office of origin in security-type cases, that the case should be closed administratively after advising the Bureau by memorandum of the action being taken. The latter action is necessary in order to acquaint Bureau Supervisors with the status of the case in the new office of origin.

### III. UNNECESSARY LEADS IN SECURITY MATTER CASES

The Conference participated in considerable discussion concerning the question of unnecessary leads being set out for auxiliary offices, particularly in Security Matter - C cases in which the subjects are being considered for the Security Index. The Conference recommended that instructions be furnished the field pointing out that we must not lose sight of our objectives of the investigation in that type of case and that all leads be carefully checked to see that auxiliary offices are not being required to perform investigations unnecessarily. It is obvious, in view of the heavy volume of security-type work in the field, that we must afford this matter careful supervision to see that we are not wasting manpower effort on unnecessary investigations in auxiliary offices. This will in no way curtail the office of origin in requesting investigations by auxiliary offices when there is a definite reason to conduct the investigations either to reach the objectives of the investigations or to obtain data necessary under Bureau instructions.

### IV. DOCUMENTATION IN REPORTS AND USE OF THUMBNAIL SKETCH FILES

The Conference pointed out that there is a possible misunderstanding in the field in regard to the extent of documentation necessary regarding the associates of a subject of an investigation and as to the types of security investigations in which complete documentation of information is necessary. The Conference felt that it would be desirable to encourage the establishment of thumbnail sketch files in each office reflecting the necessary information on individuals whose names frequently come up and that when such a thumbnail sketch is requested and received from other offices and the Bureau that this sketch be added to the office file for future reference, thus eliminating repeated requests from the same office for thumbnail sketches on the same individual or organization.

Although instructions in regard to documentation were set out in detail in No Number SAC Letter I, dated March 14, 1952, it is believed desirable that we reiterate and clarify the instructions on the points raised.

V. SECURITY INDEX SUBJECTS EMPLOYED IN KEY FACILITIES

Under present instructions, reports are submitted each six months on Security Index subjects employed in key facilities so designated by the Secretary of Defense. During the interim between reports, present instructions direct the field to place the case in a closed status. The Conference felt that it would be more desirable to carry these cases in a pending inactive status during the interim period in order that the case would be continually assigned to an Agent and the incoming material would be routed to the Agent for handling. Under the recommended procedure the cases would become reactivated periodically for the preparation of the six-months' reports.

It is believed that the recommended procedure would afford these important cases closer supervision.

ACTION:

In view of the recommendations of the Internal Security-Espionage Conference, there is attached herewith a proposed SAC Letter for your approval.

ADDENDUM:

July 25, 1952

On July 25, 1952, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Belmont, Mason for Clegg, Glavin, Parsons, for Harbo, Rosen, Tracy, Mohr, Gresham and Belmont, considered the proposed SAC Letter which is attached and unanimously recommended its approval.

AHB:tlc

✓ J PL

TO : Mr. A. H. Belmont  
FROM : Mr. F. J. Baumgardner  
SUBJECT: COMMUNIST PARTY, USA

DATE: AUGUST 5, 1952

~~TOP SECRET~~

DEVELOPMENT OF TOP LEVEL ~~X~~  
SECURITY INFORMANTS  
INTERNAL SECURITY - C  
Bureau file 100-3-99 ~~X~~  
CG-5824-s  
Bureau file 61-7665 ~~X~~

ALL INFORMATION CONTAINED  
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WHERE SHOWN OTHERWISE.

9-22-92  
4-23-94  
10-15-94

PURPOSE

EXECUTIVES CONFERENCE

To advise you of Chicago's recommendation regarding payments to captioned individual.

DETAILS

This informant is a charter member of the Communist Party - USA and was editor of the Communist newspaper "Daily Worker" in 1946 and 1947. He has been relatively inactive in Party affairs for sometime due to a serious heart condition. He was contacted April 21, 1952, under the Toplev Program, has cooperated fully since that time and has furnished much valuable data. His brother is New York Informant NY-694-S. ~~X~~

Friends of this informant in the Communist Party remain cordial and he is apparently in its good graces. Individuals such as Leon Katzen, Financial Secretary of Communist Party District No. 8, have confided in him concerning Party underground and operational activities. In addition, the informant has recently been in contact with Marcel and Lena Scherer, long-time leaders in Communist Party activities in New York and through the Scherer's the informant was able to learn valuable details relative to the Communist Party nationally and in New York State. The Scherer's furnished information to the informant concerning activities at Communist Party Headquarters, New York District Headquarters and in addition, furnished valuable information concerning factionalism which has recently arisen among top leaders in the Communist Party. ~~X~~

GFM:eeo

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EX-141

1662534-9771  
AUG 20 1952  
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2876  
58 AUG 25 1952

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~~TOP SECRET~~

In addition to his present value, this informant is even more valuable on a potential basis. He has recently been examined by the Mayo Clinic and has been advised that he is capable of doing light office work and carrying out most normal tasks at the present time. Informant has been planning a trip to New York City in an effort to reactivate himself and it is felt that he is one of the most potentially valuable informants in the Bureau's service at the present time. It is entirely possible that he will be able to furnish details of Communist Party underground operations as well as the location of one or more of the Communist fugitives. X

Recently the informant suggested to the Chicago Office that he be furnished with an automobile inasmuch as there is a definite security problem connected with contacting him in view of the fact that he is widely known. Informant also felt that he would be able to re-establish himself more easily if he could get around more freely. This was carefully considered and it was felt that informant should rely on public transportation including taxicabs and Chicago was so advised. Chicago was also requested to obtain an itemized account of expenditures made by the informant in connection with his operations. X

The Bureau's decision in these matters was discussed with the informant by the Chicago Office on July 28-31 and informant has advised that he does not feel he can continue to operate under existing financial agreements. He has tendered partial repayment in the amount of \$150.00 for medical expenses the Bureau furnished him and he states he will repay the entire amount in the near future. Although the informant claims his decision is not based on the Bureau's decision against purchasing a car for the informant it has been noted, however, that this decision on the part of the informant immediately followed talks regarding the car and the fact that the Bureau wanted an itemization of his expenses. Informant claims that X

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he will fulfil his original agreements including positive steps toward his reactivation but that action on these lines will be on a reduced basis since he will also have to earn his livelihood. Chicago further advises that discussions of finances with the informant reveal a deep-seated concern on his part arising from his financial indebtedness and a concern over the fact that people to whom he is indebted will expect repayment now that he is no longer confined to his residence and is contacting people in the Communist movement. Informant believes this activity will cause his creditors to believe that he should be paying his debts. Chicago points out that it appears that due to the egoism of this informant, he is not willing to work under conditions unfavorable to him and that attempts to obtain itemization of expenses from him cause him to feel that his integrity is being attacked. X

Chicago states that it still appears possible to obtain the full-time capabilities of the informant if a satisfactory financial arrangement can be made. Chicago believes that this arrangement should be in such form that no accounting will be required of the informant. Chicago recommends that payments be made to the informant in the amount of \$800.00 per month to be paid on a semi-monthly basis. Chicago feels this would be sufficient to allow informant to pay approximately \$100.00 per month on his debts, \$100.00 per month on miscellaneous expenses such as literature and normal entertainment of Communist Party personnel plus \$600.00 per month for living expenses out of which he would be required to make personal arrangements for transportation requirements within the city of Chicago. X

OBSERVATIONS:

The Toplev Program was designed, of course, to produce high-level security informants capable of furnishing very valuable information to the Bureau. This informant was developed through this program and X

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~~SECRET~~

~~TOP SECRET~~

has these capabilities. He has already proved that he can furnish very valuable information to the Bureau. If engaged on a full-time basis, there is no limit to the quality of information that the informant might be able to produce. He is apparently enough of an egoist to feel that he should warrant special consideration and his past activities and potentialities support his feelings in this regard. Although the requested amount of payments is very high, it is felt that this is the only way to have informant produce the type of information he is capable of obtaining. If productive moreover this informant could save the Bureau many times the amount of payments to him were he to locate one or more of the Communist fugitives. ~~X~~

RECOMMENDATION

It is recommended that Chicago be allowed to pay captioned informant up to \$800.00 per month for a period of three months, effective immediately. If you approve, Chicago will be immediately notified by teletype. ~~X~~

ADDENDUM:

On August 5, 1952, the Executives' Conference, consisting of Messrs. Tolson, Nichols, Glavin, Tracy, Harbo, Rosen for Ladd, Winterrowd for Rosen, Mohr, Clegg, Gearty, Holloman and Belmont considered this matter and unanimously recommended payment up to \$800. per month to this informant. A teletype to Chicago is attached. ~~g~~

AHB:tlc

O. K. H.

~~TOP SECRET~~



August 6, 1952

MEMORANDUM FOR MEMSAL. J.C. BROWN  
C.D. DeLOACH  
T.E. BAUGHMAN  
C.W. STEIN  
P.D. VECHE

EXECUTIVE CONFERENCE

There is attached hereto a copy of a form which was devised by the San Diego Office for use upon receipt of notification of the transfer of an Agent to the San Diego Office.

An examination of this form indicates that it might have some practical usage in all Field Offices if a standard form could be adopted which is applicable to all offices. You should examine this form and during the inspection of Field Offices you should ascertain what modifications might be made to make it desirable as a Field Office form throughout the Bureau. It is noted that in the San Diego Office some of the functions listed on the form are handled by the switchboard personnel, the Chief Clerk and the SAC's secretary, and it is understood that at least some of these duties are performed by the Training section in the New York Office. Thus, you should examine the form with a view first to making it a complete list of all the duties to be performed when its use is indicated, and secondly, endeavor to establish a uniformity so that the form would be applicable in all offices. You should notify the Bureau as to your findings and suggestions by December 1, 1952.

Very truly yours,

J. Edgar Hoover  
John Edgar Hoover  
Director

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AUG 6 2 44 PM '52

ORIGINAL FILED IN

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

Attachment  
HHC:hs  
Note: Approved by the Executive Conference of August 4, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gandy and Clegg.

MAILED 3  
AUG - 6 1952  
COMM

RECORDED - 159  
INDEXED - 159  
66-2554-9792  
AUG 20 1952

TO : Mr. Tolson  
FROM : W. R. Glavin

DATE: July 30, 1952

SUBJECT: Changes in Rules and Regulations  
Use of Privately Owned Automobiles 5F-5

20046

BACKGROUND

Section 5F-5 of the Manual of Rules and Regulations requires that "The body of the voucher entitled 'Schedule of Expense Itinerary' must contain the time of departure and hour of arrival at each point".

FACTS

We are in receipt of a memorandum from the SAC at Philadelphia wherein he suggests that this requirement be eliminated unless per diem is charged, inasmuch as it fails to serve a particular purpose and entails unnecessary paper work. The SAC proposes that an Agent would set forth in his Expense Account the mileage at the beginning of the day and the mileage at the end of the day. He will show the time of departure and the time of arrival back at headquarters. His daily report will indicate where he has been and, no charge is made for per diem.

This matter has been given consideration and it is felt that the suggestion of the SAC can be put into effect without raising any difficulty with regard to the Expense Voucher in view of the fact that no per diem would be claimed. This matter was checked with Mr. Chichester of the Department of Justice and an informal question was raised with Mr. Cregger of the General Accounting Office, and both voiced the opinion that the method set out previously, required additional unnecessary work, and that the suggested procedure could readily be adopted.

RECOMMENDATION

In view of the above, it is recommended that the suggestion be approved and the Manual of Rules and Regulations be revised accordingly. There is attached a proposed revision of the Manual of Rules and Regulations.

Attachment      ADDENDUM - 8/4/52

The Executives' Conference of July 31, 1952, consisting of Messrs. Tolson, Holloman, Nichols, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin recommended approval of the change as attached.

W. R. Glavin/pam

66-2690-111  
ORIGINAL FILED IN 66-1734

2 ENCL  
SEP 12 1952  
176

RECORDED  
66-2554-9793  
RECORDED  
133 AUG 21 1952

THE DIRECTOR

August 15, 1952

THE EXECUTIVES CONFERENCE

*M*  
ASSIGNMENT OF INVESTIGATIVE WORK  
TO POLICE DEPARTMENTS

The Executives Conference of August 11, 1952, had in attendance Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols, Gearty, and Mason.

The Conference considered a request from the New York Office for authority to continue for ninety additional days its program of assigning investigative matters to the New York City Police Department.

The Conference was informed that the Director, after a recent study had been made of the program of assigning cases to police, ordered that the program be immediately terminated. As a result, instructions were dispatched to the field not to assign any more cases to police but to permit local agencies to finish the cases presently assigned to them. These instructions were issued in SAC Letter #72 dated July 29, 1952.

The New York Office bases its request for a temporary extension of ninety days on the fact that it believes it has saved approximately the full time of 13 Agents through assigning cases to the New York City Police.

During the past 15 months, according to figures submitted by the New York Office, 1,921 Security Matter cases were assigned to the New York Police of which 1,215 have been fully handled, leaving 709 presently assigned and of these 649 are delinquent.

During the same period, the New York Office assigned 2,052 Selective Service cases; and on these matters the New York Office has submitted 1,278 reports and located 300 subjects. Selective Service cases numbering 774 are still assigned to the New York Police and 655 of them are delinquent.

As of July 31, 1952, there were 7,224 Security Matter cases pending in the New York Office of which 4,066 were unassigned. The 709 presently being handled by the New York Police Department are counted in with the assigned cases. The average New York Agent working Security cases has 25 assigned to him.

Attachment

RECORDED-30

166-25547-9194  
AUG 25 1952

INDEXED-30

Mr. Mohr  
Mr. Geary

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/81 BY SP5 CWT

53 AUG 27 1952

On July 31 there were 3,657 Selective Service cases pending in the New York Office of which 412 were unassigned.

By letter of July 30, the Bureau instructed New York that it would have to close approximately 600 Selective Service cases per month instead of the monthly average of 236 closed during the past fiscal year. Approximately 30 Agents are exclusively assigned to Selective Service work in New York, and these men carry an average case load of 43 each. A number of other Agents carry some Selective Service cases which they work part time in addition to other types of assignments.

The New York Office feels that, because of the backlog of unassigned cases, it would be to the Bureau's best interests to continue to get help from the New York Police Department in Security Matter and Selective Service cases for a limited period, and New York has requested such authority for 90 days.

Mr. Mohr pointed out to the Conference that there are now approximately 900 Agents assigned to the New York Office; and that the New York Office needs more help, and every effort has been made to provide this help. However, New York has recently moved to new quarters and this has required considerable Agent man power in moving and setting squared away, which man power has had to come from investigative work.

In view of the exceptional circumstances existing in the New York Office, the majority of the conference respectfully recommends that the Director grant the New York Office an exception to the general rule for a period of 90 days; and if granted, an appropriate tickler will be set up at the Seat of Government. The majority voting for an exception consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Rosen, Coarty, and Nichols.

Messrs. Ladd and Mason, the minority, voted against an exception to the recently inaugurated rule of discontinuing the assignment of cases to police. The minority feels that there is no more reason why an exception should be made for the New York Office than for any other office, and that there is actually considerable less reason for New York to assign

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

cases to police than for any other office. The minority has in mind recent evidence of hostility on the part of Inspector Rothengast, other executives, and certain detectives of the New York PD. The minority feels that the New York City PD is less acceptable to the Bureau than many other police departments. The minority also wishes to point out that there are presently 1,483 cases assigned to the New York PD which under the present rules should not be recalled but that no more should be assigned to the New York PD. Since the New York Office desires a 90-day extension for the purpose of assigning additional cases, the New York Police would actually have FBI cases under their control for many months to come. Inasmuch as 80 per cent of the cases now in the possession of the New York PD are delinquent, and it is doubtful whether the New York police can clear up the 1,483 cases in 90 days, inasmuch as the New York police required 15 months to handle 2,493 cases, the minority does not feel that any more cases should be assigned to the New York PD but they should continue to work off those presently assigned in accordance with instructions issued to the Field in SAC Letter #72 dated July 29, 1952. Mr. Clegg, who was not present at the Conference, agrees with the views of the minority. Pending a decision, New York is not assigning new cases to police.

The New York office will be advised consistent with the Director's decision.

Respectfully,  
For the Conference

*Clyde Tolson*  
Clyde Tolson

*Is this  
minority  
H*

The Director

August 14, 1952

The Executives Conference

Microfilming of Abstracts  
Records Section

On 8-11-52 the Executives Conference consisting of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, and Nichols considered the suggestion of Miss [redacted] Supervisor of the Service Unit in the Records Section, that the alphabetical abstracts which are filed according to source in yearly blocks in the Records Section be microfilmed after they are 3 years old.

b6  
b7c

Mr. Nichols advised that we presently have on hand the abstracts covering the years from 1936 to date and that the most current years are maintained adjacent to the Service Unit for ready reference in order to locate file data according to source material. The abstracts for the years 1936 through 1949 are maintained in Records Section space in the Identification Building. This older block of abstracts occupies 113, 45 drawer - 3x5 filing cabinets and by microfilming these we would pick up a little under 1,000 square feet of space as well as making available the filing cabinets for reuse.

The Conference was of the unanimous opinion that authority be granted the Records Section to microfilm the abstracts for the years 1936 through 1949 and henceforth when the abstracts become more than 3 years old they become similarly microfilmed.

Pending the Director's decision, further steps in connection with the adoption of this suggestion are being held in abeyance.

Respectfully,  
For The Conference

*Ym*

Clyde Tolson

166-2559-919

AUG 25 1952

UNRECORDED COPY FILED IN

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

CLT: rmb  
CC: Mr. Clegg  
Mr. Mohr

RECEIVED  
INDEXED - 34  
RECORDED - 34

66 AUG 26 1952

THE DIRECTOR

August 13, 1952

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/88 BY SP5C/ST

PK  
PERS. FILES

The Executive Conference of August 13, 1952, consisting of Messrs. Ladd, Mohr, Gearty, Rosen, Belmont, Tracy, and Glavin, considered the problem regarding Bureau stenographic classes. It was pointed out to the Conference that under date of July 7, 1952, a recommendation was made by the Conference and approved by the Director that clerical employees being permitted to attend stenographic classes be advised 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 stenographic training in question.

It was pointed out to the Conference that an appropriate form letter covering this agreement was presented to various employees attending the Bureau's stenographic classes and there were five employees assigned to the Washington Field Office, two assigned to the Records and Communications Division, three assigned to the Domestic Intelligence Division, and two assigned to the Investigative Division who did not sign the agreement in question. It was pointed out to the Conference that several of the above-mentioned employees were urged by their Divisions to enter the sten classes for the purpose of developing into 100 wpm and 120 wpm stenos on the theory that their services would be of more value to the Bureau.

The Conference was advised that with very few exceptions, employees who enter the elementary class for the purpose of qualifying as 80 wpm stenos are taking the training at their own request. Others continue on the intermediate and advanced classes at their own request. It was felt that perhaps only those who are taking the stenographic training at their own request be advised that it will be necessary for them to sign the agreement if they are to remain in the stenographic classes, and those who are attending the classes at the suggestion of their Division need not sign such an agreement.

For the Director's information, there are tabulated below those stenographers who are not desirous of signing the agreement in question; the tabulation reflecting the Division, the speed of the employee, and also, whether they are attending the class at their own

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

CC: Mr. Mohr  
Mr. Clegg

URGENT 340

SEP 10 1952

RECORDED-86

INDEXED-86

EX-25

66-2354-9796

24 AUG 25 1952

Hb



Memo for the Director (continued)

b6  
b7c

request or at the request of their Division:

<u>NAME</u>	<u>SPEED</u>	<u>OWN REQUEST</u>	<u>DIVISION</u>
[Redacted]	100 wpm	No	Washington Field Office
[Redacted]	100 wpm	No	Washington Field Office
[Redacted]	Has passed no tests	No	Washington Field Office
[Redacted]	100 wpm	No	Washington Field Office
[Redacted]	80 wpm	No	Washington Field Office
[Redacted]	100 wpm	Yes	Records & Communication
[Redacted]	Has passed no tests	Yes	Records & Communication
[Redacted]	100 wpm	Yes	Domestic Intelligence
[Redacted]	Has passed no tests	Yes	Domestic Intelligence
[Redacted]	Has passed no tests	Yes	Domestic Intelligence
[Redacted]	100 wpm	Yes	Investigative
[Redacted]	100 wpm	Yes	Investigative

The above employees attend stenographic class for an hour and a half. Of this time, forty-five minutes is on Bureau time, and forty-five minutes is made up by the employee who makes arrangements with her Supervisor for such make-up.

The Conference was of the very definite opinion that elementary stenographic or intermediate or advanced stenographic training will not be afforded any Bureau employee unless such an employee is willing to sign the agreement in question. There appears to be no reason in the mind of the Conference for bringing up a stenographer from 80 wpm to 100 or 120 wpm even at the request of the Division if such a stenographer will not agree to remain in the Bureau's service for a reasonable period of time thereafter. There appears to be no reason why the Bureau's stenographic training classes should be utilized by any employee who does not enter into the training class with full agreement that she will remain in the Bureau's service at least six months after completion of the training so that the Bureau may benefit from the training afforded.

Should the Director agree, the procedure of permitting only those who sign the agreement to continue in the stenographic classes will be instituted.

Respectfully,  
For the Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_

*I concur*  
*H*

*Now consider whether we should continue as a stenog. anyone unwilling to increase speed by attending class to signing agreement. I con.*

*Each person should be attached to report...*  
*in file H*



The Director

August 21, 1952

The Executives Conference

Present 8/15/52:  
Messrs. Glavin,  
Tracy, Harbo, Mohr,  
Belmont, Ladd, Rosen,  
Pearcy, Holloman,  
Nichols and Glegg

SUGGESTION #361-52  
SUBMITTED BY MARY C. WOLFE  
RECORDS SECTION

The Executives Conference considered the suggestion made by Mary C. Wolfe, Supervisor in the Records Section, as follows:

(1) Miss Wolfe suggests that cover letters which transmit interesting case memoranda from the Field should be eliminated. The Crime Records Section points out that the cover letters are necessary and should be continued and the material in the interesting case write-ups should appear in the same letter of transmittal rather than an attached memorandum. This would avoid two separate communications and it is necessary to re-edit the material to prepare the interesting case write-up so the transmittal of a separate memorandum is unnecessary. The Conference unanimously agreed with the recommendation of the Crime Records Section and this would avoid the necessity of transmitting 300 separate pieces of mail per year.

(2) Miss Wolfe recommends and Mr. Nichols agrees, that documents pertaining to interesting case write-ups not be handled through the expedite processing arrangements so as to save clerical labor. They would be handled as normal incoming mail is handled. The Conference unanimously agreed.

Appropriate instructions will be issued to the Field and manual changes made, if the Director approves.

There is attached hereto a letter expressing appreciation to Miss Wolfe. No cash award is recommended because this is a matter within the scope of her normal duties.

Respectfully,  
For The Conference

Glyde Tolson

INDEXED - 95

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HEREIN IS UNCLASSIFIED  
DATE 11-9-97 BY JPS/CL  
LPT

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

Attachment

cc Mr. Mohr  
AUG 28 1952  
HHC:hls

RECORDED - 96

166-2554-9797

AUG 32 1952

ma

The Director

August 20, 1952

The Executives Conference

Present 8/19/52:  
Messrs. Glavin,  
Tracy, Harbo, Mohr,  
Belmont, Ladd, Rosen,  
Gearty, Holloman,  
and Clegg

ADMINISTRATIVE HANDLING OF  
AMERICAN LEGION CASES - FBI  
FORM BOOK

The Executives Conference unanimously recommended the adoption of an index card type of form on which to maintain the logs on American Legion contact cases.

On June 19, 1952, instructions were issued to the Field which eliminated American Legion cases from the monthly administrative report, except for a one line notation reflecting the status of all such cases in each Field Office and instructing that these cases were to be maintained as "dead" files and no assignment cards were to be prepared. The Field was further instructed that these cases should be followed by means of a log. The attached card is to provide a uniform system of maintaining the log.

There is attached hereto an SAC Letter attaching a sample of this form and notifying the Field of this uniform method of maintaining such a log.

Respectfully,  
For The Conference

Glyde Tolson

*mm*

Attachments

cc - Mr. Mohr  
Mr. Clegg

HHC:hls *hls*

RECORDED - 143

166-2554-9798

INDEXED - 143

AUG 22 1952

EX - 73

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-22-84 BY 1734 JPT

7 P  
69 AUG 28 1952

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

The Director  
The Executives Conference

August 19, 1952

Present 8/18/52:  
Messrs. Callahan,  
Tracy, Harbo, Mohr,  
Belmont, Ladd,  
Winterrowd, Nichols,  
Gearty and Clegg

AUTOMOBILE EQUIPMENT  
BLINKING SPOTLIGHT  
SUGGESTION 4358-52

Those present considered the suggestion of Special Agent Rufus H. Powell of the Charlotte Office that a blinking attachment be put on automobile spotlights so that these emergency red lights on Bureau cars will blink when in use. He suggests that this is in line with the procedure of many ambulances and police cars and the blinking lights would attract attention, and he felt the procedure would be protection to the driver.

The Executives Conference unanimously recommended unfavorably. The Administrative Division pointed out that there is no known state or local law requiring blinking lights as a requirement and it was felt that instructions of this type should not be issued to convert the fixed beam to a blinking beam of light.

The Administrative Division recommended and the Conference unanimously agreed that an SAC Letter should go to the Field restating that all requirements of local and state laws should be made in the operation of Bureau cars including the installation of required accessories.

Such an SAC Letter is attached to be sent if approved and there is also attached an acknowledgment to Agent Powell.

Respectfully,  
For The Conference

Clyde Tolson

AUG 21 9 56 AM '52  
U.S. DEPT. OF JUSTICE  
V. E. BIRCHARD

*J. G. T.*  
9

Attachments

cc - Mr. Mohr  
Mr. Clegg

MHC:hls

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

RECORDED - 143

INDEXED - 143

EX - 73

166-2554-9799  
AUG 21 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-12-92 BY SP-6 C/T

6 AUG 26 1952

The Director

August 19, 1952

The Executives Conference

~~BUREAU WAR PLANS~~

Present 8/15/52:  
Messrs. Glavin,  
Tracy Harbo, Mohr,  
Belmont, Ladd,  
Rosen, Gearty,  
Holloman, Nichols  
and Clegg.

Those present at the Executives Conference considered the suggestion received from the Memphis Office that index cards which include the indexing of all phases of the Bureau's instructions, SAC letters and Bureau bulletins, names of informants and the indexing of confidential files should be listed as a matter of first priority for destruction in the event an emergency develops making it necessary to destroy confidential Bureau files.

The Conference unanimously recommended unfavorably. The destruction of all the index cards in the Field Offices would be a most difficult task. These cards would be very difficult to burn and the amount of data contained on the cards in most instances would not be particularly helpful to anyone. The present arrangement to destroy highly confidential and critical files seems to be all that could be reasonably expected under such circumstances and it was not believed desirable to place the index cards in a category of first priority at this time. A letter of acknowledgment is attached.

Respectfully,  
For The Conference

Clyde Tolson

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 45

166-2554-9800

INDEXED - 45

10 AUG 21 1952

HAG:nls

Attachment

60 SEP 3 1952

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/13/83 BY SP-6 AJP

The Director

August 19, 1952

The Executive Conference

Present 8/18/52:

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

CAPTAIN [redacted]  
GRAND FORKS, NORTH DAKOTA  
POLICE DEPARTMENT  
FBI NATIONAL ACADEMY GRADUATE

b6  
b7c

The Executive Conference considered the status of Captain [redacted] a graduate of the FBI National Academy, who has recently returned to active duty with the Grand Forks, North Dakota Police Department. It will be recalled that the policy was established of removing graduates of the Academy from the list of graduates in the event they joined some other Federal agency which was not eligible to send a member of their organization to the Academy.

Captain [redacted] took a leave of absence on September 2, 1951, and went with the Office of Price Stabilization. His name was removed from the list of graduates and he was no longer entitled to benefits and privileges accruing to such graduates.

He has now returned to his own department which he originally represented when he attended the Academy. He has been very cooperative with the Bureau and is at present the President of the Red River Valley Peace Officers Association.

EXECUTIVES CONFERENCE CONSIDERATION

Those present unanimously recommended that his name be restored in good standing to the list of graduates of the FBI National Academy.

Respectfully,  
For The Conference

*Wm*  
Clude Tolson

cc - Mr. Mohr  
Mr. Clegg

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

HHC:hls *hls*

RECORDED-113

INDEXED-113

EX-25

66-2554-980X  
AUG 27 1952

9 AUG 29 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/2/84 BY SP4/BJT

The Director

8/18/52

Executives Conference

Present 8/14/52:

Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Wick and Clegg

SUGGESTION PROGRAM

The question arises as to what benefits, if any, should accrue to an employee who makes a suggestion which is not adopted and then subsequently a similar suggestion is made by another employee which is adopted and the suggestion deserves consideration for a cash award.

BACKGROUND

An Executive Order dated December 31, 1946, set up a Government Employees Suggestion Program providing for cash awards from \$10 to \$1,000 for suggestions which are accepted. Although the time limit in the Executive Order for a suggestion to be eligible for an award was five years, permission was granted for each agency head to set any time limit he wishes, not exceeding five years. Other agencies usually consider two years desirable.

A number of agencies were contacted and it was ascertained that indices are maintained for the period when the suggestion is considered eligible for an award as a means of detecting duplicate suggestions.

The present approved policy of the Bureau is not to maintain such an index card system which decision was recommended by the Executives Conference on June 23, 1952, on the basis that the expense of making up and maintaining such an index system was not justified and that conditions which existed at the time a suggestion was turned down might have changed by the time a later suggestion of the same type was adopted. However, it was agreed that if any employee, who had made the suggestion previously, specifically requested reconsideration because of the earlier suggestion made and disapproved, this request would be considered on its merits at the time. It has since been ascertained that the Federal Personnel Council of the Civil Service Commission has made specific recommendations that an index be maintained.

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

cc: Mr. Mohr  
Mr. Clegg

HHC:hls/mew/arg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/2/82 BY SP-6 EX-25

RECORDED-86

INDEXED-86

AUG 27 1952

66-2054-982

68 SEP 2 1952

## PRESENT PRACTICE

The present practice is that when a suggestion is received it is recorded on a log. There is shown the name of the employee, the date of the suggestion, a few words descriptive of the type of suggestion, date the suggestion was acknowledged, whether acted upon favorably or unfavorably, and if favorable, the date the employee was so advised and whether a cash award or other recognition was made. This log is maintained for one year and then destroyed in keeping with previously issued instructions. A new log is started each calendar year. In considering cash awards, the Executives Conference passes upon them and makes recommendations to the Director.

## EXECUTIVES CONFERENCE CONSIDERATION

In order to avoid any possibility of future criticism to the effect that the Bureau is not following the recommendations of the Federal Personnel Council, the following recommendations are made unanimously by the Executives Conference.

(1) That the Director, within the authority granted each agency, establish a two-year period during which a suggestion is considered eligible for a cash award and that the Executives Conference officially be designated as the "Suggestion Committee," which recommends cash awards when justified. This is in keeping with the recommendations of the Council, although the suggestions will be logged and processed as in the past in the Training and Inspection Division. This is the present practice but approval will make of record the official adoption of this procedure.

(2) That the Bureau establish an index system which would identify the type of suggestion, the subject matter to which it relates and there would also be listed the gist of the suggestion so that the card might be appropriately filed and the subject matters cross-indexed in order to maintain a

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Ladd \_\_\_\_\_  
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Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Hoven \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Candy \_\_\_\_\_



record which would identify the same suggestion if previously or subsequently made during the two-year period. It is estimated that it would take slightly more than two weeks for a clerical employee to prepare such an index on suggestions which have been considered in the past two years and approximately one-half day for one employee each week to maintain such an index. This index would be searched quarterly to eliminate records of suggestions more than two years old.

(3) The Executive Order prevents a cash award for a suggestion growing out of the normal work requirements of the employee making it and this policy would be continued although such suggestions will be acknowledged. The Federal Personnel Council also recommends that no cash awards be given for suggestions "concerning problems, projects, studies, or matters within the area of responsible assignment to the employee making the suggestion," which policy is presently being followed and it is recommended should be continued.

(4) Cash awards may be considered favorably, as recommended by the Council, for ideas which are accepted which are beyond the scope of normal duties and which are useful and beneficial without regard to monetary savings. The Executive Order authorizes a cash award of \$10 for any idea accepted which meets this requirement. Adoption of this procedure is recommended.

(5) The Conference also recommended that regardless of the form on which the suggestion was submitted, that is whether by letter, memorandum or on the suggestion form, that the suggestion would be given consideration as is now done. However, in the event the suggestion is one which after adoption would merit a cash award, then the suggestion, already approved by the Bureau, would be returned to the employee making it for resubmission on the regular suggestion form which has a provision in the nature of a written release which, when



signed by the employee, eliminates the employee's further claim to royalties or any special payment in the future. This is recommended by the Federal Personnel Council but has not been a requirement heretofore.

(6) It was recommended that consistent with the Council's suggestion that when two or more employees simultaneously or as co-authors make a suggestion which is approved, any cash award would be equally divided between them. If a suggestion has been turned down and is later submitted by another employee and approved within a two year period, the cash award would go to the first employee with a smaller token award to the second employee. This is recommended also because it is being followed by other Government agencies and is recommended by the Federal Personnel Council.

If approved, the recommendations will be put into effect.

Respectfully,  
For The Conference

  
Clyde Tolson

*OK. when were these  
recommendations of the  
Fed. Personnel Council made?*

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

August 27, 1952

The Executives Conference of August 21, 1952, consisting of Messrs. Ladd, Clegg, Rosen, Hennrich, Mohr, Harbo, Gaarty, Holloman, Wick, Tracy and Glavin, considered the attached suggested informative statement entitled, "Information of Interest to Employees who are Korean Veterans," and recommended its approval.

It was pointed out to the Conference that Mr. Clark, the Veterans' Counselor, had reviewed the provisions of Public Law 550, 82nd Congress, known as the Veterans Readjustment Assistance Act of 1952, and he felt that information should be furnished to the employees who fall within its provisions. This Act is known as the Korean GI Bill ~~and~~ gives Korean veterans certain benefits which had previously accrued to veterans of World War II.

Respectfully,  
For the Conference

Clyde Tolson

CC: Mr. Mohr  
Mr. Clegg

WRG:omw  
Attachment

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

EX-25  
RECORDED - 119

66-2554-9803

AUG 28 1952

INDEXED 119

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-29-92 BY SP8CJ/PT

*[Handwritten initials]*

1134

AUG 29 1952

The Director

August 8, 1952

Executives Conference -

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty and Nichols, considered the suggestion advanced by Mr. Gauthier and Mr. Nichols. It was pointed out in the suggestion that the badge of a career Agent has deep significance to him and it was, therefore, suggested whenever an Agent is killed in the line of duty, or when an Agent with 10 years of service or more dies of natural causes that the badge be decommissioned, mounted in a walnut plaque and presented to the next of kin by the Director. It was further suggested when an Agent retires with 20 years or more of service that his badge be decommissioned, mounted in a walnut plaque and presented to him. It was pointed out that there have been instances in the past where an Agent's badge was given to the next of kin; however, in each case there were special circumstances.

All members of the Conference recognize that there is a sentimental attachment to the badge on the part of Agents or their next of kin. It was pointed out that should such a suggestion be adopted the problem immediately would arise as to whether the badges should be given to persons who have already retired and whether badges should be given to individuals who had retired rather than carrying on in the Bureau's service.

Messrs. Glavin and Harbo recommended that the badges not be given under any circumstances.

Mr. Tracy recommended that the badges be decommissioned and given to the next of kin in the case of Agents who died in the line of duty and who died of natural causes after 10 years or more of service.

Messrs. Tolson, Mohr, Belmont, Ladd, Rosen, Clegg and Gearty recommended that the badges be decommissioned and presented to the next of kin or to the retiring Agent only in meritorious cases and only when some real reason existed to do this.

Mr. Nichols felt there was merit to the suggestion.

Respectfully,  
For the Conference

RECORDED-14

NOT RECORDED

INDEXED

141 AUG 25 1952

INITIALS ON ORIGINAL

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

SEP 9 1952

cc: Mr. Mohr  
cc: Mr. Glegg

ORIGINAL COPY FILED IN 67-12411

The Director

August 8, 1952

The Executives Conference

Present 3/7/52: Messrs.

JUGANLITON #345-52  
SAC WILLIS - NORFOLK OFFICE

Tolson, Glavin,  
Tracy, Harbo, Mohr,  
Belmont, Ladd,  
Rosen, Gearty, and  
Clegg

Those present unorthodoxly recommended unfavorably as to the following suggestions of SAC Willis of Norfolk:

(1) That when an I.O. fugitive is apprehended, in order to save filing space, field officers be authorized to destroy one of the two copies of the initial summary report prepared in each such case and distributed to each field office. In view of the fact that the extra copies on all reports in such closed files are removed after three years, there seems to be no necessity of making a special rule to destroy an extra copy of just one of the reports of this file.

(2) SAC Willis suggested that upon receipt by a field office of a teletype from the Bureau that an I.O. fugitive is apprehended, this teletype be placed in the file as usual and subsequently when an apprehension order is issued the apprehension order not be placed in the file as is now the case. It was pointed out that the apprehension order frequently contains additional information over and above that contained in the Bureau teletype and the original copy of the apprehension order is needed to make the file complete.

(3) SAC Willis points out that 3 copies of each identification order issued are placed in the case file upon receipt. These 3 copies are to provide for at least one file copy and four for additional distributions needed. SAC Willis recommends that 4 of these copies be removed when the fugitive is apprehended. Since these files are purged of all surplus material once each 3 years, it was believed undesirable to establish a special rule to eliminate certain portions of the file without stripping the entire file and thus the uniform rule of 3 years should continue to exist.

There is attached an appropriate letter to SAC Willis.

Respectfully,  
for the Conference

Clude Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/15/88 BY SP5/ML/CP

Attachment  
cc: Mr. Mohr  
Mr. Clegg  
F-1  
HHC: 115

ORIGINAL FILED IN 66-111-740

RECORDED - 159  
INDEXED - 159  
133 SEP 2 1952

INITIALS ON ORIGINAL

58 SEP 4 1952

The Director

8/22/52

The Executives Conference

Present 8/20/52: Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman, and Glegg

MARYLAND STATE POLICE  
APPLICATION FOR FBI NA

BACKGROUND

Prior to 1940, relations with the Maryland State Police were good. In 1940, Colonel Ober, Chief of the Maryland State Police (MSP) complained that SAC Soucy had given press release in two bank robbery cases in violation of an agreement with Ober for a joint release, and the Bureau inquired into the matter and decided that Soucy's actions were in error. In 1944, the MSP handled a tobacco theft case involving interstate commerce. The FBI learned that this case had been broken by the MSP through newspaper accounts, and the State Police officials denied knowing that the Bureau was interested. This was untrue.

In December 1946, Corporal [redacted] MA, in the Bruce Davis murder case (Unlawful Flight to Avoid Prosecution) worked against the Bureau's interests, lied to SAC Hallford, failed to report information which he had to the Bureau, and bragged to other MSP officers that he had "pulled the wool over Hallford's eyes." The Bureau protested to Colonel Ober. He did nothing. Conferences with Governor Lane produced no satisfactory results. [redacted] name was promptly removed from the FBI NA rolls and he is considered person non grata.

b6  
b7C

Because of these acts the Bureau, in January 1947, discontinued all contacts with the MSP and for awhile refused to accept evidence for study in the Laboratory. These Laboratory restrictions were removed in March 1947.

In June 1947 the graduates of the FBI NA from MSP refused to attend the FBI NA Associates meeting because Corporal [redacted] had not been invited. In March 1948 SAC Hallford stated that relations were improved. [redacted] was cooperative. He even recommended that [redacted] be restored to the NA directory, which was not approved. In June 1948, SAC McErlin advised that Ober recently discussed the matter involving [redacted] with

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b7C

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

RECORDED-86

EX-141

INDEXED-86

66-2554-9806  
SEP 3 1952

SEARCHED  
SERIALIZED  
INDEXED  
FILED  
FBI - [redacted]

58 SEP 4 1952

HHC:vlr  
cc: Mr. Glegg  
Mr. Mohr  
F-1

McFarlin. He stated that although [redacted] may have used bad judgment and been indiscreet, no formal charges had been filed by the Bureau, and he requested that it be done so that he could bring [redacted] up on the charges. Of course, the Bureau declined to file such charges since Ober already had been informed orally of the facts.

b6  
b7c

Ober was succeeded by Colonel Jarman in June 1949 as head of the MSP. Mr. Olegg talked with Jarman about the matter and Jarman promised to do everything to effect 100 per cent improvement in relations.

In February 1950, Corporal [redacted] and Captain Davidson, MA, called at the Baltimore Office to see what could be done to straighten out the difficulties between [redacted] and the Bureau, and McFarlin advised them that if [redacted] wanted to write a letter to the Bureau admitting his error and apologizing, the Bureau would then consider appropriate action. Nothing was done.

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b7c

In March 1951 Colonel Jarman was replaced as superintendent of the MSP by Colonel E. F. Munshower. The last incident occurred when Captain Charles Yagala of MSP told an Agent that if he received a bank robbery complaint he would refuse cooperation to the FBI. In November 1951, SAC Alden, with Bureau approval, spoke before the MSP Chapter of Classified Employees of Maryland. In January 1952 Colonel Munshower thanked the Bureau for cooperation in the search for [redacted] in Ellicott City, Maryland.

In April 1952 Colonel Munshower acknowledged the Director's letter concerning assistance given by a trooper of MSP in apprehending a Bureau fugitive.

Colonel Munshower, in August 1952, submitted an application to SAC Alden nominating a representative to attend the FBI MA, which Alden recommended be accepted. Alden points out, however, that there are some "die-hards" in the state police who will never be friendly to the Bureau.

#### EXECUTIVES CONFERENCE CONSIDERATION

1. In view of the friendly attitude of Munshower and the cooperation given by some MSP personnel to the Bureau, the Executives Conference unanimously recommended that we accept a representative of the MSP at the FBI MA.

2. On the question of whether the Bureau shall restore Corporal [redacted] to the status of FBI IA graduate in good standing if he wrote the Bureau apologizing for his action, the Conference unanimously recommended no action until or unless such a letter was received. It would then be considered on its merit.

*✓*

*Have conducted FBI & NO.  
from [redacted] FBI  
Associated meetings since 1947 in  
which mentioned bottom of P. 1.*

*H*

The Director

8/21/52

The Executives Conference

Present 8/20/52: Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman, and Clegg

CHIEF J. GOIT KIRVEN  
SUMTER, SOUTH CAROLINA  
FBINA GRADUATE

BACKGROUND

Kirven attended the fourth session of the FBI National Academy in 1937. His record was excellent. He was considered one of the best men in the class. He was accepted by the Bureau as a Special Employee Agent and was permitted to resign on April 18, 1942. His name was also removed from the directory of graduates.

His resignation was requested after it was learned that for several years previously he had been carrying on an illicit affair with a married woman other than his wife although Kirven's wife knew of the affair. On one occasion he beat the girl with whom he was having illicit relations with a razor strap. On other occasions he beat her with his fists and burned her body and legs with a cigarette lighter. When questioned by Bureau officials about these activities, he denied them. He was permitted to resign.

In 1945 SAC Brown at Savannah advised the Bureau that for a period of time Kirven had been critical of the Bureau and the Bureau refused to accept any candidates from the Sumter Police Department to attend the FBI NA as long as Kirven was Chief.

In 1947, FBI NA graduate William M. Hall, formerly Chief at Savannah, was made Chief of Police at Sumter. In 1949 Chief Hall advised the Bureau that he had been observing Kirven carefully and believed that Kirven had learned his lesson from his misconduct and poor judgment and requested that the Bureau reinstate him. Hall was conferred with by SAC Mason of Savannah about the matter.

In January 1950, SAC Mason recommended Kirven be restored to good standing, for a number of years had lapsed since his original offense. A Special Agent (E. F. Mason) advised that Kirven was cooperating splendidly with the Bureau and referring many cases to the Bureau; that Chief Hall, a

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

7 SEP 9 1952

HHC:vlr  
cc: Mr. Clegg  
Mr. Mohr

RECORDED-86

INDEXED-86

66-2584-9807  
SEP 8 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/21/82 BY SP-6/BJT

NO





KA  
The Director

8/25/52

The Executives Conference

Present 8/22/52: Messrs.

DETECTIVE LIEUTENANT ELMO A. GRIGGS  
APPLICANT, FBI NA  
ROANOKE, VIRGINIA, POLICE DEPARTMENT

Glavin, Tracy,  
Harbo, Mohr,  
Belmont, Ladd, Rosen,  
Gearty, Holloman,  
Wick, and Clegg

BACKGROUND

Griggs, when 16 years of age, enlisted in the Marine Corps in 1927. From 1928 to 1931 there were fines and periods of confinement on 7 occasions for being absent without leave, sitting down on the post, and for failure to punch the time clock properly.

He went into bankruptcy in 1943 with liabilities of \$1074.54 and assets of \$346.50. He is presently indebted to a local dairy for \$77.00 and has 2 loans outstanding with the Roanoke Bank totaling \$1,200.

In January 1951 he filed an application for pension or compensation with the Veterans Administration alleging knee and back injury in 1928, Malaria, Typhoid, and Dengue Fever in 1928 and 1929, and tropical ulcers in 1928 and 1929. His application was denied because records failed to show any treatment although he claims that he was treated for ulcers. At that time he advised that if he remains on his feet for as much as 3 or 4 hours at a time his back aches intolerably. His claim was denied.

He got into a fight with another employee, both of whom had been drinking, in 1939 while he was working with the Veterans Administration and during office hours. No action was taken because the fight was not on Veterans Administration grounds.

On the other hand, the Roanoke Police Department officials state that Griggs' work has never suffered because of his financial difficulties. They recommend him for attendance at the Academy. Nothing derogatory was developed from the check of his previous employment or during the investigation other than above shown. He was found to have no physical defects and was capable of physical exertion.

SAC Johnson on 8/15/52 recommended that Griggs be accepted, pointing out that he was very young when he was in the Marine Corps, that the bank has loaned him \$1,200 and a

51 SEP 9 1952

HHC:vlr  
cc: Mr. Clegg

RECORDED & INDEXED  
66-2554-9808  
SEP 3 1952

ALL INFORMATION CONTAINED  
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DATE 11/19/87 BY SP-5/STP

bank official states that the dealings with Griggs have been entirely satisfactory, he is a very cooperative officer, has been with the police department 12 years, and is the officer in charge of training for that department over 130 officers. He was elected president of his police school class at a school operated a year ago. On August 3, 1952, he referred a kidnapping case promptly to the Resident Agency at Boonoke. No question has been raised to ability or integrity as an officer. He is recommended by the Judge, and a former Mayor. Publicity has been given to the fact that an application has been filed for him to attend the Academy and funds have been made available for him to attend.

*Do these men want to be in public view until after we decide if we like the publicity? H*

EXECUTIVES CONFERENCE CONSIDERATION

Mr. Harbo recommends unfavorably due to his previous record. All other members of the Conference recommend favorably for the Spring 1953 session provided, as of that time, he is capable of performing strenuous physical activity and there is no additional derogatory information.

Respectfully,  
For the Conference

Smith recommended  
it in Feb 1953  
H

ym

Clyde Tolson

2

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

NA  
The Director

6/25/52

The Executives Conference

Present 8/22/52: Messrs.

INFORMANT FILES CLASSIFICATION  
FIELD OFFICES

Glavin, Tracy, Harbo,  
Mohr, Belmont, Ladd,  
Rosen, Gearty,  
Holloman, Wick, and Glegg

A question arose as to whether informant files should be given special classifications. They now bear classification number 66, which is for "Administrative Matters." This is the same classification used for vouchers, automobile files, American Legion, Plant Informant matters, and Criminal Informants. Although National Defense Informants at the Seat of Government bear classification 100, in the Field they would bear classification 66.

Recently 63 Agents in attendance at a school on developing and handling Criminal Informants felt it would be desirable to set up new classifications. A survey was made of 12 SACs, 10 of whom recommended favorably on establishing new classifications. Two were opposed.

ADVANTAGES

6-1-1952

1. Monthly administrative reports would more accurately reflect the amount of pending work of each type. The suggestion proposes that separate classifications be set up for Criminal Informants - 133; for Security Informants - [ ] for Plant Informants - 135; and for American Legion Contact files - 136. The administrative report would show the amount of work pending and the delinquency status of each classification.

b7D

2. It would aid the clerical staff in locating and routing such files and serials belonging to such files.

3. It would aid in the compilation of statistics concerning informants.

4. It would place informants and contacts of this type in special categories which would not be treated merely as "Administrative Matters."

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

RECORDED - 9 166-2554-9809  
INDEXED - 9 SEP 3 1952

HHG:ulr  
cc: Mr. Glegg  
Mr. Mohr

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DATE 12-20-83 BY [signature]

66 SEP 8 1952

5. It would provide for a better determination as to the true volume of administrative work.

6. It would aid in providing greater value for the 6 months delinquency reports.

7. It would aid by saving time in the filing processes.

DISADVANTAGES

1. It would require time to change the classification of all pending files although it is not intended that any closed files be reclassified. The present pending file would be changed in classification from 66 to the proper number and all the serials already in the file would be considered as a group for serial 1.

2. It would be possible to eliminate the necessity of changing the classification number merely by adding such initials as "PCI" for Potential Criminal Informants, "PSI" for Potential Security Informants, "CI" for Criminal Informants, "SI" for Security Informants, "AL" for American Legion contacts, and "PI" for Plant Informants, retaining the present classification.

EXECUTIVES CONFERENCE CONSIDERATION

Messrs. Ladd, Glavin, Tracy, Mohr, Belmont, Gearty, Holloman, and Wick opposed the suggestion as did SACs Carson and Shine. Their opposition is based upon the disadvantages above shown and on the desirability of reserving classification numbers for matters under the jurisdiction of the Bureau, such as substantive violations.

Because of the simplification of routing, filing, supervision, and administration in the field, the amount of clerical work involved at this time, it was believed, would be more than offset by the advantages, and Messrs. Harbo, Rosen, and Clegg recommended favorably. So did SAC's Malone, Scheidt, Brown, Poster, Ellsworth, Burton, Weatherford, Dalton, Hostetter & Alden.

Respectfully,  
For the Conference

*[Handwritten signature]*  
Clyde Tolson

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

The Director

The Executives Conference

MR. ALAN CANTY  
EXECUTIVE DIRECTOR PSYCHOPATHIC  
CLINIC - DETROIT RECORDER'S  
COURT

August 20, 1952  
Present 8/19/52:  
Messrs. Glavin,  
Tracy, Harbo, Mohr,  
Belmont, Ladd,  
Rosen, Nearty,  
Holloman and Clegg

The Executive Conference considered a suggestion that Mr. Alan Canty, Executive Director of the Psychopathic Clinic, Detroit Recorder's Court, be invited to deliver one lecture before the FBI National Academy on the subject of Criminal Psychology if following an investigation he is found to be acceptable.

Canty, a native of Syracuse, New York, graduated from Syracuse University and did graduate work at Western Reserve University. He was employed from 1925 to 1930 as Industrial Psychologist in the Personnel Department of the Cleveland, Ohio Railway Company, and in 1930, he accepted a position as Assistant Psychologist at the Psychopathic Clinic of the Recorder's Court where he has been for twenty-two years and for the past three years has been Executive Director of this clinic. He established a Traffic Clinic in the Recorder's Court in 1937, which was an innovation, and has instructed at the Detroit Police Academy. He has been a visiting lecturer at a number of universities and has given special courses at Wayne University in Detroit on subjects such as Investigations of Sex Crimes, Criminal Behavior, Criminal Attitudes and Criminal Interrogation. He has conducted lie detector tests for the Detroit Police Department and is a member of the Governor's Sex Deviate Commission and is chairman of the Mayor's Sex Deviate Committee in Detroit.

He recently lectured before the retraining session of the FBI National Academy graduates in Michigan, where his talk was well received and he was recommended by the Detroit Office Associates.

EXECUTIVES CONFERENCE CONSIDERATION

It was recommended that the Detroit Office check

cc - Mr. Mohr  
Mr. Clegg

Attachment

HNO:hls  
66 SEP 30 1952

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HEREIN IS UNCLASSIFIED  
DATE 12-12-83 BY SP4/UP

INDEXED - 58

RECORDED 56

166-2554-9810  
RECORDED  
138 SEP 2 1952

INITIALS ON ORIGINAL

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

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into the personal background and record of this individual prior to his being invited to deliver a lecture before the Academy.

If approved, there is attached hereto a letter to the Detroit Office.

Respectfully,  
For The Conference

Clyde Tolson

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
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- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

-3-

NOV 21 1953  
U.S. DEPT. OF JUSTICE  
FBI  
RECEIVED - NOV 21 1953



MR. CLEGG

July 3, 1952

MR. FRANKS

~~CONFIDENTIAL~~  
IN AUTO MATTERS

PURPOSE

*EXCERPTS (Handwritten)*

To set out proposed preliminary plans for Auto Theft Conferences to be held beginning in the fall of 1952.

DETAILS

On April 19, 1952, the Executive Conference unanimously approved the recommendation that the Training and Inspection Division and the General Investigative Division obtain the views of the field offices as to the advisability of having Regional Conferences and then work out a plan for conferences to be held on a rotational basis by the offices which favored the idea. The Director approved this action.

SAC Jaffer #45, Department C, dated May 13, 1952, requested the opinions of the field offices.

Twenty-eight of the field offices favored special conferences on the subject of Auto Theft, about a quarter of them preferring small ones. Twenty-four of the offices opposed regional conferences but generally favored covering the subject at law enforcement conferences. There is attached a list of the offices voting pro and con with a very brief summary of their views.

It is suggested that the Bureau and the various police departments would benefit more on a regional scale from smaller conferences within the various field office territories due to the fact that more departments probably could send representatives. Cost, travel, and shortages of personnel would prevent many offices from sending long trips. It is desirable, however, to bring to the attention of the police departments the problems which arise because of the different state laws and because of different local circumstances. In order to reach as many police as possible and at the same time keep the value of large Regional Conferences, the following recommendations are made.

RECOMMENDATIONS

(1) That large Regional Conferences be not held as impractical because of travel, cost, scarcity of personnel, et cetera,

Position \_\_\_\_\_  
Grade \_\_\_\_\_  
Name \_\_\_\_\_  
Division \_\_\_\_\_  
Date \_\_\_\_\_  
Initials \_\_\_\_\_  
FAS:mas

Hosen  
Triborough

Price  
Forn

Frankford

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INDEXED-33

66-2554-9811

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INDEXED  
INITIALS ON ORIGINAL  
ASSISTANT  
101 SEP 8 1952

ORIGINAL FILED IN

21 SEP 15 1952

(2) That those offices opposing special conferences have the subject of Auto Theft Investigations as the main topic for their law enforcement conferences and that these conferences be held at a convenient time and place beginning in the fall.

(3) That beginning in the fall relatively small conferences on the subject be held within their territories by those offices favoring the idea and that the conferences be counted as law enforcement conferences for those offices. Each office should have the number of conferences necessary to cover its territory properly. However, should two or more offices decide it would be more advantageous to have a joint conference covering more than one Division or portions of more than one Division, they should be permitted to do it.

(4) That San Diego, Phoenix, and/or Albuquerque arrange to invite Mexican Officials. That no special conferences be held in Texas at the time contemplated because of the recent conference in that area and the fact that two of the offices are opposed to special conferences.

(5) That adjoining offices be instructed to advise each other as to the proposed dates for their conferences in order that police departments may send representatives to the most convenient locations.

(6) That plans be worked out by each division to have informed speakers at the conferences who can discuss the handling of titles and other appropriate problems in the states adjoining the one where the conference is being held.

(7) That if the above is approved, it be sent to the field in an SAC letter together with a suggested list of topics for discussion as an aide in planning programs which will fit the needs of the individual territories.

The General Investigative Division concurs in the above.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMG 7/10/52

This matter was considered by the Executives Conference on 7/10/52 and was unanimously approved. In attendance were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Gresham and Holloman.

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

The Director

9/9/52

The Executives Conference

Present 9/5/52: Messrs,  
Glavin, Tracy, Harbo,  
Mohr, Belmont, Ladd,  
Rosen, McGuire, Holloman,  
Gerty, and Glegg

SUGGESTION OF  
SA FREDERICK W. ARMSTRONG  
SAN FRANCISCO OFFICE

The Conference considered the suggestion of SA Frederick W. Armstrong of the San Francisco Office that in efforts to locate the Communist fugitives the Bureau obtain from the Social Security Board applications for all new Social Security cards issued to male persons over 35 years of age since July 1, 1950, and have stenographic copies made of the identifying data therefrom; also, that Agents familiar with the handwriting of the Communist fugitives examine the signatures to see if any might be the signatures of the fugitives; also, he suggests that data thus obtained be searched against the Federal Census records for 1950 in order to eliminate those whose names were found on the Federal Census. The names not on the Federal Census would thus constitute a suspect list and should be investigated.

The Domestic Intelligence Division recommended unfavorably, pointing out that the Communist fugitives are receiving support from funds of the Communist Party rather than being gainfully employed, according to the best information available. Also, we do not have unrestricted access to Social Security records and it is necessary to keep requests for these at a minimum. Also, the Social Security Board does not maintain indices by name and there is no breakdown by age groups.

EXECUTIVES CONFERENCE CONSIDERATION:

Based upon the observations of the Domestic Intelligence Division, the Conference unanimously recommended unfavorably.

Respectfully,  
For the Conference

Clyde Tolson

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

HHC:vlr  
cc: Mr. Glegg  
Mr. Mohr

RECORDED - 91

INDEXED 91

166-2554-9812  
12 SEP 10 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-10-90 BY SP-5-CPD

51 SEP 12 1952

RA

D. M. Ladd

July 11, 1952

A. H. Belmont

BUREAU AUTOMOBILES

PURPOSE

To advise that representatives of 22 field offices consider Bureau automobiles in possession of the field inadequate for proper physical surveillance activity. To recommend that this matter be presented to the Executives Conference and, if possible, some means be worked out whereby the inadequacy may be eliminated.

BACKGROUND

As you know, on June 26 and 27, a conference was held at the Bureau with representatives of 22 field offices handling the majority of the Bureau security work. During the conference, considerable discussion was given to problems relating to physical surveillances being conducted by the field. It was pointed out that physical surveillance work on security cases has increased during the recent past. The field representatives unanimously stated that there is a serious problem in the field involving Bureau automobiles available for use on surveillances. The field offices generally have several different makes of automobiles. However, with few exceptions, all but the Fords which were provided to the field during 1950, 1951 and 1952, have excessive mileage and are not suitable for physical surveillance purposes. Therefore, from a practical standpoint the field offices must use only Fords on a surveillance with the result that the surveillance cars are easily spotted. The conference felt that this problem has reached the proportion that it actually interferes with surveillance operations.

25-28-52  
DML

The conference was cognizant of restrictions placed upon the Government in purchasing automobiles. It was felt, however, that arrangements should be made because of this particular problem which becomes greater as we increase our surveillance work, to provide the field with a minimum of three and preferably four different makes of automobiles adequate for surveillance purposes. It was also felt that different styles and colors should be available for each make of car.

67 SEP 15 1952

66-2554-11  
NOT RECORDED

128 SEP 8 1952

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-1180-7

RECOMMENDATION

It is recommended that this problem as proposed by the representatives of the field attending this conference be presented to the Executives Conference to discuss ways and means to solve the problem. It is also recommended that subsequent to the deliberations of the Executives Conference, an SAC Letter be prepared advising the field of the action being taken by the Bureau in this regard.

ADDENDUM - 7/25/52

The Executives Conference of July 21, 1952, consisting of Messrs. Tolson, Gresham, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy, and Glavin, considered this matter and after receiving information concerning the number and types of cars presently located in the divisional service, felt that it would be desirable to secure other types of automobiles from the funds available in this Bureau's 1953 appropriation.

WRG:gt

THE DIRECTOR

9/4/52

THE EXECUTIVE CONFERENCE

GEORGE ARTHUR HERREN, was., et al  
GILFILLAN ARTHUR PUFF, was., et al  
BANK ROBBERY - MISSING FEDERAL OFFICER

The Conference, with Messrs. Callahan for Glavin, Tracy, Harbo, Mohr, McGuire for Nichols, Sizoo, Gearty, Belmont, Ladd and Rosen in attendance, on September 3, 1952, considered the suggestion of the Milwaukee Office that a potential informant whose reliability cannot be established, would be willing to go to New York City under the guise that he was an attorney who was interested in talking to Gerhard Arthur Puff in connection with an attorney-client relationship.

By way of background, it is noted that Puff is presently in the Federal House of Detention, having been removed there this past week. The visitors list at the Federal House of Detention is on a restricted basis, being limited to close relatives and attorneys of record. The Federal House of Detention has been most cooperative with the Bureau and in order that this suggestion be accomplished, there are a number of factors which seem to be highly undesirable as far as the Bureau is concerned.

[redacted] the potential informant, is presently in Wisconsin on parole and cannot leave the state unless upon authority of the Parole Officer. He is being contacted for the purpose of developing him as a confidential informant. So far, he does not qualify. He apparently was in jail at the time Puff was confined at the Wisconsin State Penitentiary. He met Puff at this time. He addressed a communication to Puff while Puff was confined at the hospital in New York (Bellevue Hospital). The New York Office, having coverage over Puff's mail, picked up the communication which was a telegram, which was signed [redacted]. By tracing the wire back, they were able to determine that the individual who addressed the communication to Puff was [redacted]. This wire was preliminary to a proposed visit to Puff on the basis of an attorney-client relationship which [redacted] presumably was to assume.

b6  
b7C  
b7D

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Nichols \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Harbo \_\_\_\_\_  
Belmont \_\_\_\_\_  
Mohr \_\_\_\_\_  
Rosen \_\_\_\_\_

In order that [redacted] go to New York, it would be necessary for him to obtain authority from the Wisconsin State Parole Office; it would be necessary for the Bureau to pay his

cc - Mr. Clegg  
Mr. Mohr

INDEXED - 91

106-2554-9813

12 SEP 10 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-10-82 BY SP5 GJK/PT

SEP 12 1952 RECORDED - 91

Memoandum for the Director

expenses; it would be necessary for an Agent to accompany him and it would be necessary for the Bureau to be a party to a misrepresentation to the authorities at the Federal House of Detention. The purpose of the representation is a weak one in that Puff, it is presumed, who has been non-communicative up to this time, will confide in [redacted] and tell him where unaccounted for loot in connection with Puff's activities may presently be hidden out. This presumption is not supported by any of the facts which we have developed in that Puff, we knew, was in need of funds. The entire group, including [redacted] and the two girls, were spending considerable money and they were contemplating another robbery in view of the fact that they were running low on funds. We picked up, at the time Puff was apprehended, over \$1500 in cash. This apparently was all the money available as a result of our investigation.

b6  
b7C  
b7D

RECOMMENDATION

We have checked with New York; we have checked with Milwaukee, to determine whether there are any other factors which would justify this proposed trip and on the basis of the information developed, the Conference unanimously recommended that in the absence of any additional facts, this trip was not only unwarranted but highly inadvisable. It is pointed out that the Federal House of Detention has been very cooperative with the Bureau and it would not be desirable to be a party to a misrepresentation at the institution. There is the added factor that there would be no assurance that something would not be said at the time of the trial concerning the visit of [redacted] and obviously such a disclosure during a trial would result in justified criticism of the Bureau.

*Jensen*  
*gt*

Respectfully,  
For the Conference

*4*  
Clyde Tolson



The Director

September 9, 1952

The Executives Conference

Present 9/9/52  
Messrs. Tolson,  
Tracy, Harbo, Mohr,  
Belmont, Ladd, Rosen,  
Gearty, Nichols,  
Holloman and Clegg

SPEAKERS FOR FBI NATIONAL  
ACADEMY GRADUATION  
NOVEMBER 14, 1952

For the regular graduation exercises of the FBI National Academy on November 14, 1952, the Executives Conference unanimously recommended as follows:

- As speakers:
- (1) Attorney General James P. McGranery.
  - (2) General Lemuel C. Shepherd, Jr. Commandant, U.S. Marine Corps

To hand out the diplomas to graduates:

Deputy Attorney General Ross Malone.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Mohr  
Mr. Clegg

HHC:hls

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/22/99 BY [signature]

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

INDEXED - 124

RECORDED - 124

166-2554-9814  
SEP 16 1952

60 SEP 16 1952



The Director

September 5, 1952

The Executives Conference

REQUEST FOR TESTIMONY BY  
LABORATORY EXPERT RECEIVED  
FROM MR. REX A. LAFFERTY,  
COUNTY ATTORNEY, FREDONIA, KANSAS  
Bufile 95-42989

On September 5, the Conference, composed of Messrs. Ladd, Glavin, Tracy, Mohr, Glegg, Belmont, Gearty, Holloman, McGuire and Harbo, was advised of a telephonic request by County Attorney Lafferty received by Mr. Harbo for testimony of the Laboratory expert solely as to the receipt in the FBI Laboratory and subsequent return to the contributor of certain evidence. Lafferty stated he did not request our expert to testify as to his findings in the case because subsequent to our examination he had technicians at the Kansas University duplicate our examinations and also make examinations of additional evidence and he intended to use their testimony. He was advised of our policy and our disinclination to participate further in the case in view of the failure to comply with Bureau policy. Lafferty stated he had conferred with the State Attorney General and both were of the opinion that the evidence could not be introduced in the trial of the case unless the FBI representative were made available to testify as to the continuity of possession of the evidence which he described as vital to the case. He was told that we would review the file and subsequently advise him our decision.

Shortly thereafter Mr. Harold Fataer, Attorney General for the State of Kansas, telephoned for the Director and the call was handled by Mr. Ladd. He referred to Mr. Lafferty's conversation with Harbo and requested that the facts be reviewed to see whether our Laboratory man could be furnished. His explanation of the facts in the case was substantially the same as that given by Lafferty. He was advised the matter would be checked into and both he and Lafferty advised of the Bureau's decision.

This case involves the theft of pipe line valves in Kansas valued at approximately \$10,000, which were subsequently located in Tulsa, Oklahoma. The FBI Laboratory compared soil

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- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

CC - Mr. Glegg  
Mr. Mohr

RTH: hmb

~~INDEXED - 124~~  
INDEXED - 124  
RECORDED - 124  
~~RECORDED - 124~~

166-2554-9815  
12 SEP 10 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/27/88 BY 2908/CF

63 SEP 19 1952

specimens from the valves with soil from the vicinity of the theft. Our report reflected there were general similarities indicating the soil from the valves came from the general area where the theft occurred; however, there were some differences which would indicate that the known and questioned specimens did not come from the same identical source. The defendant in this case has a criminal record, including a committal to the Oklahoma State penitentiary in 1941.

Presumably the findings of the Kansas University technicians are similar to our findings but have been interpreted in such a way as to make them appear more favorable to the County Attorney. Our findings will not contradict the findings of the State technicians. This is pointed out because, although our expert is requested for the purpose of testifying only as to the chain of evidence, it is probable that if he were to appear at the trial he would be questioned by the defense attorney concerning any examinations made and the results thereof.

In view of the importance of the case and the positive statements by Messrs. Lafferty and Fatzer that they cannot introduce this vital evidence unless the Laboratory representative is made available to testify as to the chain of evidence, the Conference unanimously recommends that the Laboratory examiner be furnished to testify at the trial at Fredonia, Kansas, on September 22; the Conference further recommends that the Bureau conduct no further Laboratory examinations on behalf of Mr. Lafferty, the County Attorney, who has not complied with Bureau policy concerning Laboratory examination.

If the Director concurs in the Conference recommendation, Messrs. Lafferty and Fatzer will be notified that the Laboratory examiner will be present at the trial; the Laboratory examiner will personally notify Mr. Lafferty that the Bureau will be unable to make any further Laboratory examinations for him.

Respectfully,  
For the Conference

*Y*  
Clyde Tolson

*Ironw. But  
this was outrageous  
treatment of Lafferty.  
H*

The Director

September 3, 1952

The Executives Conference

Present 8/29/52: Messrs. Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Gearty, McGuire, and Clegg

SUGGESTION #333-52  
TROUBLE LIGHTS

A suggestion was received from the Newark Office that the Bureau adopt a special type of trouble lights for use on official automobiles. The light suggested is a small portable spotlight with a seven-foot cord and a plug adaptable for use in any standard cigarette lighter socket. The lights would cost \$7.71 each.

SAC McKee was specifically requested to submit his views, and he is opposed to the suggestion since the portable equipment would be carried in the glove compartment and would be crowded with flash light, first-aid kit, and other essentials. This is particularly true of some of the newer cars with small glove compartments. The laws of New Jersey permit the installation of spotlights, but prohibit their use except for the purpose of locating house numbers or reading road signs.

Mr. Glavin agrees with Mr. McKee, particularly since it would not adequately serve as an emergency light for which purpose we now have a red light, and also he points out that a flash light is already required equipment in each car.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference unanimously recommended unfavorably.

Respectfully,  
For the Conference

Glyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-1-83 BY SP2CK/WP

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

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 122

INDEXED - 122

166-2554-9816  
SEP 10 1952

INITIALS ON ORIGINAL

HHC:IGS

1 SEP 16 1952

ORIGINAL FILED IN 60-1980-1-1952

The Director

August 18, 1952

The Executive's Conference

Present 8/15/52:  
Messrs. Glavin,  
Tracy, Harbo,  
Mohr, Belmont,  
Ladd, Rosen,  
Gearty, Holloman,  
Nichols, Glegg

REGIONAL CONFERENCES ON AUTO THEFTS

BACKGROUND

The desirability of having regional automobile theft conferences (each conference covering several Field Office Divisions or several states) throughout the country and obtaining the expressions of opinion of the SACs as to the desirability of such conferences was recommended favorably by the Executive's Conference on 4/19/52 and subsequently approved. There had been such a regional conference held earlier at Dallas, Texas, which appeared to be profitable.

A survey was conducted and 28 SACs were favorable although some of them recommended conferences covering smaller areas rather than larger conferences covering several divisions or states. The remaining offices were opposed to holding special conferences, however, some of them indicated the desirability of using this subject as the principle topic for discussion in connection with FBI Law Enforcement Conferences. The Executive's Conference, based on this information, recommended that auto theft conferences be held in each division recommending favorably and that they be held in connection with the FBI Law Enforcement Conferences in other divisions. A press release was issued announcing that such conferences would be held throughout the country.

EXECUTIVES CONFERENCE ACTION, AUGUST 15, 1952

The Executive's Conference unanimously reconsidered this matter and recommended that special conferences on automobile thefts be held in all divisions, that the SACs would be authorized to hold more than one conference in their divisions if necessary to do so in order to obtain proper coverage, and that conferences not be held on a regional basis involving more than one Field Division or state. These special

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

Attachment

cc - Mr. Mohr  
Mr. Glegg

HGC:hls

RECORDED - 4

EX-121

66-2554-9817

SEP 9 1952

INITIALS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/20/01 BY SP5CJ/STZ

52 SEP 18 1952

ORIGINAL FILED IN 62-95377-121

conferences on automobile thefts are to be in addition to and not a part of the regular FBI Law Enforcement Conferences. Authority should be given to border offices to invite nearby cooperative police officers from Mexico and Canada.

The Conference further recommended that these conferences should be under the direction of the Special Agent in Charge and full programs with dates and territory covered should be submitted to the Bureau by no later than September 30, 1952.

If approved, there is attached hereto an SAC Letter to this effect.

Respectfully,  
For the Conference

Olyde Tolson

The Director

September 8, 1952

The Executives Conference

PATENT ON DIAL RECORDING DEVICE

On August 29 the Conference composed of Messrs. Ladd, Glavin, Mohr, Hennrich, Clegg, Gearty, McGuire, Tracy and Harbo was advised that the Laboratory has developed an amplifier unit to be used as part of a dial recorder mechanism which will overcome deficiencies in units presently available especially when used on long lines. The Laboratory proposes that a patent be applied for under the Inventions Secrecy Act in order to (1) protect the FBI in the use of this amplifier circuit without the necessity for payment of royalties to any commercial organization which might subsequently develop such an amplifier circuit; (2) aid in guarding against the use of such an improved dial recorder unit by individuals or groups whose activities would be inimical to the security of the United States. Securing a patent under the Inventions Secrecy Act would prevent publicizing information concerning the amplifier circuit developed by the FBI and in the event a commercial organization subsequently developed such a circuit appropriate action could be taken to discontinue or control such use.

The Conference unanimously concurs in the recommendation of the Laboratory that the Bureau seek a patent on the basic electrical circuits incorporated in the new dial recorder amplifier developed in the Laboratory.

Respectfully,  
For the Conference

KA

Y

Clyde Tolson

ch

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

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

BTH:VH

RECORDED - 35 | 66-2554-9818

INDEXED - 35 | 12 SEP 9 1952

RO

FOR THE DIRECTOR OF FBI  
L. J. ...  
DATE 12-2-52

340

62 SEP 12 1952

The Director

September 5, 1952

The Executives Conference

REQUEST FOR 250 WATT RADIO STATION  
KNOXVILLE DIVISION

On September 4 the Conference composed of Messrs. Ladd, Tracy, Belmont, Rosen, Gearty, Clegg, Callahan and Harbo was advised of the request of the Knoxville Office for a 250 watt FM radio station similar to those installed in several of the Bureau's larger offices permitting two-way voice communication between the office and radio equipped automobiles within a radius of twenty-five miles.

Such an installation costs approximately \$13,000 with continuing rental charges for leased telephone lines from the remote receivers to the central office as well as depreciation costs and other maintenance expenses. Mr. Conrad of the Radio Section of the Laboratory recommends unfavorably on the basis that the usefulness of the station would not justify the expenditure. The population area involved is comparatively small and there are only thirty Bureau automobiles operating within the area which would be served by such a radio installation.

The SAC points out the desirability of such an installation largely in terms of its potential value in the event of a war emergency but also points out that the Oak Ridge Atomic Energy Plant is located approximately thirty miles from Knoxville and there are other major industrial installations in the area. Mr. Conrad proposes a survey to see whether a less extensive installation would be feasible which might cost from \$3,000 to \$6,000 and furnish emergency communications between Oak Ridge and Knoxville. Such a survey would require approximately ten employee days' time.

The Conference points out that in the event of failure of telephone communications between Knoxville and Oak Ridge a radio equipped automobile can proceed half way between those cities and at that point serve as a relay station and thus enable radio communication between Knoxville and Oak Ridge with existing equipment.

The Conference was unanimously opposed to the request of the SAC for a 250 watt installation and also to the

cc - Mr. H. H. Clegg - 28  
Mr. Mohr

RTH:VH

RECORDED - 35

INDEXED - 35

12

SEP 9 1952

66-2554-9819  
RO

SEP 10 1952  
KNOXVILLE DIVISION  
MAIL ROOM

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

67 SEP 19 1952

Memorandum for the Director

proposal for the survey of the area concerning the feasibility of less expensive equipment to furnish emergency radio communications between Knoxville and Oak Ridge, not only because of shortage of funds but also because it was felt the circumstances and stated need do not justify the expenditure.

Respectfully,  
For the Conference

*[Handwritten signature]*  
Clyde Tolson



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

The Director

August 14, 1952

The Executives Conference

INTERSTATE TRANSPORTATION  
OF STOLEN PROPERTY

The Executives Conference, with Messrs. Callahan for Glavin, Tracy, Harbo, Wick for Nichols, Gearty, Mohr, Ladd, Belmont, Clegg and Rosen, considered the recommendation that the field offices be advised of the enactment of an amendment to the Mail Fraud Statute, which in effect makes it an offense to transmit anything via interstate wire, radio, television, or by sounds or signals, pictures, etc., in connection with a scheme to defraud or for obtaining money or property by false pretenses etc. We are pointing out that the field should utilize this new law which carries a fine of \$1,000, or imprisonment of not more than five years, or both. It is possible this new legislation may be used in connection with "con man" schemes where in almost every "con man" case the victim is sent telegrams during the so-called "cool off" period which gives the subjects an opportunity to get out of town and still gives the victim hope that he has not been swindled.

This new statute should be utilized and the field is being so advised. A proposed SAC Letter is attached.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 11

66-2554-9820  
RECORDED  
47 SE-12 1952

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HEREIN IS UNCLASSIFIED  
DATE 9-22-92 BY SP5 CJA/TAP

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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- Belmont \_\_\_\_\_
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- Hess \_\_\_\_\_
- Gandy \_\_\_\_\_

ORIGINAL FILED IN 66-6200-87-1

*J R*  
*de*

SEP 24 1952 7-107

SEP 16 1952

The Director

8/29/52

0 Executives Conference

SC. ~~NAVY~~ YARD  
CHARLESTON NAVAL SHIPYARD  
U. S. NAVAL BASE ~~NAVY~~ BASE  
CHARLESTON, SOUTH CAROLINA  
FBI NATIONAL ACADEMY MATTER

On August 28, 1952, the Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Gearty, Holloman, and McGuire considered an application submitted by Captain F. L. Ware, Administrative Officer of the Charleston Naval Shipyard, U. S. Naval Base, Charleston, South Carolina for the attendance of Criminal Investigator Charles Russell Hiser at a Session of the National Academy. The Bureau has accepted applications in the past and permitted the attendance of representatives of the U. S. Park Service, U. S. Park Police, and Armed Services Police. Requests for attendance of such individuals in the past, however, have come from the headquarters of the agency involved in Washington, D. C. In this instance the officer is a civilian employee of the Naval Shipyard. The Charleston Naval Shipyard has a civilian police staff consisting of 120 persons of which 110 are uniformed personnel. The applicant is a Criminal Investigator and presumably would be used also for the purpose of training other civilian/personnel at the base. police

It was Sizoo's view that the applicant from the Charleston Naval Shipyard should be considered as eligible to attend the Academy and that a communication to the Commander of the Shipyard acknowledging the receipt of the application should include a statement that when an appropriate request was received from the Navy Department in Washington consideration would be given to Mr. Hiser's attendance at a future session.

Mr. Belmont raised the question as to the desirability of opening up the facilities of the National Academy to civilian police personnel of Naval Bases, as the might well get further requests from the Brooklyn Naval Shipyard and similar installations.

- 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 12-12-82 BY JSC/DF

JAS:ATP

RECORDED - 45 166-2554-982

63 SEP 18 1952

SEP 9 1952

EX-32

ORIGINAL FILED IN 166-2554-982

As a result of the discussion it was the view of the Conference, with the exception of Sizoo, that a noncommittal acknowledgment should go forward to the Commander of the Naval Shipyard at Charleston with a copy for Savannah requesting the views of the Savannah Office as to the desirability of our permitting the attendance at the National Academy of a civilian officer from this Naval Base.

For the Director's consideration and approval there is attached a letter to the Commander of the Charleston Naval Shipyard with copies for Savannah consistent with the views expressed by the majority of the Conference.

Respectfully,  
For the Conference

Clyde Tolson

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

THE DIRECTOR

7/18/52

EXECUTIVES CONFERENCE

ASSIGNMENT OF INVESTIGATIVE WORK  
TO POLICE DEPARTMENTS

20043

Present at the Executives Conference of 7/18/52, were Messrs. Tolson, Ladd, Nichols, Tracy, Callahan, Parsons, Mohr, Belmont, Rosen, Gresham, Holloman and Mason.

The Conference considered the program of assigning investigative matters to local law enforcement agencies. It will be recalled that such a program was in effect during World War II, was discontinued after hostilities <sup>ceased</sup> and was reactivated on August 2, 1950.

An analysis of monthly administrative reports from field divisions since the reactivation of the program reflects a steadily increasing investigative delinquency of matters assigned to police, commencing with 21.64% delinquency in October 1950, and concluding with a delinquency during the calendar year 1952 which has only once during the past 6 months been less than 81%. At the end of June, the delinquency was 83.58%, field-wide, on cases assigned to local law enforcement agencies. During the first 4 months of the current calendar year the number of cases assigned to police has averaged 2,800 whereas during May and June, the number of cases declined to 1,772 and 1,693 respectively.

Contact with certain SACs provided the following comments:

SAC McKee, Newark: Believes the program excellent in theory, but not effective in practice for the Bureau is unable to exercise the desired amount of control and enforce early handling of matters. Police departments initially enthusiastic have had their enthusiasm dulled because the program, designed for an emergency has dragged out too long and because the cases assigned to police are obviously the unimportant and uninteresting cases which the FBI immediately takes control of if anything important does develop. McKee recommends discontinuing the program nationally, pointing out that it would be easy to reinstitute the program if a greater emergency arises.

1 ENCL  
Filed with original

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

Attachment

cc-Mr. Mohr

SEP 26 1952

EDM:DMG

INDEXED 45

RECORDED

138 SEP 10 1952

INITIAL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12-11-81 BY SP5 u

ORIGINAL COPY FILED IN 66-7340-571

Memorandum for the Director

20044

- SAC Alden, Baltimore: Feels that the program is not worth while because the results obtained are not commensurate with the administrative effort necessary to supervise the program. Alden cited understaffing of local agencies and difficulty in attempting to get police to adhere to deadlines. He recommended that it be left to the discretion of each SAC as to whether to assign cases to approved police departments.

SAC Hood, WFO:

Based on his experience here and in California, recommends elimination of the program and points out that in many jurisdictions because of state laws, Security work cannot be assigned to police and with regard to criminal matters it is frequently necessary for Agents to reinvestigate them. Hood feels that the majority are willing to cooperate, but are short-handed.

Inspector Haughten:

For the same reasons cited thus far, recommends that the program be left to the discretion of each SAC based on local conditions.

SAC Scheidt, New York:

Believes the program is effective and points out that during the past 14 months the New York City Police Department has saved the equivalent of 13 Agents full time through the handling of 1,483 Selective Service cases and 1,899 Security cases, with good quality in investigative results and the submission of "quite satisfactory" reports from the New York City Police.

BUREAU RULES

At its inception the Bureau followed every avenue of encouraging and insisting that the field assign cases to local officers under this program. Increasing delinquency caused the Bureau in September 1951 to direct that assignment of cases be confined to police departments having the manpower and willingness to cooperate under this program. The Bureau has still encouraged that maximum use be made of police agencies and, of course, the field is required to advise the Bureau monthly of the number of cases assigned to police.

RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE

20045

- (1) That the attached SAC Letter go forth, advising the field:
- (A) That the program should be curtailed with regard to those agencies not able to handle FBI cases currently and properly.
  - (B) That, if conditions in the local agencies are such that an SAC can obtain results under the program, he should continue to do so.
  - (C) That the Bureau desires to control the delinquency of these cases.

If the Director agrees, there is attached a proposed SAC Letter. Also attached for perusal, if desired, is a 5-page memorandum from Mr. Clegg to Mr. Tolson, dated July 16, 1952, setting forth in greater detail the views of the SACs and Inspector Naughton who were contacted as well as the individual delinquency and total of cases assigned under this program since its inception, all of which has been synopsised in this Executives Conference memorandum.

Respectfully,  
For the Conference

Glyde Tolson

THE DIRECTOR

September 9, 1952

THE EXECUTIVES CONFERENCE

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The Executives Conference of September 8, 1952, consisting of Messrs. Tolson, Nichols, Gearty, Clegg, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy and Glavin, was advised by Glavin that the Comptroller General under date of August 23, 1952, in responding to the Attorney General's request for a decision, had advised that any profits derived from the sale of soft drinks, et cetera, and vending machines located in Bureau space must be turned in to the Treasury of the United States as miscellaneous receipts under the provisions of Section 3617 of the Revised Statutes.

For the Director's information, it is pointed out that some question had arisen as to whether the profits from the sale of coca-cola from vending machines should be turned in to the Treasury as miscellaneous receipts or could be utilized by the various divisional offices for their welfare activities. There had been continued questioning concerning this particular matter for a considerable period of time and it was felt that an official decision of the Comptroller General should be secured. The decision above-mentioned answers the question and any profits from any of the machines installed in Bureau space which have previously been utilized in connection with welfare and recreational activities can no longer be so utilized and must be turned in to the Treasury as miscellaneous receipts.

The Conference recommends that the field and the Seat of Government be immediately advised concerning this particular matter. The attached communication to all SAC's advises them concerning the Comptroller General's Decision.

Respectfully,  
For the Conference

Clyde Tolson

OK

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

Attachment  
cc: Mr. Clegg  
Mr. Mohr

INDEXED - 134  
RECORDED - 134

66-2554-982  
SEP 11 1952  
12

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/2/83 BY SP-8 JRS/STP

340  
SEP 12 1952

The Director

9/9/52

The Executives Conference

Present 9/5/52: Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Holloman, Gearty, and Clegg

~~MOBILE, ALABAMA POLICE DEPARTMENT~~  
~~POLICE TRAINING~~

The Conference considered the recommendation of SAC Hawkins that the Mobile Office be authorized to provide ~~irregular training and regular training schools for the Mobile Police Department.~~ He has received a request from Chief McFadyen requesting such courses.

BACKGROUND

On 10/5/50 SAC Mumford, then of Mobile, advised that Chief McFadyen had never contributed anything to the Bureau. He felt that McFadyen was antagonistic and he did not acknowledge letters of invitation to attend law enforcement conferences, and there was an order which the Chief had issued in September 1950 restricting the furnishing of information from records to all persons and all agencies. Mumford further advised that there was internal controversy between the Chief and a Captain Hollings, a NA graduate. Also, a grand jury investigation of the police department was undertaken with considerable criticism and exposure of alleged corruption on the part of the individuals in the department.

On the basis of this information the Mobile Office was instructed to confine their relationship with the Mobile PD to the formal acceptance of information volunteered or to absolutely necessary contacts. The Mobile PD was removed from the Bureau mailing list except for Uniform Crime Reports and the Mobile Office was told that the Bureau would accept no representatives from that department for the National Academy and no police training would be provided for the Mobile PD.

In January 1951 SAC Mumford advised that the Mobile "Press-Register" inquired if an FBI representative could make a survey of the Mobile PD and if the Bureau would provide training courses for the Mobile PD. SAC Mumford advised that the Bureau made no such surveys and our commitments were heavy in the field of police training and we could not take on any new programs. At this time the Bureau recommended no change in our then existing policy with the Mobile PD as above indicated.

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

RECORDED - 45

INDEXED - 45

EX-32 INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

DATE

66-2554-9824  
SERIAL 192

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

71 SEP 17 1952



On 3/14/52 SAC Hawkins stated that an editorial appeared in the Mobile "press Register" pointing out the need of firearms training for the Mobile PD personnel and inquired as to what answer he should give if this training was requested. The Bureau instructed that he should await the receipt of such a request and then advise the Bureau. In this same letter SAC Hawkins pointed out that the situation in the Mobile PD had improved considerably; cases were being referred to the Bureau by the Mobile SD. On 3/12/52 SAC Hawkins advised that although they still had internal ailments within the department, there was no lack of cooperation with the Mobile Office. Chief Kafadyen had paid a visit to the SAC and informed Hawkins that he had heard rumors that the FBI felt it could not get cooperation from his department, which the Chief denied, and he stated that if there was any failure on the part of any of his personnel to cooperate fully, if the Chief would be informed he would remedy the difficulty.

Subsequently Chief Kafadyen inquired of an Agent if the FBI would conduct a firearms school and also follow this up with a general school for his personnel. Hawkins advised that he believes the Bureau should assist. Hawkins had returned the call on the Chief and the Chief stated it was the first time an FBI SAC had called on him and he appreciated the call and again volunteered his cooperation.

The Executives Conference considered this matter, and in view of the fact that Chief Kafadyen had personally called on the SAC at Mobile and offered his cooperation, in view of the improved relationship evidenced by the statement of the SAC that we were now getting cases referred to us and that full cooperation was existing in spite of the indication of internal friction and problems within the department, the Conference unanimously recommended that the SAC be authorized to conduct the firearms courses and the regular school which has been requested specifically by the Chief of Police. If this is approved, there is attached hereto a letter to the Mobile Office to this effect.

Respectfully,  
For the Conference

Clyde Tolson

*I am approving  
but do so with grave  
misgivings.*

*H*

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
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Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



THE DIRECTOR

September 12, 1952

THE EXECUTIVES CONFERENCE

my  
9

The Executives Conference of September 11, 1952, consisting of Messrs. Tolson, Gurnea, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, considered various methods of effecting economy in the Bureau's operations in view of the acute situation facing the Bureau in its current operating appropriation.

It was pointed out that at the present time the Bureau is negotiating for the purchase of 233 automobiles for use by the field service. These automobiles are not additional automobiles but would be replacements for machines presently utilized in the field service.

The Conference was advised that under the law we are limited to \$1200 for the purchase of such cars and that the sale price of used cars is applied against the purchase price of a car in question. Mr. Glavin advised that at the present time the Bureau is selling its old cars for approximately \$300 each which would make the net payment for a new car run approximately \$900 each. In holding up for the present on the purchase of the new cars we would save approximately \$196,400 which could be utilized for other very necessary and essential expenses of the Bureau.

The Conference recommends that this purchase of automobiles be held up for the present time. It is pointed out that the automobiles may be purchased anytime later on in the fiscal year if funds become available.

CC: Mr. Mohr  
Mr. Clegg

Respectfully,  
For the Conference

Clyde Tolson

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EX-32

66-2554 - 9826

SEP 12 1952  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-87 BY 2054/176

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Holloman \_\_\_\_\_
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66 SEP 17 1952

The Director

8/28/52

Executives Conference

FIELD OFFICE MONTHLY ADMINISTRATIVE REPORTS

On August 28, 1952, the Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Sizoo, Gearty, Holloman, and McGuire considered a suggestion that recent instructions to the field calling for the use of a work sheet for the daily posting of the status of cases in a field office as an aid to the preparation of the monthly Administrative Report be amended to the extent that the use of the work sheet be permissive rather than mandatory.

BACKGROUND:

On April 4, 1952, the Executives Conference considered the use of the work sheet which is involved in this discussion. Prior to that time the Administrative Report was prepared by actual count of the Assignment cards which required that they be shuffled into classification sequence for the preparation of the report and then reshuffled into sequence behind the names of the Agents to whom the cases were assigned. The New York Office in an attempt to facilitate the work of the preparation of the Administrative Report at the last of the month experimented with a running record maintained currently throughout the month. This record then contained the data needed for the Administrative Report. New York found that at the end of the month the report could be prepared from this record with a savings in time and personnel.

Based on New York's experience a survey was made of 8 field offices. Two, New York and Newark, favored the use of this work sheet, the other offices criticized it because of greater possibility of error.

The majority of the Executives Conference on this occasion voted in favor of the compulsory use of the work sheet throughout the field on the basis of the significant time savings shown by New York and Newark. This was approved and instructions to this effect were sent to the field by SAO Letter 43 (E), dated 5/6/52.

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

cc: Mr. Mohr  
Mr. Clegg

JAS:ATP

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DATE 12-22-82 BY [signature]

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EX-129100 SEP 11 1952

INITIALS ON ORIGINAL

60 SEP 19 1952

ORIGINAL FILED IN 66-2119-2

66-2554-9827

Recent Developments

Since the adoption of the new method involving the use of the work sheet, 4 offices have communicated with the Bureau pointing out that their experience with this work sheet indicated that it took more time rather than less time to now prepare the monthly Administrative Report. SAC Alden stated it took 26 hours more clerical time in June than had been taken heretofore; SAC Schlenker of Savannah, 16 hours more time in June; SAC Lorton of Houston, 10 hours more time in July; SAC Means of Memphis, 17 hours more time. The letters received from these offices all requested that the Bureau reconsider this matter in the light of their experiences and make it permissive to use either method, that is, either prepare the Administrative Report from a count of the Assignment Cards at the end of the month as has been done for many years or prepare the delinquency report from the work sheets which is now required. It was pointed out that even under the new system of preparing the monthly report those offices having a 3-card Assignment Card System must still shuffle the cards into numerical sequence temporarily for the purpose of obtaining delinquency data.

RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE:

It was the unanimous view of the Executives Conference that it would be desirable to obtain the views of all offices with reference to the advantages or disadvantages of the new system rather than take action on the views of four. It will have been used for the months June, July, and August by the time an SAC Letter reaches the field and this was considered adequate time to evaluate the usefulness of the new system.

Attached for the Director's approval is a suggested SAC Letter for the Field.

Respectfully,  
For the Conference

Clyde Tolson

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

The Director

September 11, 1952

~~The Executives Conference~~  
~~BUREAU WOP Plans~~  
FIRST AID TRAINING

Present 9/10/52:  
Messrs. Tolson, Glavin,  
Tracy, Harbo, Mohr,  
Laughlin, Ladd, Rosen,  
Gearty, Holloman,  
Nichols and Glegg

The Executives Conference on September 10, 1952, unanimously recommended that all First Aid Training for employees at the Seat of Government be discontinued for the remainder of this fiscal year. In connection with war Plans, it was approved that 25 per cent of the personnel assigned to each Division should be trained in First Aid. These courses have been continuing for some time and the results are as follows:

<u>Division</u>	<u>Percentage Already Trained</u>
Identification	17.37
Training and Inspection	28.33
Administrative	11.58
Records and Communications	12.80
Domestic Intelligence	14.06
Investigative	14.22
Laboratory	22.29

In an effort to reduce expenses and to make clerical employees available for regular production activities, the recommendation unanimously was that these courses be discontinued.

Respectfully,  
For the Conference

B

Clyde Tolson

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

cc - Mr. Mohr  
Mr. Glegg

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68 SEP 16 1952

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DATE 12-9-85 BY SP5/SC/10

The Director

September 11, 1952

The Executives Conference

Present 9/10/52:

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

ECONOMY

1. Suggestion that Resident Agents who are now required to come to their headquarters Field Offices once each month be authorized to come to the headquarters office as infrequently as once each sixty days, with permission, of course, to come to the headquarters office in the case of any emergency or real necessity. This is for the purpose of saving travel expenses and the per diem charges while the Agent is in the headquarters city and absent from the per diem headquarters at the Resident Agency.

Recommendation: The Executives Conference recommended unanimously favorable.

2. Agents conferences are now held semiannually in all Field Offices. There is also an Agents' semiannual technical conference. It was recommended that the Agents' semiannual general conference and the Agents' semiannual technical conference be combined so that both will be held on the same date for the same group of Agents, thus making one trip to the Field Office suffice for both conferences, which would provide a savings for those Agents on road trips and at Resident Agencies at the time. It was also recommended that on the occasion of these conferences the Resident Agents' calling at the Field Office would suffice as one of the bimonthly required trips to the office.

Recommendation: Unanimously recommended favorably by the Executives Conference.

It should be pointed out that these less frequent visits by some of the Agents to the Field Office may require more frequent preparation of Bureau Bulletins instead of SAC Letters on more urgent matters that are not highly confidential.

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

cc - Mr. Mohr  
Mr. Clegg

RECORDED-77

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66-2554-9829

12 SEP 12 1952

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DATE 7/26/94 BY SP54

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71 SEP 17 1952



3. With regard to firearms training, at present six monthly firearms training periods are required by each agent on an outdoor range where the agents are trained in groups. In the months when regular outdoor range training is not given, the agents are required to fire their personally owned pistols on private or Police ranges which are available. The total ammunition costs for the past year ran over \$300,000.


Recommendation: To reduce costs of ammunition and travel, the Executives Conference unanimously recommended as follows:

(a) For the fiscal year beginning July 1, 1952, and ending June 30, 1953, there be required a total of four training periods on the outdoor range instead of six. (Most Field Offices will probably have had their July, August and September shoots completed by the time these instructions reach the field and, if so, there will be but one more such training period required this fiscal year.)

(b) Reduce the required number of practice periods where the agents personally fire their own weapons at targets on private or police ranges from six to three times during this fiscal year.

Total estimated savings of \$200,000, including ammunition, also travel and per diem.

Respectfully,  
For the Conference

  
Clyde Tolson



THE DIRECTOR  
THE EXECUTIVES CONFERENCE

September 2, 1952

*ok only*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-90 BY SP3 JF

The Executives Conference of August 29, 1952, consisting of Messrs. Ladd, Mohr, Gearty, McGuire, Hennrich, Harbo, Clegg, Tracy and Glavin, was advised by Glavin that in 1950 and 1951 the Bureau purchased a number of Ford automobiles with the so-called "Police Interceptor Engine" installed. This is the recognized Ford police car having 110 horsepower, considerably more than the horsepower developed by the standard Ford engine.

It was pointed out to the Conference that information had been received that the Ford Company is selling these cars only to law enforcement agencies. It was also pointed out to the Conference that although we are not replacing the 1950 or 1951 Fords at this time, replacements will be made after the mileage has reached or exceeded 60,000 miles or when the cars are 6 years old, and inquiry was raised as to final disposition of the cars in question since Ford originally sells these cars only to law enforcement agencies.

It was pointed out that the Ford Company has no prohibition on the resale of these cars so far as it could be ascertained through contact with Ford representatives. It was further pointed out that the Bureau in selling its old cars applies the proceeds of the cars sold to the purchase of new automobiles, thereby reducing the over-all cost of automotive equipment considerably. If we were to turn automobiles being disposed of over to the Federal Bureau of Supplies, we would not receive the benefit of the resale price of these cars. When we dispose of cars we secure competitive bids, taking the highest bid rendered in the disposition of the car. There are no limitations as to the use of the cars we sell insofar as the successful bidder is concerned.

It was the unanimous opinion of the Conference that since these automobiles would not be sold by the Bureau until mileage exceeded 60,000 miles or until the cars are 6 years old, the Bureau need not be concerned over the ultimate purchasers thereof.

Respectfully,  
For the Conference  
*[Signature]*

Clyde Tolson

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

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ORIGINAL COPY FILED IN 66-2554-1960

INITIALS OF ORIGINAL

The Director

September 12, 1952

The Executives Conference

Present 9/11/52:

ECONOMY--DISTRIBUTION FBI  
LAW ENFORCEMENT BULLETIN  
TO BUREAU PERSONNEL

Messrs. Tolson,  
Glavin, Tracy, Harbo,  
Mohr, Belmont, Ladd,  
Rosen, Gearty and  
Glegg

The Executives Conference on September 11, 1952, unanimously recommended that the FBI Law Enforcement Bulletin now distributed to all Agents of the Bureau hereafter be distributed to Field Offices only in the number required to provide one copy for each Field Supervisor and for each approved Police Instructor and one copy for the office library, notice to be placed on Bulletin Board that those interested may obtain copy temporarily from Supervisor, Police Instructor or Library.

Purpose of suggestion is to reduce the number of copies printed by the Government Printing Office and to thus effect economy. SAC Letter to this effect attached for approval.

Respectfully,  
For the Conference

Clyde Tolson

*OK*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/26/84 BY SP8 CJA/MA

Attachment

cc - Mr. Mohr  
Mr. Glegg

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

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60 SEP 19 1952

The Director

September 12, 1952

The Executives Conference

Present 9/11/52:

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

~~ECONOMY - INTRABUREAU  
COMMUNICATIONS ON TELETYPE  
FORM TO BE SENT BY MAIL~~

The Executives Conference on September 11, 1952, considered the suggestion made by the class of in-service agents who were taking Inspector's aide training. They pointed out that frequently teletypes are used in the Field to follow up leads in deadline cases. Although it is probably realized that this is not economical, there is a knowledge that teletype messages in the Field are handled expeditiously in the Chief Clerk's Office, the usual clerical processing is delayed and the teletypes go promptly to the SAC or Supervisor interested. Due to slow mail deliveries and the fact that after a follow-up letter is received in the Field Office it is first processed by the Chief Clerk and then routed in the normal way, the letter is not an expeditious follow-up system and, thus, not as effective as the teletype.

The suggestion is that the Field be again instructed that they may mark teletypes "air mail" and send them out on the regular green teletype form. Then instructions should be issued to the Field that such communications upon receipt at the Field Office should be handled in the expedite manner in which teletypes are handled.

Due to the fact that this would likely contribute to additional savings in communication costs, it was unanimously recommended by the Conference that instructions be issued to the Field to handle the teletype-language communications that are sent on the teletype form by mail just as if it were a teletype received in the office. The Bureau has already sent instructions reemphasizing the need for using air mail instead of teletypes when possible.

There is attached hereto an SAC Letter to this effect for a proposal.

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

*Handwritten initials*  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/15/89 BY 2959

Respectfully,  
For the Conference.

Clyde Tolson

Attachment

cc - Mr. Tolson  
Mr. Clegg

66-2554-9832

RECORDED - 20

INDEXED - 20

SEP 15 1952

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ALL INFORMATION CONTAINED

The Executive Conference of September 11, 1952, consisting of Messrs. Tolson, Gurnea, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin considered various methods of effecting economy in the Bureau's operations in view of the acute situation facing the Bureau in its current operating appropriation.

It was pointed out to the Conference that if all In-Service Schools were discontinued effective September 22, 1952, there could be estimated savings of approximately \$351,000 in travel expenses. It was pointed out to the Conference the estimated savings were arrived at by comparing the actual cost of the Agents attending In-Service as to the actual costs which would accrue to those Agents if they were in their own offices handling regular investigative assignments. The Conference unanimously recommends that all In-Service Schools and conferences of field personnel at the cost of Government be discontinued with the In-Service Class of September 15, 1952, and that no further such classes be set-up during the remainder of this calendar year, and that the matter of re-instituting In-Service Training be again considered by the Executive Conference in January, 1953.

Should the Director agree, the attaching teletype should go forward to all field offices.

CC: Mr. Mohr  
Mr. Belmont

Respectfully,  
For the Conference

Point

*[Handwritten initials]*

*[Handwritten initials]*  
Clude Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/22/92 BY 2829-1/ST

RECEIVED-RECORDING ROOM  
FBI  
SEP 12 10 06 AM '52

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

RECORDED - 20

SEP 15 1952

INDEXED - 20

EX - 13

166-2554-9833

62 SEP 17 1952

THE DIRECTOR

September 11, 1952

THE EXECUTIVES CONFERENCE

26

SURVEY

The Executives Conference of September 10, 1952, consisting of Messrs. Tolson, Nichols, Gearty, Clegg, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy, Holloman, and Glavin, was advised that under Bureau War Plans the Field was advised under date of July 11, 1950, and July 25, 1950, to secure certain miscellaneous supplies and equipment to be utilized under the Bureau War Plans procedure. The Field was advised to insure that they had adequate medical supplies, ammunition, firearms, tires for automobiles (a minimum of one extra set per car was recommended), batteries, detention equipment, etc.

It was pointed out to the Conference that in view of the status of our appropriation at the present time, it is felt that the War Plans equipment and material presently stored in the various Divisional offices be utilized for current work needs. The Conference feels that tires, tubes, and ammunition particularly which are set aside for War Plans could be utilized without difficulty at this time. It is further felt that many miscellaneous supplies which have been set aside for the various Field offices for use under the Bureau War Plans can be utilized at this time so that we might further conserve our appropriation.

Should the Director agree, the suggested attached communication should go forward to the Field.

cc: Mr. Mohr  
Mr. Clegg  
Attachment

Respectfully,  
For the Conference

4  
Clyde Tolson

B

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-21-96 BY 2832/CP

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 56

INDEXED - 50

EX - 69

166-2554-9834  
5 SEP 15 1952

66 SEP 22 1952

Director

6/29/52

The Executives Conference

PHOTOGRAPES

DEserter FUGITIVE INVESTIGATIONS

SUGGESTION NUMBER 365-52

Present 8/25/52: Messrs.  
Tracy, Callahan, Harbo, Mohr,  
Belmont, Ladd, Nearty, Wick,  
Holloman and Clegg

*AMK*

The Executives Conference considered the suggestion of SA Willis J. Richardson, Jr. of the Baltimore Office, that the Bureau insist that the Armed Services furnish photographs with each request for the location of a deserter.

This matter has been given a study in the General Investigative Division and there is at present a form which has space for a photograph and this form is used by the Armed Services in requesting the Bureau to locate a deserter. The form is considered adequate.

Photographs are in fact being furnished when they are available. Since the Armed Services appear to be complying with our wishes for photographs whenever they are available, it is not believed that the Bureau should decline to search for the fugitive if the photograph is not given, particularly since they do furnish descriptive information.

The Executives Conference therefore unanimously recommended unfavorably.

respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Mohr  
Mr. Clegg

*REC-511*  
*ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7/25/83 BY SP-5 JBT*

*[Handwritten signature]*

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

RECORDED-114

INDEXED-114

EX-25

*66-2554-9835*

61 SEP 12 1952

INITIALS ON ORIGINAL - 11

SEP 23 7 107 1952

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Mr. A. H. Belmont

August 4, 1952

V. P. Keay

AUTHORIZATION FOR FIELD OFFICES  
TO MAINTAIN A SMALL SELECTIVE LIBRARY  
IN WHICH BUREAU PUBLICATIONS AND  
RELATED DOCUMENTS CAN BE KEPT  
SECURITY MATTER - C

PURPOSE:

The purpose of this memorandum is to set forth a request made by the Security-Espionage Conference held at the Bureau on June 26-27, 1952, and also the same request made by field office members of the Toplev Conference held at the Bureau on July 18-19, 1952.

DETAILS:

The Security-Espionage and Toplev Conferences pointed out that all Central Research Desk and related Bureau publications should be maintained in one place if they are to be freely, frequently, and effectively used by personnel. The conferences stated that the present system, which results in the sending of these publications to different files, is impractical and interferes with their use. Therefore, it was recommended that all field offices be allowed to establish a small selective field office library in which the afore-mentioned publications can be maintained. It was reiterated by the members of the conferences that they believed it would be a very practical change, and one which would produce much good. It was explained that, at the present time, it is necessary to investigations to have in the field offices some non-Bureau pamphlets, magazines, and books, and that these publications could also be maintained in this small selective field office library along with the Bureau productions.

These conferences also asked that a bibliography of Bureau publications be prepared which would facilitate the establishment of this field office library.

Since these recommendations were first made, the Central Research Desk has conducted a preliminary survey to determine the extent

Attachment  
WCS:cmk

RECORDED - 12

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166-2354-9836  
SEP 11 1952

INITIALS ON ORIGINAL

71 SEP 24 1952

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of Bureau publications sent to the field offices. It was found that they are extensive and vary, hence it is believed that the request made by the field office members of the afore-mentioned two conferences is a valid one from which would flow good results.

The Central Research Desk has also compiled a bibliography of research publications.

ACTION:

1. It is recommended that approval be given to field offices to maintain a small selective field office library for Bureau and non-Bureau publications used by the investigative personnel and that the attached SAC letter so advising, along with the attached bibliography, be approved.

2. Yellow copy attached. Original Dunimst retained at Central Research Desk. On approval please return to William C. Sullivan, Room 1243.

ADDENDUM:

August 7, 1952

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, on August 7, 1952 considered this and unanimously recommended that the proposed SAC Letter be sent to the field.

AHB:tlc



The Director

August 7, 1952

The Executives Conference

Present 8/5/52: Messrs.  
Ladd, Harbo, Mohr,  
Glavin, Nichols,  
Gerty, Belmont,  
Rosen, Tracy, Clegg

PROPOSED METHOD FOR MEASURING  
SPANISH SPEAKING ABILITY OF  
SPECIAL AGENTS -  
SUGGESTION BY SA FRANK E. CROSBY  
RECORDS AND COMMUNICATIONS DIVISION

The Executives Conference considered the suggestion of Mr. F. E. Crosby of the Records and Communications Division that a special recording be prepared in Spanish language which would test the ability of present employees and future applicants, when necessary, in speaking and understanding the Spanish language.

There are about 1500 Special Agents who have listed ability in Spanish in varying degrees of proficiency, ranging from a high school course to actual ability to speak the language fluently. The estimated total need of the Bureau at this time for Spanish speaking personnel in various offices and foreign posts is 51. The Administrative Division recommended that the Training and Inspection Division, in cooperation with the Translation Unit of the Laboratory, prepare tests which would measure the speaking ability and translation ability of employees who have indicated knowledge of the Spanish language. The results of these tests would be used by the Administrative Division in effecting transfers of Agents when Spanish speaking Agents are necessary.

The Executives Conference noted that SAC Santolana of the San Diego Office formerly conducted excellent courses in the Bureau teaching Agents to speak Spanish, he prepared an outstanding textbook guide on this subject and has also taught in Porto Rican schools where Spanish language is used and has worked in Porto Rico on special cases conducting interviews in Spanish. In view of his special ability, it was recommended that SAC Santolana, because he is believed to be better qualified than any other known employee, be requested to prepare a test including recordings for the purposes indicated. Following the preparation and subsequent approval of this test, it could be given to Bureau employees having Spanish language ability, their

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment

cc: Mr. Mohr  
Mr. Clegg

Nichols

(Suggestion # 370-52)  
3192

RECORDED - 102

INDEXED - 107

66-2554-9837  
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138 SEP 16 1952  
INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

22 SEP 29 1952

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qualifications measured, and then any action necessary could be taken based upon the findings from such tests.

If this is approved, there is attached hereto a letter to SAC J. F. Santoluna requesting that such tests be prepared and any necessary recordings made for the purpose of these tests and that the completed tests then be forwarded to the Bureau.

Respectfully,  
For the Conference

Glyde Tolson

The Director

September 12, 1952

The Executives Conference

Present 9/11/52:

INSPECTION OF RESIDENT AGENCIES - ECONOMY

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

The Executives Conference on September 11, 1952, considered a suggestion that hereafter Resident Agencies be inspected once each six months, one of these semiannual inspections must be by the SAC. The other can be made by the ASAC. If within the six months' period the SAC or ASAC is at the Resident Agency for other purposes, such as conference with US Attorney, attending court or making a speech, the inspection should be during such visit.

THE PRESENT RULE:

The present rule is that each Resident Agency is to be inspected at least once each three months by the SAC or the ASAC and that the inspection must be by the SAC personally at least once each six months.

The suggestion reduces the number of required inspections by 50 per cent, that is i.e. from 4 times per year to twice per year, although if other visits are required by the SAC or ASAC to the Resident Agency, they would not be precluded from making the inspection while there.

EXECUTIVES CONFERENCE RECOMMENDATION:

The majority approved the suggestion for the remainder of the current fiscal year in order to effect economy.

Mr. Mohr opposed the suggestion on the basis that too frequently difficulties have arisen in Resident Agencies in the past, there are a large number of Resident Agencies and, although it does take considerable time, it is not unreasonable to require that they be inspected quarterly as a safeguard and precautionary measure.

- 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 11-15-83 BY SP-8 JCF

RECORDED-30  
INDEXED-30

Respectfully,  
For the Conference

Glude Tolson

4  
2534-9838

HHC:IGS

SEP 17 1952

51 SEP 19 1952

September 15, 1952

The Executives Conference

CURTAINMENT OF WORK IN IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Clegg, Harbo, Mohr, Gearty, and Tracy on September 11, 1952, considered possible curtailment of work in the Identification Division.

1. INDUSTRIAL AND ARMED SERVICE FINGERPRINTS FROM OSI, G-2, AND ONI

For the Director's information the Identification Division during the fiscal year of 1952 handled 564,769 fingerprints submitted by ONI, OSI, and G-2. These are fingerprints of individuals engaged in private industry whose fingerprints are taken as part of a security check or are fingerprints of armed forces personnel assigned to handle classified documents or assigned to sensitive positions.

After the Card Index name search, the Technical Section identifies by fingerprint search between one and two per cent not identified in Card Index.

These fingerprints averaged 2,241 per day during 1952 fiscal year.

2. COAST GUARD ENLISTMENTS AND MERCHANT SEAMEN FINGERPRINT CARDS

The Coast Guard issues documents to Merchant Seamen and prescribe that fingerprint clearance must be made before documents are issued. Enlistment prints in the Coast Guard are the same as military service. In view of the fact that the Identification Division is searching military prints by name only at the present time, it is recommended that the Coast Guard enlistment and Merchant Seamen prints be given a name search only.

After the Card Index name search, the Technical Section identifies by fingerprint search between one and two per cent not identified in Card Index.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

SJT:edm

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65-2534-9839  
5 SEP 17 1952

EX-164

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/1/83 BY SP5/CLP

50 SEP 19 1952

September 13, 1952

These fingerprints averaged 343 per day during 1952 fiscal year.

3. MISCELLANEOUS APPLICANT FINGERPRINTS

The Identification Division receives miscellaneous applicant prints from law enforcement agencies, state and municipal Civil Service Commissions, and covers miscellaneous types of employment including taxi drivers, chauffeurs, bartenders, alcohol beverage licenses, and caterers.

These fingerprints averaged 1,032 per day during the fiscal year 1953.

Similar applicant type fingerprints are received from law enforcement agencies and common carriers such as trucking companies, airlines, railway express, Pullman company, and rail-road special agents.

These fingerprints averaged 471 per day during the fiscal year 1952.

After the Card Index name search the Technical Section identifies by fingerprint search between one and two per cent not identified in Card Index.

RECOMMENDATION:

In view of the fact the fingerprints in categories 1, 2, and 3 above are presently being given a full technical fingerprint search in addition to the name search, the Executive Conference unanimously recommends as follows:

1. INDUSTRIAL AND AERIAL SERVICE FINGERPRINTS FROM O-1, C-2, AND ONE

That a name search only be given to fingerprints from O-1, C-2, and ONE inasmuch as the primary interest is for a

September 15, 1952

security check and, further, only between one and two per cent additional identifications are made by virtue of the technical fingerprint search following the name search, and the present condition of the delinquency in the Identification Division justifies the curtailment of this work.

This procedure was utilized once before when the Identification Division was in the National Guard Armory during World War II.

2. COAST GUARD ENLISTMENTS AND MERCHANT SEAMEN  
FINGERPRINT CARDS

The Executives Conference unanimously recommends that these fingerprints be given a name search for the same reason stated in 1.

This procedure was utilized once before when the Identification Division was in the National Guard Armory during World War II.

3. MISCELLANEOUS APPLICANT FINGERPRINTS

The Conference unanimously recommends these fingerprints be given a name search only with the exception that applicants for positions in law enforcement agencies or as auxiliary police be given the full technical fingerprint search.

Only between one and two per cent additional identifications would be made with the additional technical search. It is felt the current delinquency justifies this curtailment.

This procedure was utilized once before when the Identification Division was in the National Guard Armory during World War II.

If the foregoing recommendations are approved, the Technical Section will be able to classify 50,000 of these fingerprints per week and the delinquency will be eliminated in

Memorandum for the Director

September 15, 1952

eight weeks. Such fingerprints as are now delinquent in the Technical Section of the Identification Division will be answered by the Typing Section within the same period of time, i.e. eight weeks.

For the Director's further information, all identifications made by the Card Index search have already been answered to the contributor. It is only the nonidents that are being held for the technical fingerprint search. The present delinquency in the Technical Section of the above type of fingerprints is 178,000.

Respectfully,  
For the Conference,

*J. Edgar Hoover*  
4  
Glyde Tolson

The Director

September 17, 1952

The Executives Conference

Present 9/15/52:

CRIMINAL INFORMANT PROGRAM  
ATLANTA DIVISION

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

The Atlanta Office recommended the adoption of a form which would be filled out by each Special Agent by the third of each month showing the work which they performed in developing Confidential Informants during the preceeding month. This informant contact form lists a place for the name of the Agent and the month. There are columns to show the name of the confidential informant or potential confidential informant, the date of the contact, and case number discussed, and the time spend with the informant in hours. There is additional space at the bottom of the page for comments.

In view of the present requirements for recording all interviews, including case number on the daily reports of Agents and the prospective interviews on the No. 3 register card of Agents at the headquarters city who do not make daily reports, the Executives Conference on September 15, 1952, recommended unanimously against the adoption of this form. It was believed that it would be an unnecessary additional expense requiring clerical time to tabulate and file and requiring time of Agents to prepare the form, and in view of the need for economy such project should not be undertaken.

If this is approved, attached is a letter to the Atlanta Office to this effect.

Respectfully,  
For the Conference

Clyde Tolson

*Handwritten initials/signature*

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 125

Attachment

cc - Mr. Mohr  
Mr. Clegg

INDEXED - 125

HHC:IGS

EX-83

66-2554-9841  
SEP 18 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/29/05 BY SP-1/DA

SEP 22 1952



The Director

September 16, 1952

The Executives Conference

USE OF POLYGRAPH

VIEWS OF INSPECTOR:

In the course of the present inspection of the Laboratory Division the question concerning the extent to which the polygraph has been used and the results achieved in solving cases was looked into. Since the inception in 1935 of the Bureau's use of the polygraph interviews have been conducted in about 215 cases involving a total of approximately 1,500 suspects. Although the polygraph has been used in only 15 cases since April, 1949, and the results achieved in those cases have not been too encouraging, it is pointed out that during fiscal year 1944 the polygraph was utilized in 46 cases and oral admissions or signed confessions were obtained in 33% of those cases. Mr. Harbo has expressed the opinion that this high degree of success in obtaining admissions or signed confessions had been due in part to the frequent use and the ability of the Laboratory men to keep at the peak of proficiency in the operation of the polygraph and the fact that in a number of sabotage and hijacking cases it was used shortly after the crime was committed when the subject was more susceptible to interrogation of this type than he would be in other cases where all investigative leads had been exhausted and a period of weeks had elapsed after the crime.

While the Laboratory is in harmony with the policy which has existed over the years concerning the use of the polygraph, Mr. Harbo is of the opinion that under present policy it would still be possible to use the polygraph in a larger number of cases than in the past. The Inspector concurs in this observation.

If you approve, it is suggested that this memorandum be forwarded to the Investigative and Domestic Intelligence Divisions in order that these divisions will be alerted for suitable opportunities to expand the use of this machine. Also it is suggested that the Investigative Division with the assistance of the Domestic Intelligence Division and the Laboratory Division prepare a bulletin to the field outlining a description of the polygraph, its method of operation and the types of cases to which this machine is best adapted.

Attached is a copy of the inspection administrative memorandum containing background and research information relative to the polygraph.

- 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 12-9-79 BY SP8 CJE/STB

EX-25  
 RECORDED-114

166-2557-3242  
 SEP 18 1952

INDEXED-114

67 SEP 22 1952

EXECUTIVES CONFERENCE CONSIDERATION:

RHC:IGS

The Executives Conference on September 15, 1952, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen and Glegg, considered this matter and felt that the present policies were proper. It was believed, however, the Field should be alerted to the availability of the services of Laboratory technicians for use in the special cases where such use is indicated. There are now available two Polygraph lie detector machines and five Laboratory technicians qualified in the use of this equipment. An expansive increase in the use of this equipment would not thus be possible.

*Learned* Messrs. Tracy, Harbo, Mohr, Ladd, Nichols, Gearty, Rosen and Glegg recommended that an SAC Letter be prepared making a statement as to the Bureau's policy and also calling attention to the availability of the Bureau's experts and equipment in those cases wherein the use of the so-called lie detector is indicated as being profitable and desirable. The letter would state that the control of the use of this equipment would remain with the Bureau and this is true particularly since the experts and the equipment are located at the Seat of Government.

Messrs. Tolson, Glavin, and Belmont recommended that this discussion be orally held by Laboratory officials in conferences with the SACs when the SACs are in Washington for conferences or other purposes. They urged this approach due to the limitations on equipment and experts.

Action will be taken pursuant to the Director's decision.

Respectfully,  
For the Conference

✓  
Clyde Tolson

SAC, Chicago (66-2570)

September 9, 1952

Director, FBI

MOBILE RADIO EQUIPMENT

Reurlet August 28, 1952, requesting an FM radio receiver for installation in the automobile of the SAC to operate on the frequency of the Illinois State Police. Shortage of funds precludes favorable action by the Bureau on your request at this time. For your information the cost of the requested equipment plus installation would be approximately \$275.00.

It is noted that the automobile in which it is desired to install the radio receiver to operate on the frequency of the State Police is already equipped with a two-way radio unit operating on the frequency of the FBI station. It is assumed that the equipment presently installed permits the reception of messages transmitted by the FBI central station within a radius of thirty-five miles and possibly for distances in excess of thirty-five miles.

RTH:VH

Approved by Executives Conference 9-8-52 Messrs. Tolson, Ladd, Tracy, Mohr, Laughlin, Rosen, Clegg, Gearty, Glavin, Nichols and Harbo. RTH:VH

*ms*  
*cc of outgoing yellow*

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SEP 10 3 35 PM '52  
RECEIVED

SEP 12 1952  
SEP 13 1952

*Star*  
*30 - Smith*

MAILED 6  
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FBI

58 SEP 23 1952

SEP 11 1952

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September 15, 1952

CONFIDENTIAL

*ls*

The Executive Conference of September 12, 1952, consisting of Messrs. Tolson, Nichols, Boardman, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, was advised concerning the present status of the Community Chest Campaign for 1952 which officially begins October 6, 1952 and for which a meeting will be held at noon on September 23, 1952. It was pointed out to the Conference that the Attorney General has arranged a number of rallies in connection with this drive and efforts are being made to set up a schedule of appearances for the Attorney General in this building and in the Identification Division Building and for the Immigration and Naturalization Service in the same manner as appearances were made during the last campaign. It will be recalled that the Attorney General made a short address in the Identification Building and before the Immigration and Naturalization Service employees in their office concerning the campaign for 1952 and urging wholehearted cooperation by all employees of the Department of Justice. It was recommended by the Conference that the attached memorandum to all employees of the Seat of Government be approved so that all employees will be aware of the forthcoming campaign and may contribute if they so desire.

The Conference wishes to point out to the Director that this campaign will be pursued on a purely voluntary basis and no pressure will be exerted to have contributions made by those who do not desire to make such contributions. Should the Director agree with the Conference concerning the circulation to all employees, the circular will be promptly prepared and distributed.

Attachment

Respectfully,  
For the Conference

cc: Mr. Mohr  
Mr. Clegg

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

RECORDED-77

Clyde Tolson

166-2554-9844

17 SEP 16 1952

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DATE 1-22-82 BY 9822/EP

51 SEP 23 1952

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

September 27, 1952

The Executives Conference of September 16, 1952, consisting of Messrs. Tolson, Holloman, Clegg, Nichols, Ladd, Laughlin, Tracy, Harbo, Rosen and Glavin, considered the attached Circular No. 4069, Supplement No. 2, dated September 3, 1952, by Ross L. Malone, Jr., Deputy Attorney General, on the subject of ~~leave for voting~~ and recommended the distribution of this circular to all Bureau employees.

There is attached a letter to all Bureau employees for the Director's approval.

Respectfully,  
For the Conference

*CAK*

Clyde Tolson

Attachment

WBC:jmr

cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
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DATE 7/26/01 BY SP5 CLK/PT

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
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- Mohr \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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67 SEP 22 1952

The Director

September 17, 1952

The Executives Conference

Present 9/15/52:

FIELD OFFICE ADMINISTRATION  
MONTHLY TABULATION OF  
AGENTS WORK

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

The Executives Conference on September 15, 1952, considered the matter of the tabulation being prepared monthly by Special Agents which is supposed to show the production of each Agent during the preceding month.

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

- Average Cases Closed for the Month \_\_\_\_\_
- You Closed \_\_\_\_\_
- Cases Opened by You \_\_\_\_\_
- Sources of Information Submitted by You \_\_\_\_\_
- Confidential Informants Submitted by you \_\_\_\_\_
- Your Delinquency \_\_\_\_\_
- Pending Reports Written by you \_\_\_\_\_

In November, 1951, all Field Offices were required to use this tabulation for 90 days and then report results with recommendations. As a result 35 offices opposed the form and 16 offices favored its continuation.

On March, 1952, the Executives Conference recommended that the tabulation be required of all offices and then that the matter be reevaluated at the end of six months. In the meantime several offices have written the Bureau recommending the form be permissive rather than required. They point out the following disadvantages:

- It is unnecessary if there is proper supervision of the work.
- It is inconclusive in comparing one Agent's production to another due to the varied nature of the work, the assignments and circumstances involved, and this in turn results in discontent and complacency when the results are compared, without giving consideration to the varied assignments or circumstances.

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

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 79

INDEXED - 79

HHC: EAS  
7-45  
SEP 23 1952

EX-129

66-2554-9847  
SEP 19 1952  
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DATE 12/20/01 BY SP2/PT


Some SACs, like C. W. Brown, have been of the firm belief that this form has aided in increasing production and stimulating activity.

On September 11, 1952, at the Inspectors Conference Messrs. Stein, Vechery, Brown, DeLoach, Van Felt and Mason unanimously recommended that the mandatory provision for the use of this form be abolished and that it be permitted by those SACs desiring or on any special squads at the discretion of the SAC. The Inspectors felt that the use of the form has not brought about any benefits that they have been able to observe and the tabulations and records necessary to prepare this monthly report involves time in which there should be economy.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference considered the matter. Members of the Conference had heard some Agents praise the form and others oppose it with equal vigor and as a consequence the Conference unanimously recommended that this form be considered permissive and that the mandatory requirement for its use be eliminated.

Respectfully,  
For the Conference

  
Clyde Tolson

The Director

September 16, 1952

The Executives Conference

Present 9/15/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty and Clegg

SUGGESTION 380-52

SA [redacted] LABORATORY PROPOSED FORM

The Executives Conference on September 15, 1952, considered a proposed form submitted by Special Agent [redacted] of the Laboratory to be used by Field Offices in advising the Bureau as to the status of individual cases. At present the Field makes use of a form O-1, which is used ~~ultimately~~ by the Field to notify the Bureau that the deadline was not met, the case was in a delinquent status and set forth the reasons therefor, and also stating when the report might be expected.

b6  
b7c

The proposed form suggested by Mr. [redacted] provides the space for added information such as date the United States Attorney was contacted, the date the trial was expected, the fact that the case was pending inactive, the date when the investigation will begin—a total of 16 items of information. The suggestion further is that such a form be prepared in longhand, original only with no copies, and notification be placed on the Field Office serial that such a form has been sent to the Bureau. There would thus be no filing in the Field Office and only an original sent to the Seat of Government.

This form was studied by various offices and Divisions with the following results:

The Philadelphia Office was opposed due to the limited value in its use.

Washington Field Office opposed since it would serve no needed additional purpose other than that now served by the O-1 Form presently in use.

Richmond Office recommends unfavorably since its use would be limited and existing forms serve these purposes and any added notations necessary in individual cases could be added to the existing form.

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- Nichols \_\_\_\_\_
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- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Mohr  
Mr. Clegg

BHC: IGS

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67 SEP 22 1952



Domestic Intelligence Division does not believe the form is practical in connection with Security cases.

Mr. Price of the Investigative Division believes the proposed form has little application to the present work in the Criminal Section and the form is likely to be used to replace necessary letters to furnish additional information.

Mr. Pennington of the Investigative Division considers the form quite complete from the standpoint of items covered.

Inspector Callan of the Investigative Division believes the form does not apply to work being handled in the Special Inquiry Section.


Supervisor J. R. Malley considers the present form adequate, and if more than the present form is needed a letter should be sent to the Bureau setting forth the exact facts as a permanent record.

New York Office Supervisors consider the form desirable and requiring a minimum of clerical effort.

The Knoxville Office considers the form favorably and believes it will eliminate unnecessary correspondence.

The Executives Conference, in view of the majority opinion of those who would make use of the form, recommended unanimously unfavorably.

Respectfully,  
For the Conference

  
Clyde Tolson

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

August 27, 1952

The Executives Conference of August 22, 1952, consisting of Messrs. Ladd, Wick, Gearty, Clegg, Rosen, Holloman, Belmont, Mohr, Harbo, Tracy and Glavin, considered the attached suggested morale poster and recommended its approval.

It was pointed out to the Conference that Mr. Callan of the Investigative Division had suggested that such a poster be prepared so that Bureau employees would have called to their attention the necessity for checking and double-checking on the security of official material before leaving the offices at the close of the business day.

Respectfully,  
For the Conference

Clyde Tolson

*OK*  
*(Suggest copies of some of these posters be sent A.G. Malone, H. (Director's notation))*

cc: Mr. Mohr  
Mr. Clegg

WRG:oms cmw  
Attachment

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166-2554-9849

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55 SEP 18 1952  
INITIALS ON ORIGINAL - 12

ALL INFORMATION CONTAINED  
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DATE 12-9-95 BY SP-6/CP

EX-18

- Leon
- dd
- chols
- lsmont
- legg
- laytn
- arbo
- osen
- racy
- hr
- le. Rm.
- ase
- ndy

1 SEP 24 1952  
62 SEP 30 1952

ORIGINAL FILED IN 94-4-5598-300

*Wf*

The Director

The Executives Conference

Present 9/15/52:  
Messrs. Tolson, Glavin,  
Tracy, Harbo, Mohr,  
Belmont, Ladd,  
Nichols, Gearty  
and Clegg

SUGGESTIONS OF SAC SLOAN, QUANTICO,  
RE FIREARMS TRAINING

The Conference reconsidered suggestions made by  
SAC Sloan as to a modification of firearms training:

1. Mr. Sloan recommends, as he has previously, that  
on the machine gun course and in the course where the pistol  
is fired at double action the Agents and trainees on the firing  
line should turn away from the target to the left or to the  
right at a 45-degree angle, which position they would have  
at the time of the command to begin firing. Upon orders to  
fire on the machine gun course or to draw their weapon and fire  
on the pistol course, the trainees would then turn 45 degrees  
so that they would be facing the targets directly and then fire.  
The purpose of the course is to provide experience in pivoting  
to the right and the left at the time of drawing and shooting.  
It is contemplated that several Agents would be on the firing  
line at the same time during the shooting.

Messrs. Glavin and Tracy favored the recommendation.  
They were of the opinion that with the training given under  
the supervision of the expert firearms instructors, it would  
be worthwhile from its practical value for this training to  
be given and any elements of danger would be very remote.  
They pointed out that in firing the pistol and the machine gun  
when the student would be turned at a 45° angle from the target,  
the barrel of his pistol and the barrel of his machine gun  
would be in an upright or raised position so that if there  
is an accidental discharge it would be in a safe position.

Messrs. Tolson, Harbo, Mohr, Belmont, Ladd,  
Nichols, Gearty and Clegg were opposed to the suggestion. Since  
the beginning of the firearms training courses of the Bureau  
our Agents have been taught that when on the firing line  
the firearms should be held in a "down range" position;  
that is, in the direction of the targets. When they leave the  
range, the weapon should be held with the barrels pointing  
upward. The majority opposed any variation from the instruction  
to keep the guns in a down range position and although the  
element of danger was somewhat small, it was a variation from

- Tolson \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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166-2554-19850

SEP 25 1952

EX-18

SEP 16 1952

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DATE 11/16/01 BY SP3 C-1071

GC - Mr. Clegg, Mr. Mohr

normal safety instructions which have been maintained and proclaimed for many years. The present practice is definitely a more satisfactory method of firing from the standpoint of over-all safety. The element of danger includes (1) a variation from the normal practice of having guns in a "down range" position when on the firing line and (2) when an Agent is turned 45 degrees to right or left he is then only 45 degrees from a position facing other Agents instead of the usual 90 degrees.

2. During periods when Agents are in close proximity to subjects, such as during the handcuffing or "frisking" processes, the Agent is instructed to keep his pistol in his hand close to his side with the pistol held back against the body so that it will be out of reach of the criminal. Mr. Sloan recommended that double action course of training requiring the firing of the pistol at a target from this position, where it is held close to the side of the body, be included in the regular course of training. There would be 4 shots fired from this position by each trainee.

A possibility of some danger was discussed since the pistol would be held close to the side of the body, the danger element being possible powder burns due to the proximity of the weapon to the body when it is fired and small shavings of lead when the pistol was "spitting" lead, which occasionally happens, although this hazard involves a stinging sensation and not a serious injury.

In view of the fact that this was a position which Agents are instructed to adopt when they are searching or "frisking" a prisoner, it was felt that this limited amount of practice, as suggested, should be engaged in on an annual basis. The conference, therefore, unanimously recommended favorably.

The following additional suggestions of SAC Sloan were considered by the Conference on 8/14/52 with Messrs. Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Wick and Clegg being present:

These suggestions were considered as follows:

3. All members of the Conference unanimously approved the suggestion of Mr. Sloan that for both New Agents and In-Service Agents practice with the use of the revolver at the "Running Man" target from a distance of 15 yards be engaged in at Quantico. There is a moving silhouette target which moves on wires and is electrically controlled now in use on the machine gun course. Its desirability as a practice course with the pistol was unanimously endorsed.

4. The Conference unanimously recommended favorably as to the suggestion of SAC Sloan that there be constructed on the new ranges to be built at Quantico an electrically controlled 5 target pistol course for In-Service Agents. One of these 5 targets would be fired at on command in order to give practice to the Agents in quickly drawing their revolvers and shooting at an exposed target, the exact direction and location of which he is not sure about as it will be 1 of the bank of 5 targets as selected by the instructor giving the command. It was also believed that this type of course could be constructed within the present budget limitations at the new range which is being built in the Quantico area. In the meantime, experimental training of this type will be conducted if approved using the equipment presently available at Quantico in order to develop the best course of this type for the new range.

5. The Conference unanimously favored the recommendation of SAC Sloan that in preparing the detailed plans for the new range to be constructed in the Quantico area there be prepared a target known as "Hogan's Alley." This type of target would consist of a row of false house fronts resembling a city block. Surprise targets in the form of cardboard silhouettes would be located in windows and doorways and upstairs and at basement windows so that as the trainee walked through this area, surprise targets would appear and he would have the problems of quick

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Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

drawing, quick shooting, the exercise of judgment as to when to shoot and when not to shoot. The terrain and space in the new area where the Bureau's ranges will be constructed in the Quantico area will permit the construction of this type of target. It was believed by the Conference that this was good practical training, and it was unanimously recommended favorably. Mr. Sloan states that this can be done within the budget estimates already made and there will be ample space available at the new range site.

6. The Conference unanimously opposed Mr. Sloan's suggestion that Agents be required to visit the District morgue during an autopsy and that an album of gory pictures be prepared in order to condition Agents to seeing bloodshed and the like. It also opposed the specific suggestion that a so-called "House of Horrors" be constructed on the new range area with a maze of corridors showing morbid scenes and sounds, with surprise and disappearing targets contained therein. The Conference felt this was unnecessary and undesirable. Experience in taking training classes to the District morgue had previously been judged to be unsatisfactory, unnecessary, and undesirable.

7. The Conference unanimously opposed any change in the In-Service program in order to permit additional time for firearms training. At present, the classes have 2½ days firearms training and 2½ days major case training and 5 hours Arrest Problem training at Quantico. The Arrest Problem training is on Sunday from 1:00 to 6:00 P. M. The Conference felt that it was undesirable to add an additional day of training, which would require the In-Service classes to leave Washington Saturday afternoon instead of Friday as at present and it also unanimously opposed a reduction in the amount of training given in Washington by 1 day in order to provide additional time for firearms training and major case work at Quantico. The courses presently given at Quantico require a busy application of the trainees.

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Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

during the 2 $\frac{1}{2}$  days on the range, but since they are In-Service Agents, it is unnecessary to engage in a great deal of the elementary fundamental training, and it is believed the present length of the program is most desirable.

8. The Conference unanimously recommended favorably as to Mr. Sloan's suggestion that there be prepared an SAC Letter which would be sent to the Field which would set forth instructions for disabling revolvers and automatic pistols quickly so that these weapons, by casual observation, would not appear to have been disabled. By disabling them it would mean that the weapons would not fire, and the usual method would be to break the firing pin of the weapons. The value of this would arise in those instances where a weapon was found belonging to a subject and the subject might be expected to return to the place where he had left the weapon. If the weapon were removed, it would place him on notice that a plant had been established. If the weapon were merely disabled so that it would not fire, it would provide no notice that the premises had been entered. There would be no discussion in the SAC Letter of entering the premises of a subject, but merely the listing of instruction as to how to disable the weapon.

9. Mr. Sloan suggested that since some Agents receive authority from the SAC to carry small short-barrelled and light-weight pistols, the Bureau inform the SACs that no Agent would be permitted to carry personally owned firearms which varied in shape or size from the Bureau's standard firearms unless the Agent had an average score of 90 per cent with his regular service weapon on the practical pistol course. This suggestion the Executives Conference unanimously opposed since many Agents who would need to carry, on special assignments, a less conspicuous weapon would not have an average score of 90 per cent, and they would thus be prevented from serving on the special assignment.

The Conference did unanimously agree with the recommendation of SAC Sloan that those who carried personal

weapons approved by the SAC would be required to practice at least 1 time each year with the weapons which they carried personally. It is the present requirement that the personally owned weapons be at least the same caliber as the Bureau weapon, but some of them are lighter in weight and there is more "kick" resulting from the firing of these weapons, and some of them have shorter barrels making them somewhat more difficult to sight. For this reason, it was unanimously agreed that they should practice at least once each year, during regular firearms training courses, in firing the practical pistol course with their personally owned weapon when they were authorized to carry them.

Appropriate instructions will be issued based upon the approved action in connection with the above suggestions.

Respectfully,  
For the Conference

*Wm*  
Clyde Tolson *W*



THE DIRECTOR

September 10, 1952

The Executive Conference

ELIMINATION OF NOTATIONS UNSUPPORTED BY FINGERPRINTS FROM IDENTIFICATION RECORDS

*Am*

The Executive Conference consisting of Messrs. Tolson, Glavin, Malone, Ladd, Clegg, Gurnea, Harbo, Mohr, Rosen, Nichols, and Tracy on September 9, 1952, considered a suggestion of the Identification Division with reference to notations of additional arrest records unsupported by fingerprints.

For the Director's information, law enforcement agencies submit additional arrest records unsupported by fingerprints in several different ways. Some are in the form of notations on the reverse side of cards covering current arrests while others are submitted on the Bureau's disposition sheet form and still others are submitted by letter. Additional arrests submitted in the above manner are typed on the Identification record form on a second page as notations unsupported by fingerprints in the files of the FBI. These notations are preceded by an asterisk to advise the contributors of the fact that no fingerprints are in the Bureau's files to support the record.

In preparing the answer to current identifications, it is necessary for the typist to check all such notations which have been forwarded to the Bureau against the complete criminal record already on file. If the same arrest has previously been submitted supported by fingerprints or previously submitted as a notation and quoted on the record, the current notation is eliminated. This checking operation consumes time both on the part of the typist and the reader who proofreads the completed copy.

The Identification Division suggests the adoption of a new form to be utilized by police agencies in submitting such additional records where a complete set of fingerprints is not furnished to the Bureau. This form provides space for one finger impression. The form further instructs law enforcement agencies that such forms shall only be used where the law enforcement agency is in possession of the subject's FBI number and does not

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- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

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66-2534-9851

SEP 19 1952

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DATE 10/20/80 BY SP5 C/LP

52 SEP 23 1952

September 10, 1952

Centre an up-to-date copy of the record.

It is proposed that the new form, upon receipt in the Identification Division, could be filed in the individual's fingerprint jacket. An entry would be made on the docket sheet and no reply would be made to the contributor. This is in accordance with the statement on the form that no reply will be made. When a current fingerprint card is received all such additional record sheets as have been filed in the jacket could be verified by fingerprints together with the current fingerprint card and such additional records would be entered on the Identification record as a record supported by fingerprints in the FBI files.

The Identification Division further suggests that if the proposed form is approved, the posting of notations and citations unsupported by fingerprints be discontinued. Such notations as are received in the form of a letter from the contributor would be returned with instructions to use the new form.

The advantages to the use of the new form are:

1. Eliminate the necessity for checking notations unsupported by fingerprints against the entire record.
2. Eliminate the posting of notations which are unsupported by fingerprints in the Bureau's files.
3. Numerous contributors submit current fingerprints at almost weekly intervals covering arrests for minor charges. It is necessary to search and acknowledge these fingerprint cards as received. The utilization of the new form by such departments would materially reduce such repeated submissions of fingerprints for minor charges necessitating a search and answer and could save personnel in all sections of the Identification Division.
4. With the continued use of the form, the Bureau's Identification record would ultimately contain only records supported by fingerprints.

The disadvantages of the adoption of the suggestion are:

1. Where a prisoner orally admits other offenses at time of arrest,

Memorandum for the Director

September 10, 1958

such data now posted from the fingerprint card would not be quoted in the future.

2. Similarly, where a law enforcement agency furnishes additional data, for example, by letter, without fingerprints, such data would not be in the record in the future.

*OK* Messrs. Tolson, Gearty, Belmont, Clegg, Ladd, and Glavin were against changing the present procedure. They feel that all information received whether as notations or "addites" on fingerprint cards or by correspondence unsupported by fingerprints should be made a matter of record and transmitted to interested agencies as part of the arrest record.

Messrs. Harbo, Rosen, Mohr, Nichols, and Tracy recommend that the procedure utilizing the new form be approved.

Respectfully,  
for the Conference,

*y*  
Clyde Tolson

20042

9/9/52

The Director

The Executive Conference Present 9/5/52; Messrs.

Glavin, Tracy, Harbo,  
Mohr, Belmont, Ladd,  
Rosen, McGuire, Holloman,  
Gearty and Clegg

SUGGESTION OF  
CHIEF CLERK [redacted]  
CHARLOTTE OFFICE

b6  
b7c

*Frank*

Chief Clerk [redacted] of the Charlotte Office suggested the adoption of a form which would be filled out once a month by each Agent to record overtime. On the form the dates of the month would be printed and there would be a space to record the amount of regular overtime and the amount of travel overtime and columns to calculate the average overtime per day.

The Field has been advised that in maintaining overtime records all that is necessary is that the Field be able to advise the Bureau of the overtime by Agents if requested by the Bureau.

The Conference unanimously recommended unfavorably as to this form, which would be prepared by each Agent. There is a system now of recording the overtime on the No. 3 cards, and this additional form is unnecessary. Therefore, the Conference recommends unfavorably.

*OK*

The Conference on 9/16/52, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Nichols, Rosen, Holloman and Clegg present, reconsidered this suggestion and recommended unanimously unfavorably particularly in view of the possibility that Agents would maintain a copy of this overtime record which they would prepare each month in an attempt to file claim against the Bureau after they had resigned.

Respectfully,  
For the Conference

Clyde Tolson

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
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- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

HEC:dlr  
cc: Mr. Clegg  
Mr. Mohr

(Suggestion #388-52)

62 SEP 23 1952

7176



## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : E. J. Ingram *[Signature]*

SUBJECT: Bureau Automobile Accident  
 1951 - ~~Ford~~ - #PINR-111326  
 Date - August 7, 1952  
 Damages - \$1152.53  
 SA  - Charlotte

DATE: 8-28-52

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Winterrowd \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

*[Handwritten signature]*

As you will recall, at approximately 3:15 p.m. on 8-7-52 while operating a Bureau car, Agent  was involved in an accident north of West Jefferson, North Carolina, with a car owned and operated by

b6  
 b7c

Agent  advised he was proceeding north on N. C. Highway #88 which is a black-top road and had recently been resurfaced. There was a light rain falling and the pavement was wet. As he approached a curve to his right there was a high bank on the right which was about 20' high on the end nearest him and which tapered to about 7' near the middle of the curve and then got higher at the other end. The road was 22' wide and had a white center line with a yellow line on each side of it. The shoulder on the agent's side of the road was 2-3' wide. Agent  stated he was driving on his side of the road at a speed of 30-35 mph. The windshield wipers were working and there was no fog on the windshield. Just before reaching the center of the curve he saw the third party's car approaching approximately 75-100' away and the left side of this car was about 2' across the center lane on the agent's side of the road. When Agent  realized the two cars would collide he immediately turned the wheel to the right and applied the brakes with the intention of going to the right shoulder of the road. All of the wheels on the Bureau car locked on the slick pavement and the front of the car skidded across the center line onto the left side of the highway. The left front of the Bureau car struck the left front of the third party's car. The third party noticed the Bureau car and pulled over toward his own side of the road. At the moment of impact the right front of the other car was on the shoulder of the road. The collision occurred about 3' across the center line on the third party's side. The Bureau car skidded about two car lengths before the cars came together and both cars stopped approximately at the point of impact. The rear of the Bureau car slid to the right, part way around in the road. Agent  further advised that the tires and brakes and general operating condition of the Bureau car was excellent at the time of the accident.

*REC'D*  
 The third party stated he did not desire to furnish a signed statement but advised he was traveling south on the highway at exactly

166-2652-1  
 SEP 12 1952

LRH:jk

3 *[Signature]*

25 mph he believed. He saw the Bureau car approximately 25-30' before the impact and Agent [ ] was traveling well in his, Agent [ ] side of the highway. He later advised that he did not know how far distant Agent [ ] was when he saw him before the accident. He felt as though the accident was due to Agent [ ] as he should have been driving 5 mph less. The third party further stated that Agent [ ] was not driving in a reckless manner and that when the Bureau car started to skid, it was still on Agent [ ] side of the highway and there was no way for him to have stopped the car from skidding. He denied that his car was at anytime across the center line on Agent [ ] side of the highway. He believed the weather conditions and the condition of the highway were largely responsible for the accident. He was completely insured by the Allstate Insurance Company and he had notified the company of the accident. His wife, a passenger in the car, gave substantially the same information.

The third party's car, a five passenger sedan, contained eleven passengers, 3 adults and 8 children, ranging from 8 months to 17 years of age. The investigating police officer stated there was no statute in North Carolina preventing that many from riding in a car and he was not at liberty to comment as to whether this was negligence or not as it would depend upon circumstances.

A passing motorist took all the occupants of the third party's car except the third party to the Ashe County Memorial Hospital where they were treated and released. Records at the hospital disclosed the passengers were treated for minor abrasions, bruises, cuts, scrapes and lacerations.

North Carolina Highway Patrolman Ed Reel, West Jefferson, North Carolina, conducted a complete investigation at the scene and determined from his investigation that Agent [ ] had not been guilty of any criminal negligence whatsoever. He was unable to locate any skid marks as it was raining at the time. He ascertained that [ ] was traveling 35-40 mph and the third party, 30-35 mph. The accident occurred on a 20-25 degree curve in mountainous country and neither car moved in any direction further than 2½-3' after the impact. On the third party's side of the highway was an approximate 50' drop to the river. Reel stated the highway is comparatively new and due to the severe heat recently the oil had been drawn to the surface of the road, commonly referred to as "bleeding," and when wet, was extremely slippery. He further stated that there were no signs on either side of the curve indicating that the highway was slick and slippery when raining. He felt the Bureau car was traveling at a safe speed for that particular curve, dry or wet. He examined the brakes and tires on the Bureau car and found them to be in excellent condition. In case of rainy weather, speed at 30 or 40 mph would be a little in excess, providing brakes were applied instantly.

58 SEP 23 1962

He stated that while he could not express any opinion as to whose fault it was as he was prevented from doing so by regulations of his department, the condition of the highway in a mountainous area, plus the rainy weather, all contributed to causing the accident and he would not contemplate issuing any processes for either driver because his investigation had failed to establish any criminal negligence on the part of either driver. Under violations on the accident report, no improper driving was indicated for both drivers.

The investigating agent stated the inside of the curve has a bank approximately 6-8' high which obstructed the view of all traffic for approximately 50' on each side of the spot on the highway where the accident took place. He further advised that both cars were towed from the scene. The Bureau car was extensively damaged and had 32,061 miles on it at the time of the accident.

#### DAMAGE

1. Bureau car - \$1152.53
2. Third party's car - \$1200.00
3. Personal injuries - Eleven occupants of the third party's car received slight injuries.

#### SAC'S COMMENTS AND RECOMMENDATION

The SAC advised the facts clearly indicated that Agent  was exercising due caution and the accident was caused by the slippery condition of the highway, a situation which was totally beyond his control and of which he had had no prior notice since it was a road he does not ordinarily travel over. He recommended that the damage resulting to the Bureau car be assumed by the government.

The SAC has been advised to solicit bids for the sale of the Bureau car in its present condition and to forward same to the Bureau for acceptance.

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b7c

#### RECOMMENDATION

It does not appear that Agent  was negligent in his operation of the Bureau car and it is recommended that he not be held liable for this accident.

In view of the fact there appears to be a difference of



opinion as to whether the third party was over the center of the highway; the fact that there were no disinterested witnesses; and the fact that the investigating police officer failed to establish negligence on the part of either driver and attributed the accident to the condition of the highway and weather, it is recommended that no action be taken in an endeavor to collect the cost of the repairs to the Bureau car from the third party and/or his insurer and that it be borne by the government.

ADDENDUM: (jmr) 9-9-52 The Executives Conference of September 8, 1952, consisting of Messrs. Tolson, Nichols, Gearty, Clegg, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy and Glavin, is in agreement that Agent  should not be held responsible for the accident in question, and that the cost of the damages thereto be borne by the Government. WRG

b6  
b7C

Mr. Tolson  
7/10/52 ESI/jt

THE DIRECTOR

August 28, 1952

THE EXECUTIVES CONFERENCE

VENDING MACHINES  
IDENTIFICATION DIVISION

The Executives Conference on August 27, 1952, consisting of Messrs. Ladd, Glavin, Harbo, Hennrich, Rosen, Sizoo, Mohr, Coarty, McGuire, and Tracy considered a suggestion that candy and cracker vending machines be installed in the Identification Division.

Several employees in the Identification Division Building have inquired as to whether candy and cracker vending machines may be installed in the Identification Division Building, that in view of the fact the summer season is drawing to a close and there will be a great reduction in the need for soft drinks and ice cream machines the request has been made for the candy and cracker machines.

A recommendation has been made that eighteen machines be installed on the following floors:

Sixth floor	4 machines
Fifth floor	2 machines
Fourth Floor	4 machines
Third Floor	3 machines
First Floor	5 machines

With reference to the installation of the machines approved, none would be installed along public tour routes.

The Conference unanimously recommends approval of the installation of eighteen machines.

Respectfully,  
For the Conference

Clyde Tolson

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Laughlin \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Mr. Gandy \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-9-82 BY 3839 LPT

cc - Mr. Clegg  
Mr. Mohr

BJJ:ldk

RECORDED - 99

66-2554-9834

SEP 19 1952  
54

66-28-1952

IDENTIFICATION DIVISION

ORIGINAL FILE IN 66-17997-18

The Director

September 17, 1952

The Executives Conference

~~SECRET~~

[Redacted] was.  
~~INTERNAL SECURITY - R~~

The Executives Conference on September 15, 1952, consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty, and Belmont, considered a proposal to approach [Redacted] in an attempt to defect him.

[Redacted] was previously approached anonymously in [Redacted] in an attempt to defect him. Field Office selected him as a target for defection primarily because of [Redacted]

b7D  
b7E

It was believed he had knowledge of Soviet intelligence activities which would be of extreme value to the Bureau. In order to secure his defection, [Redacted]

[Redacted]

Field Office.

Field

Office telephonically contacted him anonymously at [Redacted]

[Redacted] was directly approached anonymously by Bureau Agents on the street in [Redacted] but refused to cooperate.

[Redacted]

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

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED EXCEPT  
WHERE SHOWN OTHERWISE

RECORDED - 43

66-3557-1055  
17 SEP 22 1952

INDEXED - 43

62 SEP 23 1952

Classified by SASE  
Declassify on: OADR

It is assumed that subject has not [redacted]

~~SECRET~~

[redacted]

In an operation of this type we are forced to proceed on the basis of the best information available. Logical analysis of such information must determine our course of action since we can never know with absolute certainty what [redacted]

[redacted], we can only base our conclusions upon his actions as observed without the [redacted]

b7D  
b7E

The following plan to approach [redacted] in a final attempt to "double" him is the product of a conference held between Supervisors [redacted]

[redacted]

~~SECRET~~

~~SECRET~~

The chances of "doubling" subject are "slim." It is felt the absolute need for successful penetration makes such an attempt worthwhile. It was agreed among the aforementioned supervisors that the attempt would probably have no effect on existing cases or on our general coverage of the Soviets. The proposed plan may give us an indication of how the Soviets react in such a situation which may be very valuable in our future efforts to obtain double agents.

It is noted that the suggested letter is couched in such language as to [redacted]

[redacted]

b7D  
b7E

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Glavin, Harbo, Nicholas, and Gearty recommended that the above plan not be followed. They felt that there was no chance to cause [redacted] defection and, therefore, the matter resolves itself into [redacted]. It was pointed out that we do not know that such an attempt would favorably affect our chances to approach Soviet representatives in the future but might result in even more secure security measures being applied by the Soviets. Mr. Nichols and Mr. Gearty felt that a plan to disturb [redacted] by such tactics is feasible but that [redacted] do not feel that [redacted] can be defeated.

Messrs. Tracy, Mohr, Ladd, Clegg, Rosen, and Belmont recommended that we go ahead with the plan as outlined. They felt that if the Bureau will not be identified in anyway there can be no repercussions [redacted] and to take direct action which will further our knowledge of the tactics employed by the Russians to meet such a situation warrant the approach and follow up outlined above.

*But will necessary*

[redacted]

~~SECRET~~

~~SECRET~~

If you approve the recommendation of the majority,  
the attached letter has been prepared furnishing   
Field Office the necessary instructions.

b7D

Respectfully,  
For the Conference

4  
Clyde Tolson

~~SECRET~~

The Director

September 12, 1952

The Executives Conference

AMMUNITION ON SKEET SHOOTING COURSES

*Amk*

The Executives Conference on September 11, 1952, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty and Clegg, considered the following. Each Agent in In-Service School, each Supervisor at the Seat of Government, each Agent attached to Washington Field Office and Richmond Office, and each trainee at Quantico fires a prescribed course on the skeet shooting range. This course requires the use of the shotgun in shooting at clay targets hurled from target houses and the shooting occurs from different positions on the range. A total of 50 shots are fired over this training course.

The prescribed field firearms course for the current fiscal year required during the July practice that 25 shots be fired by each Agent at clay targets. In order to reduce the cost of ammunition and yet to provide reasonable practice of this type with the shotgun, the Executives Conference unanimously recommended that all future skeet shooting courses at Quantico for the remainder of the present fiscal year be limited to 25 shots per man instead of 50 shots per man.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/22/85 BY SP-4/BJT

cc - Mr. Mohr  
Mr. Clegg

HHC:IGS

RECORDED-86

INDEXED-86

166-2554-9856  
RECORDED  
75  
SEP 18 1952

1 OCT 3 1952

ORIGINAL COPY FILED IN 100-117

copy-men

TO: MR. E. T. RABO

August 14, 1952

FROM: I. W. CONRAD

SUBJECT: ~~110 VOLT AC POWER LINE MICROPHONES;~~  
~~RESEARCH PROJECT~~

*Experimental Conference*

Reference is made to my memorandum of 8-13-52 terminating one research approach to the above problem.

As indicated in the earlier memorandum, efforts to impress voice frequency signals directly on 60 cycle AC power lines proved to be infeasible because of the high radio power needed to develop a usable voltage across the low impedance of the usual 60 cycle line. However, this difficulty becomes less and less as we go toward higher and higher voice frequencies to the point that the necessary signal voltage can be developed at so-called "carrier" frequencies which are above the audible range.

For some time we have considered the possibility of using a concealed microphone installed across a power line with the proper 60 cycle blocking components, and exciting such a concealed microphone by the use of a suitable "carrier" impressed upon the power line at a point some distance away from the microphone, as for example from a room used to complete a technical plant. Preliminary tests conducted to establish the feasibility of this approach have been highly successful. It has been found that an ordinary type carbon microphone can be installed directly across the power line with nothing more than a small 0.1 microfarad condenser used to block off the 60 cycle power line energy. It has been possible to energize this microphone through a suitable "carrier" impressed on the power line at a different point, and the microphone coverage in turn can be recovered at the same remote point on the power line. From the practical standpoint one application of this approach would permit the installation of a carbon microphone in the wall of a room, with connections made to the nearest 110 volt power line. If access could be gained to this same power circuit from a room some distance away, it would be possible under certain conditions to overhear from the second room conversations occurring in the first room, thus using the 110 volt power lines as microphone wires.

ENCLOSURE

RECORDED - 68

166-2554-9857

INDEXED 68

71 9-7-52

Our tentative experimental efforts to determine the feasibility of this approach have been so successful that it is felt we should immediately explore this approach fully with a view to making it available to the field as a research project. It is recommended that a new research project be initiated under the above

SEP 25 1952

*16-92-5750-47*

INITIALS ON ORIGINAL

ORIGINAL FILED IN 80-720



Memorandum to Mr. Harbo

August 14, 1952

caption and that 10 man days be authorized at this time. An expenditure of approximately \$25 to \$50 for parts not already available in the Laboratory will likewise probably be required. Upon completion of 10 days' work we should be in a position to evaluate this project much more accurately.

If this project is approved, it should be made the basis for a new file with the caption as a title.

ADDENDUM August 20, 1952:

Approved by Executives Conference, August 20, Messrs. Ladd, Belmont, Clegg, Gearty, Holloman and Harbo. RTH:WH

The Director

6/29/52

The Executives Conference

APPROVAL OF TELETYPES  
BY SAC AND ASAC OF  
BOSTON OFFICE

Present 6/25/52: Messrs. Tracy,  
Callahan, Harbo, Mohr, Belmont,  
Ladd, Gearty, Holloman, Wick and  
Clegg.

Present regulations require that in most offices  
all outgoing teletypes must be approved by the SAC personally.  
Exceptions which permit the ASAC also to approve apply in  
the New York, Washington Field, Los Angeles, San Francisco,  
Chicago, Philadelphia, Detroit and Cleveland Offices.

The Boston Office requests that the ASAC be authorized  
to approve teletypes as well as the SAC in that office. The  
SAC points out that that office occupies space on the third,  
sixth, seventh, ninth, tenth and thirteenth floors and the  
personnel of the office is equal to some of the offices which  
are presently approved for the SAC and the ASAC to approve  
teletypes. The personnel of the Boston Office is 325; 320  
are in Detroit and 240 in the Cleveland Office.

In view of the fact that personnel of the Boston  
Office are located on several floors, the Executives  
Conference unanimously recommended favorably.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-29-83 BY SP4/STP

RECORDED - 90

INDEXED - 90

166-234-9858  
SEP 23 1952  
83

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

cc: Mr. Mohr  
Mr. Clegg

HHC: EBN

OCT 1 1952

The Director  
The Executives Conference

September 5, 1952

NEW NETWORK - WASHINGTON, DC

The Executives Conference today was advised by Mr. McGuire that in view of the probability that efforts being made to secure the quarters operated by the Bureau of Standards at Sterling, Virginia, will not bear fruition before winter, there are a number of desirable repairs which should be made at both the Clinton and Waldorf stations in order to protect our personnel until such time as new quarters are acquired. The Conference was advised that many of the repairs while desirable were not immediately necessary. The entire Conference was unanimous in recommending that the following desirable repairs not be made at this time:

- |     |  |         |        |
|-----|--|---------|--------|
| (1) | Repainting first floor<br>Clinton  | Cost \$ | 58.00  |
| (2) | Replacing kitchen linoleum<br>Clinton  | Cost    | 35.00  |
| (3) | Repainting exterior<br>Waldorf   | Cost    | 97.00  |
| (4) | Repairing rear sliding doors<br>Waldorf  | Cost    | 50.00  |
| (5) | Installing an indoor toilet<br>and electric hot water heater,<br>septic tank, etc. | Cost    | 907.22 |

The Conference was of the view that the first four above-mentioned items could be reconsidered at a later date pending developments in acquiring a new headquarters. As to the installation of indoor toilet facilities at Waldorf, it is noted there have not been indoor facilities or hot water facilities there for the past 12 years and we have operated satisfactorily.

The Conference was advised that the heating plant at Clinton was in such a condition that further repairs cannot be made and parts are not obtainable. Since it is evident the Bureau will be occupying this site through the winter months bids were obtained for installation of an oil burner, necessary controls and furnace work. The cheapest bid was \$300.00.

cc: Mr. Clegg  
Mr. Mohr

RECORDED 675 2554-6839

SEP 22 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-2-94 BY SP-4 BT

JJM:MP  
71 OCT 8 1952

ORIGINAL FILED IN 80 616-53-61

It is impossible to heat the Clinton Station in view of its size without a new furnace. The Conference was unanimously in favor of accepting the lowest bid of \$300 and having this work done.

The Conference was advised that the outdoor gasoline storage rack constructed of wood, had become deteriorated. The cost for repairing it would be \$31.00, labor being performed by Bureau personnel.

In view of the inflammable material stored on the rack, the Conference was unanimously in favor of immediately repairing it.

The Conference was also advised that the heavy equipment installed on the first floor at the Clinton Station had caused the floors to sag. This flooring has been repaired several times and has been jacked-up; however, the wooden jacks have deteriorated. Cost of four steel jack posts would be approximately \$37.00.

In view of possible collapse and danger to personnel from this sagging floor, the Conference was unanimous in recommending the steel jack posts be obtained to brace the sagging floor.

It was the unanimous opinion of the Conference that expenses due to repair at both Clinton and Waldorf should be confined to those immediately necessary in order to safeguard health of Bureau employees and safety of Bureau equipment and that desirable repairs not immediately necessary be deferred until a determination is reached as to when the Bureau may be able to obtain adequate quarters from the Bureau of Standards at Sterling, Virginia.

Those attending the Conference were Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Glegg, Gearty, McGuire and Mr. Holloman.

Respectfully,  
For the Conference

Glyde Tolson

~~SECRET~~

same period, delinquent matters were reduced from 21,982 to 19,814, a reduction of 2,148 delinquent matters. A decided trend in reduction has thus been established, which is gaining momentum through streamlining methods and continued pressure applied to the field.

2. A total of 5,600 summary reports has already been submitted; thus, the Summary Report Program is more than one-fourth completed. The number of reports being submitted each month is increasing; thus the program is gaining momentum.

3. Comparative figures in the four major classes of applicant cases (Atomic Energy Applicants, Voice of America, International Development Program, and Mutual Security Act) reflect receipt during April, 1952, of 10,780 as against 6,030 during July, 1952, and pending matters at the end of April, 17,018 as against 9,886 as of August 26, 1952. It thus appears there is a decided drop occurring in applicant cases, which will release personnel.

4. The Summary Report Program has required most careful planning and instructions by the Bureau and considerable training in the field. It is gathering momentum and we have overcome the inertia present in instituting any program of this size. We will lose the value of the momentum and training if we declare a moratorium on the program.

5. We have insisted that the Department review all Security Index cases. The summary reports provide up-to-date reports for the Department; set out pertinent information in one report; and set out the information under specified headings to assist in evaluation.

6. The Summary Report Program is essential sooner or later to provide properly documented information in the event the Emergency Detention Program is placed into effect. As it has to be done, we should do it now.

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~~SECRET~~

7. When summaries are prepared, the field must evaluate each case. The program weeds out the weak cases which, due to the passage of time, should be removed from the Security Index.

8. The program should materially accelerate the Interview Program, which has been most successful in developing intelligence information and informants, as it requires a complete evaluation of the cases.

9. Summary reports submitted under the program take the place of other reports which would have to be submitted in pending cases.

10. The Summary Report Program is elastic. For example, because of the backlog of cases in New York, we have authorized that office to prepare investigative reports to place subjects on the Security Index, thus enabling New York to clear up its backlog, yet still requiring the summary reports when New York is able to do the work. We have not felt it necessary to take this step in other offices as yet.

#### REASONS FOR DISCONTINUING THE SUMMARY REPORT PROGRAM

1. Although the program has been streamlined, it does require considerable manpower. The exact extent of manpower is not known, because in most offices the program is distributed among the agents handling security cases. We require documentation, as this is an essential part of the program in order to set forth the source of the derogatory information applying to the subject. This takes time. If the program is discontinued, investigative reports will be required, so there will not be a complete gain of agent time now applied to the program. Nevertheless, there will be a material gain. This agent time can be applied against the backlog and delinquency in the field and possibly on the intensification of [coverage of Soviet officials] ~~SD~~

2. In certain instances, the summary reports will never be used, because the subjects will be removed from the Security Index by reason of death, leaving the country, or for other sound reason.

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~~SECRET~~

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Ladd and Harbo recommended that we declare a moratorium on the Summary Report Program until January 1, 1953; that the field be instructed to finish those summary reports which they have started to prepare; that in the interim between now and January 1, 1953, the field concentrate on reducing the backlog and delinquency in security cases.

Messrs. Glavin, Gearty, Mohr, Tracy, Rosen, and Belmont recommended that we continue the Summary Report Program and again evaluate this matter on December 1, 1952. They pointed out that a trend has been established in reducing the backlog and delinquency in the field; that much effort has gone into this program, a considerable portion of which will be lost if a moratorium is declared; that the program is essential and must be done some time; that the intensification program covering Soviet officials is being gradually implemented, and that additional personnel may be available from the reduction of the applicant programs. They felt that by again considering this matter on December 1, 1952, we will be in a better position to determine whether the program can be continued.

Respectfully,  
For the Conference

Clyde Tolson

~~SECRET~~

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

August 19, 1952

ELIMINATION OF DUPLICATE ARREST  
FINGERPRINT CARDS

The Executives Conference on August 18, 1952 consisting of Messrs. Ladd, Glegg, Harbo, Nichols, Rosen, Callahan, Belmont, Gearty, Winterrowd and Tracy considered the matter of duplicate criminal fingerprint cards received in the Identification Division.

This matter was previously considered by the Conference on a suggestion that the Bureau Field Divisions be asked for ideas given as a result of discussing the problem with local law enforcement agencies. The Conference was of the opinion this should not be done, that however an article should be prepared for the Law Enforcement Bulletin with reprints to be sent to all contributors of fingerprints, that in addition all Special Agents in Charge be informed that the problem of duplicate fingerprint cards was to be discussed at all law enforcement conferences, fingerprint schools and general police instruction schools conducted by the field offices.

The Conference unanimously recommends approval of the attached letter to all SACs and the announcement for the Law Enforcement Bulletin. A reprint would be made of the announcement to be sent all contributors of fingerprints.

Respectfully,  
For the Conference

Clyde Tolson

cc - Mr. Glegg  
Mr. Mohr

SJT:do

Attachment

3192

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-29-92 BY SP-4/PT

RECORDED - 19

INDEXED - 19

EX-115

17M

66-2554-7860  
RECORDED  
SEP 24 1952

INITIALS ON ORIGINAL

16

ORIGINAL FILED IN 66-1651-117

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



The Director

September 17, 1952

The Executives Conference

Present 9/15/52:

ELIMINATION OF REPORTS TO BUREAU

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

The Executives Conference on September 15, 1952 recommended unfavorably the proposal submitted by Inspector B. G. Brown that the Bureau give consideration at this time to eliminating reports coming to the Bureau in the following classifications of cases:

- 15 - Theft from Interstate Shipment
- 26 - Interstate Transportation of Stolen Motor Vehicles (except ring cases)
- 31 - White Slave Traffic Act
- 52 - Theft, Embezzlement, or Destruction of Government Property
- 70 - Crime on Indian Government Reservations
- 87 - Interstate Transportation of Stolen Property
- 93 - Ascertainning Financial Ability

The proposal is that the field would report to the Bureau monthly on any statistics contained in these reports, which they could tabulate as the reports were prepared. There would be some slight reduction in the Supervisory staff at the Seat of Government, but the principal savings would be in the clerical time saved in filing such reports in the Records Section.

This was tried in 1947 when an SAC Letter was issued, although Inspector Brown is adding the Theft from Interstate Shipment, Crime on Indian Government Reservations, and Interstate Transportation of Stolen Property to the list of cases included in a similar program in 1947. In 1947 it was required that summary reports must be submitted to the Bureau in all instances involving the possibility of prosecution and closing reports would be furnished to the Bureau, where no summary report had been submitted, which would contain the name, aliases, description of subjects, and brief resume of the offense and final action which brought about the disposition of the case.

cc - Mr. Mohr  
Mr. Clegg

RECORDED - 75  
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66-2534-986  
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138 SEP 25 1952

HHC:IGS  
FIDS

Attachment

1952

EX-130

ORIGINAL COPY FILED IN 66-2534-10231  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-27-92 BY SP5CJ/PT

EXECUTIVE CONFERENCE

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin

HHC:IGS  
FIDS

Attachment  
108 OCT 7 1952

The Bureau also at that time requested reports in cases of major importance such as auto theft rings, cases involving microphone or technical installations, and reports could also be submitted to the Bureau covering investigations which the SAC believed were important because of the nature of the crime or importance of subjects involved. The statistics were to be maintained on a tally sheet and cumulative figures forwarded to the Bureau at the end of the month as an attachment to the monthly administrative report.

This procedure was followed from December 1, 1947, until August 1, 1948. It was discontinued, according to Executives Conference memorandum of June 29, 1948, because of the difficulty in securing uniformity in collecting statistics and the fact that statistics were actually lost. Bureau Bulletin 43 (c) dated July 15, 1948, directed the termination of the experiment. This is attached hereto.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. It was felt that the information should be filed in the Bureau's files at Washington for future name check purposes and in order to permit a correlation of information involving the same subject in future cases. Also, the Bureau would be unable to quickly verify the statistical tabulation under the proposed plan. Of major importance it was felt that the Supervisor, as has been the case in motor theft violations, would be able to coordinate reports from various offices and develop nation-wide rings and conspiracies which would frequently be impossible if the suggestion were adopted. For this reason the Conference was opposed to the suggestion being adopted.

Respectfully,  
For the Conference

Clyde Tolson

THE DIRECTOR

9/22/52

EXECUTIVES CONFERENCE

Present at Executives Conference 9/18/52, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, Nichols and Mason.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-22-87 BY SP-5/CLT

Background:

The Commission on Organized Crime of the American Bar Association is sponsoring recommendations for greater Federal intervention in the field of collecting, coordinating and disseminating information about organized crime. This group seeks a Federal clearinghouse to accomplish the dissemination of data about racketeers and gangsters to local law enforcement agencies.

Support for this or similar ideas will be found in:

- (1) Third Interim Report of Kefauver Committee (May 1, 1951)
- (2) Final Report of Kefauver Committee (August 31, 1951)
- (3) Report of Chief Otletwis to current Convention of International Association of Chiefs of Police, recommending a Criminal Division of IACP to serve as a clearinghouse on movement of criminals.
- (4) Testimony of Commissioner of Narcotics Anslinger (June 1950) before Kefauver Committee.

Director's Instructions:

- (1) Oppose this and similar proposals vigorously, consenting to have the FBI serve as the clearinghouse only as a last resort when it is indicated that some Federal agency must so serve.
- (2) Study to see whether additional services to police could be properly rendered by the FBI.

Executives Conference Action:

The Conference considered and rejected the following proposals:

- (1) The FBI prepare and distribute to police a list of racketeers and hoodlums. Rejected because such a list would be obviously incomplete unless it contained data on individuals who are in the rackets but may never have been convicted. The Conference did not feel that the Bureau could circularize lists of hoodlums and racketeers unless a conviction had been obtained. Even the distribution of lists of individuals who have been convicted would embroil the FBI in legal entanglements for some communities have laws that felons coming into

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Glavin  
Harbo  
Rosen  
Tracy  
Laughlin  
Mohr  
Tele. Rm.  
Holloman  
Gandy  
cc-Mr. Mohr  
Mr. Glegg  
EDM:DMJ

EX-115

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INDEXED - 116

66-2554-9862  
SEP 24 1952

area must immediately register with police (Miami Beach is an example) and if a felon did not register, the police would state that the FBI had informed them that the person was a convicted felon.

(2) Circularize police to obtain their views, advice and information as to individuals who should be included on a roster of lawless elements. Rejected because this list would be of value only if it could be made available to all agencies and some police agencies have already shown that they cannot be trusted. The Conference felt it inadvisable for the FBI to take the initiative in circulating any list because it would lay the FBI open to charges of persecution.

(3) Mr. Glavin suggested the FBI Law Enforcement Bulletin be used to show the records and movements from one community to another of notorious criminals for the general information of police agencies. Rejected because the Law Enforcement Bulletin is printed a couple of months in advance and the information would be out of date by the time the bulletin was distributed.

(4) Mr. Rosen suggested a carefully prepared statement for the Director's use in appearing before the Appropriations Committee, or in some speech, meeting head-on the constant suggestions for greater Federal intervention in the handling of local matters and the Federal "clearinghouse" idea. It was Mr. Rosen's idea that the services of the FBI already in existence would be fully presented. This idea was appealing to the Conference and a portion of this idea was utilized in the ultimate recommendation of the Conference.

(5) It was proposed that the FBI inform police to notify the FBI of the movement of known criminals from one city to another so that the FBI could, in turn, notify law enforcement agencies at the new location of the criminal. Rejected as unworkable, expensive, and likely to result in charges that the Bureau is persecuting people, particularly those criminals who, of recent years, have had no contact with lawless activities.

#### RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE:

The entire Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, Nichols and Mason, respectfully recommend:

(1) That a carefully prepared and worded statement be prepared as the Director's introduction to a future issue of the FBI Law Enforcement Bulletin, listing all services rendered by the FBI to local law enforcement agencies, including our present procedure of reporting to other agencies information which will solve crimes within

their jurisdiction or information concerning crimes contemplated within their jurisdiction. Also to be included and stressed are the availability of arrest records to all law enforcement agencies, the technique of placing flash notices with the Identification Division to be notified of the subsequent arrest of any particular person, FBI investigations to find violators of the Unlawful Flight to Avoid Prosecution (or the giving of testimony) statutes, our relaying to local agencies within the United States the requests of foreign governments for investigation here, and vice versa.

This same introduction to the Law Enforcement Bulletin would also cover the desirability of local agencies notifying each other of the movement of criminals from one locality to another and the fact that they may, if they wish, ask the FBI to forward a copy of a criminal record to any other law enforcement agency.

It was contemplated that this introduction would not make reference to any resolutions or plans of other groups to set up a general clearinghouse for criminal information.

#### Advantages:

- (1) Will show the FBI on its own initiative is taking further steps to augment its already widespread services to police.
- (2) Since police will be urged to keep each other advised of the movement of criminals and make use of FBI arrest records, a clearinghouse, as such, will already exist on the local plane with all law enforcement agencies as contributors and thus take the fire out of any arguments for greater Federal intervention and the establishment of a Federal clearinghouse.
- (3) The police themselves will be exchanging information, relieving the FBI of any charges of intervention or persecution relative to the transmission of data involving the movements of criminals.

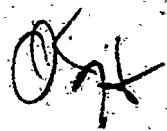
#### Disadvantages:

- (1) There will be some extra expense to the FBI if law enforcement agencies wholeheartedly advise each other of the movement of criminals and request the FBI to send arrest records. It is not possible to tell how much additional work would be involved in the Identification Division.

Mr. Tolson  
Mr. DeLoach  
Mr. Mohr  
Mr. Bishop  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. Felt  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Tele. Room  
Miss Holmes  
Miss Gandy

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

Respectfully,  
For the Conference



Clyde Tolson

MR. TOLSON

9/23/52

EXECUTIVES CONFERENCE

The Executives Conference of September 22, 1952, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, L. B. Laughlin, Ladd, Rosen, Gearty, Nichols, and Mason.

The Conference considered a suggestion from Special Agent George E. Hollingsworth of the Phoenix Office to the effect that when an auxiliary office supplies information in a fugitive case resulting in the location or apprehension of the fugitive, the office of origin should furnish the details of the apprehension to the auxiliary office furnishing the lead. This would enable the auxiliary office to evaluate the creditability of the source of the information as a means of developing additional potential criminal informants.

The Conference was advised that the General Investigative Division is opposed to this suggestion and feels that if any auxiliary office wishes to check the creditability of a potential informant that office may do so individually. The SACs at Baltimore, Richmond, Washington Field Office, and Philadelphia are opposed to this suggestion.

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

cc - Mr. Mohr  
Mr. Clegg

ELH:GD

ALL INFORMATION CONTAINED  
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DATE 7-27-92 BY SP3 C-  
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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

*WAC*

RECORDED-140 166-2554-9863  
INDEXED-140 SEP 24 1952

53 OCT 1 - 1952

EX-60

The Director

9/25/52

The Executives Conference

Present 9/24/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gresham, Nichols and Mason

SUGGESTION RE  
BUREAU FORM FD-194

The Conference considered a suggestion from the Los Angeles Office that Form FD-194, copy attached, utilized to leave telephone messages for Agents who are out of the office, be revised to the proposed form, copy attached.

The Conference felt that the proposed form is more practical than the existing form, and the next time this form is reprinted, the new form should be adopted. It is not likely that there will be any reprinting of the form in the foreseeable future inasmuch as 119,000 copies of the existing form are now on hand.

If the Director agrees to the revision of this form, the attached memorandum should go forth to the Los Angeles Office.

*Handwritten initials: JH*

Respectfully,  
For the Conference

*Handwritten mark: a checkmark or similar symbol*

Clyde Tolson

EDU:vlr *mlr*  
cc: Mr. Clegg  
Mr. Mohr

*Handwritten initials: WAC*

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INDEXED - 99 20 SEP 29 1952  
S. DEPT. OF JUSTICE  
DIRECTOR

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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*Handwritten initials: JH*  
71 SEP 30 1952



THE DIRECTOR

September 2, 1952

THE EXECUTIVES CONFERENCE

APPLICATION FOR PARDON  
AFTER COMPLETION OF SENTENCE

The Executives Conference today, with Messrs. Glavin, Tracy, Harbo, Mohr, Holloman, McGuire for Nichols, Gearty, Clegg, Belmont, Ladd and Rosen in attendance, unanimously approved the attached SAC Letter... pointing out to the field that in the future cases of this character are to receive closer attention. The failure in many instances to properly comply with administrative requirements is also pointed out.

To enable the Bureau to see that these cases are handled more expeditiously in the future, the field is being instructed that in the future the office of origin must keep the Bureau advised as to the location of all leads.

Respectfully,  
For the Conference,

Clyde Tolson

Attachment

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138 SEP 29 1952  
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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
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- Tracy \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

AN:LS

F-705

71 OCT 9 1952

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*[Handwritten initials]*

THE DIRECTOR  
THE EXECUTIVES' CONFERENCE

August 29, 1952

28

SHORTHAND WRITING CLASSES

The Executives' Conference of August 27, 1952, consisting of Messrs. Ladd, McGuire, Gearty, Sizoo, Rosen, Tracy, Henrich, Mohr, Harbo and Glavin considered the problem of continuing in stenographic capacities stenographers of the Bureau who refuse to execute an agreement while attending the Bureau's stenographic school to remain in the Bureau's service at least six months after they have completed their school instruction.

It was pointed out to the Conference that at the present time, under Bureau regulations, stenographic tests for stenographers in Grade GS-4 and below are given at the rate of 80 words per minute; that stenographers in secretarial or higher positions are given the test at 100 words per minute.

Stenographers can request the higher speed tests when such are given if they so desire; i.e., the stenographer in Grade GS-4 or below who must pass the 80 word per minute test can request the 100 word per minute test and the 120 word per minute test if she so desires so that she may be qualified for more important positions in the event vacancies occur.

It was pointed out by the Conference that some of the stenographic employees who entered the stenographic school were 80 word per minute stenographers or better; that five of the stenographers who refused to sign the agreement were from the Washington Field Office, attending the school upon the instruction of the Special Agent in Charge at the Washington Field Office.

Glavin advises that he has ascertained that five of the twelve stenos who did not originally sign the agreement have since signed it after discussion with their Supervisors or personnel assistants. They claimed that they had not thoroughly understood the reason for signing the agreement when it was first presented to them. One stenographer advises she did not sign the form because she anticipated resigning in the near future; one because of impending marriage; one because she had increased her speed to 100 words per minute and was discontinuing the class work; four are presently on leave and reasons for not signing the agreement were not secured.

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- Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

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Executives' Conference Memo (Continued)

Those who have failed to sign the agreement have been dropped from the class.

Glavin discussed this matter with Inspector Sizoo of the Training and Inspection Division, under which Division the stenographic training classes are held. Mr. Sizoo stated that he, as well as Supervisor Hyde of the Administrative Division, had discussed this matter with Miss Mueller, the shorthand teacher, of the Training and Inspection Division. Mr. Sizoo stated that he is absolutely certain that Miss Mueller, who is most conscientious, explained in detail to all employees taking the training the reason behind the signing of the agreement. There is no doubt in Mr. Sizoo's mind that all the students in the classes were familiar with the reasons why the Bureau felt it was necessary to have the agreement signed by those participating in the training. It does not appear that the remainder of the classes, numbering 35 students, in any way had any misunderstanding concerning the Bureau's desire for the signing of the agreement.

The Conference, in considering whether those employees who have been released from the stenographic classes because they had not signed the agreement should be continued on stenographic work, feels that it would be to the advantage of the Bureau to continue these employees on stenographic work in their various Divisions.

Insofar as the stenographers in the Washington Field Office are concerned, these five stenographers were instructed to attend classes by their Special Agent in Charge. Three of these girls were 100 word per minute stenographers trying to bring their speed up to 120 words per minute. One was an 80 word per minute stenographer, and one was an employee who had not yet passed the stenographic test and was endeavoring to bring up her speed so that she could pass the test and be given a stenographer's rating. Two of these girls have since signed the agreement, two are on leave and one is resigning.

It was pointed out to the Conference that the Washington Field Office has a number of stenographers not attending the class who had passed only the 80 word per minute test and a number who had passed only the 100 word per minute test. It was the feeling of the Conference that since these employees had been instructed to attend the class that upon release from the class there was no reason why the Bureau should not continue to utilize their abilities as stenographers rather than to under-utilize their abilities by placing them on typing assignments. The same is true of those stenographers from the Seat of Government, insofar as utilization of their skills is concerned.

The Conference was of the unanimous decision that it would be to the advantage of the Bureau to keep these employees on steno-

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Gandy \_\_\_\_\_

Executives' Conference Memo (continued)

graphic work since we would then be securing full utilization of their abilities, rather than under-utilization thereof to the disadvantage of the Bureau. It is further pointed out in this regard that even though they were removed from stenographic work they would undoubtedly be placed in the same grades as clerks. Under Civil Service regulations it would not be possible to demote such employees unless their work was unsatisfactory.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
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Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

THE DIRECTOR

9/24/52

THE EXECUTIVES CONFERENCE

DESERTER INVESTIGATIONS

The Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Gresham, Mason, Laughlin, Nichols, Ladd, and Rosen in attendance considered the following suggestions in connection with Deserter Investigations.

SUGGESTION NO. 1

That fugitive memoranda not be prepared in Deserter cases until a request is made by the field.

SUGGESTION NO. 2

That the Identification Division place the deserter fugitive index card in the card index section and not search the fingerprints of deserters through the criminal fingerprint files until the field has requested a fugitive memorandum.

SUGGESTION NO. 3

When a request is received from the armed services for a Bureau investigation in a deserter case, a fugitive index card is prepared by the Fugitive Supervisor and copies sent to the Identification Division. The Identification Division searches the individual's service prints against the criminal files and posts a wanted notice in the fingerprint jacket. In addition, it is also required to prepare a fugitive memorandum. The fugitive memorandum is a summary of all information available in the Identification Division concerning the subject; and it includes photographs, where available, and a copy of the subject's identification record. In addition, the Identification Division, Liaison Section, makes a check of service records in the armed services and photostatic copies of pertinent information is attached to and included with the fugitive memorandum. This memorandum upon completion is then forwarded by the Identification Division to the Investigative Division and a cover letter is then prepared by the Investigative Division transmitting this information to the office of origin. The only office receiving such memoranda

INDEXED - 122 RECORDED - 122

RECOMMENDATIONS FAVORABLE

OCT 1 1952

EX-83

Based upon statistics available there is a sales turnover on deserter fugitives. It is estimated that

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- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

Mr. Mohr  
Mr. Clegg

Handwritten signatures and initials, including "S. C. W. T.", "R.", and "Z."

NOV 3 1952

Memorandum to the Director

forty to fifty per cent of the deserters are located in an average of thirty days. Of the fugitive deserters located and accounted for approximately thirty-five per cent are apprehended by the FBI. The remainder either report back to duty or are located by local or military police.

In view of this quick turnover and the time and expense required in preparing fugitive memoranda, it is recommended that we discontinue such memoranda until the office of origin requests that a fugitive memorandum be prepared. If the fugitive is not located within ninety days, steps will be taken to prepare a fugitive memorandum. This will act as a savings clause in the event the field office fails to request that such a memorandum be prepared within ninety days.

SUGGESTION NO. 2

RECOMMENDATION: UNFAVORABLE

Searching a fingerprint card on a fugitive is a basic and vitally necessary step in the investigation to locate him and should be done as quickly as possible. There are many instances wherein a search of the fingerprint card reveals information that the subject is in custody of a local law enforcement agency or that he has recently been fingerprinted by such an agency or that he is incarcerated in a penal institution. In addition, if through a search of the fingerprint record we are enabled to close our case immediately, this in turn will save considerable time and effort. We could not justify conducting an investigation of an individual who has already been fingerprinted and whose fingerprint is contained in our files, reflecting that he is in custody.

Although there would be a savings in the Identification Division in searching of the service prints of deserters through the criminal files and in posting a wanted notice to the subject's fingerprint card, the conferees did not believe that the elimination of this basic procedure could be justified.

There is attached a proposed O'C Letter, which it is recommended be forwarded to the field, if Suggestion No. 1 is approved.

Respectfully,  
For the Conference

Attachment

Clyde Tolson

MR. TRACY

September 16, 1952

Guy Hottel

REST ROOMS, RECORDS SECTION  
FIRST FLOOR, IDENTIFICATION  
DIVISION

Reference is made to Mr. Eames' memorandum to Mr. Nichols dated August 13, 1952. I am enclosing a memorandum to me submitted by Mr. Kerlin, the Building Superintendent, which sets forth an estimated cost of \$700.00 for the conversion of the men's toilet to a women's toilet on the first floor. Mr. Kerlin was originally requested to submit an estimate on the above on August 19, 1952, and Mr. Preston, the assistant superintendent, made a survey on August 22, 1952. He again contacted Mr. Kerlin on September 8, 1952, and September 15, 1952, relative to the submission of an estimate, and he submitted to me a letter under date of September 15, 1952.

RECOMMENDATION:

It is recommended that this memorandum be submitted to the Administrative Division for approval.

Attachment

GH:jam

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/21/52 BY 5752/JP

166-2554-1  
NOT RECORDED  
46 OCT 18 1952

ADDENDUM: (SJT:edm, 9/19/52) The above matter was brought to the attention of the Executives Conference on September 18, 1952, and the Conference was of the opinion that the cost of \$700 was excessive. It was the majority opinion of the Conference that the only necessary change needed in converting the men's toilet to a women's toilet on the first floor was to box in the urinals and change the name on the door.

Mr. Hottel should contact Mr. Gauthier and inquire if this can be done by him and if not, contact the building carpenter to get an estimate of the cost if the carpenter performs this job.

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- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

S. J. Tracy

ADDENDUM: GH:jam, 9/22/52. I talked with Mr. Kerlin, Building Superintendent, relative to the above and he advised me that he would have to take the urinals out and cement them up. He said the cost would be approximately \$10 and that he would put it on the order which called for renovation of the space vacated by the Cartographic and Supply Sections. He advised him that this would be satisfactory.

84 OCT 20 1952

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THE DIRECTOR

September 23, 1952

THE EXECUTIVE CONFERENCE

*part*

The Executive Conference of September 23, 1952, consisting of Messrs. Tolson, Nichols, Rosen, Harbo, Gresham, Mason, Ladd, Laughlin, Mohr, Tracy, and Glavin, recommended that in connection with the Bureau's present economy measures that the Civilian Service be immediately advised a 23 and 1/3 decrease in travel expenditures must be made during the remainder of the present fiscal year.

It was pointed out to the Conference that travel expenditures under the last quarter of the present fiscal year, April, May, and June, 1952, reflected monthly travel expenses which would exceed our total allotment for travel expenses by \$1,109,530.

It was pointed out to the Conference that it is essential that we remain within our allotments for other expenses which includes travel expenses and it is felt that with the decrease of applicant cases of which the Bureau has been advised in the past, considerable travel expenses should be reduced materially.

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

Respectfully,  
For the Conference

*OK*

Clyde Tolson

*Y*

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/11/92 BY SP5CJ-  
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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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58 OCT 7 1952



The Director

September 23, 1952

The Executives Conference

~~RECOMMENDED ACKNOWLEDGMENT OF CERTAIN LETTERS WITHOUT ABSTRACTS OR YELLOW FILE COPIES~~

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Mason, Gearity and Nichols considered Mr. Jones' suggestion as to the handling of certain types of correspondence. Mr. Jones suggested as a measure of economy that the types of correspondence enumerated below be acknowledged without the preparation of an abstract or yellow file copy; that the incoming be stamped "Do Not File - Return to Room 4236" which correspondence would be retained in Crime Records Section 90 days and then if no question arose it would be destroyed. He pointed out that this procedure has been adopted in certain types of correspondence for a period of time and that no difficulties have arisen. The following is the type of correspondence to be handled in this manner. The Executives Conference unanimously recommended that this suggestion be adopted. The following are the types of correspondence which it is suggested will be applied:

1. Incomings requesting the Director to recommend schools for individuals to study law enforcement and crime detection. Such letters are acknowledged advising that the Director does not make such recommendations and suggesting that the correspondent communicate with the Commissioner, United States Office of Education.

2. Letters requesting copies of Identification Orders whereby persons not connected with law enforcement and whose letters are based solely on curiosity. These letters are acknowledged by advising the request cannot be complied with. Since most of the persons writing are youngsters, however, if the occasion warrants it copies of cancelled IO's on individuals such as Dillinger, "Pretty Boy" Floyd, etc., are sent.

3. Letters from individuals who desire a tour of the Bureau. On such letters acknowledgment is done by furnishing the times and dates we have tours taken and giving directions as to where to go. A copy of such a communication is designated for the tour room. These serve no future value to the files.

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

cc - Mr. Clegg  
Mr. Mohr

RECORDED INDEXED - 124

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/10/54 BY SP4/ST

67 OCT 6 1952

UNRECORDED COPY FILED IN 66-2593

Memorandum to the Director


September 23, 1952

4. Letters requesting information concerning women in police work. Such letters are acknowledged by referring the writer to the Government Printing Office for a pamphlet "The Outlook for Women in Police Work." We also furnish Bureau publications where indicated.
5. Letters from youngsters indicating a desire to work for the FBI.
6. Letters requesting data from the Bureau which is not available but on which the Bureau has related material. These letters generally request statistical data. Such letters are acknowledged by advising the correspondent that the specific data is not available; that other material requested is being enclosed.

Mr. Jones also suggested that this same procedure be applied in acknowledging letters to individuals who report information not within the jurisdiction of the Bureau which is of interest to another government agency. The Conference was unanimously against adopting this. Since there are only about 50 such letters a week it felt that the risk of not having a letter would outweigh any advantages to be obtained by not handling the correspondence in the regular manner.

It is of course understood that the supervisors in Mr. Jones' Office would be expected to use good judgment and whenever it appears desirable to maintain a file copy such should be indicated by the supervisors.

Respectfully,  
for the Conference

  
Clyde Tolson

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

SEP 15 1952

SEP 15 1952

September 15, 1952

95229

The Departmental Conference of September 12, 1952, concerning the Leagues, Tolson, Nichols, Board, Clegg, Hod, Holman, Mohr, Tamm, Tracy, and Whaley considered in connection with the present critical financial status facing the Bureau the long and hard of overhauling our present existing deficits.

Conservable discussion was had concerning the possibility of ~~rearranging~~ ~~approval~~ of the Bureau, both Special Agent and clerical employees, to ~~subsidize~~ without pay for periods of a minimum of one week not to exceed 60 days during the remainder of the fiscal year, and in that way materially reduce our present existing deficits which is caused primarily by salary payments. It was pointed out to the conference that such a procedure was followed during May and June, 1946, the clerical employees of the Dept of Government being offered the opportunity of getting leave without pay for a minimum of one pay period not to exceed 60 days during May and June 1946. The response was excellent and more employees than sufficient requested leave without pay at that time.

It is felt that there are many employees in the Bureau, particularly those who have been in the Bureau a short period of time, who under the present leave law will not have sufficient annual leave accrued to take any extended vacation period between now and June 30, 1953. It is extremely possible that if such an offer was made to employees both in the field and at the Dept of Government point of view to these employees that arrangements to this suggestion would eliminate a possibility of arbitrary reduction in force it would be such that our deficits may be materially decreased. Any contribution to the field or to the Dept of Government should be proposed by the statement that it will be the responsibility of the Director to insure that sufficient personnel remain in active duty to adequately care for the work being received for handling.

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

INDEXED - 122

RECORDED - 122

SEP 30 1952

66-2584-9871

- Tolson \_\_\_\_\_
- Board \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Parsons \_\_\_\_\_
- Quinn Tamm \_\_\_\_\_
- Nease \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Glavin \_\_\_\_\_
- Rosen \_\_\_\_\_
- Harbo \_\_\_\_\_
- Allen \_\_\_\_\_
- Chief \_\_\_\_\_

SEP 23 09:18 AM 1952

EX-83

ORIGINAL COPY FILED IN 66-2007-11

The Director

9/17/52

Executives Conference

BULLETIN BOARDS FOR LARGE RESIDENT AGENCIES FOR POSTING IO'S OF TEN MOST-WANTED BUREAU FUGITIVES - SUGGESTION OF GEORGE L. LEWIS, SA, SEATTLE (Suggestion #410-52)

The Executives Conference on 9/16/52, with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Nichols, Rosen, Holloman and Clegg being present, considered the suggestion of SA George L. Lewis of the Seattle Office that each field office and large resident agency be furnished a bulletin board on which could be posted the identification orders of the ten most-wanted Bureau fugitives. The present rule of the Bureau in Section 10 A (4) of the Manual of Rules and Regulations concerning such matters requires the posting of one copy of all IO's and Wanted Flyers on the bulletin board of field offices and the distributing of one copy to each Agent. The Manual does not state how long such IO's and Wanted Flyers must be posted. However, most offices post them for a short time, leaving up permanently those of particular potential interest to that general section of the country.

The Executives Conference in considering this matter felt that the Bureau should not purchase any additional bulletin boards but that the field should be advised in the attached SAC Letter that they could post the IO's on the ten most-wanted fugitives in the field office or resident agency using any available bulletin board space.

If this is approved, there is attached hereto an SAC Letter accordingly.

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-9-83 BY SP5CJ/PT

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

Attachment

HHC:hd/arg

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 132

66-2557-9872

SEP 22 1952

60 OCT 6 1952

The Director  
The Executives Conference

September 16, 1952

*cc*

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Laughlin for Belmont, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, and Holloman, on September 16, 1952, considered the suggestion that a rule be established that henceforth all memoranda exceeding five pages in length must be accompanied by a one-page synopsis which will contain the pertinent facts outlined in the longer memorandum. This one-page synopsis will be placed on top of those memoranda exceeding five pages in length.

The Conference unanimously considered this suggestion favorably.

There is attached a suggested memorandum to all Bureau Officials.

Respectfully,  
For the Conference

*OK*

Clyde Tolson

Attachment

FCH:eff  
*ff*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-22-82 BY SP5/ST  
*mic*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont cc: Mr. Clegg
- Clegg \_\_\_\_\_ Mr. Mohr
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED - 75 *166-2554-9873*  
17 SEP 24 1952

EX-115

71 OCT 6 1952

THE DIRECTOR

September 18, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of September 17, 1952, consisting of Messrs. Tolson, Gearty, Clegg, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy and Glavin, considered the attached suggested communication to all Special Agents in Charge on "Automotive Operation: Preventive Maintenance Procedures - Cooling System, 1950-51 Ford" and recommended its approval.

It was pointed out to the Conference that the material contained in this communication had been reviewed by Ford engineers, who feel that the dissemination of this information to the Field would be of assistance in properly servicing the Police Fords which we purchased in 1950 and 1951.

Respectfully,  
For the Conference

Clyde Tolson

Attachment

RRG:jur

cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-22-92 BY SP54-PT

RECORDED - 75

166-2534-2874

17 SEP 22 1952

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

EX-115

*Handwritten signature*

OCT 6 1952

The Director

September 16, 1952

The Executives Conference

Suggestion To Discontinue Recording Wires  
Records Section

The Executives Conference consisting of Messrs. Tolson, Holloman, Rosen, Ladd, Laughlin, Clegg, Glavin, Tracy, Harbo and Nichols considered the suggestion of Mrs. [redacted] Supervisor of the Recording Unit in the Records Section to the effect the Bureau discontinue the recording of all wires and teletypes, both incoming and outgoing.

b6  
b7c

This matter was previously considered by the Conference on August 11 at which time Messrs. Tracy, Harbo, Belmont, Ladd, Rosen, Mason, Gearty and Nichols recommended the adoption of the suggestion. Mr. Mohr opposed it on the grounds of security.

The matter was resurveyed and re-presented to the Conference on September 16 with the advice it was the considered judgement of the Records Section that the calculated risk of not recording incoming and outgoing teletypes was worthy of a 90 day experimental trial.

At the present time incoming and outgoing teletypes are recorded by the preparation of abstracts which are filed in the alphabetical and numerical abstract files in the Records Section. In addition, the wires receive a final serial number in each file in the same manner as reports, letters, memoranda, etc.

Mr. Nichols pointed out that the Records Section had conducted a detailed survey as to the feasibility of adopting this suggestion and it has been determined that during the fiscal year of 1952 approximately 343,000 wires were received and dispatched at the Seat of Government.

Most of the requests to locate wires at the Seat of Government stem from supervisors who desire to check the notations on the wires in order to insure proper supervision. It was pointed out that copies of all incoming teletypes are forwarded to the case supervisor immediately upon receipt in the Communications Section and quite often action is taken on the basis of the copy. The supervisor usually desires the original in order to note any further instructions placed thereon by the Director's or Assistant Directors' offices.

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

CC: Mr. Clegg

Mr. Mohr

LBN:haw

RECORDED-17

66-2554-9875  
SEP 24 1952  
DATE

EX - 73

17

71 OCT 3 1952

Memorandum to The Director  
Re: Suggestion To Discontinue Recording Wires  
Records Section

September 16, 1952

The Conference was advised that any notations made on any piece of mail by the Director are automatically recorded in the Records Section regardless of the nature of the communication. The advantages and disadvantages flowing from the adoption of this suggestion are as follows:

DISADVANTAGES:

1. There would be no record in the form of an abstract in the Records Section as to the receipt or dispatch of a wire. (An exception to this in all cases would be where the wire is the initial piece of correspondence in any case in which instance it is always completely recorded in the Records Section.)
2. There would be no abstract control in the Numbering Unit as to the number of wire serials in a particular file.
3. The use of an abstract as an aid in locating wire serials would be removed.
4. In a number of instances the abstract is sufficient to satisfy the request for the wire serial when it is out of file. By discontinuing abstracts, this source would be unavailable.

ADVANTAGES:

1. The Records Section conservatively estimates that a savings of approximately 15 Grade GS-3 employees would be realized in the Records Section by the doing away with the abstract preparation and filing at an annual salary savings of \$42,000. In addition stenographic time would be saved in all Divisions of the Bureau where wires are sent in that it would no longer be necessary to prepare an abstract for an outgoing wire dispatched from the Bureau.
2. By elimination of the abstract process on wires the wires would reach file faster since the step of preparing the abstract in the Records Section would be deleted. By removing this type of communication from the Recording Unit the other work, which of necessity must be recorded, would be speeded up.
3. For a period of 60 days after receipt or dispatch of a wire a communications copy is maintained in the Communications



Memorandum to The Director  
Re: Suggestion To Discontinue Recording Wires  
Records Section

September 16, 1952

Section and in those cases where difficulty is experienced in locating the original wire, the communications copy could take the place of the present abstract so far as providing necessary expedite information is concerned. Mr. Nichols advised that during the course of this experiment for the 90 day period the Communications Section would keep all of its teletype copies for 90 days rather than a 60 day period.

Mr. Nichols pointed out that in view of the serious personnel situation in the Bureau every effort was being made to curtail and streamline as many activities in the Records and Communications Division as possible in order to conserve man power. He advised the Conference that the Records Section has a present personnel complement of a little under 1500 employees with 50 pending resignations. Previous justification has been submitted pointing out the need for 1619 employees in the Records Section in order to adequately fulfill its current responsibilities and keep up with necessary project work. In view of the fact that applicant recruiting has been terminated, every effort is being made to cut down on work operations to meet this crisis. He advised that the supervisory staff of the Records Section would normally not be in favor of this suggestion but that in view of the savings in personnel, it is worth the calculated risk involved and the Records Section feels that for a trial period of 90 days wires should not be recorded.

Mr. Mohr, when the matter was previously considered on August 11, opposed the adoption of the practice of not recording wires on an experimental basis on the ground the abstract and serialization processes as presently applied to wires as well as most of the other types of mail received, was a security factor which we should continue, that we would lose this added control with the adoption of this suggestion.

The remaining members of the Conference favored the adoption of the suggestion as an experiment for 90 days with the understanding that in the event of any complications the matter should be promptly reconsidered. Further, that the Records Section would keep a detailed account of the experiences in order that the matter could be carefully re-evaluated at the expiration of 90 days.

If the majority decision is approved, an inter-office memorandum is attached.

*OSK*  
V  
Respectfully,  
For The Conference

The Director

9/25/52

The Executives Conference

Present 9/24/52: Messrs.  
Tolson, Glavin, Tracy,  
Harbo, Mohr, Laughlin,  
Ladd, Rosen, Gresham,  
Nichols and Mason

POLICE TRAINING SCHOOLS

The Conference considered whether in view of economy there should be any curtailment in police training school activities conducted by the FBI in the Field. The Conference concluded that no action should be taken at this time to change the existing program, but that the matter should be considered again in January 1953. An appropriate tickler has been set up.

The Conference felt that police training schools assist the FBI to get cases within its jurisdiction and these schools help in many ways to put police officers in a position to afford better cooperation to the FBI. The Conference felt also that in view of efforts by the American Bar Association to set up state agencies to provide police training, the FBI should not curtail the training it provides for law enforcement officers at this time.

For record purposes, as of 9/22/52 there were 126 police training schools pending. Of these, 14 were being conducted in headquarters cities of various Field Offices, 46 were being conducted in Resident Agency cities, and 66 were being conducted elsewhere within the Field Division. It was pointed out to the Conference that a detailed tabulation had not been made as to whether these 66 schools resulted in per diem payments, and in all probability many did not because the schools were conducted close to headquarters city or a Resident Agency and the Agents would be home at night.

It was estimated that for the remainder of the fiscal year the Bureau would conduct approximately 1,800 additional police schools. During the 1952 fiscal year, 2,350 police schools were conducted. So far this fiscal year 413 police schools have been completed, and this figure added to the 126 now being conducted plus the 1,800 anticipated schools will bring the number of schools for the fiscal year in line with last year's volume. A spot check was made of police schools which indicated that the average school required 26.4 hours of Agent participation.

RECORDED - 94  
INDEXED - 94

Respectfully,  
For the Conference  
166-2552-9896  
OCT 1 1952

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-20-2001 BY SP-6 BTJ/STP

51 OCT 6 1952  
ED:ulr  
Case No. 21009

Cliff Tolan

The Director

9/30/52

The Executives Conference

CONSOLIDATION OF INDEX CARDS

Present 9/26/52: Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Laughlin, McGuire, Gearty, Tamm and Mason.

It was pointed out to the Conference that some field offices are engaged in projects involving the consolidation of index cards. It is always desirable to have two or more index cards on a given individual consolidated onto one card as a means of facilitating searching, promoting accuracy, and saving time.

The Conference was advised that although a detailed analysis has not been made of the number of employees engaged in indices consolidation projects in the field, nevertheless, a random review of recent inspection reports indicates that seven offices have a considerable volume of work remaining on this project and there are undoubtedly other offices in similar situations.

The Conference is unanimously in favor of suspending any further work on the consolidation of indices for the remainder of the fiscal year. An indication of the savings in clerical time may be determined from the fact that Los Angeles has 4 clerks working full time on this project. Chicago has 1 clerk working full time as do Houston and Knoxville. The larger the office the more clerical time will be expended.

If the Director agrees with the unanimous recommendation of the Conference as to the suspension of this project, there is attached for approval a proposed SAC Letter instructing the field and also requiring that the Bureau be advised as to the number of clerks which will be made available.

Respectfully,  
For the Conference

Glyde Tolson

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

Attachment

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 94

INDEXED - 94

EDM: EHW

OCT 6 1952

166-2554-9877  
OCT 1 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/22/87 BY SP5 BT

Mr. Tolson

9/30/52

The Executives Conference

SUGGESTION FROM MR. [REDACTED]  
RELOADING .38 CALIBER CARTRIDGE  
CASES

b6  
b7c

Present at the Executives Conference of September 29, 1952, were Messrs. Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, McGuire, Holloman, Gentry, Rosen, and Mason.

The Conference considered a suggestion from Mr. [REDACTED] of the Crime Records Section that the Bureau reload .38 caliber cartridge cases at Quantico as an economy measure.

The Conference was unanimously opposed to this suggestion because of the danger element.

SAC Sloan at Quantico points out that a cartridge case will hold three times the volume of powder required for normal velocities. A visual inspection of a loaded cartridge will not reveal this condition. An overloaded cartridge will blow up a revolver with possible serious injury to the shooter. SAC Sloan has personal knowledge of five revolvers being blown up on the Marine Corps Pistol Range at Quantico when reloaded ammunition was used and two injuries resulted from these explosions. Detective Sergeant [REDACTED] Indiana State Police, presently attending the FBI National Academy advises that his department discontinued reloading cartridges because of damages sustained to revolvers and because of inaccurate bullets, and Mr. [REDACTED] pointed out that these things took place even though a full-time, experienced employee reloaded the ammunition.

b6  
b7c

New .38 caliber cartridges cost 4.5¢ a piece. Reloaded cartridges would cost 3.5¢ a piece. SAC Sloan points out that approximately 1.2 million rounds of ammunition are fired per year at Quantico and savings through the use of reloads would be \$12,000 annually. However, we would have to expend \$1,500 for reloading equipment, designate an

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

cc: Mr. Mohr RECORDED - 94  
Mr. Clegg

Attachment INDEXED - 94

EDM:hls

66-2554-9818 WACM  
OCT 1 1952  
H

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

EX-109  
DATE 1-22-96 BY SP5/CLP

60 OCT 3 1952

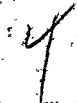
employee to do the reloading, and make space available to him outside of the Quantico building in which to do his reloading work. Despite this, he is firmly opposed from the safety factor alone to reloading ammunition. The entire Conference agrees.

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

b6  
b7c

Respectfully,  
For the Conference



  
Glyde Tolson

September 10, 1958

PROPOSED CHANGE IN  
MANUAL OF RULES AND REGULATIONS

Section 68. MAIL

(The following new paragraph should be included as paragraph (1) and the present paragraph (1) should be changed to (2) etc.)

68. MAIL

(1)

INCOMING REGISTERED MAIL. A record should be kept of all incoming registered mail from the Bureau. This record must contain the following information: Date and time of receipt; registry number; name of employee signing post office receipt for the mail; and, in those instances where a return receipt card is used, whether the return receipt card is a white Bureau card (Form 4-37) or whether it is a post office departmental card (salmon colored card). This record should be maintained for sixty days after receipt of registered mail from the Bureau.

SEP 17 12 25 PM '52

RECEIVED READING ROOM

FBI

U.S. DEPT. OF JUSTICE

NEW

*Handwritten initials*

66-2884-9879

ENCLOSURE

SEP 17 1 16 PM '52

U.S. DEPT. OF JUSTICE

RECEIVED DIRECTOR

FBI

*Handwritten signature*  
DIRECTOR, FBI  
RECEIVED

LEW:mas

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

THE DIRECTOR

9/23/52

EXECUTIVES CONFERENCE

REDEFINITION OF SMOKING AREAS IN THE LABORATORY

Present 9/15/52; Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty and Clegg.

The Conference considered the recommendation of Inspector Vechery that the present rule of permitting smoking in the administrative offices in the Laboratory (Section Chiefs and Number One Men) be extended to authorize smoking wherever examiners are not working on evidence and the examiners will not be in the sight of regular tours.

In the past smoking has been strictly limited to the administrative offices. Vechery feels that the Bureau would gain in output of work by permitting additional smoking areas because persons not working in administrative offices must presently smoke in the rest rooms or elevator lobbies.

Messrs. Tolson, Harbo, Nichols, Gearty and Clegg recommend that the present smoking regulations continue without change or expansion. This group felt that, since some of the very special tours go into some of the actual working rooms in the Laboratory, and into areas where Laboratory technicians are not visible to regular tours, these special tours would see technicians smoking while working. Mr. Harbo feels that any extension of smoking privileges would result in a problem of ashes and make it difficult to maintain tidiness and it is further his opinion smoking should never be permitted in any laboratory where evidence is being handled.

Messrs. Glavin, Tracy, Mohr, Belmont and Ladd recommend that smoking be authorized in those areas where regular tours do not go and where evidence is not handled, in accordance with the suggestion of Inspector Vechery. This would apply particularly to the Machine Shop, Radio and Electrical Section and certain other areas to be designated by Mr. Harbo.

There will be no change in the smoking rules or a modification to extend them in the Laboratory, pending a decision of the Director with respect to this matter.

Respectfully,  
For the Conference

166-2554-988  
CLYDE TOLSON

RECORDED-33

INDEXED-33

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

cc - Mr. Mohr  
Mr. Clegg

EDM:DMC

68 OCT 7 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/28/88 BY SP2/STP/ST



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols ✓  
FROM : L. E. Wherry, Jr.

DATE: 9-10-52

SUBJECT: REGISTERED MAIL FROM THE BUREAU  
TO THE FIELD DIVISIONS

Executive Conference

7-26-92 SPS LL  
WT

As you know, registered mail dispatched from our Mailing Unit to the Field Divisions has enclosed a return receipt card which we fill out in the Mailing Unit showing the registry number and the date of dispatch from the Bureau. The Field Divisions have been instructed to return this card to the Bureau by return mail.

On the 20th of each month we send a form (No. 4-510) to the Field Divisions to ascertain whether they have received registered mail dispatches for which we have received no return receipt card. This form is filled out and returned to us by the Field Divisions. Some of these forms are returned with the notation that no record is maintained in that particular field division which necessitates our putting a tracer on the mail here at the Seat of Government.

In the Records Section, a record is kept of all registered mail received from the Field Divisions and these records are kept for a period of five years. The purpose of the return receipt cards that we put in outgoing mail from the Bureau to the Field Divisions, of course, is to confirm the receipt of such mail in the Field. I am of the opinion that the Field Divisions should also keep a record of registered mail received from the Bureau in order that the receipt of such mail in the Field can be confirmed by the Bureau when we make inquiry. I know of no reason why such records should be kept in the Field, however, over sixty days.

RECOMMENDATION:

It is recommended that the Field be instructed to keep a record of registered mail received from the Bureau.

A suggested SAC Letter and a revision for the Manual of Rules and Regulations are attached.

LEW:mas  
Attachment

ADDENDUM: LBN:md 9-15-52

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66-66-1934

SEP 12 11 38 AM '52

SEP 23 1952  
REC'D

Approved by Executives' Conference consisting of Messrs. Tolson, Ladd, Nichols, Belmont, Clegg, Glavin, Harbo, Rosen, Tracy, Holloman and Mohr.

EX-107  
EX-108  
EX-109  
EX-110  
EX-111  
EX-112  
EX-113  
EX-114  
EX-115  
EX-116  
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EX-199  
EX-200

The Director

9/26/52

The Executives Conference

Present 9/26/52: Messrs.

[Redacted]  
SPECIAL EMPLOYEE, GRADE GS-9  
NEWARK OFFICE

Ladd, Harbo, Glavin,  
Mohr, Rosen, Laughlin,  
McGuire, Gandy, Tamm  
and Mason

b6  
b7c

The Conference was advised that the Bureau has already adopted a suggestion from Special Employee [Redacted] to the effect that when heavy duty generators in two-way radio cars burn out, the Field Office should transfer a heavy duty generator from one of the Ford automobiles to the two-way radio car and then instead of buying an expensive heavy duty generator to put on the Ford, put a standard generator on the Ford. This will result in the savings of approximately \$75 in replacing burned out heavy duty generators. The Fords come equipped with heavy duty generators.

Mr. Newman of the Administrative Division estimates that there would be approximately 20 such installations per year throughout the Field. Thus, field-wide savings are estimated at \$1,500 per year.

The Conference was advised that SAC McKee does not feel that this suggestion is an outgrowth of the duties of [Redacted] and that [Redacted] is eligible for an award. The Conference unanimously recommends an award in the amount of \$75 for Mr. [Redacted]. This cash award does not come out of the Bureau's appropriations.

b6  
b7c

If the Director agrees with the recommendation of the Conference, the attached letter should go forth to Mr. [Redacted].

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-28-01 BY SP5CJ -  
4PT

Respectfully,  
For the Conference

Clyde Tolson

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

Attachment  
EDH:sulr  
cc: Mr. Glegg  
Mr. Mohr

FOR AWARDS  
Handled  
10/7/52

RECORDED - 75

INDEXED - 75

66-2554-9881

OCT 12 1952

F105  
4 OCT 9 1952

6 OCT 6 1952

380

Memo to THE DIRECTOR from THE DELEGATES CONFERENCE

In both of these areas, surrounding counties are taken into consideration. The rest of the work in the Minneapolis Division is divided into four road-trip areas and 12 Resident Agencies. From the information furnished by the Special Agent in Charge at Minneapolis, a summation of which is attached hereto, it appears to the advantage of the Bureau to retain its headquarters in Minneapolis, Minnesota, rather than changing it to St. Paul, Minnesota.

The Conference, therefore, unanimously recommends that we continue the headquarters office at Minneapolis rather than returning it to St. Paul.

Respectfully,  
For the Conference

Clyde Tolson

are you satisfied  
we should not  
establish an office  
in the N. W. part of  
Wisconsin?  
H.

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

The Director

September 23, 1952

The Executives Conference

**110 VOLT AC POWER LINE MICROPHONE  
EXECUTIVE CONFERENCE**

On September 23 the Conference composed of Messrs. Tolson, Ladd, Glavin, Tracy, Laughlin, Mason, Gearty, Mohr, Rosen, Nichols, Holloman and Harbo was advised that the Radio Section of the Laboratory has developed equipment and procedures which enable them to install a microphone in a room and use the electric power wires as a means of listening to the conversation picked up by the microphone at a point some distance away. The obvious advantage of this procedure is that it eliminates the necessity for running special wires from the microphone to the listening post.

Although the new device is limited in application to situations where it is possible to identify the specific power wires involved it is felt that this new development can be of considerable value in special investigative situations.

It is known that other individuals and groups are doing research in this general field and accordingly the Laboratory proposes that a patent be applied for under the Inventions Secrecy Act in order to (1) protect the FBI in the use of this device without the necessity for payment of royalties to any commercial organization; (2) aid in guarding against the use of such a device by individuals or groups whose activities would be inimical to the security of the United States.

The Conference unanimously concurs in the recommendation of the Laboratory that the Bureau seek a patent under the Inventions Secrecy Act on the basic electric circuits and ideas incorporated in this device.

Respectfully,  
For the Conference

4

Clyde Tolson

OK

EX - 28

RECORDED - 75

66-2554-9883

17 SEP 26 1952

INDEXED - 75

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

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

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F105

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/12/82 BY SP5 C. J. [initials]

RH

OCT 3 - 1952

The Director

August 18, 1952

The Executives Conference

Present 8/14/52:  
Messrs. Callahan,  
Tracy, Harbo, Mohr,  
Belmont, Ladd,  
Rosen, Gearty,  
Wick and Clegg

TRAINING IN CIVIL RIGHTS MATTERS  
BUREAU TRAINING SCHOOLS

PRESENT POLICY

SAC Letter dated June 13, 1950, issued instructions that the SAC's only could lecture on the general subject of civil rights at Bureau police training schools and conferences, but that these lectures must not be entitled "Civil Rights" but should be given under the subject matter "Law Enforcement as a Profession" or "Ethics in Law Enforcement." This action was taken after experience along this line by the SAC in New Orleans with Bureau approval and the indicated profitable results therefrom.

SUGGESTION

As a result of his having attended a Seminar at the University of Chicago from July 14, to July 25, 1952, on the subject of "police and racial tensions," Captain Thomas V. Curley, NA, Gary, Indiana, Police Department, advised as follows: that he attended the course under the direction of Joseph H. Lohman, chairman, Parole and Pardon Board, State of Illinois, and lecturer in the Department of Sociology, University of Chicago. Captain Curley advised by letter of July 30, that the Seminar was attended by high ranking police officers from many of the larger cities throughout the United States and there were present seventeen graduates of the FBI National Academy. At this school there was discussed the racial incident at Cicero, Illinois, which resulted in the police chief and two officers of the Cicero Police Department being convicted of violation of the Civil Rights statute. Curley suggests that since only police officers were convicted in the case and since investigative jurisdiction lies with the FBI, that the Bureau should "investigate the possibility of establishing schools, at least for supervisory personnel of the different departments, to be held at the request of interested departments." He believed that he owed it to the

cc - Mr. Clegg  
Mr. Mohr

Attachment

HAC:hls

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

ALL INFORMATION CONTAINED  
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DATE 11-22-76 BY [signature]

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members of his department to give them the best instruction possible to prevent such an incident as that at Cicero. Curley continued that "although there were certain things that he would hesitate to put into a letter there was a sense of alarm among the officers present that the initiative in such a major police problem should be seized by the institution that sponsored this Seminar."

As a result of this communication there was presented to the Conference the question: Should the FBI expand its present policy so as to permit the SAC, ASAC, and specifically approved police instructors for each such school to lecture on the subject of Civil Rights Investigations, limiting their discussion to the statute, the essential elements thereof, the courts interpretation of the statute in a manner similar to its presentation in the FBI Manual--with no discussions by Bureau personnel of racial relations, minority groups or similar matters?

#### ADVANTAGES

(1) This is a law that the Bureau must enforce vigorously. The Bureau investigates the violations that do occur on the part of police officers and in order to reduce friction and antagonism on the part of those investigated, a reasonable attempt should be made to reduce the violations by educating the police as to the actual types of action which constitute violations of this statute.

(2) This is a subject involving police administration, police personnel, crime prevention, and criminal violations. It is a suitable subject for discussion and a needed subject for discussion.

(3) It is understood that some midwestern police chief (G. R. Carrel, Chief of Colorado State Patrol) indicated his belief that a representative of the FBI should discuss this matter at the forthcoming IACP Convention in order to explain what basic acts constitute violations of the statute. The above suggestion of Captain Curley seems a reasonable request to make and a valuable thing for the FBI to do.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
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Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

## DISADVANTAGES

(1) This is a violation which, as taught by the FBI, carries with it the implication and the fact that if the police violate the law, "we will investigate you" and thus there is a degree of FBI instruction plus FBI threats and orders involved at the same time.

(2) Regardless of the limitations placed on the basic lecture which would be given, there will automatically arise questions, interpretations beyond those which the courts have specifically decided, and a very strong likelihood that there will arise discussions involving racial relations, minority groups, and the like. The FBI should not be participants in such matters.

(3) It is within the realm of possibility that after such a school, a student therein might be indicted and tried on a Civil Rights violation. He might point out to the court that the FBI instructed that certain acts were not violations of that statute or that a reasonable interpretation of what the FBI instructor said caused him to believe the act was outside the scope of this particular statute. This would leave the Bureau in an embarrassing position.

## EXECUTIVE CONFERENCE CONSIDERATION

Recommending favorably that the Bureau participate to the extent and within the limitations indicated, Messrs. Callahan, Tracy, Harbo, Ladd and Clegg.

Opposed to any extension of the present policy, Messrs. Mohr, Rosen, Wick and Gearty. Mr. Belmont was opposed generally but would agree to extending discussions by the personnel suggested under the general heading "Law Enforcement as a Profession" or "Ethics in Law Enforcement."

Appropriate instructions, if any are needed, will be issued consistent with the Director's wishes.

There is attached hereto a letter of acknowledgment to Captain Curley.

Respectfully,  
For the Conference

Clyde Tolson

**DIRECTOR'S NOTATION:**

I believe it should be done but only by SACs and under general heading "Law Enf as a Profession" or "Ethics in L. E." We must face up to this problem and not try and duck it. It is a reality. Clegg, Ladd and Rosen must carefully plan this so SACs will know what to do and say.

H.

**ADDENDUM: 8-28-52**

The Director, after making the above notation, stated he wanted the strictest of supervision in permitting SACs to make such speeches and then they are to follow a carefully prepared outline which Training Division should prepare and send to field.

LBN:sb

cc: Mr. Jones



THE DIRECTOR

September 17, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of September 15, 1952, consisting of Messrs. Tolson, Rosen, Gearty, Clegg, Nichols, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, considered the desirability of relocating the office presently located in Minneapolis, Minnesota, in St. Paul, Minnesota. It was pointed out that recently the Bureau had approved the establishment of a Resident Agency at St. Paul and at that time the Director had inquired as to whether it would be to the advantage of the Bureau to retain the office at Minneapolis or return it to St. Paul.

The Conference was advised that the Special Agent in Charge at Minneapolis has stated that for all intents and purposes the Division Headquarters should remain in Minneapolis, where the bulk of the work exists. Through the location of our office in Minneapolis, we save time of personnel and travel expenses, and place the Division Headquarters in an advantageous position close to the core or heart of the main business district in the Twin Cities' area.

It was further pointed out that Agents who work out of the Minneapolis Headquarters Office have almost 50 per cent of the work of the entire Minneapolis Division, there being 932 cases and 53 leads pending. ~~Eighty-six~~ Agents are assigned to work the regular Minneapolis territory - that is, the Agents work in and out of Minneapolis, are not on road trips distant from Minneapolis and are not working cases in the St. Paul area.

It was pointed out that the Agents assigned to the Resident Agency in St. Paul have a total of 305 assigned and unassigned cases and 22 assigned leads, a total of 327 cases and leads presently pending in the St. Paul area which would be worked out of the St. Paul Resident Agency.

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

Attachment  
DRC:jar

cc: Mr. Clegg  
Mr. Mohr

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THE DIRECTOR  
THE EXECUTIVE CONFERENCE

September 23, 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/26/97 BY SP3 CLE  
TPT

The Executive Conference of September 23, 1952, consisting of Messrs. Tolson, Nichols, Rosen, Harbo, Graham, Mason, Ladd, Laughlin, Mohr, Tracy, and Glavin, considered certain inquiries submitted by Mr. R. L. Edwards, Personnel Officer of the Bureau, concerning leave without pay.

1. The question was raised as to whether the maximum of sixty days could be calendar days or work days.

The Conference unanimously recommends that the maximum of sixty days be granted as sixty work days.

2. The question was also raised as to whether employees on probation should be granted leave without pay.

The Conference points out that present Bureau regulations prohibit employees on probation from being granted leave without pay unless an emergency exists and the Conference was of the unanimous opinion that persons on probation should not be granted leave without pay.

3. It was pointed out to the Conference that present Bureau policy on maternity leave is to allow an employee three months leave without pay. It was pointed out that in many instances employees on maternity leave are desirous of having more than three months of leave without pay; however, in view of the Bureau's present regulations such additional leave has not been approved.

It is further pointed out that there is no maximum limit on leave without pay for maternity purposes and some agencies grant leave without pay for such purposes far beyond the three months previously approved by the Bureau.

The Conference unanimously recommends that we liberalize our leave without pay policy for those employees on maternity leave and that they be granted additional leave without pay up to and not to exceed sixty work days, if the request is made.

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

RECORDED - 3  
INDEXED - 3  
66-2554-9885  
OCT 3 1952

67 OCT 7 1952  
Mr. Clegg

o the Director (continued)

4. Inquiry was received as to whether leave without pay taken during this particular period at the suggestion of the Bureau could be counted in as service time for employees under the Bureau's Service Award Program.

The Conference unanimously recommended that such leave without pay be counted in with other creditable service toward the Service Award Pay.

5. Inquiry was received as to whether there could be any objection to employees taking other employment either full or part-time during the period of leave without pay.

The Conference was of the unanimous opinion that the Bureau could not object to employees on leave without pay taking other employment; however, the entire Conference was of the very definite opinion that such outside employment should be approved in advance by the Bureau.

6. Inquiry was received as to whether it would be necessary that a memorandum be prepared on each individual case of leave without pay.

It was pointed out to the Conference that the Administrative Division does not need individual memoranda, inasmuch as it gets the payroll data from the Time and Attendance reports. The Conference, therefore, was of the unanimous opinion that such memoranda need not be prepared in these cases but that they be handled by the various Assistant Directors and the Special Agents in Charge as they arise.

7. Inquiry was received as to whether employees presently on leave without pay for various reasons be contacted and advised they may take additional leave without pay up to a total of sixty days.

The Conference did not feel that such contact should be made.

Should the Director agree with the Conference recommendations, these matters will be handled as recommended in the future.

Sincerely,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
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Laughlin \_\_\_\_\_  
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Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

RKH

The Director

September 29, 1952

The Executives Conference

~~COMPARISON OF PATENTED INKS  
OF FBI AND G. BOETTCHER~~

23041

On September 26, 1952, the Conference, composed of Ladd, Ladd, Glavin, Mohr, Harbo, Laughlin, LeSquire, Coarty, Tamm, Rosen and Harbo, was advised of a proposal that the Document Section initiate a research project to ascertain the value of a proposed new procedure for use in identification of inks. The project would endeavor to determine (1) the reliability or accuracy of the proposed procedure; (2) its application to the Bureau's work in the Document Section of the Laboratory; (3) whether it is an improvement over present procedures and may be adopted as a standard procedure in the identification of inks.

The Conference unanimously recommends approval of ten man days to conduct the research to determine the value of the proposed process for the identification of inks.

Respectfully,  
For the Conference

Glyde Tolson

CC - Mr. Clegg  
Mr. Mohr

BTM:kmb  
bnd

INDEXED - 43

RECORDED - 48

66-2554-9886  
OCT 6 1952  
83

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
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- Nease \_\_\_\_\_
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MR. TOLSON

10/1/52

EXECUTIVES CONFERENCE

Present at the Conference on 10/1/52 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman & Mason.

The Conference unanimously recommends that, as an economy measure, during field office inspections, the Inspector utilize Aides assigned to the office being inspected to the extent that they may be available. Thus, the number of Aides engaged in travel for inspection purposes will be reduced. It is not altogether possible to use Aides assigned to an office being inspected for inspection purposes because of the limited number of Aides. For instance, Albany has only two Aides, one of whom is a Resident Agent. Anchorage has no Aides. El Paso has two Aides and Pittsburgh, a rather large office, has only three Aides. Deficiencies in Aides in any given office will be supplemented by Aides from other offices.

The Conference weighed very carefully whether Agents assigned to an office could be expected to do a thorough job in inspecting their co-workers, whether personalities might arise and other ramifications, but unanimously felt that the advantages to be obtained through economy outweighed the disadvantages. The Conference also felt that Special Agents would do a thorough job in helping to inspect their own offices.

If you approve, this procedure will be immediately put into effect and the attached letters should go forth:

- (1) Letter to Mr. John H. Cassaway of the Milwaukee Office, thanking him for his suggestion.
- (2) Letter to SAC, San Francisco
- (3) Letter to SAC, San Antonio;
- (4) SAC Letter advising the field that this procedure will be put into effect.

RECORDED - 76  
INDEXED - 76  
66-2554-9887  
OCT 8 1952

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
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 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_

Attachments  
cc-Mr. Mohr  
Mr. Clegg

EDM:DMG

OCT 9 1952

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 11-22-82 BY SP5 COT  
WAM

The Director

3/26/52

The Executives Conference

Present 9/24/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Graham, Nichols and Mason

~~NATIONAL RIFLE ASSOCIATION  
FPC MEDALS - FIREARMS~~

The Conference was advised that the National Rifle Association Headquarters, 1600 Rhode Island Avenue, N.W., Washington, D. C., has decided to award special medals to individuals, whether they be police officers or civilians, who fire certain scores on the FBI Practical Pistol Course. It is not required that the shooting be on FBI ranges or under FBI supervision.

There are three types of medals and they are awarded for the following scores:

Marksman . . . . . 75  
Sharpshooter . . . . . 80  
Expert . . . . . 88

(Our qualifying score in the FBI is 60)

The Remington Arms Company in the Remington-Peters "Officers Service Bulletin," which goes to all police departments and is used as a means of advertising but also contains articles on firearms and ballistics, recently ran an article concerning the National Rifle Association awarding medals. The following statement appears in this article:

"If you are not already familiar with this finest of all hand-gun training methods, why not contact your local F.B.I. office or nearby Law Enforcement Agency having a Practical Pistol Course range and try for one of these fine awards?"

This article apparently came out through Mr. G. Gerard Peterson of the Remington Arms Company. In the past, the Bureau has congratulated him for complimentary articles relative to the FBI's firearms training.

Mr. W. Dow Smith, in charge of <sup>12A</sup> ~~Class~~ and Training <sup>12A</sup> Service of the National Rifle Association, advised that the National Rifle Association was presenting medals for accomplishments in firing the FBI Practical Pistol Course because they wanted to encourage law enforcement firearms training along practical lines, and the National Rifle Association believes that the FBI Practical Pistol Course is the most practical and most uniformly fired firearms course in the country.

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

INDEXED - 124

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OCT 8 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-7-78 BY 2054/PT

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67 OCT 30 1952  
Mr. Mohr  
Attachment

When the National Rifle Association was considering awarding medals for the Practical Pistol Course, they at first thought it advisable to require membership in the National Rifle Association in order to be eligible for a medal. They reconsidered, however, and decided to award medals on proper certification of scores to anyone who was willing to pay a \$1 fee which covers the cost of the medal (.90) and the material furnished describing the course.

The procedure of certifying scores to the National Rifle Association may be accomplished by:

1. A club or other organization officer may certify to scores fired by a group of individuals shooting together.
2. If there is only one shooter, then two witnesses must be present to certify as to the scores obtained.
3. The scores are listed on a form provided by the National Rifle Association providing appropriate blanks for the identity of the shooter and for the signature of the witness or witnesses.

Mr. Smith states that the National Rifle Association furnishes to any police officer requesting information concerning the Practical Pistol Course the following documents, copies of which are attached:

1. Photograph of the medal bearing the title, "Practical Police Course."
2. A reprint from the FBI Law Enforcement Bulletin of July, August, and September 1946, describing the FBI Practical Pistol Course.
3. A form setting forth general qualifications and providing space for scores and certifications thereof.

Although the Bureau has had some difficulty with the National Rifle Association in the past, relations in the last few years have been quite friendly. The Practical Pistol Course of the FBI has been described fully and with photographs in many newspapers and magazines available to the public over a period of many years.



### CONCLUSIONS OF THE ENTIRE CONFERENCE

1. The Remington Arms Company apparently felt that it was cooperating with the FBI by referring police to the nearest FBI office or law enforcement agency having a Practical Pistol Course range in order that they could try for an award. This, however, will result in Field Offices having to explain the Practical Pistol Course to police, a procedure which the FBI is always willing to do and, in fact, will provide firearms training schools on the Practical Pistol Course for cooperative police agencies. The FBI cannot, however, provide individual police officers not connected with police training schools an opportunity to shoot the Practical Pistol Course under FBI supervision.

2. The Conference felt that the FBI should not certify law enforcement officers to the National Rifle Association and any scores which they may have fired under FBI supervision. Persons will be firing scores under FBI supervision if they are National Academy students shooting at Quantico or National Academy graduates attending firearms practice with Agents in the Field, or other police officers attending FBI conducted firearms training schools. In all such instances the FBI should refrain from certifying scores, if the Director agrees.

3. The FBI should not publicize or answer questions concerning the National Rifle Association and its Practical Pistol Course or its program of awarding medals and should refer such inquiries directly to the National Rifle Association.

4. The FBI should protest the Remington Arms Company's action in referring police officers to the FBI to try for National Rifle Association awards. This can be done by SAC Sloan who has maintained cordial relations with the Remington Arms Company for many years.

### RECOMMENDATIONS OF THE ENTIRE CONFERENCE:

1. The attached SAC Letter go forth to the Field advising of this matter in order that SACs will be in a position to have the background and refer inquiries to the National Rifle Association.

2. SAC Sloan should protest to the Remington Arms Company for their unauthorized advice to law enforcement officers to contact the FBI.



3. The FBI not certify scores of any law enforcement officers shooting under FBI supervision to the National Rifle Association.

4. The FBI not publicize the program of the National Rifle Association and refer inquiries to the National Rifle Association in Washington.

If the Director agrees, there is attached for approval an SAC Letter and Mr. Sloan will launch appropriate protest.

Respectfully,  
For the Conference

*[Signature]*  
Clyde Tolson

I agree.

The rest of us  
don't want to  
to get tied  
with National  
Rifle Association

*[Signature]*  
A

*[Signature]*  
10-7

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1952

*Handwritten initials*

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Scarbn, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the Omaha Division.

The Conference was advised as of September 20, 1952, there were 1,007 cases pending in the Omaha Division. The Conference was further advised that 783 matters were closed during the month of August, 1952. *84 Agents assigned.*

The Conference was advised that there were four Supervisors assigned to the Omaha Division at this time with the subdivision as follows: SAC, 267 pending cases; ASAC, 269; supervisory desk #1, 204; and supervisory desk #2, 268. It was pointed out to the Conference that the SAC stated that while the office could function with three Supervisors, he feels that in order to allow sufficient time to properly supervise the cases and activities of the Agents, projects, and programs which come up from time to time, the four supervisory desks should be continued. He points out that the Omaha Office covers a rather broad geographical area and as a result it is a very heavy "lead" office. SAC Dalton states that in his opinion this necessitates more time in the supervision and coordination of the investigative activities of the Agent than if they were handling the same case load in a metropolitan type office.

Messrs. Laughlin, Harbo, and Glavin recommend the discontinuance of one supervisory desk and advise the Special Agent in Charge it is the opinion of the Bureau three Supervisors can handle the work of the Omaha Office without difficulty. Those voting for the continuance of three Supervisors pointed out that there are more than 1,000 cases pending in the Omaha Division and that considering the number of cases closed during the month of August, the case load appears to be too heavy for adequate supervision by two supervisors.

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

cc: Mr. Clegg  
Mr. Mohr

ESG:mab

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-2-78 BY 9504

RECORDED - 27  
INDEXED - 27

166-2554-9889  
OCT 8 1952

74 OCT 9 1952

*Handwritten signature*

Memorandum to the Director

*Tolson*

Messrs. Ladd, Gearty, Mason, McGuire, and Mohr are of the opinion that two Supervisors, the Special Agent in Charge and the Assistant Special Agent in Charge, should be able to handle the supervisory work of the Omaha Office without difficulty. They recommend the elimination of the two additional supervisory positions presently approved in that office.

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

Respectfully,  
For the Conference

Clyde Tolson

*Lamm*  
*A*

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

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1952

*Handwritten initials*

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the Oklahoma City Division.

The Conference was advised that as of September 12, 1952, there were 1,066 cases pending in the Oklahoma City Office, and that that office closed 833 cases during the month of August, 1952. 49 agents assigned.

The Conference was further advised that there are three Supervisors approved in the Oklahoma City Office, the Special Agent in Charge, the Assistant Special Agent in Charge, and one Supervisor. The case load of this office is divided as follows: SAC, 298 pending cases; ASAC, 339; and the Supervisor, 430.

Messrs. Laughlin, Gearty, Harbo, and Glavin recommend a continuance of the three Supervisors in the Oklahoma City Office and that the matter of the work pending in that office be reviewed on November 1, 1952, to determine whether the three supervisory positions should be continued.

Messrs. Mohr, McGuire, Rosen, Mason, Tracy, and Ladd were of the opinion that two supervisory officials should be able to handle the supervisory work of the Oklahoma City Office, and they recommend the elimination of the additional supervisory position at Oklahoma City at this time.

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

Respectfully,  
For the Conference

RECORDED-33  
INDEXED-33  
Clyde Tolson

66-2554-980

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

cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-15-83 BY [signature]

F-205  
74 OCT 8 1952

*Handwritten signature/initials*

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L-8

THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 8, 1952

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the Houston Division.

The Conference was advised that as of August 31, 1952, there were 1,116 pending cases in the Houston Office and that 849 cases were closed during the month of August, 1952. 57 agents assigned.

The Conference was further advised that there are three supervisory desks approved in Houston at this time, the desk handled by the Special Agent in Charge having 230 cases pending, the Assistant Special Agent in Charge 456 cases pending, and the Applicant and Selective Service Desk 430 cases pending.

It was recommended by Messrs. McGuire, Mason, Laughlin, Harbo, and Glavin that the three supervisory desks be continued in the Houston Office at this time and that a further review of the work load of this office be made on November 1, 1952, to determine whether the three supervisory desks should be continued beyond that period of time.

Messrs. Mohr, Tracy, and Ladd feel that there should only be two supervisory desks in the Houston Division. They feel that the Special Agent in Charge and the Assistant Special Agent in Charge can, without difficulty, handle the supervisory work of that division.

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

Respectfully,  
For the Conference

*J. L. [Signature]*

RECORDED - 47  
INDEXED - 47

Clyde Tolson 66-2534-9891

OCT 8 1952

EX-129

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

cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-1-81 BY SP4/PT

*[Signature]*  
OCT 9 - 1952

*[Handwritten initials]*

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THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1952

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the Mobile Division.

The Conference was advised that as of September 9, 1952, there were 1,159 cases pending in the Mobile Division and that 651 cases were closed during the month of August, 1952. 43 agents assigned

There are three supervisory officials approved for the Mobile Office at this time. The Special Agent in Charge has 331 cases assigned to him for supervision, the Assistant Special Agent in Charge 440, and the Applicant Supervisors 387. It is the recommendation of Gearty that the three supervisory officials be continued for the present and that a review of the supervisory set up in the Mobile Division be made on November 1, 1952, to determine whether due to the decrease in applicant work two supervisory officials could handle the work in the Mobile Division rather than the three presently approved. Messrs. Laughlin, Gearty, Harbo, and Glavin recommend that this matter be so handled.

Messrs. Mohr, McGuire, Mason, Tracy, and Ladd are of the opinion that two supervisory officials, the Special Agent in Charge and the Assistant Special Agent in Charge, are sufficient to handle the supervisory work in the Mobile Division and recommend a reduction of one in the supervisory staff there.

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

Respectfully,  
For the Conference

RECORDED - 17  
INDEXED - 47  
Clyde Tolson

66-2554-989

EX-120

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

WDS:mac  
cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/10/81 BY [signature]

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77 OCT 9 1952

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THE DIRECTOR  
THE EXECUTIVES CONFERENCE

October 6, 1952

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the San Antonio Division.

The Executives Conference was advised that as of the close of business August 31, 1952, there were 1,134 cases pending in the San Antonio Office and that 704 cases were closed during August, 1952.  
*49 agents assigned.*

Three supervisory officials have previously been approved for the San Antonio Division. The case load on these three desks is as follows: SAC, 268; ASAC, 389; and the Supervisor, 440.

Messrs. Laughlin, Gearty, Harbo, and Glavin recommend that the three supervisory positions be continued in the San Antonio Office at this time and that the work in that office be again reviewed as of November 1, 1952, to determine whether the three supervisory positions should be continued.

Messrs. Ladd, Rosen, Tracy, Mason, McGuire, and Mohr were of the opinion that two Supervisors should be sufficient for the San Antonio Office, that is the Special Agent in Charge and the Assistant Special Agent in Charge. They feel that there should be no difficulty in these two officials handling the supervisory work of that office at this time.

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

Respectfully,  
For the Conference

RECORDED - 27  
INDEXED - 27  
Clyde Tolson

166-2554-9895  
7 OCT 8 1952

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

cc: Mr. Clegg  
Mr. Mohr

*Lemaw*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-21-76 BY SP5CJ

F205-

134 OCT 9 1952

*PT*



The Director

August 27, 1952

The Executives Conference

**THEFT FROM INTERSTATE SHIPMENT POSTERS**

The Conference considered a new poster to be prepared reflecting the various types of carriers handling interstate shipments and eliminating the poster now used containing the picture of a plane and another of a truck.

In 1945, a poster was prepared and distributed with the Director's approval to trucking concerns, warehouses, loading docks, and railroad freight terminals, which dealt with the jurisdiction of the F. B. I. in theft from interstate shipments. These posters were enthusiastically received and were of great assistance in publicizing our jurisdiction and aided in getting prompt reports of losses.

The form of the original poster was changed and we now have two types, one containing a picture of a plane for air lines, (attachment one), and the other a picture of a truck for motor carriers (attachment two), copies of these posters are attached.

CURRENT DEVELOPMENTS:

A request has been received by our Louisville Office from the Chief of Police of the Louisville and Nashville Railroad for 2000 posters. It is felt this request should be honored and that the posters are effective in serving as a reminder of the F. B. I. jurisdiction. Louisville has been advised posters will be furnished when they are available. Periodically they are distributed by the field offices to trucking and airline concerns and they have been furnished on a restricted basis to some railroads. A supply is kept on hand at the Bureau for this purpose.

REASON TO CHANGE FORM OF POSTER:

Because of the natural competitive spirit existing between airlines, trucks, and railroads, it appears undesirable to supply the Louisville and Nashville Railroad with our present posters because they relate to airlines, trucking concerns.

RECOMMENDED ACTION:

We have, therefore, prepared a new poster which shows a truck, train, plane, and ship. This covers all fields of our

Attachments (4)

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

cc: Mr. Clegg  
Mr. Mohr

EX - 73 OCT 2, 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

OCT 9 1952

ORIGINAL COPY FILED IN 99-465375



The Director

activity. A copy of this poster is attached. Those in attendance approving combination posters which can be made available to all types of companies and which photographically depicts our jurisdiction are Messrs. Glavin, Harbo, Mohr, Sizoo, Hennrich, Gearty, and Rosen, (attachment three).

Messrs. McGuire, Tracy, and Ladd believe that a printed announcement without any pictures is more desirable. A copy of this is attached, (attachment four).

Respectfully,  
For the Conference

Clyde Tolson

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

Mr. Tolson

10/3/52

The Executives Conference

Present 10/2/52: Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Laughlin, Gearty, Tracy, Rosen and Mason

INVESTIGATIVE ORDER 10290

The Conference considered whether logs from technical surveillances should be classified as Security Information with an additional classification of Restricted, Confidential, Secret or Top Secret.

This question arose in a letter from the SAC, Honolulu, dated 9/24/52, in which he suggested classifying technical surveillance logs as Security Information, for he felt that this would furnish additional protection to these logs and to the files containing them as a means of forestalling presentation in court in the event some judge rules against the protection of Departmental Order 3229, which declares FBI records confidential and susceptible to release only on order of the Attorney General.

The Conference was unanimously opposed to this suggestion and pointed out that the classifying of technical surveillance logs and files containing them as Security Information would:

1. Be contrary to our present practice of not classifying any document (except code books) as Security Information when it is not to be disseminated outside of the FBI.
2. Raise administrative problems when portions of information contained in logs will be later placed in investigative reports, copies of which will be disseminated. These problems will pertain to the classification of the reports containing extracts from the logs.

If the Director agrees with the unfavorable recommendation of the Conference, the attached letter should go forth to the SAC, Honolulu.

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

Attachment  
EDM:ulr  
cc: Mr. Clegg  
Mr. Mohr

RECORDED-84

INDEXED-84

OCT 9 1952

EXACT INFORMATION COLLECTED  
DATE 10-12-52

71 OCT 15 1952

~~10/15/52~~  
OCT 15 1952

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HEREIN IS UNCLASSIFIED  
DATE 7-22-82 BY SP5CJ/PT

66-2554-9896  
CHANGED TO  
67-80010-1800

MR. TOLSON

October 6, 1952

W. R. Glavin

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory assignments of the Kansas City Division. The Conference was advised that there were 1006 cases pending in the Kansas City Division as of August 31, 1952, with 1260 cases being closed during the month of August. There are five supervisory officials regularly assigned to the Kansas City Office at this time. The Conference recommends that in view of the pending case load, the ~~supervisory staff~~ of the Kansas Office be cut to four and that the ~~supervisory problem~~ in that office be again reviewed in 60 days to see if the supervisory staff cannot be further reduced. Should you agree, the SAC at Kansas City will be so advised. 97 agents assigned.

cc: Mr. Clegg  
Mr. Mohr

*I agree*  
4

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-22-88 BY SP2C/PT

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

RECORDED - 27

INDEXED - 27

66-2554-9897

OCT 9 1952

63 OCT 20 1952

*Handwritten initials and stamp*

Mr. NICHOLS

September 17, 1952

W. G. EAMES

RECORDS SECTION

EXECUTIVES CONFERENCE

RE: ~~Working Hours for Records Section~~  
Employees, Identification Building

The pending move will result in the entire Filing and File Review Units being assigned to the Identification Building. It is proposed that the regular hours of duty of these employees be from 8:00 A.M. to 4:30 P.M. with approximately thirty employees being assigned to the 9:00 to 5:30 shift in order to afford any necessary services between 4:30 and 5:30 P.M. An 8:00 to 4:30 shift is desirable for the following reasons:

By commencing work at 8:00 A.M. file requests can be pulled, delivered to the Justice Building, and on a Supervisor's desk before or around 9:00 A.M., which is the start of the working day in the Justice Building.

The Identification Building is located in an undesirable neighborhood. Winter is approaching and with the return to eastern standard time darkness will come before 5:30 P.M. Many of the employees walk to work and also walk several blocks to secure transportation. Their release at 5:30 P.M. in darkness would require them to walk through this undesirable neighborhood.

The Cafeteria is geared for operation for an 8:00 to 4:30 shift.

The Identification Building is far removed from shopping areas. It is not possible for employees to shop during their lunch hour and the only time they can do so is after work.

As you know, we have always operated on an 8:00 to 4:30 shift in the Identification Building. We have had a small skeleton day force from 4:30 to 5:30 in addition to the night shift.

PFO:mjh

RECORDED - 47

INDEXED - 47

166-2554-9898  
OCT 1952

83

137

74 OCT 23 1952

INVESTIGATION DIVISION

ORIGINAL FILED IN 16-818-10

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 7/23/52 BY SP5/4T

Memo to Mr. Nichols  
Re: Working Hours for Records Section  
Employees, Identification Building

9/17-52

RECOMMENDATION:

It is recommended that the hours of duty for Records Section employees to be assigned to the Identification Building be 8:00 A.M. to 4:30 P.M. with the exception of thirty employees whose hours of duty would be 9:00 A.M. to 5:30 P.M.

LBN:HOW 9-26-52

ADDENDUM:

Unanimously approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Mason, Gearty, and Nichols.

The Director  
The Executives Conference

October 1, 1952

INTERSTATE TRANSPORTATION  
OF STOLEN CATTLE -- POSTERS

ALL INFO CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-27-90 BY SP4  
PT

The Executives Conference today considered the attached two ~~posters~~ depicting the Bureau's jurisdiction in Interstate Transportation of Stolen Cattle matters. If one is decided upon, the Field will be advised that posters will be available and will be furnished to them upon request.

BACKGROUND:

Previous memorandum of September 5, 1952, suggested that a poster be made up showing the Bureau's jurisdiction under the Interstate Transportation of Stolen Cattle statute, and was approved. This memorandum pointed out the statistical accomplishments for the last three fiscal years, as well as the results of a survey which indicated that there is a lack of liaison between the various field offices and individuals engaged in the cattle raising and marketing business.

RECOMMENDATIONS:

If one of the attached posters is approved, it should be forwarded to Crime Records in order that this poster can be cleared through G. Frederick Mullins, Director of Public Information, Department of Justice. The Cartographic Section will then put this poster in final form and submit it to the Mechanical Section. After receipt of the poster in the Mechanical Section, 2,000 copies will be made. If you approve, the attached SAC Letter will go to the field. This letter will refer to Bureau Bulletin No. 33, dated September 18, 1952, and will advise the field that these posters are being furnished the field in an effort to improve their statistical accomplishments in this category. The field will be instructed to request the required number of posters by routing slip and the posters will be sent to the field by field office routing slips (Form 0-25). A record of the poster requests made by the field will be kept by the Interstate Transportation of Stolen Cattle desk.

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

cc: Mr. Clegg  
Mr. Mohr

Attachment

AR: sal

RECORDED - 47  
INDEXED - 47

166-2554-9899

OCT 10 1952 ORIGINAL  
88

50 OCT 17 1952

ORIGINAL FILED IN 74-4-3-9-10

Messrs. Tolson and Glavin were against disseminating any type of poster at this time.

Messrs. Mohr and Rosen indicated that the poster with the picture of the cattle head be disseminated. (Attachment A).

The balance of the conference, Messrs. Tracy, Harbo, Holloman, Mason, Gearty, Laughlin, Nichols, and Ladd favored the other proposed poster. (Attachment B).

Respectfully,  
For the Conference

Clyde Tolson

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



Mr. Tolson

9/26/52

The Executives Conference

SUGGESTION #429-52  
PROPOSED NEW WAY OF PREPARING  
~~NO NUMBER SAC LETTERS~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/26/98 BY SP3/CL  
LPT

Present at the Executives Conference of September 25, 1952, were Messrs. Tolson, Callahan, Tamm, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Holloman, and Mason.

The Conference considered a suggestion from Mrs. [redacted] of the Domestic Intelligence Division that No Number SAC Letters be sent through for approval after typing on a stencil. The present procedure is to type No Number SAC Letters on regular letterhead and send through channels for the Director's signature.

b6  
b7c

ADVANTAGES

(1) Adoption would save the Mechanical Section having to retype approximately 40 No Number SAC Letters each year.

DISADVANTAGES

(1) The Director would have to read and sign the yellow attached to the stencil whereas now he can read the original.

(2) No Number SAC Letters prepared on stencils in various places at the Seat of Government are not susceptible of editorial correction in the Training and Inspection Division because typewriters will not match. Approximately one-sixth of the No Number SAC Letters require editorial correction.

(3) If anyone desires that the proposed No Number SAC Letter should go as a regular SAC Letter with a number, then no savings would have been effected.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Harbo \_\_\_\_\_
- Selmont \_\_\_\_\_
- Mohr \_\_\_\_\_

EDM:hls  
cc: Mr. Clegg  
Mr. Mohr

RECORDED - 35

66-2554-9960  
OCT 13 10  
83  
INITIALS ON ORIGINAL

INDEXED - 35

Attachment  
OCT 23 1952  
GR

ORIGINAL FILED IN 66-2554-9960

BACKGROUND

All regular SAC Letters are typed up, the originals are signed by the Director, and then these letters are re-typed in the Mechanical Section prior to printing so that several individual SAC Letters may be printed on one sheet of paper. No Number SAC Letters are issued separately, however, and these are not combined with the contents of other SAC Letters. The suggesting employee felt that since No Number SAC Letters are issued separately that perhaps a way could be devised to make it unnecessary to retype them in the Mechanical Section and a stencil appeared to be the answer. The Conference unanimously felt that the disadvantages attendant to the suggestion outweigh the advantages. The Conference is unanimously opposed to the adoption of the suggestion.

Attached hereto is a letter to Mrs. [redacted] [redacted] acknowledging her suggestion and advising her of the action taken.

b6  
b7c

MR. TOLSON

October 6, 1952

W. R. Glavin

*S*

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory setup of the Minneapolis Division. There were 2501 cases pending in the Minneapolis Division with five supervisory positions approved. The Conference recommends continuance of the five supervisory positions. Should you agree, no further action is necessary in connection with this particular matter at this time.

cc: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP-5/CLF/KPT

*Dictated*

ORIGINAL FILED IN 66-72-2131

*4*

66-2554-9901  
RECORDED-110  
OCT 9 1952

EX-130

INITIALS ON ORIGINAL

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

255

67 OCT 15 1952

MR. TOLSON

10/1/52

EXECUTIVES CONFERENCE

Present at the Conference on 10/1/52 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

The Executives Conference considered the suggestion of Donald W. Kuno of the Domestic Intelligence Division, that duplicate copies, usually mimeographed or typed, of reports made by informants in the field be destroyed when they have served their purpose.

It appeared that possible ways of accomplishing this purpose are:

- (1) Keep the carbon copies of informants' reports in an exhibit envelope in the file without serializing and destroy them after information contained therein has been incorporated in an investigative report.
- (2) If reports have already been serialized, remove them from the file and destroy them after the dictation of the investigative report containing the comments of the informant and substitute in the file a sheet of paper advising that the informants' reports have been destroyed.
- (3) Where reports have already been prepared and all pertinent information reported by the informant is contained in the investigative report, the Agent to whom the case is assigned should submit a memorandum for the file, advising as to the identity of investigative or summary reports, containing the informants' contributions and further stating that the informants' reports have been destroyed.

Offices favoring adoption of the suggestion were: SAC, McKee of Newark; SAC Malone of Chicago; SAC Scheidt of Detroit.

Offices opposing adoption of the suggestion were: SAC Shine of Cleveland; SAC Wily of Butte; SAC Carson of Los Angeles; SAC Murphy of Charlotte; SAC Abbaticchio of San Francisco; SAC Boardman of New York; SAC Weatherford of Atlanta and SAC Cornelius of Philadelphia.

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

RECORDED - 79  
INDEXED - 79

66-2357-9902  
OCT 13 1952  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-83 BY SP-1/2  
CPT

67 OCT 15 1952

Objecions to the suggestion center mostly around the fact that the administrative procedures necessary to destroy the reports would be uneconomical and offset any advantages gained. The Executives Conference was unanimously opposed to the suggestion.

If you agree, no further action need be taken, except to dispatch the attached letter to Mr. Kuno thanking him for his suggestion.

*YV*

MR. TOLSON

10/10/52

EXECUTIVES CONFERENCE

SUGGESTION #430-52

Present at the Conference on 10/9/52, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

The Conference unanimously recommended that no cash award be made to Mr. John H. Gassaway of the Milwaukee Office for his recent suggestion adopted by the Bureau, that an Inspector utilize Special Agents in an office being inspected as Aides to the Inspector, as a means of curtailing travel expense.

The Conference felt that such a suggestion was definitely within the scope of responsibility of Mr. Gassaway, who is an Inspector's Aide and, further, this is a suggestion which has been made on innumerable occasions by many people and that such a suggestion which has heretofore been turned down was adopted purely as a temporary economy measure.

Inasmuch as Mr. Gassaway has already been thanked for his idea, no further action is needed.

cc-Mr. Mohr  
Mr. Clegg

EDM:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/21/81 BY SP5CJ/TPT

RECORDED - 66

INDEXED - 66

166-2534-9963

OCT 13 1952

*Handwritten initials/signature*

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

66 OCT 15 1952

*Handwritten initials*

MR. TOLSON

October 8, 1952

THE EXECUTIVES CONFERENCE

*10/8/52*

The Executives Conference of October 7, 1952, consisting of Messrs. Tolson, McGuire, Gearty, Clegg, Rosen, Ladd, Laughlin, Harbo, Tracy and Glavin, considered the matter of complaint agents in the Cleveland Office. It was pointed out that the Complaint Agent in the Cleveland Office on weekly duty handles on an average of between 110 and 120 telephone complaints a week and between 23 and 27 personal complainants.

It was the opinion of the Conference that with this limited amount of complaint work there should be no difficulty in the Cleveland Office handling such work with the regular supervisory staff. As of October 1, 1952, the Cleveland Office had ten supervisors assigned to that division.

There is attached hereto a communication to the Special Agent in Charge at Cleveland concerning this matter.

cc: Mr. Clegg  
Mr. Mohr

Attachment

WRG:jmr

SEARCHED INDEXED  
SERIALIZED FILED  
OCT 10 1952  
FBI - CLEVELAND  
*10*  
*PT*

*1112*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

RECORDED-86

INDEXED-86

OCT 13 1952

*66-2554-9904*

*[Handwritten signature]*

*10 OCT 14 1952*

Mr. Tolson

10/6/52

The Executives Conference

Present 10/1/52: Messrs.

SUGGESTIONS FOR ECONOMY  
SUPERVISORY STAFF, LOS ANGELES OFFICE

Tolson, Glavin,  
Tracy, Harbo, Mohr,  
Laughlin, Ladd,  
Rosen, Gearty,  
Nichols, Holloman  
and Mason

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/20/90 BY SP5C/UP

The Conference considered a suggestion received by Mr. Clegg from the Supervisory Staff of the Los Angeles Office and recommended favorably by Mr. Clegg.

This suggestion is that the California offices be authorized to use the state law enforcement teletype network to send discontinue wires to Resident Agencies in matters such as Deserter, Selective Service, White Slave Traffic Act, Interstate Transportation of Stolen Motor Vehicle, and Unlawful Flight cases.

The present practice is to send discontinue wires in order to keep Agents from performing unnecessary investigative work. These wires average \$1.75 each. The cost of such discontinue wires in the Los Angeles Office would average \$3 per day.

In California, the law enforcement agencies have a state-wide teletype network. There is no cost to the Bureau to dispatch messages on this network. There would be no lessening of security, for all the wire would state is the title of the case, the character of the case and instructions to discontinue investigations.

The Conference considered the whole procedure of the Bureau's practice of sending wires to discontinue investigation, many of which are sent daily from the Seat of Government to the Field and many of which are sent daily to road-work and Resident Agents. The Conference concluded that it was necessary to continue to send discontinue wires.

The Conference was unanimously in favor of the California offices dispatching discontinue wires over the law enforcement teletype network, but felt that such instructions should not be issued to other offices elsewhere at this time. There are many states which do not have a law enforcement teletype network although there are some states which do. The Conference felt it desirable to try out this practice in California and securing a report at the expiration of 60 days

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

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 120

INDEXED - 120

OCT 14 1952

83

INITIALS ON ORIGINAL

61-981-49

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as to its feasibility before extending authorization to any other office.

If you approve, there is attached hereto a memorandum to the SAC, Los Angeles with carbon copies to San Diego and San Francisco authorizing them to utilize the law enforcement network.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director  
FROM : The Executives Conference  
SUBJECT:

DATE: September 16, 1952  
*W. Tolson*  
*Tracy*  
*Laughlin*  
*Ladd*  
*Nichols*  
*Clegg*  
*Rosen*  
*Harbo*  
*Holloman*  
*Glavin*

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

67-80100-1793

The Executives Conference of September 16, 1952, consisting of Messrs. Tolson, Tracy, Laughlin, Ladd, Nichols, Clegg, Rosen, Harbo, Holloman, and Glavin considered additional steps to cut the cost of Bureau operations in view of the critical situation confronting the Bureau insofar as its current operating appropriation is concerned.

The Conference was advised that it is estimated that if we discontinue reallocations of employees from the present through the remainder of the current fiscal year, we will save approximately \$250,000.

It was pointed out to the Conference that the Ramspeck promotions would not be held up since by law they must be given at stated periods, and that the promotions that would be held up would be certain reallocations which are not mandatory but which have been made under present Bureau regulations to employees warranting such reallocations, and those employees accepting more important positions within our service.

Those who recommend approval of the suggestion were Messrs. Tolson, Tracy, Laughlin, Ladd, Nichols, Clegg, Rosen, and Glavin who recommended that reallocations above Grade 4 be discontinued until June 30, 1953, but reallocations of Clerks from Grade 2 to 3 and 3 to 4 be continued. The Conference was of the unanimous opinion that the salaries paid the employees in Grades 2, 3, and 4 are minimum living salaries and promotions should not be held up.

Messrs. Harbo and Holloman were opposed to holding up any reallocations. They pointed out that the matter of holding up reallocations would be a most serious blow to the employees' morale and would result in discontent and possibly many resignations from the service. Pending the Director's decision, further action in connection with this matter is being held in abeyance.

Respectfully,  
For the Conference

Clyde Tolson

cc: Mr. Clegg  
Mr. Mohr

WRG:mab

SEP 18 1952

SEP 18

SEP 20 1952

SEP 25 1952

SEP 25 1952

3192  
60 OCT 14 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 02/29/92 BY SP/STP

NOT RECORDED  
146 OCT 13 1952  
INITIALS

ORIGINAL FILED IN 60-

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

FROM : H. L. EDWARDS *HL*

SUBJECT: ECONOMY SUGGESTION

DATE: September 19, 1952

Tolson

Ladd

Nichols

Belmont

Glavin

Harbo

Rosen

Tracy

Nease

Gandy

*Handwritten notes and signatures:*  
 "clear", "work", "change", "10/11", "10/12", "10/13", "10/14", "10/15", "10/16", "10/17", "10/18", "10/19", "10/20", "10/21", "10/22", "10/23", "10/24", "10/25", "10/26", "10/27", "10/28", "10/29", "10/30", "10/31", "11/1", "11/2", "11/3", "11/4", "11/5", "11/6", "11/7", "11/8", "11/9", "11/10", "11/11", "11/12", "11/13", "11/14", "11/15", "11/16", "11/17", "11/18", "11/19", "11/20", "11/21", "11/22", "11/23", "11/24", "11/25", "11/26", "11/27", "11/28", "11/29", "11/30", "12/1", "12/2", "12/3", "12/4", "12/5", "12/6", "12/7", "12/8", "12/9", "12/10", "12/11", "12/12", "12/13", "12/14", "12/15", "12/16", "12/17", "12/18", "12/19", "12/20", "12/21", "12/22", "12/23", "12/24", "12/25", "12/26", "12/27", "12/28", "12/29", "12/30", "12/31".

*Leave*

FACILITATING TRANSFER OF LEAVE WHEN EMPLOYEE TRANSFERS TO ANOTHER GOVERNMENT AGENCY

As an economy suggestion which should save at least \$20,000 a fiscal year, it is proposed that the Bureau revise its existing practice with respect to handling the transfers of leave to other government agencies in those cases where Bureau employees leave our service and enter on duty in another Federal agency which is under the leave system.

You will recall that as an incident of our policy of not granting releases, we followed the practice of paying every possible employee in a lump sum for his terminal annual leave whenever he resigned for the purpose of accepting employment in another Federal agency. In most of these cases we had at least informal knowledge that the employee expected to enter on duty in the other Federal Agency. The regulations covering the matter provide that where an agency knows that an employee is going to enter in another government agency under the same leave system without a break in service, such employee should not be processed for a lump sum payment but on the contrary, the terminal annual leave of such employee should be transferred to the other government agency and credited to him there. The Bureau strictly interpreted this to apply only in those cases where we had official notice that the employee was entering on duty in the other agency.

I think we should now change our policy and in every possible case we should do everything to facilitate the transfer of the leave. The advantage to us financially would be that we would thereby not have to pay the employee for such leave out of our appropriations.

In order to effectuate this suggestion, it will merely be necessary to telephonically contact the Personnel Office of any Federal Agency where we have been advised that the employee expects to enter on duty and ascertain from them the scheduled entry on duty date. Where such date will be one without a break in service we can withhold ordering a lump sum payment and effectuate the transfer of the terminal leave. Even in cases where there will be a short break in service of from one to three weeks and the employee has sufficient annual leave to carry him for that period, we could place the employee on annual leave and in most cases should this exceed three weeks we will then still save the amount

ORIGINAL COPY FILED IN 674

RECORDED-33 INDEXED-33

CC - Mrs. Wood (sent direct) 1952

Mrs. Gackerman (sent direct)

OCT 20 1952

66-2554-90666-2087

OCT 9 1952

11 20 1952

REC. - 674-52

Memo to Mr. Glavin - (Continued)

of money representing any leave over and above that. There will be no objection to the granting of such annual leave because a recent Comptroller General's decision (B-108880, May 8, 1952) ruled that such is no longer considered as a violation of the Lane Bill which provided for lump sum payments.

To show you the magnitude of this problem during the fiscal year 1952, we had 473 transfers of leave records from the FBI. The majority of those cases were paid in a lump sum where they had any terminal leave accrued. Assuming that 200 of those cases had terminal leave averaging 100 dollars per case the savings would be \$20,000 in our appropriations.

A further advantage of the proposed procedure is that it would be in line with the spirit of the regulations governing transfers of employees from one agency to another.

RECOMMENDATION

That this suggestion be approved after which the necessary notice will be given to the Leave Unit and the Personnel Action Unit so that the same can be placed immediately into effect.

ADDENDUM - 9/26/52

The Executives Conference of September 22, 1952, consisting of Messrs. Tolson, Gearty, Mason, Harbo, Tracy, Laughlin, Ladd, Rosen, and Glavin, unanimously recommended approval of the suggestion in question since it will result in the conservation of Bureau funds.

WRG:gt

I agree  
9-30  
←

W.M.  
I concur  
y.

HS

SEP 28 1952

MR. TOLSON

October 6, 1952

W. R. Glavin

The Executive Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory setup of the Knoxville Office. At the present time there are 1225 cases pending in the Knoxville Office, 1069 cases having been closed during the month of August. There are three supervisory desks presently approved in the Knoxville Office and the Conference is of the unanimous opinion that these three desks should be continued. Should you agree, no further action is necessary in connection with this particular matter at this time.

cc: Mr. Clegg  
Mr. Mohr

TRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-83 BY SP5/CAF

ORIGINAL COPY FILED IN 66-255-1487

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

RECORDED - 16

166-2554-9907

RECORDED

46 OCT 13 1952

EX-113

INITIALS ON ORIGINAL

OCT 20 1952

Mr. Tolson

10/7/52

The Executives Conference

Present 10/1/52: Messrs.

SUGGESTIONS FOR ECONOMY  
SUPERVISORY STAFF, LOS ANGELES

Tolson, Glavin, Tracy,  
Harbo, Mohr, Laughlin,  
Ladd, Rosen, Gearty,  
Nichols, Holloman  
and Mason.

Executive

The Conference considered a suggestion from the Los Angeles office that the letters "FBI" on the front of file covers be eliminated since FBI files do not leave the office.

The Conference felt that since it costs no more to imprint FBI on the front of file covers there is no need for any change.

If you agree, no further action will be taken.

EDM:vlr  
cc: Mr. Clegg  
Mr. Mohr  
Ladd  
448-52

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP5/BJT

ORIGINAL COPY FILED IN 66-288-

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

RECORDED - 16  
INDEXED - 16

66-2554-9988

RECORDED  
46 OCT 13 1952

EX-130

76 OCT 17 1952



20040

10/7/52

Mr. Tolson

The Executives Conference

Present 10/1/52; Messrs.

SUGGESTIONS FOR ECONOMY  
SUPERVISORY STAFF, LOS ANGELES OFFICE

Tolson, Glavin,  
Tracy, Harbo, Mohr,  
Laughlin, Ladd,  
Rosen, Gearty,  
Nichols, Holloman  
and Mason

The supervisory staff of the Los Angeles Office recommended that Resident Agents be permitted to keep Bureau cars in their personally owned garages at home as a means of saving storage charges. The suggestion was advanced as an economy measure. It was made available by the supervisory staff of the Los Angeles Office to Mr. Glegg, who in turn recommended favorably.

The Executives Conference considered this on 10/1/52 and recommended unaniamously unfavorable.

No further action appears needed.

EDM:ulr  
cc: Mr. Glegg  
Mr. Mohr

*Suggestion*  
10-4-52

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-22-96 BY 9820

RECORDED - 16

INITIALS

66-2554-9909  
RECORDED  
53 OCT 10 1952

*WACM*

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

74 OCT 20 1952  
-7176

Mr. Tolson,

The Executives Conference

SUGGESTIONS FOR ECONOMY  
SUPERVISORY STAFF, LOS ANGELES

10/7/58

Present 10/1/58: Messrs.  
Tolson, Glavin, Tracy,  
Harbo, Mohr, Laughlin,  
Ladd, Rosen, Gandy,  
Nichols, Holloman  
and Mason

The Supervisory Staff of the Los Angeles Office recommended that as an economy measure the semiannual conferences of Special Agents be eliminated to save travel time and per diem on the part of Assistant Agents and to save working time on the part of all other Agents.

Mr. Clegg, who received the suggestion from the Los Angeles Office, recommended unfavorably in view of the fact that general semiannual conferences of Agents have now been combined with semiannual technical training. Mr. Clegg further felt that recent instructions to the Field to combine the visits of Resident Agents to the Field Office every 60 days with semiannual conferences when such may be scheduled has already reduced travel to the minimum. It was Mr. Clegg's belief that the training afforded in these conferences will result in additional economy through better work performance.

The entire Executives Conference unanimously agreed. If you concur, no further action is necessary.

EDM:olt  
cc: Mr. Clegg  
Mr. Mohr

DATE: 10/10/58

BY: [Signature]

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

RECORDED - 16

EX-130

66-2554-9910

INDEXED  
33 OCT 10 1958

MACM

ORIGINAL COPY FILED IN

Mr. Tolson

10/3/52

The Executives Conference Present 10/1/52: Messrs.

SUGGESTION FOR ECONOMY  
LOS ANGELES SUPERVISORY STAFF

Tolson, Glavin, Tracy,  
Harbo, Mohr, Laughlin,  
Ladd, Rosen, Gearty,  
Nichols, Holloman  
and Mason.

The Conference considered a suggestion obtained by Mr. Clegg from the supervisory staff of the Los Angeles Office to the effect that Resident Agents be instructed not to come to the Field Office except in cases of absolute necessity. The purpose of the suggestion is to cut down travel costs. Resident Agents coming into the Los Angeles Office cost \$370 in travel and \$1,000 in per diem per month.

Mr. Clegg was opposed to this suggestion pointing out that the Bureau had specific instructions that Resident Agents come into the office every 30 days until just recently when instructions were issued for Resident Agents to come in at 60-day intervals. Mr. Clegg was opposed to any further loosening of controls on Resident Agents.

The entire Conference agreed with Mr. Clegg and recommended unanimously unfavorable as to this suggestion. No further action appears necessary.

EDU:vlr  
cc: Mr. Clegg  
Mr. Mohr

*Suggestion #434-52*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

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

RECORDED - 22  
INDEXED - 22

138 OCT 13 1952

INITIALS ON ORIGINAL

76 OCT 20 1952

ORIGINAL COPY FILED IN 66-2190-71

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

Mr. Tolson

October 1, 1952

The Executives Conference

REFERRAL OF INFORMATION  
ON NOTORIOUS CRIMINALS  
TO THE ATTORNEY GENERAL

20039

The Executives Conference today with Messrs. Tolson, Glavin, Tracy, Harbo, Holloman, Mason, Mohr, Gearty, Laughlin, Nichols, Ladd and Rosen in attendance, unanimously approved the proposed SAC Letter instructing the field to currently report to the Bureau in blind memorandum form, suitable for dissemination, information concerning notorious criminals who might be subject to denaturalization and deportation or both.

Existing instructions require the field to refer violations, not within the primary investigative jurisdiction of the Bureau, to the interested local, state or Federal Agency which is charged with the responsibility of investigating such violations, and these instructions should remain in effect. However, in view of the increased attention being focused on notorious racketeers and gamblers by the Attorney General, it is believed that the Bureau should not only disseminate alleged violations of interest to the Immigration and Naturalization Service, but also criminal intelligence information which will provide leads to that Agency.

If approved, there is attached a proposed SAC Letter to be forwarded to the field.

Attachment

cc: Mr. Mohr  
Mr. Clegg

AR: sal: dwd/w

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/20/90 BY SP5CJ/PT

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

RECORDED - 120

66-2554-9912

NOT RECORDED

138 OCT 14 1952

INITIALS ON ORIGINAL

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58 OCT 23 1952 7/120

THE DIRECTOR

October 10, 1952

THE EXECUTIVES CONFERENCE

~~FBIRA ACTIVITIES~~  
~~SUGGESTION CONTEST~~

The Executives Conference on October 10, 1952, consisting of Messrs. Tolson, Mason for Clegg, Callahan for Glavin, Harbo, Rosen, Tracy, Ladd, Mohr, Gearty and Belmont, considered a suggestion that the FBIRA sponsor a contest, to be publicized through the Investigator, to encourage submission of suggestions, with prizes to be awarded thos suggestions resulting in the greatest monetary savings to the Bureau.

The suggestion was made that in line with the Bureau' policy of soliciting suggestions from employees throughout the Bureau to improve procedures, working conditions, etc., which might in any way contribute to efficiency or economy, the FBIRA has a responsibility to encourage and promote such programs and so contribute to the welfare of the Bureau and its employee members.

In the past, the FBIRA has sponsored contests of various types, publicizing them through the Investigator and awarding prizes to those FBIRA members judged as winners.

It was suggested that:

1. The November issue of the Investigator announce a suggestion contest open to all members of the FBIRA.
2. Prizes to be awarded on suggestions submitted between that date and December 31, 1952.
3. Prizes to be awarded to those suggestions resulting in the greatest anticipated monetary savings to the Bureau.

AHB:LL

CC: Mr. Clegg  
Mr. Mohr

RECORDED - 16

INDEXED - 16

NOT RECORDED

138. OCT 15 1952

EX-107

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-21-84 BY SP-CL  
PT

58 OCT 17 1952

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10/10/52

4. Judges to consist of two Assistant Directors to be named by the Executives Conference.
5. Prizes to consist of
  - (a) One \$100.00 bond
  - (b) One \$ 50.00 bond
  - (c) One \$ 25.00 bond

Such prizes would be awarded in addition to the regular monetary award granted for the submission of suggestions resulting in a monetary savings to the Government as provided by law.

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Mason, Callahan, Ladd and Belmont recommended that the FBIRA sponsor the suggested contest. They felt that the contest would develop an enthusiastic response and would focus the attention of the employees on the need for savings and economy. They felt that the contest would serve a worthwhile purpose and was entirely in line with other activities sponsored by the FBIRA.

Messrs. Tolson, Harbo, Rosen, Tracy, Mohr and Gearty recommended that the contest not be sponsored by the FBIRA through the Investigator. They felt that the contest might be misunderstood and open the Bureau to criticism or misunderstanding, in that an efficient organization such as the Bureau should have eliminated any unnecessary expenditures prior to this time.

The Conference recommended that if this suggestion is adopted, Assistant Directors Clegg and Glavin serve as the judges. However, as the majority of the Conference recommended against the suggestion, no action will be taken unless advised to the contrary.

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

October 1, 1952

The Executives Conference

UTILIZATION OF TELETYPE IN  
PROFESSIONAL DEPARTMENTAL  
APPLICANT CASES

The Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Holloman, Mason, Mohr, Gearty, Laughlin, Nichols, Ladd and Rosen in attendance considered this entire problem and unanimously recommended that there be no change in our present policy. We will not, therefore, adopt the sixteen-day deadline suggestion.

In order to fulfill our present commitments, it will be necessary to send out the attached letter to all Special Agents in Charge. This letter was prepared, but held up until the instant matter could be considered.

Attachment

AR:saL

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/17/84 BY [signature]

RECORDED - 70

INDEXED - 70

166-2554-9914

OCT 16 1952

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

87 OCT 17 1952

Mr. Tolson

October 3, 1952

The Executives Conference

DESERTER CASES  
ELIMINATION OF TELETYPE IN  
DESERTER-FUGITIVE CASES

The Executives Conference with Mr. Clegg, Mr. Glavin, Mr. Harbo, Mr. Tracy, Mr. Mohr, Mr. Holloman, Mr. McGuire, Mr. Gresham, Mr. Ladd, Mr. Laughlin, Mr. Rosen, in attendance, considered this problem and unanimously recommended to eliminate the notification of the Bureau by teletype in deserter-fugitive type cases for a trial period of 60 days. In lieu of this, the Field would notify the Bureau of these arrests by Air Mail teletypes. It was realized that a calculated risk is involved in that the Bureau is not immediately notified relative to these arrests, however, it was felt that a two or three day delay would not materially affect the Bureau's functions regarding deserter-fugitives. After this trial period, an analysis will be made to determine if this new procedure should remain in effect.

The office of origin in these cases will still advise the auxiliary offices to discontinue when the arrest has been made.

The attached SAC Letter instructs the Field to use Air Mail teletypes in lieu of regular teletypes in notifying the Bureau in deserter-fugitive apprehensions.

Attachment

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-89 BY SP89  
CPT

AR:mem:dw

R

RECORDED - 94

66-2534-9915

INDEXED - 94

EX-2

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

6 OCT 17 1952



Mr. Tolson

10/3/52

The Executives Conference

Present 10/1/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason

~~SUGGESTION BY AGENT [redacted] UTILIZATION OF FORMER SPECIAL AGENT PERSONNEL~~

b6  
b7C

The Conference considered a suggestion from SA [redacted] that the Bureau advise SACs of the whereabouts of former Special Agents in their Divisions when these former Agents were separated from the Bureau under favorable circumstances.

The suggesting employee believes that former Agents constitute an untapped reservoir of current information which would be helpful to Field Offices in discharging their responsibilities.

Mr. [redacted] has in mind one or more of the following uses for a list of friendly former Agents:

1. The setting up of a program of cooperation similar to the American Legion Contact program or the Plant Informant program.
2. A program of contacting former Agents whenever they are located in key industries or businesses.
3. Use of a list of former Agents for purpose of contacting them and establishing them as regular sources of information.
4. Keeping the list available in Field Offices for use whenever a situation arises requiring discreet and confidential help in a particular area or situation where a former Agent can cooperate.

In essence, Mr. [redacted] feels that friendly former Agents should be considered as a reserve force for the FBI.

b6  
b7C

Mr. Glavin pointed out that the Bureau considered former Special Agents who are friendly as a reserve force and advised that a program of cooperation was in existence for a considerable period of time but was discontinued within the past year since it did not appear to be particularly valuable. Mr. Glavin pointed out that it was extremely difficult for the Bureau to keep in touch with former Agents unless they were

Attachment  
EDW:lr  
60 OCT 10 1952

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166-2554-9916  
OCT 16 1952

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-22-94 BY SP3 G/LD

WAW

interested enough in the Bureau to keep in touch. Mr. Glavin pointed out that many Agents do keep in touch with various FBI offices and are undoubtedly utilized as contacts.

The Conference felt that it is already the practice in the Field for many former Agents to keep in touch with the local FBI office and where this is done, the SAC has no hesitancy in utilizing the former Agents. The Conference felt that no further official action was needed.

If you agree, there is attached hereto a letter to SA  thanking him for his suggestion.

b6  
b7c



66-2554-9917

**CHANGED TO**

67-80010-1812

NOV 25 1952

*Elson*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-26-88 BY SP5 GJL/CPK

MR. TOLSON

October 7, 1952

W. R. Glavin

~~CONFIDENTIAL~~

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered certain suggestions submitted by the Special Agent in Charge of the Albany Office concerning the economy of operation of Autos of the Bureau at the present time. He recommended that the present Bureau practice of purchasing Ethyl gasoline and the most expensive oil be discontinued and that a tremendous savings could be effected if all offices were instructed to purchase only regular gasoline for Bureau cars as well as middle-priced oil. He points out that there is a difference of at least two or three cents per gallon between Ethyl and regular gasoline and from five to ten cents per quart on oil.

The Conference was advised that information had been received from Dr. Bruce, Bureau of Standards automotive expert, that regular gasoline could be utilized as satisfactorily as premium gasoline but that he recommended against using any but premium-grade oil since it is not necessary to change oil as often through utilization of a good premium-grade oil but only the oil filters need to be changed.

The Conference pointed out that during the recent war period at the time premium gasoline was difficult to get, we utilized regular-grade gasoline and received complaints from a number of offices concerning the unsatisfactory operation of Bureau-owned cars with regular-grade gasoline. The Conference felt, however, that we should point out at this time the desirability of using regular-grade gasoline if it can be utilized satisfactorily and in that way there will be a considerable savings in the expenditure of funds for such purpose. It was pointed out to the Conference that this subject had been mentioned in a number of communications received by the Bureau concerning the economy in operation of the Bureau. Such communication is attached hereto.

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

Attachments

cc: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-1-83 BY SP5/STP/STP

RECORDED - 65

INDEXED - 65

EX-100

66-2554-9918

70 OCT 20 1952

Memò to Mr. Tolson from W. R. Glavin

October 7, 1952

The Special Agent in Charge at Albany further advised that a suggestion had been recently made by an Agent of the Albany Office concerning the reuse of motor oil.

It was pointed out to the Conference that information had been received from the Chief of the Fuel and Lubricant Section of the Research and Development Division of the United States Army that reused oil should not under any circumstances be utilized in Government-owned automobiles. It was further pointed out to the Conference that information had been received by the Bureau that the re-refined oil diffuses its additives and does not serve the purposes for which motor oil is purchased. Comment was also made that in the event it was not desirable to have the car lubricated until it was run to the ground, re-refined oil would be satisfactory, however, if motor care was taken into consideration, such oil should not be utilized.

The field is being so advised in a general communication concerning this particular matter.

The Special Agent in Charge at Albany also points out that the present practice is to destroy file folders after they have been used twice. He suggests that after they have been used twice they be cut up and used for file backs. He feels that there would be a real savings to the Bureau in this regard. The field is being separately advised concerning this.

MR. TOLSON

October 10, 1952

The Executives Conference

EXECUTIVE CONFERENCE

FORM LETTER SUBMITTED BY  
WHITE PLAINS, NEW YORK, POLICE DEPARTMENT

The Executives Conference consisting of Messrs. Tolson, Ladd, Rosen, Harbo, Gearty, Mohr, Callahan, Mason, and Tracy on October 10, 1952, considered a form letter submitted by the White Plains, New York, Police Department.

The White Plains Police Department plans to have printed, pending Bureau approval, a form to be used only in those cases where a previous set of fingerprints from their department had been submitted to the Identification Division of the Bureau and the subject's FBI number was known to that department from having received a copy of the identification record from the Bureau.

The Deputy Chief of Police pointed out in his letter that if this form can be utilized by the Bureau, it would eliminate much work for his department in arrests for vagrancy, public intoxication, et cetera.

A letter is transmitted herewith advising the Deputy Chief of Police that the use of the proposed form is satisfactory with the following suggested changes:

1. That the right index inked impression of the subject should be placed in the lower left hand corner of the form and if the right index finger is scarred or amputated, another finger should be used with a notation as to which finger.
2. That the space for the FBI number should be enclosed in a heavy lined box in order that it will be more prominently displayed on the form.
3. That the certification placed on the form as submitted, be either omitted or moved to the lower right hand corner of the form.

It is pointed out in the attached letter that the form cannot be efficiently handled at the Bureau if a reply is desired, that it should be understood on the submission of the form in such cases a copy of the identification record will not be sent, and that,

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 35

66-2554-9919

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

Attachment 17 1952 Reg

SJT:edm edm

INDEXED - 35  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-22-82 BY SP5/ptf

Memorandum for Mr. Tolson  
From the Executives Conference

October 10, 1952

however, when the record of this individual is next requested by any law enforcement agency the arrest record on the form will be placed upon the identification docket sheet as an arrest supported by fingerprints. This will be practical for the reason that the single inked impression can be verified at the time of the receipt of a subsequent fingerprint card or inquiry.

The procedure followed will be to file the incoming form in the fingerprint jacket in the same manner as disposition sheets are now filed and the arrest record as well as such disposition sheets as might be in the jacket will be entered on the docket upon receipt of a subsequent inquiry.

The Executives Conference unanimously recommends the attached letter be sent approving the use of the proposed form as amended.

*J. P.*

Mr. Tolson

10/10/52

The Executives Conference

Present 10/6/52: Messrs. Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Goarty, Holloman, Nichols, Rosen and Clegg

~~COMMUNICATIONS COSTS~~  
~~EXECUTIVE ORDER 10290~~

EXECUTIVE CONFERENCE

The Conference considered a suggestion in two parts from the Seattle Office:

1. That the Bureau review the interpretation which has been placed on what constitutes "Security" information since it is possible that some material is being sent registered mail as security information when it could go through the regular mail at a cheaper rate. In other words, this suggestion was to try and cut the cost of registering mail.

The Conference recalled that by SAC Letter dated 12/20/51 the Field was reminded of the Bureau's desire that any material of a "Security" nature transmitted through the U. S. Postal System must go by registered mail.

By SAC Letter dated 8/26/52, these instructions were reaffirmed to the Field and shortly before this reaffirmation the Executives Conference considered the matter and felt that all "Security" material should be registered in order to prevent embarrassment through the possibility of security data being misdirected.

The Conference unanimously felt that no change should be made in the Bureau's regulations relative to registering security information. However, another SAC Letter should go forth to the Field calling for the use of good judgment and reminding that the contents of each document must be the guide as to whether the document must be registered and the file number has little or no bearing on such a decision. If approved, such an SAC Letter is attached.

2. The second part of the suggestion was to the effect that registered mail should be dispatched only twice a week, for example on Wednesdays and Fridays, instead of daily unless the report or letter is of an urgent nature.

Attachment  
cc: Mr. Clegg  
Mr. Mohr

IDH:vlr(hls)

RECORDED - 116 66-2564-9920  
INDEXED - 116 OCT 16 1952

68 OCT 17 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/22/83 BY SP3/BJP

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

*W. M. ...*



The Conference was unanimously opposed to this phase of the suggestion because it would in effect slow down the handling of communications between the Field and the Bureau as well as between Field Offices.

The Conference felt that the present practice of registering one entire packet of mail should be continued and that no real problem has been experienced with the handling of registered mail.

AS  
GTX

MR. TOLSON

October 14, 1952

The Executives Conference

~~IMMIGRATION AND NATURALIZATION  
NAME CHECK FORMS - G-58  
SUGGESTION FOR REVISED PROCEDURE~~

EXECUTIVE CONFERENCE

*my  
file*

The Executives Conference consisting of Messrs. Ladd, Clegg, Harbo, Belmont, Mohr, Gearty, Glavin, and Tracy on October 14, 1952, considered a suggestion by Special Agent R. C. Anderson concerning the handling of Alien Registration fingerprints.

For the Director's information, when an alien applies for citizenship, the Immigration and Naturalization Service sends to the Identification Division a form letter containing the name and Alien Registration number. The form is searched through the Card Index Section, then through the noncriminal fingerprint file to locate the original fingerprint card. The fingerprint card is then searched through the criminal fingerprint file in order that the Immigration and Naturalization Service may have the benefit of an up-to-date criminal fingerprint search.

No fingerprint card is located in approximately one-third of the searches made on the form letter. This is due to the fact that approximately one-third of all alien fingerprint cards are returned as illegible and the Immigration and Naturalization Service does not attempt to refingerprint the alien.

It is recommended by Agent Anderson that the Bureau direct a memorandum to the Immigration and Naturalization Service and request that when an alien applies for citizenship, a new set of fingerprints be taken at that time and that this fingerprint card be submitted to the Bureau instead of the form letter.

The Conference was advised by Mr. Tracy that an informal discussion with Immigration and Naturalization Service indicates they would be favorably inclined to the suggestion. It will not be more expensive for the Immigration and Naturalization Service and there will be a definite savings in the Bureau.

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

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

Attachment

RECORDED - 120

166-2534-9971

OCT 16 1952

INDEXED - 120

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HEREIN IS UNCLASSIFIED  
DATE 1/20/84 BY SP5U/UP

68 OCT 17 1952

Memorandum for Mr. Tolson

October 14, 1952

During the fiscal year 1952 a total of 113,823 forms without fingerprints were handled. In addition, 27,479 forms were received with fingerprints, the latter instances being where the fingerprint card could not be located on the original name search. The savings effected would be approximately as follows:

Savings in Card Index	\$ .24430
Cost of drawing fingerprint card from noncriminal file	<u>.22085</u>
TOTAL SAVINGS PER SEARCH	\$ .46515

Based on 113,823 forms received in the fiscal year 1952, the total annual savings would be approximately \$52,944.77.

The Conference unanimously recommends favorably and if the Director approves, an appropriate memorandum will be prepared to the Immigration and Naturalization Service. There is attached a proposed letter to Agent Anderson thanking him for this suggestion.

MR. TOLSON

10/10/52

EXECUTIVES CONFERENCE

SUGGESTION #485-52

Present at the Conference on 10/9/52, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

The Conference considered the suggestion of Mr. [ ] of the Records and Communications Division that the Director discontinue his practice of preparing letters to employees congratulating them on marriages or on the birth of children. Mr. [ ] suggestion was motivated by a desire for economy. The Conference unanimously felt that there should be no change in the present practice and that these letters are a desirable part of personnel relations and have a definite morale value.

b6  
b7c

If you agree, there is attached a letter to Mr. [ ]

Attachment

cc-Mr. Mohr  
Mr. Glegg  
EDM:DMG

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-2-92 BY SP5/SLC/PT

RECORDED-17

INDEXED-1

EX. 3

66-2554-3922

OCT 16 1952

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_

CT 17 1050-412

MR. TOLSON

October 9, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-19-83 BY SP-10/BJ

Autos BILES - FIELD

The Executives Conference of October 9, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Mason, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy, and Callahan, considered a suggestion proposed by Special Agent O. G. Medler directed to Mr. Nichols to the effect that the Bureau revise its present policy relating to the storage of the Bureau's passenger vehicles whereby permission would now be granted to individual Agents throughout the field to park Bureau cars at home or wherever they may live and thus eliminate storage charges on these vehicles which cost approximately \$400,000 annually. It was Agent Medler's belief that the Agents could be trusted to guard these cars more closely perhaps than their own personal possessions and that they would not misuse them in anyway.

Mr. Medler submitted this suggestion with the observation that in the event any part of the \$400,000 could be saved that it would ease the Bureau's present financial situation.

The Conference was advised that this suggestion has been offered in the past and was further advised that under Public Law 600 (79th Congress), approved August 2, 1946, Section 10 (c) (2), provides as follows:

(c) Unless otherwise specifically provided, no appropriation available for any department shall be expended.

(2) for the maintenance, operation, and repair of any Government-owned passenger motor vehicle or aircraft not used exclusively for official purposes; and 'official purposes' shall not include the transportation of officers and employees between their domiciles and places of employment except in cases of medical officers on out-patient medical service and except in cases of officers and employees engaged in field work the character of whose duties make such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned. Any officer or employee of the Government who willfully uses or authorizes the use of any Government-owned passenger motor vehicle or aircraft, or of any passenger motor vehicle or aircraft leased by the Government, for other than official purposes or otherwise violates the provisions of this paragraph shall be removed for a longer period or summarily removed from office without prejudice. The limitations of this paragraph shall not apply to the use of such vehicles or aircraft for the transportation of officers and employees of the Government who are engaged in field work the character of whose duties make such transportation necessary and then only as to such latter cases when the same is approved by the head of the department concerned.

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Harbo  
Rosen  
Tracy

8 NOV 3 1952

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INDEXED - 153

OCT 16 1952

INITIALS  
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#486-56

Memo to Mr. Tolson (continued)

apply to any motor vehicles or aircraft for official use of the President, the heads of the executive departments enumerated in 5 U. S. C. 1, ambassadors, ministers, charges d'affaires, and other principal diplomatic and consular officials.

It was further pointed out to the Conference that in the past the Bureau has on occasions received complaints from private citizens that Agent personnel have utilized Government cars in storage by their homes, alleging misuse of the cars and misuse of Public funds; the most recent case being that of Agent Gunn of the Los Angeles Division several months past.

The Conference unanimously recommended that in light of the potential criticism that could be directed to the Bureau and the above statutory prohibition, that no change be made at this time in the Bureau's present policy on the storage of Bureau automotive equipment.

cc: Mr. Mohr  
Mr. Clegg

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

MR. TOLSON

October 6, 1952

W. R. Glavin

*114*

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, was advised that there are ten supervisors including the Special Agent in Charge and the Assistant Special Agent in Charge in the Newark Office at this time. There are 3,074 cases pending in the Newark Office and 1,740 cases were closed during the month of August. *208 Agents assigned to Newark Office*

It was the unanimous opinion of the Conference that with the present case load pending in the Newark Office that nine supervisory officials including the Agent in Charge and the Assistant Agent in Charge are sufficient to cover the supervisory needs of that office.

DECREASE OF SUPERVISORY OFFICIALS IN NEWARK OFFICE

In the event you agree, the SAC at Newark will be appropriately advised.

cc: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-9-82 BY SP8 GJ/PT

*ch*

ORIGINAL FILED IN 16-35-2166

RECORDED - 116

66-2554-9924  
~~NOT RECORDED~~  
135 OCT 15 1952

INITIALS ON ORIGINAL

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_

23 OCT 15 1952

152

*Handwritten initials*

MR. TOLSON

October 8, 1952

W. D. CLAVIN

*encl*  
The Executives' Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Rosen, Laughlin, Maguire, Mohr, Harbo, and Clavin considered the suggestion received from the SAC at Portland concerning the changing of automobile tires every 5,000 miles.

At the present time under Bureau policy tires are switched every 5,000 miles, i.e., the tires on the various wheels of the car are changed to the other wheels of the car which results in more even wearing of the tires and prolongs the life of the tire in question. SAC Postor points out that it costs \$2.50 to switch these tires and balance the four wheels of the automobile at the time of the switch and this costs approximately \$8.50. He points out that the savings to the Government in switching the tires is approximately \$9.50 per car, since the life of the tire is increased by 10%. Mr. Postor feels that we would be saving more money by not switching the tires, since in discontinuing the switching of the tires, we would save approximately \$42.00 for each tire involved.

The Conference is of the unanimous opinion that the policy of switching tires should be discontinued. Should you agree, the attached SAC letter should go forward to the field.

WDC:pmc  
Attachment

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-18-82 BY SP5 CJ/PT

RECORDED - 116

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66-2554-99257  
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MR. TOLSON

October 6, 1952

W. R. Glavin

*Ky*

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory setup of the Baltimore Office. It was pointed out to the Conference that as of September 10, 2634 cases were pending in the Baltimore Office with 2389 cases having been closed during the month of August. It was pointed out to the Conference by Mr. Mohr that a number of the cases in the Baltimore Office have more or less to do with routine record checks. *168 agents assigned to Baltimore.*

It was pointed out that there are nine supervisory officials presently assigned to the Baltimore Office including the Special Agent in Charge and the Assistant Special Agent in Charge.

It was the unanimous recommendation of the Conference that eight supervisory officials be approved for the Baltimore Office. Should you agree, the SAC at Baltimore will be appropriately advised.

cc: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
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INITIALS ON ORIGINAL

EX - 103

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MR. TOLSON

October 6, 1952

W. R. Glavin

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The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory assignments of the Dallas Division. It was pointed out that there are 1411 cases pending in the Dallas Office as of September 12, 1952, and that 1205 cases were closed during the month of August by that office. Four supervisory desks have been previously approved for this office.

It was the unanimous opinion of the Executives Conference that three supervisors could handle the pending work in the Dallas Office at this time. Should you agree, the appropriate communication concerning this matter will go forward to the Special Agent in Charge at Dallas.

cc: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/28/83 BY [signature]

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INITIALS ON ORIGINAL

EX - 103

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- Belmont \_\_\_\_\_
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53 OCT 22 1952

Mr. Tolson

10/7/52

The Executives Conference

Present 10/1/52; Messrs. Tolson, Glavin, Tracy Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason

SUGGESTIONS FOR ECOLOGY SUPERVISORY STAFF, LOS ANGELES

The Conference considered a suggestion from the supervisory staff of the Los Angeles Office made to Mr. Clegg that photographic training of Agents already in the field be discontinued for the remainder of the fiscal year as an economy measure.

SAC Letter #118, Series 1951, dated 12/11/51, requires that each Agent be limited to 1 pack of camera film semiannually. Each Agent is also limited to 2 flash bulbs semiannually, for photographic training. Photographic training is given with the following cameras: Speed Graphic, Racomar, and Fingerprint Camera. A few Agents receive specialized training in other types of cameras, but this represents a very small outlay.

By eliminating photographic training for the rest of the fiscal year, it is estimated that the Bureau will save approximately \$7,000.

If you approve, there is attached hereto an appropriate SAC Letter.

Attachment

EDL:ulr  
cc: Mr. Clegg  
Mr. Mohr

RECORDED - 61

INDEXED - 61

66-2554-9928  
OCT 16 1952

INITIALS ON ORIGINAL - 5

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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DATE 2-20-98 BY SP5C/PT

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MR. CLEGG

8/20/52

MR. MASON

INFORMANT FILES CLASSIFICATION  
FIELD OFFICES

ALL INFORMATION CONTAINED  
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DATE 7-12-93 BY SP5CJ-  
LPT

BACKGROUND:

Criminal Informant and Security Informant files in the field bear classification number 66. This is also the same number given all administrative matters, such as vouchers, automobile files, American Legion, and Plant Informant matters.

During the recent Criminal Informant School, Inspector T. E. Naughten ascertained from the 63 Agents in attendance that it would be desirable to set up a new classification for Criminal Informants, as well as a new classification for Security Informants files. Inspector Naughten determined that the General Investigative Division favors such a change, whereas the Domestic Intelligence Division does not.

COMMENTS FAVORING PROPOSED CHANGES:

1. All Agents attending the Criminal Informant School favored it.
2. Monthly administrative reports submitted by the field reflecting volume and delinquency in each classification cannot be used to determine the volume and delinquency of Informant files, since all pending files bearing the classification "66" are totaled together.
3. The semiannual delinquency listing summary shows all "66" delinquent cases with insufficient identification to permit further study at the Bureau.
4. Criminal Informant files at the Seat of Government bear the administrative classification "66."

CONTRARY COMMENTS OPPOSING SUCH CHANGES:

1. Those in attendance at the recent Internal Security-Espionage Conference at the Seat of Government felt the present system was satisfactory.
2. Security Informant files at the Seat of Government bear the classification "100." This is advantageous

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Attachment

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OCT 16 1952

INITIALS ON ORIGINAL

*Executive Conference*

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*66-2542-9929*

since a search of subversive references will then definitely include any reference to Security Informant files. This does not affect the field since it is a special problem at the Bureau.

3. There would be an appreciable amount of clerical work incidental to reclassifying existing Informant files in the field.
4. Inspector Naughten feels that there is some merit in the proposal, but that the problem is not a very acute one at this time.

#### SURVEY OF THE FIELD:

Inspector Naughten believed that the problem should be resolved since it undoubtedly will come up again and recommended that the views of 12 representative SACs be solicited. This was done by Bureau letter of 7/16/52.

#### RESULTS OF SURVEY:

Ten SACs generally approved such a proposal, while two SACs opposed it.

#### COMMENTS FAVORING:

1. SAC Malone at Chicago advised that individual classification numbers for such Informants' files would act as a flag for the clerical people in locating and routing such files. Also, that the compilation of statistics concerning such Informants would be facilitated since only the cards pertaining to the Informants' files would be handled.
2. SAC Scheidt at New York also believes such proposal would simplify all statistical counts. He does not recommend reclassification of closed Informant files unless same are reactivated.
3. SAC Brown at Salt Lake City feels that such new classifications would facilitate the routing of both outgoing and incoming communications and files being pulled on ticklers. He then adds that classification "66" would be used exclusively for administrative matters in the field office.
4. SAC Poster at Portland believes that such proposals will make for efficiency in administration, and a better administrative picture of the status of each field office will be more easily obtainable.

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5. SAC Ellsworth at Albuquerque recommends the adoption of the proposal but extends the change to include additional separate classifications for American Legion and Plant Informants as well. He says the same compelling reasons encompass the latter, as for Criminal and Security Informants. He believes the clerical time necessary to effect such changes would be compensated in savings of administrative work.
6. SAC Burton at Denver believes that the monthly administrative report and the six-month delinquency reports would be of greater value if the proposed changes are adopted. He points out that all Criminal and Security Informant files, both actual and potential, have been stored in the office safe and thus are readily available for all official purposes. He added that the closing and elimination of the American Legion Informant files from the count in the monthly administrative report has lessened the confusion that existed heretofore in the 66 classification.
7. SAC Weatherford at Atlanta believes much administrative work would be eliminated by such changes, as well as the elimination of all confusion in the routing of mail and files.
8. SAC Dalton at Omaha believes such changes would result in the conservation of time and effort in filing and location of files. Also, he suggests the inclusion of Plant Informant and American Legion contact files in the change, and designate separate new classifications for latter.
9. SAC Hostetter at Boston believes that such proposals will materially assist in the supervision of such Informant cases in the field, and that the clerical time necessary to effectuate such changes will be well spent.
10. SAC Alden at Baltimore believes that all potential confusion in the Chief Clerk's Office will be eliminated by such new classifications. He, too, believes that American Legion and Plant Informant files should receive separate classification numbers in this project to complete the picture logically.

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COMMENTS OPPOSING:

1. SAC Carson at Los Angeles opposes such change as an extreme clerical burden unjustified, and suggests that it would be simpler to make subdivisions in the 66 classification on the monthly administrative report to reflect the activity relative to Criminal Informants and Security Informants.
2. SAC Shine at Cleveland also opposes such proposals as a tremendous clerical project which could be obviated by making "sub-files" under the present "66" classification followed by an appropriate suffix to distinguish the various types of Informants. For example, "PCI" for Potential Criminal Informants, "PSI" for Potential Security Informants, and "CI" or "SI," as the case may be for files of fully developed Criminal Informants or Security Informants. Also, he suggests including both American Legion contact files and Plant Informants in the project, utilizing the suffix "AL" for the former, and the suffix "PI" for the latter.

CONCLUSIONS:

1. The General Investigative Division and ten SACs approve such proposed changes.
2. Several SACs recommend the inclusion of American Legion contacts and Plant Informants in such changes so that new distinct classification numbers would also be designated for those Informants.
3. All potential confusion in the Chief Clerk's Offices in handling such Informants files or mail relative thereto would be eliminated by the creation of new classification numbers.
4. Statistical accomplishments in all Informant files would be more readily obtainable.
5. Administrative work will be simplified under such changed classifications.

RECOMMENDATIONS:

1. The Executives Conference <sup>recommending</sup> consider new classification numbers for Security Informants, Criminal Informants,

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American Legion contacts, and Plant Informants  
for field offices.

2. If approved, that the attached SAC Letter go forth limiting such reclassification project to pending cases, and only reclassifying such closed cases as may be reopened or reactivated from time to time.

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MR. TOLSON

October 6, 1952

W. D. Glavin

*Gj*

The Executives Conference of October 3, 1952, consisting of Messrs. Ladd, Holloman, McGuire, Gresham, Glegg, Laughlin, Mohr, Harbo, Tracy and Glavin, was advised that from a review of the vouchers of 20 field offices it was found that insofar as expenses concerning waxing and wash jobs on Bureau-owned automobiles are concerned that wash jobs are being performed approximately once a month in most of the offices checked and that there are very few waxing and simonizing jobs being performed in those offices today. The Conference felt that it would be advisable to point out to the field the desirability of reducing expenditures for wash jobs and waxing and simonizing jobs.

A suggested communication is attached hereto.

cc: Mr. Glegg  
Mr. Mohr

Attachment

ERG:jmr

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EX - 13

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INITIALS ON ORIGINAL

MR. TOLSON

October 15, 1952

The Executives Conference

~~TRANSMITTING IDENTIFICATION RECORDS~~

The Executives Conference consisting of Messrs. Tolson, Clegg, Glavin, Harbo, Gearty, Belmont, Mohr, Rosen, and Tracy on October 15, 1952, considered a suggestion submitted by the Identification Division.

All identification records transmitted west of the Mississippi River are automatically forwarded by air mail. This air mail postage costs approximately \$200 a week. There would be a savings of approximately \$7,200 during the balance of the fiscal year if all such identification records were sent regular mail.

The Executives Conference unanimously recommended against the adoption of the suggestion for the reason that it is important, particularly to law enforcement agencies on the Pacific Coast, that they receive prompt replies. It was felt by the Conference that too many complaints would be received concerning slow service in the event this suggestion were adopted. There is attached a proposed letter to Mr. Quinn Tamm thanking him for the suggestion.

Attachment

cc - Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-21-81 BY SP-10 CDF

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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77 OCT 22 1952

MR. TOLSON

10/17/52

THE EXECUTIVES CONFERENCE

LIAISON WITH DEPARTMENT OF JUSTICE IN EVENT OF EVACUATION

The Executives Conference on 10/17/52, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols & Clegg being present, considered the matter of liaison with the Department of Justice in the event the Justice Building was destroyed or untenable and the Department moved its headquarters to the Mt. Vernon High School Building in nearby Virginia, while the FBI was at its evacuation center about 2 hours' travel time removed from Washington.

The Executives Conference unanimously recommended that in the event of such evacuation both by the Bureau and by the Department that the liaison representative with the Department be Mr. E. H. Winterrowd, now assigned to the Investigative Division as Number One Man of the Criminal Section and Special Inquiry Section. As alternate Mr. J. R. Malley, assigned to the Investigative Division as Number One Man of the Accounting, Fraud, Selective Service and Civil Section, was recommended.

In the event the FBI selected staff had gone to its evacuation point and the Department continued to stay in the Department of Justice Building, and the remainder of the FBI Staff not at the evacuation point was also at the Department of Justice Building, the senior representative of each division would continue to carry on its normal conferences on routine matters with the Attorneys of the Department just as Messrs. Rosen, Belmont, and their assistants are handling such contacts at present.

If the Department moves to the Mt. Vernon High School building, then Mr. Winterrowd, or his alternate Mr. Malley, as above recommended, would make those necessary contacts with the Department as instructed by the Director or other Bureau officials.

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RECEIVED  
cc - Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/27/97 BY SP2/PT

Mr. Tolson

9/26/52

H. H. Clegg

INITIALING AND DATING CARDS FILED  
IN CARD INDEX SECTION  
IDENTIFICATION DIVISION

UNCLASSIFIED  
REVIEWED  
3-13-93  
LPT

The Executives Conference of 9/18/52 in considering the suggestion made by an employee of the Card Index Section that employees in that section be provided with a rubber stamp to be used in marking cards which are to be filed, questioned the need for initialing and dating each card to be filed. This matter, therefore, has been looked into by Inspector Vechery, whose findings and conclusions follow.

During the last fiscal year, 1,886,207 new cards were filed in the Card Index Section. This represents an average of over 7,500 cards daily. Each card is manually dated so that if a question arises as to when a card was filed, it can readily be ascertained. This is desirable when it becomes necessary to know whether an employee missed locating a card supposedly in file or whether, in fact, the card was actually out of file at the time of search.

Two reasons exist for placing the initials of the employee filing the card on the card:

1. Responsibility is fixed as to the identity of such employee should the card later be found misfiled.
2. Keeps employees alert; hence, fewer misfiles.

While there is merit to the dating and initialing of each card, it is believed, however, that in the interest of economy and the need of conserving personnel time both functions can be dispensed with and that a calculated risk should be taken.

Insofar as initialing the cards is concerned, it is pointed out that the Records Section for the past many years has not had its employees identify the cards they file and no major difficulty has been experienced. It is understood that in the Card Index Section the practice of having employees initial each card was instituted during the war at a time when the Bureau was taking on hundreds of temporary employees, many

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INITIALS ON ORIGINAL  
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of whom were irresponsible. With training similar to that presently afforded employees in the Records Section, whose filing of cards is checked for a period of 10 days and thereafter spot checked for accuracy, the number of misfiles is kept at a minimum. No logical reason appears to exist as to why such a training program would not at this time work in the Identification Division.

In the event it is desired by the Bureau that the practice of imprinting the date on the card should be continued, about 90 per cent of the time required now in manually writing the date on approximately 7,500 new cards filed daily could be saved by feeding the cards through the tickometer, an electrically operated machine which is now used in the Records Section for dating all cards filed in the General Index. The machine has a capacity of 420 cards per minute and is operated by a Grade 2 employee. To manually write the date on 420 cards would take a Grade 2 employee an average of about 20 to 25 minutes, possible longer.

All cards filed in Card Index are manually dated and initialed by the employee filing the card. It takes an average Grade 2 employee about one hour to date and initial 1,000 cards. By projecting this production to apply to 1,886,000 cards, it would require about 269 man days based on an average productive time of seven hours a day. This same operation would take about 22½ man days if the date were imprinted on the same number of cards by the tickometer. The difference in time is equivalent to the time of one Grade 2 employee or \$2,750 a year. After deducting \$300 as annual rental cost of the tickometer, the net savings would approximate \$2,450.

RECOMMENDATION:

1. That the present practice of dating and initialing cards filed in the Card Index Section be discontinued.
2. Insofar as the dating process is concerned, should it be considered by the Bureau to be expedient to record the date on each new card, such operation could and should be done on the tickometer rather than manually. Experience in the Records Section has shown that this method is sound and economical. Approximately 10,000 cards are filed daily in the Records Section as compared to about 7,500 new cards filed daily in the Card Index Section, Identification Division.

ADDENDUM: EDM:DMG 10/1/52

This matter was considered by the Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason present on 10/1/52. The Conference felt that no change should be made in the present procedure of identifying index cards in the Card Index Section of the Identification Division.

MR. TOLSON

9/22/52

EXECUTIVES CONFERENCE

The Executives Conference on 9/18/52 consisted of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, Nichols and Mason.

b6  
b7c

The Conference considered the suggestion made by [redacted] Card Index Section, Identification Division, that employees be provided with a rubber stamp to be used in marking index cards which are to be filed. It is the present practice for card filers in the Card Index Section to put their autographic initials and the date on each card that they file in order to fix responsibility in the event the card is later found misfiled. Mr. Tracy suggested that 200 stamps be purchased, numbered from 1 to 200, in order that they can be later reassigned if an employee should resign or be transferred. Each stamp would have a rotary for the date. The total expenditure for the 200 stamps would be \$490.00. In support of the suggestion, Mr. Tracy pointed out that over 6,000,000 index cards were filed in the Card Index Section during the fiscal year 1952. It takes one hour to initial and date 1,000 cards and, thus, \$7,920.00 was expended in labor during the 1952 fiscal year in the process of initialling and dating index cards for filing. The use of date stamps would, in Mr. Tracy's opinion, save one-third of the time, or \$2,640.

In view of the acute financial needs of the Bureau, the Conference was of the belief that no expenditure should be made for the date stamps and that an Inspector should look into the need for initialling and dating each card to be filed for it may be that unnecessary labor is being expended. This matter will be immediately checked.

No further action is necessary relative to the suggestion for [redacted] has already been thanked.

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- Holloman \_\_\_\_\_
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cc-Mr. Mohr  
Mr. Clegg

EDM:DMC

Jul 6

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WPC

62 OCT 23 1952

THE DIRECTOR

October 9, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin, considered the supervisory set up of the San Juan Division. It was pointed out to the Conference that as of September 15, 1952, there were 838 cases pending in the San Juan Division. During the month of August 301 investigative matters were closed. 50 agents assigned to San Juan.

The Conference was advised that there were 4 supervisory officials approved for the San Juan Office at the present time. The SAC has 37 cases assigned, the ASAC has 236 cases assigned, and the Supervisory Desk having two Supervisors has a total of 515 cases assigned. The Conference with the exception of Messrs. Mohr and Gearty recommended that the supervisory staff of the San Juan Office be reduced from four to three. The majority of the Conference wishes to point out that the type of work pending in the San Juan Office, considering the fact that investigative work in San Juan is rendered more difficult due to the Spanish origin of the Puerto Ricans, differs from the general supervisory work of the offices in the United States and recommends the retention of three Supervisors.

Messrs. Mohr and Gearty did not feel that the responsibilities of the Supervisors in the San Juan Office is more difficult than those of the supervisory officials in the States, and they both feel that two Supervisors, the Special Agent in Charge, and the Assistant Special Agent in Charge, should be able to handle the supervisory work of that office.

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

Respectfully,  
For the Conference

Clyde Tolson

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-22-93 BY SP5CJ/STP

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg WRO:mab
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen cc: Mr. Clegg
- Tracy Mr. Mohr
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

RECORDED-140

INDEXED-140

OCT 17 1952

137

EX-16

77 OCT 22 1952

166 2384-9935

lbf



MR. TOLSON

October 6, 1952

W. B. CLAYTON

The Executive Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Nearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Clayton considered the suggestion received from the SAC at El Paso that the Bureau require the submission of the administrative report every 60 days, rather than monthly as at present.

The conference was unanimously opposed to the adoption of this suggestion, it pointing out that the detailed information contained in the administrative report was of particular benefit and value to the Bureau at the Seat of Government and recommended its continued submission monthly.

The suggestion was also made by the SAC at El Paso concerning the semi-annual list of delinquent matters in connection with the administrative report. The Conference points out that this particular matter has already been handled, and the listing of delinquent matters is now being required on an annual, rather than a semi-annual basis.

Should you agree with the Conference recommendation in connection with the first suggestion concerning the submission of the monthly administrative reports, the attached communication should be forwarded to the SAC at El Paso.

WBC:pmc  
Attachment

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 90

66-2554-9936

OCT 13 1952

EXACTS ON ORIGINAL - 5

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-27-92 BY [signature]

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

303

79 NOV 3 - 1952

ORIGINAL FILED IN

MR. TOLSON

October 6, 1952

W. R. Glavin

The Executive Conference of October 2, 1952, consisting of Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo and Glavin, considered the supervisory assignments of the New Haven Division. The Conference was advised that there were 1265 cases pending in the New Haven Division as of September 8, 1952, and that 644 cases were closed during the month of August. The Conference was advised that there are four supervisory desks approved in the New Haven Division at the present time. The Conference was further advised that it appears that with the pending case load, the New Haven Office should be able to operate efficiently with three supervisory desks. *69 agents assigned.*

The Conference was in unanimous agreement. Should you agree, the SAC at New Haven will be advised.

CC: Mr. Clegg  
Mr. Mohr

WRG:jmr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-16-83 BY SP-CT/TPT

ORIGINAL COPY FILED IN 66-39

di

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

INDEXED-11

RECORDED-1

RECORDED

46 OCT 16 1952

EX-83

66-2554-9937

52 OCT 29 1952

Director, FBI

October 1, 1952

SAC, WFO

ECONOMY PROGRAM

b6  
b7c

Special Agent [redacted] of this office, advises that he believes the elimination or reduction in the number of telegrams sent by Resident Agents to the various SAC's with reference to their daily itineraries would result in a considerable savings in communications costs. He suggests that each Resident Agent on departing from his Resident Agency could leave his itinerary with his family or an appropriate police or law enforcement agency and if necessary to reach the Agent, a person to person phone call will result in information relative to his present whereabouts at no cost to the calling office. He points out that where there is more than one Resident Agent in a Resident Agency, frequently each of the Agents sends a telegram reporting their itinerary on the same day.

66-2190-626  
ORIGINAL COPY FILED IN 66-2015

It is felt that there is considerable merit to Agent [redacted] suggestion.

RBH:MCP

ADDENDUM: (jmr) 10-6-52 The Executives Conference of October 3, 1952, consisting of Messrs. Ladd, Holloman, McGuire, Gresham, Clegg, Laughlin, Mohr, Harbo, Tracy and Glavin, was advised that this matter had been previously handled by the Conference and appropriate instructions were going forward to the field in connection with this particular matter. WRG

792-12  
SAC  
WFO

~~EX-28~~  
RECORDED - 82  
INDEXED - 82

66-2554-9938  
NOT RECORDED  
138 OCT 21 1952  
INITIALS ON ORIGINAL

274  
53 OCT 24 1952

MR. TOLSON

October 9, 1952

W. D. Glavin

The Jacksonville conference of October 7, 1952, consisting of Messrs. Ladd, Tracy, Gurney, Mason, Laughlin, Mr. Harbo, Mr. Glavin and Glavin, considered the supervisory assignments of the Memphis Division. It was noted out to the conference that there was a pending case filed of 1428 cases in the Memphis Division as of September 19, and that 987 cases were closed during the month of August. Four supervisory officials had been approved for the Memphis Division. The conference recommended three supervisory officials. Should you agree, the SAC at Memphis will be appropriately advised. 65 agents assigned.

cc: Mr. Clegg  
Mr. Mohr

W.D. Glavin

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/29/2011 BY 60321  
DN

ORIGINAL FILED IN 66-2554-9939

RECORDED - 58  
EX. ON

66-2554-9939  
RECORDED  
OCT-17 1952

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Mohr \_\_\_\_\_
- Nease, Rm. \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

274  
OCT 27 1952

MR. TOLSON

October 8, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-11-92 BY SP5/CF  
LPT

The Executives Conference of October 6, 1952, consisting of Messrs. Ladd, Holloman, Rosen, Gearty, Clegg, Nichols, Laughlin, Mohr, Harbo, Tracy and Glavin, considered the supervisory assignments in the Milwaukee Office.

It was pointed out to the Conference that there were 1270 cases pending in the Milwaukee Office as of August 31, and 671 cases were closed during the month of August. Agent personnel in the Milwaukee Office as of October 1, totaled 76 Special Agents.

There are four supervisory officials in the Milwaukee Office at the present time. The Special Agent in Charge at Milwaukee has stated that in view of the decrease in applicant work in the Milwaukee Office, he feels that the applicant supervisor can be dispensed with in the foreseeable future. He requested permission to continue the present supervisory setup for a temporary period of from 30 to 60 days for the following reasons:

(1) They have an extremely high delinquency rate in the 100 classification-type security cases. The Special Agent in Charge has instructed to make a material reduction in this delinquency.

(2) Additional work has been transferred from the desk of the ASAC who handles criminal violations to the Applicant Desk partly at the suggestion of the inspector, who felt that the load on the ASAC desk was too heavy (regular inspection of the Milwaukee Office made in August, 1952, by Inspector C. V. Stein). The ASAC is responsible for the development of criminal informants and PCI's. This phase of the operation of the Milwaukee Office was criticized during the regular inspection as it was felt that office had not been spending sufficient time on the criminal informant program. Since the

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

cc: Mr. Clegg  
Mr. Mohr

NRG:jmr

RECORDED - 58

EX. - 80

RECORDED

OCT 20 1952

66-2534-9940

*[Handwritten signature]*

4 OCT 29 1952

FILED IN 66-45-2534

Memo to Mr. Tolson from The Executives Conference October 8, 1952

ASAC is deeply occupied at the present on the criminal informant program, it is not felt that he is able to assume much additional work until the criminal informant program is further along. The SAC feels that a reduction in the case load of the ASAC by transferring some of his work to the applicant supervisor will make it possible for him to show definite results. He points out that once they are able to become current in the handling of security-type cases and make reasonable progress on the criminal informant program, they may be able to dispense with one supervisory desk and release some Agent personnel for assignment elsewhere unless there is a repetition of major-type cases such as was experienced by the Milwaukee Office during the past 12 months.

The desk assignments are as follows; SAC - 166 cases; ASAC - 418 cases; Security Desk - 452 cases; Applicant Desk - 285 cases.

The Conference was of the unanimous opinion that three supervisory officials would be sufficient to handle the work of the Milwaukee Office and it so recommends.

MR. TOLSON

10/8/52

EXECUTIVES CONFERENCE

CASH AWARD FOR SUGGESTION #395-52  
RE SHOWING AGE ON FINGERPRINT CARDS OF DECEASED PERSONS  
TO MR. JAMES E. GARRIS

The Executives Conference on 10/7/52, Messrs. Tolson, Glavin, Tracy, Harbo, Laughlin, Ladd, Rosen, Gearty, McGuire and Clegg being present, unanimously recommended that a cash award of \$10.00 be made to James E. Garris, Technical Section, Identification Division, for his suggestion that law enforcement agencies be requested to show the age of deceased persons on fingerprint cards as a means of saving worktime in the Ident Division. The suggestion is a constructive one. The estimated savings are negligible but it was felt that the cash award, which is authorized for constructive suggestions, should be granted.

If approved, there is attached hereto a letter addressed to Mr. Garris accordingly.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-22-82 BY [signature]

le

RECORDED 51

INDEXED 51

166-2554-9941  
OCT 14 1952

ATTACHMENT

HHC:RDD

CC - Mr. Mohr  
Mr. Clegg

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

36  
79 OCT 27 1952

Mr. Tolson

10/10/52

The Executives Conference

ECONOMY

Present 10/10/52: Messrs. Tolson  
Callahan, Tracy, Harbo, Mohr, Belmont,  
Ladd, Gearty and Mason

The <sup>School</sup> Conference unanimously recommended that the  
~~36 New Agents~~ now quartered and messaged at Quantico commute  
to Quantico by Bureau bus daily between now and October 22  
when Quantico will close.

These New Agents are presently taking firearms  
training.

Having them commute by bus will save per diem at the  
rate of \$190 per day or a total of \$1,520 between now and  
October 22.

Bus transportation costs approximately \$20 per day,  
thus making a net saving of \$170 per day. After October 22  
there will be no classes at Quantico and the FBI facilities  
there will be officially closed.

ADDEADUM: (EDM; EHW)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-10-80 BY SP5CJ-6t

When advised that they would in the future commute to  
Quantico by Bureau bus, 26 members of the class requested per-  
mission to stay at Quantico without payment of per diem inasmuch as  
they could live more cheaply there than they could in a hotel in  
Washington. These trainees are desirous of paying out of their  
own funds in cash for meals consumed.

The remaining 12 members of the class who have families  
in Washington request permission to commute to  
Quantico daily utilizing their own transportation  
without any charge for mileage or per diem.

cc: Mr. Mohr  
Mr. Clegg

These requests were conveyed to Mr. Tolson who  
authorized granting them. Thus, no Bureau bus will  
be needed and no per diem will be paid and the net  
savings will be \$190 per day, with the savings  
commencing at 6:00 p.m. Friday, October 10.

No further action appears needed.

EDM: EHW

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

RECORDED - 65

INDEXED - 65

66-2554-9947

OCT 22 1952

137

10 OCT 21 1952

ORIGINAL FILED IN 1-1-1



Mr. Tolson

10/9/52

Executive Conference

SUGGESTION #398-52  
SUBMITTED BY MISS [redacted]  
GENERAL INVESTIGATIVE DIVISION

Present 10/9/52:  
Messrs. Tolson,  
Callahan, Tracy,  
Harbo, Mohr,  
Laughlin, Ladd,  
Nosen, Gearty,  
Nichols, Holloman,  
and Mason.

b6  
b7C

The Conference unanimously recommends the adoption of a suggestion from Miss [redacted] of the Investigative Division that two ~~forms~~ letters used to transmit information to the field be combined into one revised document suggested by Miss [redacted]. Miss [redacted] revision will save 127 hours of typing per year and adoption of her suggestion will provide for greater streamlining in the transmittal of deserter fugitive background information to the field. The net savings to the Government will be \$180.34 per year.

In addition to unanimously recommending adoption of Miss [redacted] idea, the Conference unanimously recommended a cash award in the amount of \$10.00 to Miss [redacted] for her suggestion. This suggestion is not an outgrowth of the work of Miss [redacted]. The \$10.00 award is in conformance with the accepted schedule on awards.

b6  
b7C

If you agree there is attached hereto a letter to Miss [redacted]

The Administrative Division will handle negotiations with the Department of Justice relative to obtaining the award.

Attachment

cc: Mr. Mohr  
Mr. Clegg

EM:mew

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/00 BY SP-6/STJ

RECORDED-140

INDEXED-140

EX-104

66-2554-9943  
New

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

67-1001241052

MR. TOLSON

10/9/52

EXECUTIVES CONFERENCE

Present on 10/8/52, were Messrs. Tolson, Callahan, Tracy, Mason, Harbo, Mohr, Laughlin, Ladd, Rosen, Gresham and Holloman.

SUGGESTION #421-52  
SUBMITTED BY MRS. [REDACTED]  
RECORDING SECTION  
IDENTIFICATION DIVISION

b6  
b7C

Mrs. [REDACTED] Supervisor of the Recording Section, Identification Division, submitted a suggestion that duplicate arrest/fingerprint cards be returned to contributing agencies without a cover letter. The present and past practice has been to transmit these duplicate arrest cards by form letter.

The Executives Conference unanimously believes that these cards may be transmitted directly back to the contributing agency after having been imprinted with a rubber stamp advising that the card is a duplicate and is not needed for FBI files.

Adoption of this suggestion will save 50 form letters per week and approximately 4 hours of typing time per week on the part of a grade GS-3 typist, who makes \$1.42 per hour. Hence, the annual savings will be \$295.36.

The Conference unanimously recommends that a cash award under Title I be given to Mrs. [REDACTED] for this suggestion and for Suggestion #465-52, adopted by the Bureau a few days ago, setting up a revised procedure for returning illegible fingerprint cards, and resulting in a savings of approximately 2,500 envelopes per month and postage, totalling annual savings of \$247.35.

b6  
b7C

Mr. Tracy recommended a cash award for Mrs. [REDACTED] Under the terms of Title I, which is set up to provide cash recognition for employees for suggestions and economies effected which are a part of their normal responsibilities of assignment, Mrs. [REDACTED] is eligible to receive a cash award not to exceed \$135.67. Title I specifies that these cash awards may be the equivalent of one, two or three steps within grade. This would make the award for Mrs. [REDACTED] \$125.00 in cash, with no change in salary. She is at the top of grade GS-7, and the Conference unanimously recommends such an award be given. If you agree, there is attached hereto a letter to Mrs. [REDACTED] and the Administrative Division will handle negotiations with the Department of Justice relative to obtaining the award.

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

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

*Handwritten initials and date:*  
10/10

RECORDED-140

INDEXED-140

OCT 16 1952

166-2554-994  
*Handwritten file number and initials*

EX-107 INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 7-2-76 BY [Signature]

71 OCT 24 1952

RECORDED COPY FILED IN

MR. TOLSON

October 9, 1952

THE EXECUTIVES CONFERENCE

HEREIN IS UNCLASSIFIED  
DATE 11/21/92 BY SP1/cl -  
CPX

*[Handwritten signature]*  
#496-52

The Executives Conference of October 9, 1952, consisting of Messrs. Ladd, Holloman, McGuire, Graham, Clegg, Laughlin, Mohr, Harbo, Tracy, and Glavin, considered certain suggestions submitted by the Special Agent in Charge of the New Orleans Office looking toward economy in Bureau operations.

(1) He suggests that there be a decrease in the number of police training schools.

It was pointed out to the Conference that the matter of police training had already been the subject of an SAO Letter to the field wherein it was stated there should be economy in the handling of such training programs during the remainder of the present fiscal year. The matter of decreasing or stopping such schools was previously considered and it has been approved that we would continue the schools and reconsider in January, 1953.

(2) The Special Agent in Charge suggested that the various Agents in Charge be given greater latitude in supervising possible apprehensions of fugitives allegedly armed and dangerous, he pointing out that in many instances a day or more of travel is involved and that when the apprehension was made it resulted in finding the fugitive unarmed and docile. He further pointed out that on some occasions after travel was made, the fugitive was not apprehended due to his not being in the vicinity where it was felt that he might be.

The entire Conference felt that it would be highly undesirable to change the Bureau's regulation in this regard.

(3) He suggested that the Bureau's policy in the utilization of teletypes on fugitive apprehensions be revised.

It was pointed out to the Conference that the matter of fugitive apprehensions has been the subject of an SAC Letter in the recent past to convinces them. A recommendation has been just submitted by the Investigative Division to discontinue teletypes to the Bureau on cases in which apprehensions for a trial period of sixty days and to permit the use of air mail to report such apprehensions. Further action need not be taken in this regard.

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

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 90

INDEXED - 90

66-2554-9943  
NOT RECORDED  
103 OCT 22 1952

ORIGINAL FILED IN 62-2554-9943

OCT 28 1952

A. H. BELMONT

October 9, 1952

C. H. STANLEY

copy

~~ECONOMY OF OPERATIONS~~  
SUGGESTION #474-52

*Handwritten notes:*  
2-12-52  
SP-5  
CP

PURPOSE:

To set forth the comments of the Loyalty Section concerning this suggestion.

SUGGESTION:

In the interest of economy, the Baltimore Office submitted the following suggestions concerning the handling of teletypes in Loyalty cases:

- (1) The conversion of a preliminary inquiry to a full field investigation by the Field be handled by letter to the Bureau and interested offices rather than by teletype.
- (2) Leads to other offices should be sent by mail where there is a reasonable amount of time remaining for the offices receiving the leads to cover them and still meet the Bureau deadline.

COMMENTS OF THE LOYALTY SECTION:

Section 69 of the Manual of Instructions, Part D, paragraph 4, page 6b, requires that the Bureau and auxiliary offices be advised by teletype of the conversion of a preliminary inquiry to a full field investigation. However, SAC Letter #97 dated September 26, 1952, Section F, concerning "Use of Teletypes and Telephones" supersedes this instruction, although Loyalty cases are not specifically mentioned therein.

It is noted from the incoming communications in the Loyalty Section that most conversions by the Field are presently being handled by AMSD letters or by teletype forms sent Air Mail. The same is true of Leads being sent between Field Offices, with the Bureau receiving a copy of the communication by mail.

RHE:je

RECORDED - 125

66-2554-9946  
RECORDED  
138, OCT 22 1952

361  
79 NOV 5 - 1952 EX-18  
~~63 OCT 31 1952~~

INDEXED - 125

~~UNITED STATES DEPARTMENT OF JUSTICE~~  
DIVISION OF ATTORNEY GENERAL

EXECUTIVE CONFERENCE

ORIGINAL COPY FILED IN 66-2554-9946

The Loyalty Section has no objection to the suggestion and is in favor of it in view of the fact that it is essential that maximum economy be exercised at this time. It is felt, however, that this practice is actually in effect in the Field at the present time in view of the instructions that have been furnished to the Field with regard to the cutting of communications costs. It is realized that this practice will tend to lengthen the time it would take to complete some Loyalty cases involving extensive investigation by several Field Offices. In the unusual type case involving an important person or involving widespread publicity, the Field will be specifically instructed by the Bureau to set out necessary leads by teletype in keeping with the general standards set forth in the SAC Letter #97 dated September 26, 1952.

RECOMMENDATION:

It is recommended that this memorandum be forwarded to the Training and Inspection Division.



SAC, Albany (66-1504)

10/15/52

Director, FBI

CIVILIAN DEFENSE DRILLS

Reurlet 10/8/52.

SAC Letter #27, Series 1950, dated 4/18/50, precludes your participation in the proposed meeting. The matter of participation in Civilian Defense matters was very carefully considered by the Bureau prior to the publication of this SAC Letter.

FHS:EHW

Note: On 4/11/50, the Executives Conference unanimously recommended that the field be advised that they should not participate in any way in the formation of Civilian Defense plans. The SAC was sent as a result of this action.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/20/01 BY SP-1/BJT

RECORDED-33

EX-23

66-2554-9948

OCT 22 1952

80

ORIGINAL COPY FILED IN

78 OCT 30 1952

MR. TOLSON

10/15/52

EXECUTIVES CONFERENCE

SUGGESTION #489-52

Present at the Conference on 10/2/52, were Messrs. Ladd, Tracy, Gearty, Mason, Laughlin, McGuire, Mohr, Harbo, and Glavin.

The Conference considered the suggestion submitted by the Special Agent in Charge of the Norfolk Office concerning the conservation of Bureau funds wherein it was suggested that the normal practice of the Bureau to permit changing of oil in Bureau automobiles every 2,000 miles be changed to permitting offices to change the oil every 4,000 miles.

Further suggestion was made that standard gasoline be purchased in lieu of new high-test.

The present rule enunciated in Bureau Bulletin #9, dated February 17, 1949, is that oil will be changed every 4,000 miles or in the spring and fall, whichever occurs first, except that in some locations more frequent changes may be needed because of considerable dust in the air or sandy soil, and in some locations less frequent changes may be advisable. The Conference felt that, since these instructions were contained in a Bulletin issued nearly 4 years ago, and such Bulletins are destroyed after retention for 3 years in the field, it would be advisable to remind the field so that maximum economy in the use of oil can be obtained. If approved, an SAC Letter is attached for approval.

With reference to the use of standard grade gasoline, this suggestion has previously been handled and an appropriate communication is going to the field in connection therewith.

Attachment  
cc-Mr. Mohr  
Mr. Clegg  
WRG:mab/EDM:DMJ

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-22-98 BY SP4 JET

RECORDED-1

4480

66-2554-9949  
OCT 22 1952

M  
WPC

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

60 OCT 28 1952

ORIGINAL FILED IN 66-2554-9949



Mr. Tolson

10/14/52

The Executives Conference

ECONOMIES

Present 10/13/52: Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Gearty, Rosen, Tracy, Wick and Clegg.

When fugitives are located or when the U. S. Attorney decides prosecution is no longer desired, the office of origin then notifies other offices where leads are pending to discontinue the investigation. This is presently handled by teletype. In case of the ten most wanted fugitives, the top Communist fugitives, or IO fugitives, teletypes are frequently sent out from the Bureau instructing that pending investigations be discontinued.

Inspector Mason suggested that for a 30-day period the field offices be instructed to stop sending "discontinue" teletypes and that each SAC at the end of 30 days advise the Bureau of any instances wherein this practice caused unnecessary work, with an estimate of the cost of the unnecessary work. Instead, air mail would be used during this 30-day period of experimentation.

Of course, it will be necessary, as in the past, for the field offices to communicate with the Bureau to request authority for a press release, but this, of course, is not a "discontinue" wire. Mr. Harbo also pointed out that the Bureau could continue notifying all field offices by an all points radio message of the location of an IO fugitive. This does not add, however, to the expense of communications.

All members of the Conference present recommended favorably as to Mr. Mason's suggestion and if approved, there is attached hereto an SAC Letter accordingly.

Attachment

cc: Mr. Mohr  
Mr. Clegg

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

HHC: EHW

RECORDED - 91 66-2554-9950

OCT 24 1952

EX-106

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/2/82 BY 250-48

28 OCT 26 1952

ORIGINAL FILED IN 66-2554-9950

MR. TOLSON

October 21, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of October 20, 1952, consisting of Messrs. Tolson, Nichols, Gearty, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, Rosen, and Glavin, considered a suggestion submitted by the Special Agent in Charge at Savannah that during the remainder of the present fiscal year we discontinue giving physical examinations to Special Agent personnel on an annual basis.

It was pointed out to the Conference that insofar as the Savannah Division is concerned, it costs approximately \$15.00 an Agent for travel and per diem expenses and if the physical examinations were held in abeyance for the remainder of the present fiscal year there would be a savings of approximately \$450 in the Savannah Division alone.

It was pointed out to the Conference that the Bureau had just recently perfected arrangements with the Army, Navy, and Air Corps to have physical examinations afforded our Special Agents on an annual basis. It was the feeling of the Bureau that due to the type of work being handled by Agent personnel it would be to the advantage of the Bureau and its Agents to have them examined annually.

The Conference unanimously felt that this particular procedure should be continued since it is to the advantage of the Bureau to have its Agents examined annually. The Conference further pointed out that we have but recently perfected arrangements for annual physical examinations and it would not be desirable to again recontact the examining facilities to return to the previous examination schedule of a physical once every two years in all divisions outside of Washington. There is attached hereto a suggested communication to the SAC at Savannah.

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

cc: Mr. Clegg  
Mr. Mohr

REC-127

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-22-90 BY SP-3/CPK

RECORDED - 68  
INDEXED - 68

66-2554-9951  
OCT 27 1952

*[Handwritten signature]*

NOV 3 1952

MR. TOLSON

October 20, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-92 BY SP3CJ/PT

The Executives Conference of October 16, 1952, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Rosen, Gearty, McGuire, Holloman, Clegg, and Glavin, was advised by Mr. Glavin that information has been received from the Employee Relations Section, Personnel Branch, Administrative Division of the Department of Justice concerning the nomination of Bureau employees for the Arthur S. Fleming Award.

It was pointed out to the Conference that the Junior Chamber of Commerce of Washington, D. C., recently announced that it will make its fifth annual presentation of the Arthur S. Fleming Award to the outstanding young man in the Government Service, and it will also present to three other young men "Certificates of Merit" for their achievements. It was pointed out that the selection of these men will be on a competitive basis and the winners will be determined by a distinguished board of judges. The purpose of this award is to give recognition to young men who have performed unusual and outstanding work. The Federal Personnel Council has enthusiastically and unambiguously given its approval for the making of these awards, and it is anticipated that all of the Executive agencies will select nominees for the contest. It was pointed out that all nominations will be given wide local publicity and the winners will receive national recognition. It was also pointed out that under the eligibility rules the employee must have passed his 21st birthday during 1951 and he must not reach his 35th birthday before January 1, 1953. The employee must be stationed in the Metropolitan Washington area.

The Employee Relations Section of the Department requested that the nominations be sent to Mr. S. A. Andretta by Friday, October 1952.

The Conference was of the unanimous opinion that the Bureau not nominate any Bureau employee for this award.

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

cc: Mr. Mohr  
Mr. Clegg

RECORDED-1

166-2557-9952

157 OCT 24 1952

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361  
OCT 24 1952

MP

ORIGINAL FILED IN 101

RA

Mr. Tolson

10/24/58

Executives Conference

FBI NATIONAL ACADEMY  
ARMED SERVICES POLICE DETACHMENT

Present at the Executives Conference on October 22, 1958, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference recommended favorably that consideration be given to the desire of the Armed Services Police Detachment of Washington, D. C. to designate an officer to attend the next session of the FBI National Academy. The officer nominated by the Armed Services Police Detachment is Warrant Officer (j.g.) John H. Sligh of the U. S. Air Force. In the event the Director approves, appropriate record checks and file reviews will be made relative to Sligh prior to the issuance of an invitation.

Including the 2 representatives in the current session of the FBI National Academy, 8 representatives from the U. S. Marine Corps have attended and we have had 2 representatives from the Provost Marshal General's Office.

The Armed Services Police has headquarters at the Naval Gun Factory, is commanded by Lieutenant Commander Ralph N. Pickles of the U. S. Navy, and has jurisdiction over regulating the conduct and activities of servicemen in the Washington area with appropriate military arrest powers and military jurisdiction.

If you approve, the attached letter should go forth to Lieutenant Commander Pickles.

cc: Mr. Mohr  
Mr. Clegg

EDM:ATP

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-22-92 BY SP2 CJA/HAT

RECORDED - 82

INDEXED - 82

66-2554-9953

OCT 28 1958

37

77 OCT 30 1958

Mr. Tolson

10/30/52

The Executives Conference

SUGGESTION SUBMITTED BY

MRS. [redacted]

Present 10/17/52; Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Clegg.

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The suggestion of Mrs. [redacted] of the Identification Division to the effect that when regular fugitives are involved, if the enlistment in the Armed Forces is over 3 years old, the field office should be responsible for contacting the appropriate offices of the Bureau for the purpose of obtaining the service record rather than having the Liaison Section of the Identification Division attempt to secure the service record in Washington, D. C. Employee points out that in nearly all instances the service record is not found in Washington and the Army record is at St. Louis and the Navy and Marine Corps records are in the New York Division. If the enlistment is over 3 years old, the records should be in those offices.

As disadvantages it was pointed out that there have in the past 2 years been automatic extensions of enlistments. There are also many fingerprint cards which do not carry an indication of the time of enlistment; at other times the enlistment is for a specific period and the subject goes absent without leave; and at other times the Reserve Corps members are involved and their records are in Washington.

Mr. Tracy recommended that statistics on these inquiries be maintained for 60 days and the suggestion re-evaluated at that time, with which suggestion the Executives Conference unanimously agreed.

There is attached hereto a proposed letter of appreciation to Mrs. [redacted]

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Attachment

RECORDED - 27  
INDEXED - 27

cc: Mr. Mohr  
Mr. Clegg

EX-115

66-2534-9954

OCT 28 1952

51

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-27-98 BY 9254 WPT

NHO: EHW

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

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P-23

ORIGINAL FILED IN 66-16263-177

Handling of mail in field divisions

John

The Director

September 15, 1952

The Executives Conference

PROPOSED TRANSFER OF CORRELATION UNIT FROM DOMESTIC INTELLIGENCE DIVISION TO RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 02/19/01 BY SP5CJ/DT

On September 12, 1952, the Conference, composed of Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Mohr, Belmont, Clegg, Gearty and Harbo, considered the suggestion that the Correlation Unit be transferred from the Domestic Intelligence Division to the Records and Communications Division; also that a more concise type of correlation summary memorandum be prepared. This Unit was established in 1949 with a two-fold purpose: (1) to assist supervisors in the handling of complex cases; (2) to help purge the Bureau indices of reference cards with attendant savings in Records Section operations.

The correlation procedure consists simply in the review of all references on a specified name by correlation clerks under the supervision of Agents. An abstract is prepared of each reference, including the file and serial number so that, if necessary, the supervisor can review the original source material. Upon completion of a correlation memorandum, it is placed in the main file on the subject, with the serial number of the correlation memorandum being shown on the main index card. Thereafter all of the reference cards are destroyed. This results in a substantial saving in the Records Section whenever it is subsequently necessary to search the same name, the savings applying not only to the Indices Unit but also to the File Review Unit and the Filing Unit, which pulls files, locates them when out of file and subsequently replaces them in file.

Under the present setup the names of individuals on whom correlation memoranda are prepared are selected primarily by the Domestic Intelligence Division. Most currently pending requests represent subjects in Smith Act cases and in espionage cases. In Smith Act cases the primary interest of the Internal Security Unit at present is to review all references for purposes of making sure that all pertinent information is in the possession of the office of origin, which is responsible for preparing the prosecutive summary report. In espionage cases supervisors must review all references before the case can be closed; also they

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

CC - Mr. Glegg  
Mr. Mohr  
Mr. Belmont  
Mr. Nichols

RECORDED-84  
INDEXED-84  
EX-141

RH

66-2554-9955  
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INITIALS ON ORIGINAL - 4

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BTH: kmb

ORIGINAL FILED IN 66-1855-8-1214

are concerned with all existing reference material not only at inception of the investigation but also throughout the course of the investigation. The existence of the correlation memoranda is of material assistance to the supervisors in handling complex cases. However, probably 95 per cent of the review of files necessary by the supervisors in Smith Act and espionage cases is handled by the supervisors because the time element does not permit them to await the possible preparation of a correlation memorandum.

The Correlation Unit consists of 27 clerks, 19 typists and one Special Agent Supervisor, a total of 47. During the three-month period ending June 30, 1952, this Unit reviewed 13,309 file references and 13,657 index cards were destroyed in the Records Section as a result thereof. The average cost per index card destroyed was \$3.08. The best available data indicate that in the Records Section it costs an average of 28 cents per reference handled in connection with a current name check. This means that, insofar as the value of the correlation program to the Records Section is concerned, it would be necessary to handle the same reference eleven additional times in order that the savings resulting from the correlation memorandum would equal the cost per reference under the correlation program. There is, of course, the additional savings to the supervisor in having all references consolidated into a single memorandum whenever it is necessary to review these references in the future, but it has not been possible to obtain an estimate of the monetary savings involved.

A survey in the Records Section on 16 common names disclosed that a name check was made on each of these names on an average of eight times a week. Approximately 2-1/2 million name checks were handled in the Records Section in the last fiscal year. The foregoing figures indicate that the best way to make a savings in the cost of handling name checks in the Records Section and the quickest way to get maximum return from the \$3.08 cost per reference card destroyed under the correlation program would be having this program handled in the Records Section with the names recurring most frequently in the Records Section on name checks being selected for the preparation of correlation memoranda.



The Conference was advised that as an experiment Mr. Nichols had the Records Section prepare a correlation summary memorandum on one of the names which had previously been handled by the Correlation Unit of the Domestic Intelligence Division. The cost per reference index card eliminated under the Records Section procedure was 63 cents. This lower cost was achieved by streamlining the content of the summary memorandum to a considerably more concise statement of the material appearing in the individual references summarized. Mr. Nichols pointed out that the Records Section type of summary still contains all of the necessary lead information for the supervisor; it would be the key to all information on that particular subject in our files and where necessary or desired the supervisor could call for the individual file references from the Records Section. On the other hand, the correlation summaries presently being prepared by the Domestic Intelligence Division are sufficiently comprehensive that only infrequently would it be necessary for the supervisor to call for individual file references in order to see the original data in the file. Mr. Nichols proposed that if the Correlation Unit is transferred to the Records Section, the more concise summaries be prepared rather than the substantially complete summaries presently being prepared.

Mr. Tolson favors abolition of the Correlation Unit and the discontinuance of preparing correlation memoranda, on the ground that the results produced are not of sufficient value to justify the cost involved. He proposes that the clerical personnel involved be transferred to the Records Section to work on such duties in that Section as they are qualified to handle.

Messrs. Ladd and Glavin favor continuing the Correlation Unit as at present, i. e. in the Domestic Intelligence Division and preparing the complete type of correlation memoranda. They feel the Unit is rendering valuable service to the supervisors in the Domestic Intelligence Division, conserving the time of the Agent supervisors and facilitating the handling of complex cases. Mr. Ladd feels that since the supervisors in the Domestic Intelligence Division are responsible for the work



which they turn out, the supervision of the preparation of the correlation memoranda should remain in that division. Mr. Glavin further points out that if the proposed transfer were made, it would logically result in the necessity for assigning additional people to the Domestic Intelligence Division; however, Mr. Belmont is not certain that this would be the case.

Messrs. Tracy, Clegg and Gerty favor transferring the Correlation Unit to the Records Section, with the Records Section to select the names on which summaries are to be prepared and that the present complete type of summary memoranda be continued.

Messrs. Nichols, Lohr, Belmont and Harbo favor the transfer of the Correlation Unit to the Records Section with the Records Section to select names on which summaries are prepared and also that the concise type of correlation summaries proposed by Mr. Nichols be used in lieu of the present procedure. They believe this is the quickest and best way to effect a savings in operation commensurate with the cost of preparation of correlation memoranda.

Respectfully,  
For the Conference

Clyde Tolson

EXECUTIVE CONFERENCE

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Ky

~~INCIDENTS - ...~~

66-2554-9956

RECORDED - 47

OCT 28 1952

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INITIALS ON ORIGINAL  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/28/92 BY [signature]

79 NOV 3 - 1952

ORIGINAL FILED IN 66-2058-10-199

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. Glavin

DATE: 10-1-52

FROM: E. J. Ingram

SUBJECT:

Bureau Automobile Accidents  
1950 - Ford - #HODA-117980  
Date - September 15, 1952  
Damage - \$326.09  
SA Gordon S. Carr - Cincinnati



As you will recall, at approximately 4:25 p.m. on 9-15-52 while operating a Bureau car Agent Carr was involved in accident near Dayton, Ohio, with a car owned by the Toledo Plast and Supply Company and operated by [redacted]. The SAC was requested to advise the Bureau the nature of Agent Carr's business when this accident occurred and whether it was sufficiently urgent to warrant the use of the siren and red lights. The investigation report and the SAC's explanation have now been received and the details of the accident are set out below.

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Agent Carr advised that at 4:00 p.m. he had been instructed to proceed to the Wright-Patterson Air Force Base Supply Room about 10 miles from the Dayton Resident Agency to obtain some walkie-talkie radio equipment for use in a highly important fugitive investigation. Agent Carr approached Gate 12-A of the base proceeding east on O Route #4, a six-lane divided highway and noticed very heavy traffic at the intersection of Gate 12-A and Route #4, both eastbound and westbound on Route #4 and southbound out of Gate 12-A. Agent [redacted] accompanying Agent Carr in the Bureau car advised Agent Carr at 4:25 p.m. and it was decided to place the red light and siren in operation to clear the intersection so they could enter the base and reach the supply room before the 4:30 p.m. closing time as it appeared that the additional equipment would be urgently needed. The lights and siren were in operation on approaching the intersection and traffic was observed to be stopped in all directions. The traffic light at the intersection was green for the east and westbound traffic on Route #4 and Agent Carr made a partial left turn after proceeding into the intersection at about 10 mph. He drove in the island between the eastbound and westbound traffic lanes, observed that the left and right-hand lanes of traffic headed west or toward the Bureau car were stopped and no approaching traffic in the open middle lane. He then proceeded to pull north past the three lanes of westbound traffic on the north side of Route #4 and heard the brakes of the third party's car. The car struck the right front side of the Bureau car as the Bureau car was passing the middle lane. The Bureau car was knocked about 2 feet to the left by the impact. Both cars were towed away from the scene. Agent Carr found all the windows up on the third party's car except for the front left-hand window.

OCT. 21 1952

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LRH:jk

Agent [ ] was thrown partially through the right front door and Agent Carr took hold of his coat collar and dragged him onto the front seat at which time Agent [ ] lost consciousness. Agent Carr drove the Bureau car across the right-hand lane of the westbound traffic and pulled up to the traffic control tower about north of the road edge of Route #4. He immediately requested the civilian police officer on duty in the tower to call an ambulance. Agent Carr received skin bruises on both arms, a sprained middle on the right hand and a bump on the back of his neck as a result of the accident. He received treatment at the base hospital.

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b7C

Agent [ ] furnished substantially the same information as given by Agent Carr concerning the accident. He received medical attention at the base hospital for cuts and bruises on the head, an x-ray picture of his back. No bones appeared to be broken but Agent [ ] advised there was a spasm of the back and shoulder muscles. He received additional treatment at the hospital for this muscular spasm and was at this time advised that pleurisy had set in his chest from the blow of the accident. Bruises also appeared on his right knee and right ankle. Arrangements were made for heat treatments.

The third party believed he was about 200' from the intersection when he saw the light was green and estimated his speed at the time as 25 mph. He observed the car in front of him in the middle lane pull on through the light and he pulled on to the intersection about 60-75' behind this car. He did not hear any siren or see any car turning across the westbound lanes of traffic. Suddenly he saw the Bureau car directly in front of him and felt the collision. He suffered a slight cut on the top of his head and bruises. He was examined at the base hospital and released.

He recalled that the traffic in both directions was very heavy and he also heard a nearby train as he approached the intersection plus noise from airplane motors. He advised that he has an insurance policy with the Glen Falls Indemnity Company and their Toledo representative was the Brooks Insurance Agency, Inc.

A witness advised he was driving east on Air Way Road which parallels Route #4 at the intersection of Route #4 and the entrance Gate 12-1. He heard the siren on the Bureau car and noticed a couple of cars go west through the green light in the westbound lane of Route #4 before the Bureau car pulled into the westbound traffic lanes. He then saw the third party's car crash into the Bureau car. He estimated the speed of each of the cars to be not over 15 mph at the time of the accident.

Another witness advised she was walking about a block more from the intersection proceeding east on the south side of railroad tracks which parallel Route #4 at the point where Air Road intersects with Route #4 and at which point there is an exit to Gate 12-A. She heard the siren blowing on the Bureau car and noticed the red light on the front of this car. She saw the car but was too far away to see any details of the accident.

[redacted] Civilian Police Department of Wright-Patterson Air Force Base, was on duty at the signal control tower which is located on the northeast corner of Route #4 and the exit to Gate 12-A. The tower is about 10' from the ground and he was standing on the platform outside the tower. He advised the traffic had backed up in the left lane of the westbound lanes of traffic Route #4 for the red signal light and the island between the lanes also had some cars waiting. He gave the green signal to the traffic on Route #4 so that the Bureau car with the siren blowing could go on through. This green signal was given about 30 seconds before the Bureau car arrived at the intersection. He then noticed that the Bureau car made a left turn into the island and he did not have time to switch the signal from red to green in order to hold the westbound traffic on Route #4 before the Bureau car started to cross the intersection. He noted the third party's car approaching the intersection in the right lane of the westbound lanes and supposed that the third party was partially blinded by the sun as he was driving into it and his view was also obscured by the traffic in the other lanes. He estimated the speed of the Bureau car at not more than 10 mph and the third party's speed as 15 mph.

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Patrolman [redacted] of the same department proceeded to the scene to investigate the accident. He stated the third party said excitedly, "Officer, you can see my tracks and can see that I hit me." His jurisdiction ceased when the Ohio State Highway Patrolman arrived. He prepared a Motor Vehicle Accident Report which reflected the cause of the accident as being that Agent Carr failed to yield the right-of-way. However, he stated he had no firsthand information as to this being the exact cause of the accident. He indicated on the report that Agent Carr had disregarded a signal; however, this again was his own opinion and he advised he was not sure that this information was entirely true. Another patrolman was off duty at the time arrived at the scene of the accident to assist the control tower operator while he was being interviewed. He saw the red light still burning on the Bureau car and turned it off. He was of the opinion the accident was caused by disregard for the siren and red light on the Bureau car.

Patrolman [redacted] Ohio State Highway Patrol, stated that the skid marks made by the third party's car measured [redacted]. He made a complaint on 9-16-52 before the Clerk of Municipal Court, Xenia, Ohio, and a warrant was issued charging the third party with failure to yield the right-of-way to an emergency vehicle. He did not serve this warrant pending the results of the interview with the third party at Toledo by the Highway Patrol. He stated, however, that he is not sure whether or not any prosecutive action would be taken against the third party as he had been advised by his superiors that they do not think this charge would "stick" based upon the facts of the case. He stated that he would keep the Cincinnati Office advised of all developments. His report of the accident had not been completed relative to the item "Violations of Driver and Pedestrian" as he is waiting for the results of the interview with the third party. He did not want to make an estimate as to the speed of the third party car but he did not feel that a car traveling at the rate of 15 mph would lay down any skid marks if the brakes were applied full for [redacted].

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[redacted] further stated that Agent Carr was in the right in his actions due to the fact that it had been pretty well established that he was not driving over 10 mph, his siren/blowing and the red signal was lighted. He was of the opinion that the third party failed to yield the right-of-way to an emergency vehicle. He added, however, that it was entirely possible that the third party did not see the Bureau car or light thereon due to the traffic in the left lane of westbound traffic and that it was also possible that he did not hear the siren or realize that the Bureau car was making a turn direct in front of him.

The investigating agent noted that the highway was level and dry, concrete pavement. All witnesses and investigative officers interviewed in connection with the investigation of this case indicate they would be willing to testify in court to the information furnished by them in the event such service was requested of them.

#### DAMAGE

1. Bureau car - \$326.09
2. Third party's car - \$708.92
3. Personal injuries - Agent, Agent passenger in Bureau car and third party slightly injured.

#### SAC'S COMMENTS AND RECOMMENDATION

SAC Brown advised that a review of the investigative report failed to reveal any negligence on the part of Agent Gordon S. Carr and in the absence of improper handling of the Bureau car he recommended that he not be held responsible for the damages to the Bureau car.

The SAC advised that the Cincinnati Division was maintaining surveillance in Dayton and Wapakoneta, Ohio, in connection with highly important fugitive investigation entitled "Joseph Wayne Lee, Fugitive, et al; Escaped Federal Prisoners" and all available radio-traffic equipment was being utilized in connection with the surveillances. During the afternoon of 9-15-52 information was obtained that the subjects of the Nolen case were possibly in Springfield, Ohio. In view of the extremely dangerous nature of the fugitives in question it was felt advisable to borrow additional equipment in order to intelligently and effectively fully cover the positions under surveillance. Agent Carr was instructed by the Senior Resident Agent at Dayton to proceed to the Wright-Patterson Air Force Base to obtain the equipment. No instructions were given to utilize the siren or red light. The action was done by Agent Carr upon approaching the congested intersection where the accident occurred.

**RECOMMENDATION**

It appears that Agent Carr was justified in using the siren and red light and was proceeding with caution when he attempted to make the left-hand turn. With the exception of the third party drivers at the intersection recognized the emergency nature of the Bureau car and gave the Bureau car the right-of-way. It is recommended that Agent Carr not be held responsible for the accident.

It is noted a lead has been set forth in the investigation report of the accident for the Cleveland Division to contact the Brooks Insurance Agency, Inc., insurer of the third party, to determine their attitude toward liability in this matter. All developments will be closely followed and in the event the insurers of the third party decline liability it is recommended that the cost of the damage to the Bureau car be borne by the government since it would be difficult to place full responsibility for the accident on the third party.

The SAC will be instructed to follow the action taken by the Ohio State Highway Patrol and to promptly advise the Bureau.

ADDENDUM - 10/14/52

*I Agree  
Goy 10-8-52*

The Executives Conference of October 13, 1952, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Gearty, Rosen, Belmont, and Glavin, in reviewing the facts in connection with the accident in question was of the unanimous opinion that the Agent should not be held responsible for the damages in question.

WRG:gt

*Memo to SAC  
10/15/52  
H*

Mr. Tolson

10/23/52

The Executives Conference

SUGGESTION BY Present 10/22/52: Messrs. Ladd, SA HARVEY BURSTEIN Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy and Mason.

The Conference considered the suggestion from Special Agent Harvey Burstein of the Washington Field Office to the effect:

- (1) Closed files in the field be reviewed periodically and where the subject of a file has attained his 70th birthday, the file be set aside in a special section for a 3-year period.
(2) A green-colored memorandum form be placed in the file as the top serial, indicating that the subject thereof has reached 70 years of age.
(3) When the subject of a field investigative file has reached the age of 73, the file be destroyed.

The Conference was unanimously opposed to this suggestion, feeling that the maximum destruction of files permissible by law is already in effect under the program of destroying investigative files when they become 25 years old and of destroying certain administrative files at more frequent intervals.

The Conference felt that adoption of the suggestion would result in considerable administrative work to separate the files without any benefits being apparent.

In forwarding the suggestion to the Bureau, SAC Hood pointed out complications attendant to the suggestion.

Conference unanimously opposed. If you agree, no further action is necessary. Burstein has already been thanked for his idea.

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

EDM: EHW

cc: Mr. Mohr
Mr. Clegg

RECORDED - 116

INDEXED - 116

EX-25

OCT 29 1952

88

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 2-27-97 BY 299

166-2554-9957

ORIGINAL FILED IN 66-3286-117



October 16, 1952

MEMORANDUM FOR THE DIRECTOR

At the Executive Conference this morning, consisting of Messrs. Tolson, Belmont, Clegg, Glavin, Harbo, Rosen, Tracy, McGuire, Mohr, Gearty, and Holloman, I brought up the matter of memoranda that are received in your office for you to see. It was explained that we were experiencing more and more difficulty regarding memoranda that are being prepared, and particularly it was pointed out that in many instances necessary and pertinent dates are not included in memoranda.

It was also pointed out that memoranda are being received in which there is no separate heading indicating what action has been taken or is recommended. The necessity for this item in memoranda was stressed.

The length of memoranda was also discussed and it was explained to the Conference that the memoranda and mail that you are required to see have increased tremendously and that it was impossible for you to read the large volume of memoranda when they are submitted with such verbosity; that on such occasions it is necessary for this office to compile a short synopsis which is attached to memoranda in order to boil down for you in one paragraph generally what the memorandum is about.

In order to facilitate your work, it was pointed out to the Conference that it appeared necessary that some drastic action be taken immediately and to that end it appeared imperative that in the future all memoranda, of more than one page in length, contain on the first page a short, brief, concise synopsis of the entire memorandum. This synopsis would serve much in the same manner as a synopsis now serves on an investigative report, and upon reading the synopsis you would immediately learn generally what the memorandum is about and what action has been taken, or is proposed to be taken, thereon.

In view of no objections voiced at the Conference to this new procedure and the ready acknowledgment by the members of the

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

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166-2357-9958

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101 OCT 29 1952

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DATE 12/1/84 BY SP5/BJP

66-3665-2257

ORIGINAL FILED IN

1002 P-15

Mr. Tolson

10/20/52

The Executives Conference

ECONOMIES Present 10/17/52; Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gerty, Nichols and Glegg.

During the course of the self-inspection of the Identification Division, Night Supervisor [redacted] and James E. Farris of the Technical Section Night Force recommended that the teletype machine in room 4195 IB be removed, which would effect a savings of \$300 per year. This machine is used only from 6:00 p.m. to 8:00 p.m. on weekdays, Saturdays and Sundays.

b6  
b7c

This teletype machine can be discontinued because an Identification Division employee goes to the Bureau Teletype Room to pick up incoming messages twice nightly, Monday through Friday and on weekends, which trip is made during each 8-hour shift for this purpose. Messages which must be handled urgently may be called over by telephone.

The Conference unanimously recommended that this teletype machine be removed and that the employees be forwarded a letter of appreciation in lieu of the cash award.

Attachments

cc: Mr. Mohr  
Mr. Glegg

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HHC:EHF

RECORDED - 91

OCT 29 1952

41

- Tolson
- Ladd
- Nichols
- Belmont
- Mohr
- Glavin
- Tracy
- Harbo
- Rosen
- Gerty
- Nichols
- Glegg

*Handwritten signature and notes*

303

3 1952

ORIGINAL FILED IN 62-11777-1776

62-11777-1776

Memorandum for the Director

Conference present that such drastic action was necessary in order to facilitate your work, this procedure will be followed in the future. Of course, this does not in any way change the previous rule, which was recently established, that all memoranda of more than five pages will contain a one-page synopsis, but this new procedure will be followed in all memoranda of five pages or less in length.

From the reaction of the members of the Conference present this morning, I am sure that we will receive the complete cooperation of all of the officials in connection with this new procedure, which it is felt is vital to alleviating the heavy reading burden which you have.

Action Recommended:

In the future, all memoranda of more than one page will contain a short synopsis on the first page, relating generally what the memorandum is about and the action proposed or taken.

*[Handwritten signature]*  
Respectfully,

FCH:eff

F. C. Holloman

*I am very pleased  
of the above being carried  
out. If the rest, Sir, is  
nearly as it can be  
accomplished.*



To the Director (continued)

No. 93, dated September 19, 1952, advises as follows: "While it is important that speaking engagements which will be of benefit to the Bureau should be accepted, I want to emphasize the importance of economy in connection with such matters. Speaking engagements which involve travel should always be combined with official business so that there will be no unnecessary expenditures in this regard."

The Executive Conference, therefore, does not recommend any further change in the handling of speech commitments.

4. SAC Foster also suggested that all current and proposed Police Schools be reevaluated to cut down on travel and per diem.

The Executive Conference points out that Police Schools serve a very definite purpose and as a result of these schools, closer cooperation is had with the local law enforcement agencies.

The Conference further points out that the Police Schools remaining for the present fiscal year total approximately 1,800.

It is not felt there would be a savings in discontinuing these schools since salary payments would continue regardless whether the schools were held or cancelled.

The Conference has heretofore recommended that these schools be continued at this time and that the further continuance of these schools be again considered and reevaluated in early January, 1953.

There is attached hereto a communication to the SAC at El Paso concerning the suggestions above-mentioned.

Respectfully,  
For the Conference

Clyde Tolson

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

Mr. Tolson

10/23/52

The Executives Conference

5008 ESTON #515-52  
SUBMITTED BY [redacted]

b6  
b7c

IDENTIFICATION DIVISION

Present 10/22/52: Messrs. Ladd,  
Harbo, Glavin, Mohr, McGuire,  
Belmont, Gearty, Rosen, Tracy,  
and Mason.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/23/98 BY SP-10/BJF

The conference considered a suggestion submitted  
of the

jointly by [redacted] that music be played during the rest  
identification Division on the night shift in the identification Division.  
periods on the night shift in the identification Division.  
The conference unanimously agrees that there is no objection  
to playing music on the night shift in the identification  
Division on the same schedule under which music is played  
for the night shift employees in the Records Section in  
the Justice Building. On the night shift in the Records  
Section music is played from 9:30 p.m. until 11:30 p.m. for  
15-minute periods, alternately with 15 minutes of silence,  
so that in the 2-hour span, there is a total of one hour of  
music. Music is also played during the rest period.

The Conference unanimously does not desire to  
make any recommendation for the playing of music on the Day  
Shift in the Identification Division because this was tried  
unsuccessfully while the Identification Division was located  
in the Armory and there were objections from instructors  
teaching classes and from readers.

There is no Midnight Shift problem.

If you concur relative to the playing of music on  
the night shift of the Identification Division from 9:30 p.m.  
to 11:30 p.m. and during rest periods, Mr. Tracy will make  
the appropriate arrangement. It is noted that music is  
already played in the Identification Division from 9:30 a.m.  
to 8:00 a.m. (before work) and this experience has been  
satisfactory. RECORDED 22

INDEXED 25  
The following letters of appreciation to  
[redacted] assisting them of the

outcome of consideration afforded their suggestion.

b6  
b7c

Attachments

cc: Mr. Mohr  
Mr. Glegg

(Heretofore music has been played in the  
Identification Division only during the period  
7:30 a.m. to 8:00 a.m. and at no other time.)

AT 10/23/52

OK



MR. TOLSON

October 8, 1952

EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 1-21-92 BY SP5U-2  
LPT

The Executive Conference of October 7, 1952, consisting of Messrs. Tolson, McGuire, Gearty, Clegg, Rosen, Ladd, Laughlin, Harbo, Tracy, and Glavin, considered the supervisory assignments in the Detroit Office.

It was pointed out that as of August 31, 1952, there were 3,777 cases pending in the Detroit Office. 1,430 cases were closed during the month of August, 1952. As of October 1, 1952, 244 Agents were assigned to the Detroit Division.

There are 13 supervisory employees presently approved for the Detroit Office. The SAC at Detroit under date of September 24, 1952, stated that in view of the decrease in work on the Applicant Desk, the Assistant Supervisor was being reassigned to investigative work and he would henceforth be used only as a relief supervisor on the Applicant Desk and would perform supervisory duties only during the absence of Supervisor [redacted]

This would leave 12 supervisory officials in the Detroit Office and the Executive Conference was of the unanimous opinion that 12 such supervisors should be sufficient for that office.

It was pointed out to the Conference, however, that in Mr. Scheidt's letter of September 24, 1952, he stated in view of the necessary and continuing need for a group of Agents to be assigned solely to Communist Party Underground operations and surveillances, it has been necessary for the Detroit Office to assign a large number of Agents to such work for prolonged periods of time. He points out in the Harbo surveillance 60 Agents were assigned for six weeks and finally resolved itself into several smaller surveillances and investigations. He further points out that Assistant Director Connelly is giving this particular investigation his supervisory attention. Mr. Scheidt feels that in order to properly handle the operation of this large number of Agents it is necessary to place a field supervisor directly in charge of this particular group. He also points out that in connection with the Smith Act subjects spot check surveillances will have to be continued in connection with these individuals. He points out in view of the tremendous increase in this work he is of the

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Laughlin
- McGuire
- Gearty
- Mohr
- Winterrowd
- Tele. Rm.
- Mr. Holloman
- Miss Gandy

Mr. Mohr  
Mr. Clegg

RECORDED-41  
OCT 28 1952

EX-23

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66-2007-9962  
OCT 28 1952  
FBI - DETROIT

Memo for Mr. Tolson (cont'd)

very definite opinion that one supervisor cannot handle the work of the squad and he should be given an assistant supervisor for assistance. 649 cases were assigned to this squad according to Mr. Scheldt as of September 24, 1955. He stated that the Assistant Supervisor would handle the Communist Party Organizations, Front and Splinter Groups, Security Index Subjects, Top Functionaries, Key Figures, and Detcon and Comcab Programs. He also feels there should be a full time assistant supervisor for the regular Security Desk handling Security Matter - C cases. There are 702 cases assigned to that squad at this time, he feeling that this case load is too heavy for one supervisor.

The Conference gave careful consideration to the SAC's additional requests and is still of the opinion that 12 supervisory officials should be adequate for the supervisory functions of the Detroit Office. Should you agree, he will be appropriately advised.

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_



TO : MR. TOLSON  
FROM : EXECUTIVES CONFERENCE  
SUBJECT: VENDING MACHINES AT QUANTICO

10/8/52

The Executives Conference on 10/7/52, Messrs. Tolson, Glavin, Tracy, Harbo, Laughlin, Ladd, Rosen, Gearty, McGuire and Clegg being present, considered the matter of vending machines at Quantico.

The usual vending machines in the Academy Building at Quantico are operated by the Marine Corps Hostess House. However, for the past few years since we imposed the regulations that the clerical employees would not sell stamps, a stamp machine is installed and there are nominal profits from this machine. The profits have been used to purchase books and make magazine subscriptions for the recreation room at Quantico. It was the unanimous opinion of the conference that this stamp machine would come under the heading of a vending machine on government property and that in the future any expenditures for books or magazines would be paid for in reasonable amounts from the tip fund.

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DATE 12-11-83 BY SP4  
UPK

RECORDED - 82

66-2557-9963  
OCT 29 1952  
41

HHC:HD

EX - 103

CC - Mr. Mohr  
Mr. Clegg  
Mr. Newby (Quantico)

74 NOV 3 1952

ORIGINAL FILED IN 66-2557-9963

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #502-52

Present at the Executives Conference of October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference considered a suggestion from ASAC L. A. Obenshain, Salt Lake City, that the Chief Clerk be authorized to initial Identification Orders for filing. The present rule is that 5 copies of an Identification Order will be placed in a new file on the subject of the Identification Order as soon as such an Order is received in a Field Office whenever an actual case has not been pending in the past on that subject. If a case has been pending in the past, 5 copies, of course, will be placed in the existing file.

The present rule is that the Chief Clerk is not authorized to initial any document for filing, administrative or otherwise, except bulky exhibit envelopes or green sheets relating to bulky exhibits and 1-A exhibit envelopes.

The purpose of ASAC Obenshain's proposal was to save the time of the Supervisor. The Executives Conference recommends unananimously unfavorable relative to this suggestion and points out that it only takes a Supervisor an instant to initial an Identification Order for filing (he need not initial the 4 copies) and, further, his initialing each Identification Order as issued further reminds him of the existence of such a document.

If you agree with the Conference, no further action need be taken for ASAC Obenshain has already been thanked for his suggestion.

cc: Mr. Mohr  
Mr. Clegg

EDM:ATP

FLS

RECORDED-30  
INDEXED-30

RECORDED  
46 OCT 30 1952

EX-106

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DATE 11-19-82 BY 7/59 JPT

ORIGINAL COPY FILED IN 66-2554-99-64

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

66-2554-9965

**CHANGED TO**

67-80010-1822

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DATE 2-2-98 BY SP5CJ-  
LPT

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ez

THE DIRECTOR

October 30, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of October 28, 1952, consisting of Messrs. Tolson, Gearty, Lison, Laughlin, Mohr, Harbo, Tracy, Rosen, and Glavin, considered a request from the Special Agent in Charge at Mobile that the Bureau reconsider its previous decision to reduce the supervisory staff of the Mobile Division from three to two Supervisors.

Reduction of

It was pointed out to the Conference that under date of October 2, 1952, the Executives Conference considered the supervisory set up in the Mobile Division. By letter dated October 9, 1952, the Special Agent in Charge at Mobile was instructed to reduce his supervisory staff to two Supervisors, namely, the Special Agent in Charge and the Assistant Special Agent in Charge.

It was pointed out to the Conference that at the present time the Mobile Office has 1,135 cases pending and 745 cases were closed during the month of September, 1952. The Conference was advised the Special Agent in Charge at Mobile states that although there has been a material decrease in the number of applicant cases in the Mobile Office, nevertheless, the case load has remained constant in view of the fact that the Agents have had additional time to spend in working and securing new criminal cases. The Special Agent in Charge feels that the case load in the Mobile Office will remain at approximately 1,100. The majority of these cases are in the criminal type classifications which require a considerable amount of supervision, particularly in view of the large number of inexperienced Agents assigned to the Mobile Division. The elimination of the one full-time approved Supervisor would require that approximately 600 cases be supervised by the Special Agent in Charge and the Assistant Special Agent in Charge. He pointed out that the supervision of this number of cases would, as a matter of necessity, cut down on the amount of time available for the Special Agent in Charge and Assistant Special Agent in Charge in handling other required contacts, such as speeches, police schools, etc.

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

URG-mab

cc: Mr. Clegg  
Mr. Mohr

NOV 4 1952

RECORDED - 108

INDEXED - 108

166-2554-9966

OCT 31 1952

ALL INFORMATION CONTAINED  
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DATE 12-15-82 BY SP-4/4

October 30, 1952

*I Concur*

Messrs. Tolson, Mason, Mohr, and Tracy are of the opinion that two supervisory officials are sufficient for the Mobile Office. They are opposed to having three supervisory officials.

Messrs. Carty, Laughlin, Harbo, Rosen, and Glavin feel that the present case load of the Mobile Division is sufficient to justify three Supervisors for the present and recommend that three Supervisors be approved and that there be a review of the pending work in this Division on receipt of the administrative report for the month of November to determine whether there should be any reduction at that time.

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

Respectfully,  
For the Conference

*✓*

Clyde Tolson

*We must act in order to save. Also the Sacs ought to be willing to at least try it for 60 days before protesting.*

*H*

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

THE DIRECTOR

October 30, 1952

THE EXECUTIVES CONFERENCE

Reduction of the Supervisory STAFF OF the HOUSTON DIVISION

The Executives Conference of October 28, 1952, consisting of Messrs. Tolson, Gearty, Mason, Laughlin, Mohr, Harbo, Tracy, Rosen, and Glavin, considered the request by the Special Agent in Charge at Houston for reconsideration of the Bureau's decision concerning supervision of that office.

It was pointed out to the Conference that the Executives Conference of October 6 had considered the supervisory problem at Houston, and under date of October 9, 1952, the Bureau advised the Special Agent in Charge at Houston that the work load of that office does not warrant three full-time Supervisors. He was advised to revise three supervisory assignments so that the assignments could be handled by the Special Agent in Charge and the Assistant Special Agent in Charge. Under date of October 23, 1952, the Special Agent in Charge at Houston advised he feels that three supervisory officials are necessary.

It was pointed out to the Conference that as of September 30, 1,155 cases were pending in the Houston Office and 626 cases were closed during September, 1952.

The Conference was advised that the Special Agent in Charge at Houston points out that the average overtime for three supervisory officials has been heavy during the months of June, July, and August, and the Supervisor averaged two hours and five minutes daily, the Special Agent in Charge two hours and forty minutes, and the Assistant Special Agent in Charge three hours and one minute.

He pointed out that with a sharp drop in applicant cases there has not been any considerable drop in the supervision of such cases since full investigations are now made in every case, whereas such investigations were not previously made. He pointed out that the supervisory staff now takes all complaints pursuant to recent Bureau instructions. He pointed out that there are 5 Agents

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

WRC:msb

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 143

166-2584-9967  
OCT 31 1952

INDEXED - 143

EX - 3 17

ALL INFORMATION CONTAINED  
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DATE 1/21/82 BY SP/ce-ht

71 NOV 3 1952

October 30, 1952

assigned to the Houston Office, of which 27 are first office Agents. These require more conferences with Supervisors and closer supervision generally. He pointed out that the criminal case load has always risen in the fall and winter months, and should do so more this year as the Agents are not encumbered with applicant work. He is very desirous of taking the opportunity afforded by the decline in applicant work to develop more criminal cases and statistical accomplishments, a project in which he has been reasonably successful thus far. He pointed he is taking above average criminal and security investigators and above average report writers out of every agent assigned to the Houston Office. He pointed out that although he is certain the Special Agent in Charge and Assistant Special Agent in Charge can handle the supervision of cases outlined in the new organizational chart, it is evident these two desks had a full day's work prior to the decrease of the over-all case load, and that the paper work on these two desks is substantially increasing.

The Special Agent in Charge raises a question as to whether the supervisory staff will add to or detract from the all-round efficiency obtained in the Houston Office. He pointed out that it would appear that with a larger amount of work on the two desks that additional administrative and office inspection checks would have to be delegated or have the regular Supervisor replaced by a Relief Supervisor while this other work was being done.

The Conference was advised that the Special Agent in Charge at Houston appears to be of the opinion that the Relief Supervisor could be utilized in such instances. He further pointed out that the increased burden on the two desks would necessitate the more frequent use of Relief Supervisors to handle peak periods of mail and the increase of the paper work on the two desks. This increase in paper work on the two desks would create less careful reading and looser supervision of the Agents at a time when it was hoped even tighter supervision could be given them. He feels that an additional Supervisor on the two desks will increase statistical accomplishments and the development of informants. The Special Agent in Charge further pointed out that one of the purposes of his letter is to suggest that the Bureau might wish to consider whether

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
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 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Laughlin \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Holloman \_\_\_\_\_  
 Gandy \_\_\_\_\_



October 30, 1952

field supervision would be more productive, more aggressive, and more efficient if given slightly more latitude than currently is possible under the present policy. He pointed out that he has taken steps to reorganize the supervisory set up of the Houston Office as instructed, and that in the event the Bureau does not feel the three supervisors should be considered, he will immediately place the revised supervisory set up into effect.

It was further pointed out that Inspector DeLoach on October 3, 1952, reporting on the inspection of the Houston Office recommended that three supervisory officials be approved.

*Concur.*  
Messrs. Tolson, Gearty, Mohr, and Tracy are of the opinion that the Special Agent in Charge at Houston should handle the supervisory work of the Houston Office with the Assistant Special Agent in Charge. Mr. Tracy pointed out that he felt the Special Agent in Charge should make an effort to supervise the office with himself and the Assistant Special Agent in Charge before requesting the retention of three Supervisors. It is not the opinion of those voting in favor of a previous Bureau instruction that two Supervisors only be approved ~~and~~ that any change be made on the basis of the letter from the Special Agent in Charge.

Messrs. Mason, Laughlin, Harbo, Rosen, and Glavin recommend that the Bureau approve three Supervisors for the Houston Office. They point out that the Houston Office has more than 1,100 cases pending and has closed some 600 during September and that the Special Agent in Charge, Assistant Special Agent in Charge, and the Supervisor have performed a heavy amount of overtime daily during the past three months, and it could be expected that they materially increase their daily overtime average on a day in and day out basis and still remain alert to all of the supervisory problems of the office. It is felt that it would be to the advantage of the Bureau to continue three Supervisors at the present time.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
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Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



Mr. Tolson

10/6/52

The Executives Conference

Present 10/1/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason

**REFERENCING COMMUNICATIONS SENT ON TELETYPE FORM BY REGULAR MAIL**

The Baltimore Office has requested advice as to how teletype forms sent by mail and not by teletype wire should be referenced in various reports and communications.

The practice of referencing documents is a necessary one in order that clerical employees may be aware of prior communications in particular matters and thus facilitate their location in the file. In order that the new document may be appropriately filed. The practice of making reference to other documents is helpful too from a supervisory aspect.

The Conference felt that to make reference to a teletype in a report when that document was not sent by teletype means but actually sent by mail might result in confusion.

The Conference unanimously recommends that any teletype form sent by mail be referred to in future reference as an Air-Tel.

If you approve, there are attached hereto:

1. A Bureau Bulletin (all employees, Agent and clerical, will need to know of this procedure).
2. A letter to Baltimore
3. A letter to Special Agent Samuel E. Virden, II, who on February 26, 1951, suggested the establishment of an air-tel on distinctive colored stationery for use on week-ends and holidays, which suggestion was at the time turned down by the Bureau.
4. A letter to Special Agent [redacted] who on July 31, 1951, suggested the establishment of a "Mallagram" on distinctive colored paper. Although this suggestion and Virden's suggestion above have both previously been fully considered and turned down, the establishment of a similar procedure now makes it advisable to specifically inform these employees.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 12/25/04 BY [signature]

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

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

RECORDED - 51  
INDEXED - 51

66-2504  
OCT 20 1952

INITIALS ON ORIGINAL - 83

ORIGINAL FILED IN 62-14147-17

b6  
b7c

The Director

10/30/52

The Executives Conference

Present 10/30/52; Messrs.

Tolson, Glavin, Tracy,  
Harbo, Mohr, Belmont,  
Ladd, Gearty, Holloman,  
Nichols and Mason

EVACUATION PLANS

~~BUREAU WER PLANS~~

~~EMERGENCY HEADQUARTERS FOR SOG~~

The Conference considered whether the basic facts of the Bureau's evacuation plans should be made available to the SACs in New York, Los Angeles, and Chicago, who are listed in the Bureau's Chain of Command. The Chain of Command consists of the following people in the order named: The Director, Mr. Tolson, Mr. Ladd, Mr. Nichols, the Assistant Directors stationed at the Seat of Government, Assistant Director Connelley, the SACs of New York, Los Angeles and Chicago.

All members present except Mr. Mason felt it undesirable to advise the above-listed SACs because of the possibility that these men will be transferred, and the Chain of Command covers the position of SAC in the above-listed places and not the individual presently serving at that place.

Mr. Mason felt that since it is a possibility that a bombing attack might kill all the members of the Chain of Command residing in Washington and that Assistant Director Connelley might be in Washington or unavailable to assume command, it would be desirable for the above-mentioned SACs to know of the Bureau's basic evacuation plans. He pointed out that at present they have not been informed of the evacuation site or the duties which will be performed at that place.

This matter is being held in abeyance pending the Director's decision.

Respectfully,  
For the Conference

Glyde Tolson

*I share majority view*

*H.*

EDM:ulr  
cc: Mr. Glagg  
Mr. Mohr

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-27-83 BY [signature]

RECORDED - 9  
INDEXED - 9

166-2554-9769  
OCT 31 1952  
KACM

60 NOV 6 1952

EXECUTIVE CONFERENCE

an

Mr. Tolson

10/13/52

The Executives Conference

SUGGESTIONS ON NIAHI  
OFFICE FOR ECONOMY

Present 10/13/52: Messrs. Ladd,  
Harbo, Glavin, Mohr, Belmont,  
Gearty, Rosen, Tracy, Wick & Clegg.

(1) Suggested that to save traveling expense, at least one Resident Agent at each Resident Agency be qualified as a speaker. This, the Conference was advised by Mr. Wick, was the policy. Whenever recommendations were received from the SAC they would endeavor to qualify those who were recommended by the SAC and they did not make assignments except under unusual circumstances requiring travel from Headquarters to Resident Agencies.

(2) The recommendation was made that additional Agents be qualified as police instructors, particularly in the larger Resident Agencies. Here again the Bureau relies first upon the recommendations of the SAC and then the Agents recommended go through a formal procedure to qualify as a police instructor and this is now being done consistent with the recommendations from the field.

(3) Suggested that when it is necessary to assign an Agent for a temporary period to relieve a Resident Agent who is on sick leave, annual leave or special assignment, and when the replacement is for a minimum of 30 days, that the SAC be permitted temporarily to change the headquarters of the Agent to conserve per diem costs.

Since these headquarters must be approved at Washington, it is already the policy of the Bureau to consider the recommendations of the SAC along this line and the Miami Office will be so advised if approved.

(4) It was suggested that in order to reduce communication costs and to establish a closer relationship with the press by the Senior Resident Agents, that the Resident Agents obtain approval from the SAC for a press release and then the Resident Agent furnish the press release to the local papers.

cc: Mr. Mohr  
Mr. Clegg

Attachment

HHC:EHV

RECEIVED  
GENERAL INVESTIGATIVE  
DIVISION  
OCT 14 1952

66-2554  
NOT RECORDED  
138 NOV 4 1952

INITIALS ON ORIGINAL

67 NOV 10 1952

Tolson	
Ladd	
Nichols	
Belmont	
Clegg	
Glavin	
Harbo	
Mohr	
Tracy	
Laughlin	
Nease	
Tele. Rm.	
Holloman	
Hand	

The Conference unanimously opposed the suggestion feeling that one of the reasons set forth, particularly the development of a closer relationship between the Senior Resident Agent and the press was undesirable and that the present system should continue for press releases to be handled by the SAC. It was felt that the Senior Resident Agent should give out to the press only those written press releases which have been approved for delivery in this manner, and as is being done at present.

(5) A suggestion is that only the Senior Resident Agent should be requested to come to the Headquarters Office once each 60 days and that he in turn could convey any messages to the other Resident Agents who would not come to the Field Office except when an emergency or official necessity demanded.

The Conference was unanimously opposed, feeling that the presently approved recommendation that Resident Agents visit the Field Offices for conferences and a review of their work once each 60 days should continue.

A letter to the SAC is attached hereto for approval along the lines recommended herein.

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

SAC, BALTIMORE

10/8/52

DIRECTOR, FBI

RECORDED - 51

66-2554-111  
BUREAU COMMUNICATIONS ON TELETYPE FORM  
TO BE SENT BY MAIL

EX-12

Reurlet 9/28/52. Teletype forms  
dispatched by mail shall, in the future, be referred  
to as "Air-fels." Appropriate instructions are  
being issued to the entire Field.

EDM:ulr *ulr*

*7-21-92-5/24-104*

MAILED 6  
OCT 9 - 1952  
COMM - FBI

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

OCT 9 12 57 PM '52  
U.S. DEPT. OF JUSTICE  
DIRECTOR

*8*  
OCT 9 12 26 PM '52

NOV 6 - 1952

ORIGINAL FILED IN 66-2554-111-172

The Director

October 20, 1952

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Holloman, Gearty, Mason, Hennrich, Ladd, Rosen, Mohr, Parsons, Tracy, Glavin and Nichols considered the text of an SAC Letter reiterating previous Bureau instructions to the effect that when Bureau representatives speak in public meetings where the press is admitted, that they cannot discriminate between news gathering media which include not only the press but recordings by radio and television if radio and television are covering for the purpose of disseminating news of the speech. OF Bureau representatives remarks.

This situation arose as a result of a recent appearance of Mr. Pennington before the Peoria Chapter of the National Association of Cost Accountants, Peoria, Illinois. Prior to the speech, the Publicity Director of the Peoria Chapter of the National Association of Cost Accountants advised that the Keystone Steel and Wire Company of Peoria sponsored a Sunday night radio program and they desired to record Mr. Pennington's speech in order to use parts of it on their Sunday evening program.

The Bureau advised this individual by letter that Mr. Pennington preferred not to have any portion of his speech recorded. However, when he appeared to speak, representatives of Radio Station WMBD appeared and were denied the privilege of making a recording by Mr. Pennington which resulted in a protest received in the Bureau telephonically from a representative of the National Association of Broadcasters.

The attached SAC Letter restates the Bureau policy which has heretofore been enunciated that no preference or discrimination can be given to the news gathering media which include the press, radio and television.

*Concur H.*  
Messrs. Tolson, Tracy, Mohr, Rosen, Hennrich, Mason, Holloman and Nichols favored sending out the attached SAC Letter restating the Bureau's position.

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

Messrs. Parsons, Gearty and Ladd recommended that Bureau representatives be given the privilege of declining to permit a recording of their remarks at a public meeting but not taking any

CC: MR. CLEGG  
MR. MOHR

Attachment

LEN:haw

RECORDED - 22  
INDEXED - 22

166-2574-9970  
OCT 31 1952  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-88 BY [signature]

NOV 4 1952

EX-129

Memorandum For The Director  
From The Executives Conference

October 29, 1952

other action such as cancelling a speech but rather to go ahead and make the speech and if it was recorded then it would be recorded under protest and over the objections of the Bureau representative. This argument was advanced on the basis that the recording of a voice might be taken out of context with the result of irreparable harm to the Bureau.

The majority recognized this evil but the same could be said for newspaper reporters and in the event the Bureau representative's speech was reported out of context, the Bureau would then have a basis for a protest.

Those opposing the attached SAC Letter also expressed the opinion that representatives of radio or television could attend the meeting and could report the meeting as newspaper representatives do utilizing for purposes of comment a report of their representatives and they argued that this would not constitute a discrimination.

It was pointed out at the conference that radio and television as news-gathering media have been fully recognized and established in so far as covering public meetings are concerned.

The majority of the conference favoring the attached SAC Letter recognized the potential dangers always present when the Bureau speaker speaks extemporaneously and at the last minute a radio station would send in a crew to make a recording. However, it is felt that when we elect to speak at a public meeting which speech is in the public domain, our representative should be prepared; that the protests resulting from declining to permit recordings could have ramifications of unfavorable publicity that would be unanswerable.

Mr. Glavin felt that a Bureau speaker should have the privilege of expressing a preference by deciding on the spot whether permission should be granted.

*sent* An SAC Letter expressing the majority is attached.

MR. TOLSON

October 23, 1952

THE EXECUTIVES CONFERENCE

AUTOMOBILES - FORD

The Executives Conference of October 9, 1952, consisting of Messrs. Tolson, Holloman, Nichols, Gearty, Mason, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy and Callahan, considered a suggestion submitted by ASAC Larich of the El Paso Office that the Bureau consider the possibility of entering into an agreement for the renting of automotive equipment similar to the procedure followed by a number of large corporations throughout the country.

ASAC Larich pointed out that a representative of a large steel corporation advised him that at one time they purchased cars for the use of their salesmen throughout the country but now they have a contract with a distributor of Plymouth, Chevrolet and Dodge automobiles whereby these automobiles are rented at the rate of \$600.00 per year. Such rental rate includes the cost of all repairs, as well as replacement of tires when needed during the year's rental and thus the corporation's only expenditure other than the \$600.00 per year is for gas and oil used by the cars during the year of service.

It was pointed out to the Conference that while this reasonable rental rate was obtainable by the corporation involved since they took cars without special equipment, the Bureau under its specifications would require that they be equipped with such special items as alternators, heavy duty batteries and tubeless tires. It was further pointed out to the Conference that the automobiles purchased by this Bureau generally cost around \$1500 and when you consider that we get \$400 to \$500 for each car being sold and replaced, including necessary special equipment, the net cost per car purchased by the Bureau ranges from \$800 to \$900. In addition, it is pointed out that the cars purchased by the Bureau, in addition to having the afore-mentioned special equipment, are also special-type police pursuit cars, such cars in the past being purchased from the Ford Motor Company and comprised of a Ford body with a Mercury motor which is of greater horsepower than the conventional Ford motor.

The Conference unanimously recommended that no further action be taken on this matter and that the suggestion be turned down.

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

There is attached hereto a suggested letter to ASAC Larich for his interest in submitting this information to the Bureau for consideration.

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 67  
INDEXED - 67

66-2554-997  
RECORDED  
OCT 30 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/2/83 BY RSC/PT

JPC:gt:jmr  
Attachment  
NOV 26 1952

ORIGINAL



October 24, 1952

RECORDED-12 66-2554-9970

SAC, KANSAS CITY

CONFIDENTIAL

EX-130  
13

RE: SUPERVISION  
KANSAS CITY DIVISION

Dear Sir:

Reference is made to your communication of October 17, 1952, concerning the adequacy of the supervisory set-up of the Kansas City office at the present time and wherein you advise that you feel it is essential to continue five supervisory positions rather than the four supervisory positions approved by the Bureau.

The Bureau has given most careful consideration to all the matters enumerated by you in your communication of reference. The Bureau feels, however, that with the pending case load of the Kansas City Division totalling only 1,557 cases as of the 1st of October and considering that the total number of cases closed during the month of September was 1,206, the supervisory staff of four supervisors which would include the Agent in Charge and the Assistant Special Agent in Charge is sufficient to handle the supervisory work of the Kansas City Division.

The Bureau feels that the Special Agent in Charge of the Kansas City Division should have assigned to him certain investigative matters over which he would have supervisory jurisdiction. There appears to be no reason why such assignments cannot be made to the Special Agent in Charge of your office.

It is further felt that with the appropriate distribution of the work four supervisory officials could handle the assignments efficiently without the necessity of long hours of overtime work.

CC: Mr. Travers (sent direct)  
Miss [redacted] (sent direct)

DECLASSIFIED BY SP5at/pt  
ON 7-22-92

b6  
b7c

WRG:gt

The Executives Conference of October 21, 1952, consisting of Messrs Tolson, Holloman, Nichols, Gearty, Mason, Rosen, Ladd, Laughlin, Harbo, Mohr, Tracy, and Glavin, approved the handling of the above in this manner.

WRG:gt

79 NOV 6 - 1952

301

ORIGINAL COPY FILED IN 66-2554-5811

SAC, Kansas City

October 24, 1952

The Bureau is desirous of your immediately reviewing the supervisory set-up of your division so that supervisory assignments are handled by four supervisors including the Special Agent in Charge and the Assistant Special Agent in Charge. The Bureau should be advised of the identity of the supervisor released for regular investigative assignment.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

Director, FBI

October 17, 1952

SAC, Kansas City ADMINISTRATIVE

PERSONAL AND CONFIDENTIAL

ORGANIZATIONAL CHART  
KANSAS CITY DIVISION

EXECUTIVE Conference

Rebulet October 9, 1952.

With respect to the Bureau's opinion that the Bureau work load could be adequately handled by four supervisors including the Special Agent in Charge and the Assistant Special Agent in Charge, the Bureau is requested to take into consideration the following:

At the present time the work load is being handled by four supervisory desks. The Bureau is respectfully referred to Bulet Feb. 27, 1952 captioned "Field Office Supervision - Kansas City Division" which in effect authorized continuation of having no investigative cases assigned to the desk of the SAC. The files of this office reflect SAC L. V. BOARDMAN conferred with Bureau officials regarding this matter on Feb. 6, 1952.

Further reference is made to letter from SAC BOARDMAN to the Bureau dated May 15, 1952 setting forth the results of a thorough study and analysis of the daily supervisory personnel work sheets for the month of April, 1952. In this detailed letter which sets forth numerous charts and statistics, SAC BOARDMAN pointed out that both he and the supervisory staff felt that insufficient time was being devoted to ticklers being reviewed and that at least 2 to 3 times as much time was necessary in order to properly supervise ticklers. SAC BOARDMAN stated it was his firm opinion that ticklers were not being properly supervised in the amount of time devoted. He also stated insufficient supervisory time was being devoted to incoming and outgoing communications.

Due to a heavy ratio of inexperienced to experienced personnel in the Kansas City Office, which is 49 to 33, it is noted that higher than average degree of supervision is necessary and this has been specifically called to the Bureau's attention in numerous communications which have recently resulted in a number of letters of criticism from the Bureau to Agent personnel of this office.

WGS/hmg

DECLASSIFIED ON 9-22-92

*5/25/92 LPT*

RECORDED-12

66-2554-9972

OCT 1952

EX-100

INTELLS IN ORIGINAL - 3

ORIGINAL COPY FILED IN 66-2554-5811

Re: Organizational Chart  
Kansas City Division

10/17/52

Of the 83 Agents assigned to the Kansas City Office exclusive of the supervisory staff, 34 have recently been on probation or have received letters of censure from the Bureau. Many of these Agents came to the Kansas City Office on probation. This has necessitated closer supervision not only from an investigative but from a personnel standpoint as well.

In his letter of May 15, 1952 SAC BOARDMAN pointed out the need for numerous conferences both individual and general which utilizes substantial supervisory time. A chart reflecting the amount of time in hours and minutes given to conferences and the percentage of time devoted to conferences are set forth in instant letter.

It was pointed out that the supervisory desks were expending a heavy amount of overtime, averaging 40% of the 8 hour work day or in excess of 3 hours per day. Despite this expenditure of extra work effort, this analysis reflects that insufficient time was being devoted to supervisory functions and that additional supervisory time is needed to properly train and direct the Agents. This letter goes on to state that the proper place to afford inexperienced personnel close supervisory attention is in the field where they are actually performing their duties. The proper instruction on investigative techniques and report writing is most logically afforded the Agent during his investigation and not after submitting his report. Additional supervision in the Field would minimize the number of errors appearing in reports. SAC BOARDMAN sets forth many functions that the supervisory staff should be performing which are not being handled because of lack of time, pointing out that little time is left for various analyses which should be conducted in order to promote efficiency and economy. It is set forth that the supervisory staff is generally so busily engaged in fighting ticklers, incoming and outgoing mail, and conferring with Agents on immediate problems that very little time is left to the proper study and analysis of the work on the desk as a whole. Countless techniques known to the supervisory staff could be utilized if time permitted which would enable them to more efficiently and economically direct the activities of Agents on their Squads.

SAC BOARDMAN pointed out to the Bureau that as Special Agent in Charge it was more difficult to get away from the office to make contacts that should have been handled, pointing out that the heavy volume of inexperienced personnel and resultant increased personnel problems have necessitated his presence in the office.

As was pointed out in my letter to the Bureau dated September 9, 1952, the supervisory staff of this office has continued to expend what I

Re: Organizational Chart  
Kansas City Division

10/17/52

feel is more than an average amount of overtime. I have made a further check into the overtime performance of supervisory personnel in this office and find that for the last 3 months of 1951 they averaged in excess of 3 $\frac{1}{2}$  hours per day. For the past 6 months from March to August inclusive, supervisory desks have averaged the following amounts of overtime:

SAC Desk	2 hrs. 42 min.
ASAC Desk	3 hrs. 40 min.
No. 3 Desk	2 hrs. 38 min.
No. 4 Desk	2 hrs. 36 min.
No. 5 Desk	2 hrs. 35 min.

While it is recognized that the case load in this Division has decreased during the past two months, it is noted that the applicant desk which showed about 250 pending cases at the end of September, 1952, had actually closed 485 applicant cases during that month. It is believed that the Bureau recognizes the Kansas City Division has more than an average share of major cases in the criminal field. This is evidenced by the fact that until a short time ago, this office was either office of origin in, or had made violations against, five of the Bureau's top ten fugitives. There are numerous cases in this Division which often require a great deal of supervision not only from the supervisors to the exclusion of other cases on their desks but also from me.

The removal of one supervisor will mean that the four remaining members of the supervisory staff will have to assume the 10 $\frac{1}{2}$  to 11 hours of work per day now being performed by the fifth supervisor.

The situation which prevailed during Mr. BOARDMAN's assignment to this office has not changed and it is believed that there are more Agents on a probationary status in this office at the present time than at any time in the past.

In my letter of September 22, 1952 the Bureau was advised that services in a supervisory capacity of SA ROBERT F. FITZNER on a 50 per cent basis had been discontinued. This, of course, represents a decrease in the supervisory staff.

Because of the extensive territory covered by this office, which includes the entire state of Kansas and the greater portion of Missouri, the necessity for making contacts and holding conferences of various types in both states, and handling the numerous disciplinary problems which arise

Re: Organizational Chart  
Kansas City Division

10/17/52

and the general problems of office administration, which at this time calls for continued and close analysis, my full time has been consumed.

The Bureau will note from my letter dated October 8, 1952 captioned "Economy of Operations, Resident Agencies - Kansas City Division" the problems attendant to the finding of qualified personnel to staff the Resident Agencies. This letter sets forth in further detail matters relating to personnel status of the Agents of this office.

Inasmuch as I am new in this extensive territory, it has been necessary, and will be for an additional time, for me to make necessary contacts throughout the Division. The placing of investigative cases on the desk of the SAC will result in a necessary diminution of time which can be afforded to more important problems facing the Bureau and the Kansas City Office.

The present effort to effect economy of operations requires constant alertness to changing conditions in the work load of the office, constant supervision of No. 3 cards and daily reports of agents and a high degree of administrative supervision over the Resident Agencies. This is so particularly in view of the recent regulations which call for Resident Agents to remain out of headquarters city for longer periods of time and the requirement that Resident Agencies be personally inspected only once every six months.

I wish to point out to the Bureau that this office is engaged in an intensive program with respect to increasing informant coverage. Accordingly, a substantial portion of supervisory time, including my own, is being devoted toward engendering enthusiasm amongst the Agent personnel in this regard and in the analysis of cases and correlation of information in which the services of informants may be utilized and in connection with which potential informants may be developed. While it is true cases are opened on these informants and potential informants, the program is utilizing considerably more supervisory time than is reflected by the actual number of cases in a pending status.

The Bureau was recently requested to be informed by all offices as to the practice with respect to the assignment of Agents exclusively to complaint duty. By my letter dated September 12, 1952 the Bureau was informed that no Agent is assigned exclusively to complaints in the Kansas City Division and that complaints are handled by the supervisory staff in most instances when other personnel are not immediately available.

Re: Organizational Chart  
Kansas City Division

10/17/52

An analysis of the case load of this office reflects that, while the case load has decreased, the decrease is represented mainly by applicant cases. I have analyzed the administrative reports for the first six months and there are more non-applicant type cases pending in this office as of the end of September, 1952, than at any time during the previous six months, including those periods in which the case load exceeded 2,000 cases. It is believed that the Bureau recognizes that such cases require more supervision than applicant type cases.

I have also reviewed the crime statistics for the fiscal year for 1952 and find that only one office in the entire Bureau exceeded the number of convictions secured by the Kansas City Division during the past fiscal year. Those 365 convictions were exceeded by only one office which had 367 convictions. The Bureau may recognize that convictions are in substantial measure secured as a result of thorough investigations, and that thorough investigations, particularly on the part of a large percentage of inexperienced personnel, reflect careful supervision.

It is my sincere conviction that the Bureau's authorization to retain the present organizational set-up, which is hereby being requested, will result in increased efficiency and economy of operations.

WGS/hmg

MR. TOLSON

10/14/52

EXECUTIVES CONFERENCE

SUGGESTION #459-52  
SUBMITTED BY [redacted]  
CLERK, ALBUQUERQUE OFFICE

Present at the Conference on 10/8/52, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Mason and Holloman.

b6  
b7C

Mr. [redacted] a clerk in the Albuquerque Office, suggested that in the transmission of teletypes the name of the transmitting office, the date, time and initials of the transmitting employee appear on the first line, as at present, but that they not be widely spaced across the page. It was suggested they be grouped more closely to the left margin inasmuch as the sending office must pay even for the time used to space these words on the page. He also recommends that the signature of the transmitting SAC appear immediately adjacent to the left margin rather than in the middle of the page to save further spacing time.

The suggestion is a good one, but will save very little money inasmuch as the Bureau pays for teletypes at a minimum rate of 3 minutes transmission time for short messages and the savings would apply only to those messages of more than 3 minutes transmission time.

It was estimated by Mr. Wherry of the Communications Section that savings would be \$197.00 per year, based on teletypes arriving at the Seat of Government or being sent from the Seat of Government. There is no way of economically estimating the savings in transmission time between field offices; however, any savings would be quite small. Since Public Law 600 permits the making of awards based on net savings for the first year of operation, it appears that the cost of acquainting the field with the new rule will nullify any savings resulting. Therefore, no award is recommended for Mr. [redacted]. There is attached for approval a letter of commendation to Mr. [redacted].

b6  
b7C

The Executives Conference on 10/8/52, favorably recommended the adoption of the suggestion. If you approve, these new instructions will be issued in the Manual of Rules and Regulations which is currently being rewritten and this will help reduce notification costs.

- 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  
DATE 1/2/83 BY SP5CT/WT

INDEXED ON ORIGINAL  
108

RECORDED - 108

OCT 31 1952

51

14749-1784  
ORIGINAL FILED IN 62-1784

NOV 12 1952



Mr. Tolson

10/27/52

Executives Conference

SUGGESTION #529-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

b6  
b7c

The Executives Conference considered a suggestion from Mrs. [redacted] of the Records Section that the instruction cards now maintained in the Name Check Unit providing operating rules be discontinued inasmuch as this information is contained in the Manual of the Name Check Unit and in instruction sheets. The Manual has been newly revised to include all such information. Mr. Eames of the Records Section concurs and Mr. Nichols also agrees.

If you approve, appropriate action will be taken by the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols (Att'n - W. G. Eames)

EDM:ATP

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-20-83 BY [signature]

RECORDED - 94

EX-130

166-25549974  
RECORDED  
138 OCT 30 1952

INITIALS ON ORIGINAL

[Handwritten initials]

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

67 NOV 10 1952

ORIGINAL COPY FILED IN 66-815-3723

THE DIRECTOR

11/3/52

THE EXECUTIVES CONFERENCE

The Executives Conference of October 31, 1952, consisting of Messrs. Callahan, Harbo, Ladd, Gearty, Mason, Belmont, Tracy and Mohr, considered the present number of supervisors assigned to the San Diego Division. It was pointed out to the Conference that the San Diego Office presently has a supervisory staff consisting of the SAC, ASAC and one Special Agent Supervisor for a total of three. They were advised that as of September 30, 1952, the SAC had on his desk a total of 452 cases, that during the month of September 194 cases were closed and there are 17 Agents assigned to his squad. The ASAC had on his desk as of September 30, 1952, 478 cases, 397 cases were closed during the month and there are ten Agents assigned to his squad. The Special Agent Supervisor had 403 cases assigned on his desk as of September 30, 1952, 336 cases were closed during the month and he had fifteen Agents assigned to his squad.

As of September 30, 1952, the San Diego Office had 1,329 cases pending and during the month of September closed 1,024 cases. The delinquency for the office was 13.60%. There was a total of 48 Agents assigned to the office including the SAC and ASAC. The number of cases assigned per Agent is 30.9 whereas the field average is 17.9.

Messrs. Mason, Belmont, Gearty and Harbo were of the opinion that the SAC should be permitted to have three Supervisors assigned to his office, which would consist of the SAC, ASAC and one Special Agent Supervisor, in view of the number of cases pending in the San Diego Division as well as the high turnover of cases in that office. They felt there was too much work pending in the office for just two Supervisors, namely the SAC and ASAC.

The remainder of the Conference consisting of Messrs. Callahan, Ladd, Tracy and Mohr, felt the San Diego Division had insufficient work for a supervisory staff of three and they recommend that the supervisory staff be reduced to two, namely the SAC and ASAC.

No action will be taken to reduce the supervisory staff in the San Diego Office pending approval of the Director.

Respectfully,  
For the Conference

*I shall this  
month*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

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INDEXED - 22

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JPM:DW

cc - Mr. Clegg

66 NOV 6 1952

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66 NOV 1952

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The FBI has obtained investigative jurisdiction over  
 major crimes committed on property over which the United States  
 has acquired exclusive or concurrent jurisdiction. The Bureau  
 therefore, investigator such offenses as murder, manslaughter, rape,  
 kidnap, larceny and other crimes which are set forth in Article 18,  
 United States Code, when they occur within the territorial juris-  
 diction of the U. S. as defined in Article 18, USC, Section 7.

**JURISDICTIONAL MATTERS**

Those in attendance were Messrs. Tolson, Glavin, Tracy,  
 Harbo, Mohr, Holloman, Nease, Gandy, Clegg, Belmont, and Rosen.

Oct 28 12 26 PM '52

The conference unanimously approved our present policy  
 that we have investigative jurisdiction over all crimes committed  
 on Government Reservations that it is concurrent or exclusive  
 jurisdiction. As a matter of policy, petty offenses are not  
 handled in the absence of unusual circumstances.

**RECOMMENDED ACTION:**

Boardman advised [redacted] that bookmaking on Government  
 Reservations was the primary responsibility of the Government  
 agencies having control and a police force in operation at the  
 facility, such as the U. S. Navy, Marine Corps, or the General  
 Services Administration.

**REVIEW JURISDICTION AND PROCEDURAL POLICY:**

The case in which the question was raised occurred in  
 New York City when [redacted] a lecture writer for the New  
 York World Telegram, called the New York Office, spoke to  
 Special Agent in Charge Boardman, and in general terms stated  
 there were reports that bookmakers were operating on Government  
 owned docks and piers in New York and Brooklyn, and possibly  
 at the Marine Hospital on Staten Island.

**THE QUESTION OF JURISDICTION IS RAISED IN THE FOLLOWING MANNER:**

The conference considered the present Bureau policy  
 with reference to handling crimes on Government Reservations.  
 The Director noted that we should be sure our position is  
 sound in dealing with certain cases. He stated that it was not  
 sufficient reason that such work is petty or distasteful.

**SYNOPSIS**

**JURISDICTION OF CRIMES ON GOVERNMENT RESERVATIONS**

**The Executive Conference**

The Director

- Mr. Ladd
- Mr. Rosen
- Mr. Winterrowd
- Mr. Price
- Mr. Gilliland

cc:

December 17, 1952

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 DATE 1/25/01 BY [redacted]

Section 7 sets forth that "any lands reserved or acquired for the use of the United States and under the exclusive or concurrent jurisdiction thereof or any place purchased or otherwise acquired by the United States by consent of the Legislature of the State in which the same shall be for the erection of a fort, magazine, arsenal, dockyard or other needful buildings" are included within the special territorial jurisdiction of the United States.

Title 18, United States Code, Section 13, often referred to as the Omnibus Statute, includes by reference all state law so as to make Federal violations all crimes committed on Federal reservations if such crimes would be a violation of the state law when committed elsewhere within the state. All crimes, therefore, cognizable by a state are punishable in Federal court if committed on a Government reservation within that State over which the United States has acquired concurrent or exclusive jurisdiction. It is in this manner that Federal jurisdiction can be exercised over gambling violations prohibited by state law which occur on Government reservations. (66-6200-70-441).

#### BUREAU POLICY

The Manual of Instructions, Section 33 C (E) provides that as a matter of policy, cases involving only petty offenses should not be accepted for investigation except in certain circumstances and in those instances the case should be reported to the Bureau by representatives of the Federal agency charged with the responsibility of policing or by the United States Attorney. The Manual provides that cases may be accepted for investigation involving petty offenses only wherein aggravated circumstances or potentially dangerous circumstances exist. In those cases warranting investigation, the United States Attorney must be consulted to determine if he will authorize prosecution should the subject be identified. This same provision is set out in Chapter 19A, Part III, of the FBI Handbook and would

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Gandy \_\_\_\_\_

provide that, except in unusual circumstances, cases involving gambling violations on Government reservations should not be accepted for investigation.

More specific instructions were issued to the Field in Bureau Bulletin No. 68 dated November 22, 1948, which related primarily to slot machines before the enactment of the Johnson - Preston Act. The Bureau instructed there as follows:

"Complaints are frequently referred to the Bureau Field Divisions concerning the alleged operation of slot machines on military reservations or other gambling activities on Government reservations. Ordinarily such cases should properly be handled by military authorities or other authorities charged with policing the reservation in question. However, major cases of this type or cases of an unusual nature should be referred to the Seat of Government."

The Bureau's policy with regard to these and similar violations was reiterated in SAC Letter No. 47 dated May 20, 1952. In that SAC Letter it did not specifically name gambling violations. It was pointed out that good judgment must be exercised in accepting petty offenses for investigation and stated that such matters normally should be handled by the agency policing the reservation.

#### DEPARTMENTAL OPINION

Prior to the Johnson - Preston Act when gambling activities on Government reservations frequently involved the operation of slot machines, the Criminal Division pointed out on September 30, 1948, that it was of the opinion that individuals operating slot machines on Government reservations might be subject to prosecution in the Federal courts under the provisions of Title 18, United States Code, Section 13. The Department concluded, however, as follows:

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Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

"It is our suggestion that when complaints involving the operation of slot machines on Government reservations by either outsiders or by officer's clubs are received by the Bureau and the Bureau is requested to conduct an investigation, you furnish the Department with a statement setting forth the particulars of the alleged violation before any investigation is undertaken." (66-6200-70-410)

#### INQUIRY OF GENERAL SERVICES ADMINISTRATION

Baron I. Shacklette, Director of Compliance, General Services Administration, requested advice from the Bureau with regard to our investigative jurisdiction in certain violations in January, 1951. One of the questions asked the Bureau at that time was whether or not we wished referred to us all crimes on Government reservations.

Following consideration of this question, Mr. Shacklette was advised by the Bureau that we wished to receive as promptly as the circumstances indicate information on all crimes on Government reservations within our jurisdiction, except petty offenses such as drunkenness, bookmaking and other similar matters which obviously should be handled administratively by the interested agency. (66-6200-46-770).

#### APPLICATION OF POLICY TO INDIVIDUAL CASES

##### Gambling on Government Reservations Montgomery County, Maryland

In June, 1948, an inspector of the Montgomery County, Maryland, Police Department advised that his Department was vigorously investigating gambling activities in an effort to stamp out gambling in Maryland. He said that their efforts were ineffective because both number writing and bets on races were taking place on three Government reservations, namely the

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Nease \_\_\_\_\_  
Gandy \_\_\_\_\_

United States Public Health Service and the United States Naval Hospital at Bethesda as well as the Naval Ordnance Laboratory at White Oak, Maryland. He continued that in view of the policy of the United States Attorney at Baltimore, Maryland, not to prosecute gambling activities on Government reservations because of his belief that such matters were administrative problems for the Government Department controlling the reservation or for the local authorities, the county chief of police might issue a press release in order to stimulate the Office of the United States Attorney to take some action. These facts were presented to the United States Attorney at Baltimore by the Agent receiving the information. The Bureau pointed out at that time that the police officials could themselves have taken this matter up directly with the United States Attorney and that the Bureau should not be injected into petty gambling violations on Government reservations.

Operation of Slot Machines  
By Military Personnel  
Fort Leonard Wood, Missouri  
Crime on Government Reservation  
(70-0-214)

Prior to the Johnson - Preston Act, information was received that slot machines were being transported into Fort Leonard Wood following a consultation with the United States Attorney by the Kansas City Division. The Commandant was informed and the machines were removed. The Bureau pointed out that in view of the opinion of the Criminal Division, such action should not have been taken and no investigation or inquiry should have been conducted without first referring the facts to the Bureau.

Numbers Racket  
Norfolk Naval Shipyards  
Portsmouth, Virginia  
(66-6200-70-502)

Three men were found writing numbers at the Norfolk Naval Shipyards on March 20, 1951. The Bureau instructed the Norfolk Division that there was no reason for any investigation in this matter which should be handled by the appropriate Naval authorities with the United States Attorney.

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Gambling Activities  
Bayonne Naval Supply Depot  
Bayonne, New Jersey  
(66-6200-70-129)

The Newark Division advised on April 8, 1949, that widespread gambling and bookmaking was allegedly prevalent at the Bayonne Naval Supply Depot and requested the Bureau's advice in view of Bureau Bufile 44-68, dated November 22, 1948. It was pointed out to the Newark Division that Naval authorities could take the necessary administrative action to suppress this gambling activity and that the investigation should be brought to the attention of the installation and no investigation instituted.

Slot Machines in Los Alamos, New Mexico  
(66-6200-70-370)

Prior to the Johnson - Preston Act, information was received that slot machines were in operation on the Government reservation at Los Alamos contrary to New Mexico State Law. The Bureau informed the El Paso Division that the duty of policing of Government reservations and investigating petty offenses is the responsibility of the interested Government agency which has control over the reservation and that no action should be taken by that office in this matter.

CONCLUSION:

From the above, it appears that the Bureau's policy with regard to gambling violations on Government reservations is sound and has been in effect for a long period of time. We have maintained that such petty offenses should be handled by the agency having police authority on the reservation. With your approval, it is recommended that this policy be continued. This, of course, will not preclude our entry into major cases of this type of where unusual circumstances exist in accordance with current instructions as set out herein.

It is pointed out that while the Bureau's policy in the handling of gambling violations on Government reservations has been consistent as heretofore indicated, there have been, in isolated instances, certain substitutions recorded for convictions in gambling on Government reservations. For example, it is recalled that the Baltimore Office, about one

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Gandy \_\_\_\_\_



year ago, investigated a matter on a Government reservation which arose on the basis of a fraud allegation. Certain government employees were defrauding the Government by spending their time making horse race books or selling numbers, and the U. S. Attorney decided to prosecute them for gambling on a Government reservation. Another instance is recalled wherein trespassers on a Government reservation engaged in gambling and were attired in Army fatigues. Thus, a possible illegal wearing of the uniform violation existed. However, the U. S. Attorney decided to prosecute these individuals for gambling on a Government reservation. Under these circumstances, the Bureau cannot logically interpose any objection to the handling of such cases.

Respectfully,  
For the Conference

Clyde Tolson

Tolson \_\_\_\_\_  
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Belmont \_\_\_\_\_  
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cc: Mr. Ladd  
Mr. Rosen  
Mr. Winterrowd  
Mr. Price  
Mr. Gilliland

The Director

October 17, 1952

The Executives Conference

JURISDICTION OF CRIMES ON GOVERNMENT PROPERTY

ALL INFORMATION CONTAINED  
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DATE 7-22-82 BY SP3C/PT

SYNOPSIS

The Conference considered the present Bureau policy with reference to handling crimes on government property. The Director stated that such a measure is sound in desiring certain cases. He stated that it was not sufficient reason that such cases are petty or distasteful.

TITLE OF CASE OF JURISDICTION IS RAISED IN THE FOLLOWING MANNER:

The case in which the question was raised occurred in New York City when [redacted] a feature writer for the New York World Telegram, called the New York Office, spoke to Special Agent in Charge Boardman, and in general terms stated there were reports that bookmakers were operating on Government owned docks and piers in New York and Brooklyn, and possibly at the Marine Hospital on Staten Island.

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ISSUE OF JURISDICTION AND PROCEDURAL POLICY:

Boardman advised [redacted] that bookmaking on Government property was the primary responsibility of the Government agencies having control and a police force in operation at the facility, such as the U. S. Navy, Marine Corps, or the General Services Administration.

RECOMMENDED ACTION:

The Conference unanimously approved our present policy that we have investigative jurisdiction over all crimes committed on Government property; that it is concurrent or exclusive jurisdiction. As a matter of policy, petty offenses are not handled in the absence of aggravated circumstances.

Those in attendance were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Holloman, McGuire, Gandy, Belmont, and Rosen.

PRESENT POLICY:

We have investigative jurisdiction of all crimes committed on Government property. It is either concurrent or exclusive.

RECORDED - 22 | 66-2884-9977

INDEXED - 22 | NOV 4 1952

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Gandy \_\_\_\_\_

66-2884-9977  
cc: Mr. Clegg  
Mr. Mohr

R [signature]

PRESENT PROCEDURE:

The Manual of Instructions, Section 33 C (1) provides that as a matter of policy, cases involving only petty offenses should not be accepted for investigation except in certain circumstances and in those instances the case should be reported to the Bureau by representatives of the Federal agency charged with the responsibility of policing or by the United States Attorney. The Manual provides that a case may be accepted for investigation involving petty offenses only wherein unusual circumstances or potentially a serious circumstances exist.

In those cases warranting investigation, the United States Attorney must be consulted to determine if he will authorize prosecution should the subject be identified. This same provision is set out in Chapter 19A, Part III, of the FBI Handbook and would provide that, except in unusual circumstances, cases involving gambling violations on Government reservations should not be accepted for investigation.

IS THIS POLICY SOUND:

It is believed that we are following a sound procedure for the following reasons:

1. Our jurisdiction is not exclusive.
2. Government Reservations are usually policed by a particular branch of the military or other Government guard force.
3. These police duties generally deal with traffic enforcement and the enforcement of minor or petty offenses, including gambling, etc.
4. Many of these offenses are also prosecutable under State laws.
5. The FBI does not want to encroach upon the jurisdiction of local authorities; nor does it want to perform a duplicate or parallel function already imposed on another agency or agencies equally responsible under the laws.
6. Nor do we want to handle such offenses when the Federal offenses would be but a small part or segment of a scheme or operation concerning which the local authorities have done nothing to curb, prevent, or prosecute; and also this offense or these offenses were prosecutable

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under State gambling or other laws, strictly local in scope; and which offenses could be handled with full and complete recourse to State laws.

7. The policy which we follow, therefore, is one which takes into consideration all of the above factors and so-called preliminary considerations.

8. If after considering all of the above factors the matter is to be handled by the FBI, then the opinion of the United States Attorney is obtained. If after consulting him he will authorize prosecution we will proceed with the investigation.

**EXERCISE OF SOUND JUDGMENT IN EACH CASE**

The Bureau's policy with regard to the above offenses and similar violations was reiterated in SAC Letter #47, dated May 20, 1952. In that SAC Letter it did not specifically name gambling violations. It was pointed out that good judgment must be exercised in accepting petty offenses for investigation and stated that such matters normally would be handled by the agency policing the reservation.

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MR. TOLSON

October 23, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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9-2-82 [Signature]

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The Executives Conference of October 21, 1952, consisting of Messrs. Tolson, Nichols, Holloman, Gearty, Mason, Rosen, Ladd, Laughlin, Harbo, Mohr, Tracy, and Glavin considered the desirability and necessity for Agents calling the office after regular hours.

It was pointed out to the Conference that under present Bureau rules and regulations the following is included: The No. 3 Register should indicate the whereabouts of Agents during all times they are out of the office including evenings, Sundays, and Holidays. If, however, an Agent leaves his home or apartment (on personal business) and someone is there to receive a call from his field office who can advise the field office of the exact whereabouts of the Agent, it is not necessary for the Agent to call in this information to the field office. It was pointed out to the Conference that as a working policy, Agents of the various divisional offices after working hours call their divisional offices when they leave their home or apartments for short periods of time with the result that particularly in the large metropolitan areas where toll charges are involved considerable communications costs result.

It was the recommendation of the Conference that the Bureau's present regulations be revised to the effect that unless an Agent is away from his home or apartment for a period in excess of three hours after working hours, it will not be necessary for him to call in his location to the field office even though there will be no one at his home during the period of time to advise the field office as to his whereabouts. The Conference feels, of course, that field supervisory officials including the Special Agent in Charge and the Assistant Special Agent in Charge as well as Agents who may be assigned to special and important cases must necessarily keep their field offices advised of their location at all times. It is the opinion of the Conference that if the above change is approved, considerable communications savings will result. Should the Conference recommendation be approved, an appropriate communication is attached hereto for forwarding to the field and the necessary manual changes are also attached.

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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachments

CC: Mr. Mohr  
Mr. Clegg

RECORDED - 15

INDEXED - 15

66-2554-9978

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51

INITIALS ON ORIGINAL - 8

9 NOV 14 1952

EX-122

MR. TOLSON

10/15/52

EXECUTIVES CONFERENCE

SUGGESTION #451-52

Present on 10/9/52, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

Messrs. A. E. Leonard, [redacted] and Maurice F. Row of the Statistical Section, Records and Communications Division, jointly made a suggestion concerning the discontinuance of the practice of recording statistics on juvenile arrests. The suggestion was considered by the Executives Conference and approved by the Director.

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The Conference believed that a cash award should not be made for this suggestion which will result in a savings of approximately \$1,000 per year; however, it is believed that letters of appreciation should go forth to Messrs. Leonard, Row and [redacted].

The Conference felt it undesirable to provide a cash award for higher paid employees occupying executive positions whose duties require them to make policy and provoke maximum economy and efficiency.

The Conference noted that no award had been requested or apparently even thought of by the three employees concerned in this instance and this matter was presented to the Conference purely to get a recommendation for the establishment of policy for presentation to the Director.

If you approve, letters of appreciation are attached for approval.

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

*DMG*

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DATE 11-19-20 BY SP5CJ/PT

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66-2554-9979

NOV 15 1952  
FEDERAL BUREAU OF INVESTIGATION  
U. S. DEPARTMENT OF JUSTICE  
WASHINGTON, D. C. 20535

MR. TOLSON

10/3/52

MR. H. H. GLEGG

SUGGESTION #451-52  
MADE JOINTLY BY MESSRS. A. E. LEONARD  
[REDACTED] AND MAURICE F. ROW  
STATISTICAL SECTION  
RECORDS & COMMUNICATIONS DIVISION

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The suggestion was made jointly and simultaneously in conference by Messrs. Leonard, Row and [REDACTED] that the project of recording figures on juvenile arrests be discontinued. This suggestion was approved by the Executives Conference and by the Director on 9/19/52. The net result is a savings of approximately \$1,000 per year.

Legislation pertaining to Efficiency Awards, under the Incentive Awards Program of the Federal Government, in Title X, states that a cash award or salary increase may be granted to an employee, or group of employees whose superior accomplishments have contributed to "outstanding efficiency and economy" in the operation of their own organizational unit. Thus, Messrs. Leonard, Row and [REDACTED] could be given a cash award or an increase in salary within their grades. The cash award may be 25% of the savings, but cannot exceed a 3-step increase in salary. Mr. Leonard is Chief of the Statistical Section and is in grade GS-15, \$10,600. Mr. Row is in grade GS-13, \$8,360. Mr. [REDACTED] is in grade GS-13, \$8,760.

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Although the Bureau has used meritorious increases in salary for efficiency for many years, it does not appear that this type of award has yet been used in connection with our Suggestion Program, and this appears to be the first meritorious instance since advice issued by the Subcommittee on Federal Manpower Policies.

RECOMMENDATION:

That a cash award be divided equally between Messrs. Leonard, Row and [REDACTED]. This award would be \$250.00 divided equally 3 ways.

If you approve, this matter should be referred to the Administrative Division in order to notify the employees and handle correspondence with the Efficiency Awards Committee of the Department.

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EDM:DMG

*[Handwritten signature]*

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DATE 7-15-99 BY SP5/4  
[Handwritten initials]

EXECUTIVE CONFERENCE

Mr. Tolson

10/29/52

The Executive Conference

Present 10/29/52 Messrs.

- Todd, Harbo,
- Glavin, Mohr,
- McGuire, Belmont,
- Gearty, Rosen,
- Tracy and Mason.

PREPARATION OF INTRA-BUREAU MEMORANDA

The Conference considered the office memorandum entitled "Preparation of Intra-Bureau Memoranda" setting forth the format of memoranda to be prepared in the future at the Seat of Government.

The Conference unanimously felt that similar instructions should not be issued to the Field and that only Seat of Government memoranda should be prepared under this format. The Conference felt that in requiring the Field to prepare a synopsis for such lengthy memorandum additional work would be required on the part of the Field and there would be the likelihood that Bureau supervisors might take action based upon a reading of only the synopsis of the memorandum from the Field, missing out on more important facts concealed in the details.

The Conference was unanimously of the opinion that memoranda in use in the Field and between the Field and the Seat of Government should be continued as is.

EDWARD J. *[Signature]*  
cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/11/81 BY SP-10 JPT

RECORDED - 107

EX-103

66-2554-9980  
NOT RECORDED  
1381 NOV 4 1952

ORIGINAL COPY FILED IN 66-2554-9980

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Mohr \_\_\_\_\_
- Glavin \_\_\_\_\_
- Tracy \_\_\_\_\_
- Rosen \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Nease \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

NOV 17 1952



MR. TOLSON

10/10/52

EXECUTIVES CONFERENCE

SUGGESTION #392-52  
MADE BY HORACE S. HALLETT  
SPECIAL AGENT, ALBANY OFFICE

Present at Conference on  
10/9/52, were Messrs.  
Tolson, Callahan, Tracy,  
Harbo, Mohr, Laughlin, Ladd  
Rosen, Gearty, Nichols  
Holloman and Mason.

The Conference unanimously recommends a cash award in the amount of \$125.00 to SA Horace S. Hallett of the Albany Office for his recent suggestion, which was adopted by the Bureau, to the effect that ~~fugitive~~ memoranda not be prepared by the Identification Division in ~~Deserter~~ cases until such time as these memoranda are requested by the office of origin. Such memoranda contain information from the service record file of the deserter and from the files of the Identification Division. The suggestion has been adopted and is now in practice.

It has been estimated that the adoption of the suggestion will save the preparation of 1,000 memo anda per year, of which 717 will pertain to the Army and Air Force, while 283 will pertain to Navy and Marine Corps deserters.

Savings will consist of \$2,401.95, representing the cost of checking service records and compiling background data, and \$1,190, representing actual cost in the Identification Division for the preparation of 1,000 memo anda, and \$280.00, representing the cost of identification records furnished. Thus, the total savings will amount to \$3,871.95. According to the schedule of awards under the Suggestion Program, this would make Mr. Hallett eligible for a cash award in the amount of \$125.00.

Since the Conference unanimously recommends an award of \$125.00 to Mr. Hallett, and the Conference feels that this suggestion is not an outgrowth of Mr. Hallett's duties, this matter is presented for your approval, with a favorable recommendation.

If you agree, there is attached hereto a letter to Mr. Hallett, and the Administrative Division will handle correspondence with the Department of Justice relative to the award.

Attachment

cc-Mr. Mohr

Mr. Clegg

Mr. Glavin (cc: Mr. Ingram)

RECORDED - 54  
INDEXED - 61

66-2554-7981

RECORDED  
133 NOV 5 1952

INITIALS OF ORIGINAL

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-28-96 BY 4822/PT

ORIGINAL FILED IN 66-6300-42-9110

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #520-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference considered a suggestion from Miss [redacted] of the Numbering Unit of the Records Section. The suggestion is that the spot checking of mail numbering and abstract sequencing be discontinued as soon as an employee of the Numbering Unit has completed training. This matter was looked into by Inspector Veahery who agrees with the suggestion, pointing out that this spot checking serves no useful purpose and that there are other adequate safeguards to catch errors.

b6  
b7c

Mr. Eames agrees that spot checking should be discontinued on the sequencing of abstracts prior to filing but believes the spot checking should be continued on the procedure of numbering or serializing mail. Mr. Nichols agreed with the views of Mr. Eames.

The entire Conference agreed with the views expressed by Mr. Eames and thus recommends the partial adoption of the suggestion of Miss [redacted]. If you agree, appropriate action will be taken in the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols (Att'n W. G. Eames)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/21/84 BY [signature]

EDM:ATP

INITIALS ON ORIGINAL

RECORDED - 27  
INDEXED - 27

106-2554-9982

NOV 3 1952

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

NOV 17 1952

ORIGINAL FILED IN 106-2554-9982

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #527-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference considered a suggestion from Miss [redacted] of the Records Section relative to work of the Consolidation Unit. The suggestion is that change slips placed in the file showing adjustments made to that file and the appropriate abstract retained in the Numbering Unit be replimated. At the present time the words "changed to" are stamped on each form with a hand stamp.

Mr. Eames recommends favorable consideration of the suggestion pointing out that it is necessary to use these forms each time a change is made in the Consolidation Unit. Mr. Eames felt that a replimated supply of the changed forms should be obtained. Space will be provided on the forms for the initials of the employee making the change as well as the date. Mr. Nichols recommends favorable consideration. The entire Conference concurred. If you agree, appropriate action will be taken by the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols. (Attention W. G. Eames)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/82 BY JAS/CHP

EDM:ATE

RECORDED - 4

66-2554-9983

INDEXED - 4

NOV 3 1952

WAC

NOV 10 1952

ORIGINAL FILED IN 66-2554-9983

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

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #524-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearby, Rosen, Tracy, and Mason.

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b7c

Mrs. [redacted] of the Name Check Unit of the Records Section suggested that the File Review Unit discontinue the practice of returning forms to the Name Check Unit when an error such as a transposed number, omitted serial or page number in error is discovered. Mrs. [redacted] suggested that a routing slip be sent to the Name Check Unit showing the correction. This procedure would eliminate the returning and extra handling of the Name Check Forms.

A disadvantage is apparent in that a Name Searcher would not have the opportunity to see the search slip on which the error was actually made. Errors of this type are considered in the miscellaneous category in the Records Section and are deemed by Mr. Eames to be of minor nature.

Mr. Eames believes that the elimination of extra work outweighs the disadvantage. Mr. Nichols concurs. The Conference unanimously agrees.

If you approve, appropriate action will be taken by the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols (Attention W. G. Eames)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/1/90 BY SP9/ST

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

EDM:ATP

RECORDED - 1

INDEXED - 4

166-2554-99184

NOV 3 1952

77 NOV 13 1952

ORIGINAL FILED IN



66-2554-9986

**CHANGED TO**

67-80010-1824

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-21-92 BY SP5CJ-  
LPT

NOV 25 1952

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Mr. Tolson

11/4/52

The Executives Conference

The Executives Conference of 11/4/52 had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty and Mason.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/81 BY SP2C/LPT

As a result of Washington Field Office leaving unassigned and unworked for nearly 2 months the fugitive deserter case on [redacted] without this practice being known to the Bureau, the Director instructed that an inquiry be made as to supervisory procedures.

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This matter was looked into by Inspector Sizoo; it was studied by the Executives Conference on 11/3/52; a subcommittee of the Conference consisting of Messrs. Belmont, Rosen, Gearty and Mason made further inquiry; and the matter was reconsidered by the Conference on 11/4/52.

Not only was the procedure of supervising fugitive cases inquired into but this study was expanded to include all types of cases.

The Conference unanimously recommends a tightening up in Bureau supervision and more demanding supervision by the Bureau inasmuch as the field now, with the exception of New York and Chicago, has practically all of the Agent personnel that it needs and New York and Chicago will very soon have a full complement. Further, the case load is declining, can be expected to decline further and simultaneously investigative case delinquencies are being reduced. As of 9/30/52 (the latest figures available) there were 32,941 investigative matters delinquent in the entire field service.

The Conference unanimously and respectfully proposes:

- (1) The field be instructed to assign all active cases immediately upon receipt. If you agree, there is attached such an SAC Letter. The Conference felt that such a requirement would have been in order several months ago when there were heavy personnel shortages, however, the latest figures show that in the entire field service

Attachments:

cc: Mr. Mohr  
Mr. Clegg

SUPERVISORY PROCEDURES  
IN HANDLING OF CASES

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

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INDEXED - 152  
EX-112  
NOV 6 1952  
66-2554-9987  
JACW

NOV 19 1952

as of 9/30/52, there were only 3,207 unassigned investigative matters and many of these consisted of one or two or three or other very small number of unassigned matters per office. New York had 3,436 unassigned matters and the Conference was advised that New York has now assigned these cases. In all offices other than New York, there was a total of only 771 unassigned matters. The problem of assigning cases is, therefore, not acute; however, prompt assigning would prevent a situation such as occurred in the [redacted] Case in the Washington Field Office where it was unassigned for an extended period. The Bureau's check to see that cases are being promptly assigned will appear in the monthly administrative report for each office must necessarily show the number of unassigned cases in its monthly report to the Bureau. If personnel shortages subsequently arise, this procedure would have to be reexamined.

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- (2) The Conference proposes that an SAC Letter be dispatched to the field re-emphasizing the responsibility of the office of origin to supervise cases thoroughly and carefully not only in its own office but in auxiliary offices and the responsibility of the office of origin to get results from auxiliary offices. The Conference recommends this SAC Letter instruct the field to notify the Bureau of unwarranted delay on the part of auxiliary offices and the Conference further feels that this SAC Letter should re-emphasize the existing requirement that fugitive deadlines be covered within 30 days. If you agree, such an SAC Letter is attached. The Conference felt that if Los Angeles as origin in the [redacted] Case had ~~been~~ properly supervised it, Los Angeles, would have obtained results from the Washington Field Office. The Conference feels that the attached SAC Letter will result in offices putting the Bureau on notice as to the failure of auxiliary offices to submit reports promptly and it will then be the responsibility of the Bureau supervisor to dig into the situation, get results, and fix responsibility on the proper people in the field.

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- (3) The Conference re-examined the past procedure of the Bureau in obtaining semi-annually from each office a list of all delinquent investigative matters/Security except

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Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_



Matters (the most routine of the Security-type investigations), Internal Security matters (the most important of the Security-type investigations involving important functionaries, figures and organizations of the Communist Party or other subversive groups), and Espionage. Until 10/12/52, each office semiannually submitted a listing of all delinquent cases for study by Bureau supervisors. Since 10/12/52, the rule has been that each office will submit such a listing annually.

The Conference felt it desirable, now that conditions in the field indicate the possibility of substantial reductions in delinquency and the opportunity to handle work on a nearly current basis, for the Bureau to return to more frequent reports from the field listing delinquent matters.

The Conference unanimously recommends that each office be instructed to submit every 60 days a listing of all delinquent investigative matters, including security functions such as Security Matters, Internal Security, and Espionage. This recommendation is made to be effective for a period of 6 months, which will give each office an opportunity to submit 3 separate listings of delinquent cases at intervals of 60 days. This will further give the Bureau an opportunity to determine whether the existing supervisory staff can handle the increased duties without more help. The Conference feels that it will not only help obtain better supervision through more frequent scrutiny of matters by supervisors, but it will have the psychological effect of causing SACs to make every effort to reduce delinquencies. If this rule had been in effect, the delinquency of the Washington Field Office in the Miller case would have come to the attention of the Bureau supervisor.

The Conference also considered whether the field should be required to submit a form to the Bureau advising of the title, character, file number, synopsis of facts, and status of each new case originating in the field and previously unknown to the Bureau whenever a report has

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Ladd \_\_\_\_\_  
Nichols \_\_\_\_\_  
Belmont \_\_\_\_\_  
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Glavin \_\_\_\_\_  
Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

not been submitted within 45 days after receipt of the case. The Conference rejected this proposal, feeling that the listing of delinquent cases every 60 days would be a better technique and if the Director should approve the bimonthly listing of delinquent cases, the use of a form for notification of new cases not handled in 45 days would be unnecessary.

There are attached appropriate letters in the event the Director agrees with the above recommendations.

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

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #519-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference considered a suggestion from Miss [redacted] of the Records Section. Miss [redacted] recommends that mail coming into the Bureau requesting tours of the Seat of Government be destroyed and not be made a matter of permanent record. Inspector Vechery pointed out that in the last cost analysis of the Records Section it requires expenditure of 78 cents to handle each piece of mail processed and filed.

Miss [redacted] has in mind that the Tour Room could prepare an appropriate card index on tour requests and destroy the mail without permitting it to go to file. It was noted that a similar suggestion was submitted by Mr. M. A. Jones of the Crime Records Section and as a result thereof this mail is no longer placed on record in the Records Section.

The Conference felt that no further action need be taken in this matter.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols (Att'n W. G. Eames)

EDM: ATP

ALL INFORMATION CONTAINED  
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DATE 1/12/83 BY 7882/PT

RECORDED - 116  
INITIALS ON FILE

INDEXED - 116

166-2534-7988  
NOV 3 1952  
CL

294  
NOV 12 1952

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

*Eames*

ORIGINAL COPY FILED IN 66-2534-7988

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #522-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

The Conference considered a suggestion from Miss [redacted] of the Consolidation Unit of the Records Section that the practice of placing the date of change and the initials of the clerk making the change on the back of certain types of changed abstracts be discontinued.

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This proposal would be limited to those instances where change slips are placed in the file (appropriately identified) in the Numbering Unit and there would be no question as to the fixing of responsibility.

Adoption of this suggestion will save some time for the change clerk of the Consolidation Unit. Messrs. Eames, Trotter, and Nichols recommend adoption. The entire Conference concurred and regards the suggestion favorably. If you agree, appropriate action will be taken in the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

cc: Mr. Mohr  
Mr. Clegg  
Mr. Nichols (Attention W. G. Eames)

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-21-94 BY SP-4 JPT

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

RECORDED - 116

INDEXED - 116

166-2534-9989

NOV 3 1952

MISSING TO STALLIN

361  
8 NOV 13 1952

100-418-99 M. C. ...

Mr. Tolson

10/29/52

The Executives Conference

Present 10/28/52; Messrs.

SUGGESTION OF MRS. [redacted]  
FORMER BUREAU EMPLOYEE

Tolson, Glavin, Tracy,  
Harbo, Mohr, Laughlin,  
Gearty and Mason

The Conference considered a suggestion from [redacted] a former Bureau employee, now working for the Army in Seattle, Washington.

b6  
b7c

Mrs. [redacted] presented examples of the way enclosures might be listed at the end of letters and reports. The present method followed in the Bureau is, in the lower left-hand corner of the first page of a letter, to show:

Enclosures (6)

On the first page of investigative reports opposite the name of each office receiving a copy of the report, the word "Enclosures" appears, and at the end of the report under the block heading "Enclosures" each enclosure is spelled out in detail for the benefit of the office receiving such documents.

The proposal of Mrs. [redacted] would appear to have little applicability to investigative reports inasmuch as her proposal is to spell out the nature of each enclosure, and this is being done in investigative reports.

Her suggestion does not appear to be necessary with regard to letters inasmuch as no problem has been experienced. Her thought is that in addition to the present system of the Bureau of showing "Enclosures (6)" at the bottom of a letter there should be listed underneath this wording a description of each enclosure such as:

Enclosures (4)

1. Fingerprint Card
2. Photo of subject
3. Report 7/2/52
4. Exhibits

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/12/93 BY SP3 [signature]

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b7c

The Conference unanimously felt that no further action need be taken relative to this suggestion. If you agree, no further action need be taken inasmuch as Mrs. [redacted] has already been thanked for her idea.

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

EDM:ulr  
cc: Mr. Clegg  
Mr. Mohr

548-52  
294

RECORDED - 115

INDEXED - 116

166-2554-799d

166-2554-799d

NOV 6 1952

100-2554-799d

Mr. Tolson

10/29/52

The <sup>0</sup> Executives Conference

Present 10/27/52: Messrs.

NATIONAL ACADEMY NEWS  
LETTER COVER DESIGN

Tolson, Glavin, Tracy,  
Harbo, Belmont, Rosen,  
Carty, Nichols and Mason.

20038

The Conference unanimously recommends that the annual Christmas greetings to graduates of the FBI National Academy, recently prepared as the cover sheet for the Christmas issue of the FBI National Academy News Letter, be design No. 3 attached.

The Conference considered each of the three attached designs prepared by the Cartographic Section and felt, as does Mr. H. A. Jones of the Crime Records Section, that No. 3 would be the simplest and the most dignified. Design No. 3 can be handled in one run, whereas designs No. 1 and 2 will each require more than one run.

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

Attachments  
EDH:ulr  
cc: Mr. Clegg  
Mr. Mohr

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-12-83 BY SP-6 JCF/ST

ORIGINAL FILED IN

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

70 NOV 12 1952

RECORDED - 152  
INDEXED - 152

EX - 106

NOV 15 1952  
166-2554-9992

MACM

Mr. Glavin

10-22-52

E. J. Ingram

Bureau Automobile Accident -  
1951 - Ford - #PISP-151321  
Date - August 15, 1952  
Damage - \$979.21  
SA Arthur J. Sullivan - Minneapolis

7-21-92 SPC-UP

Reprinted per locate clerk

EXECUTIVE CONFERENCE

At approximately 4:00 a.m. on 8-15-52 while operating a Bureau car Agent Sullivan was involved in an accident near Sulphur, South Dakota.

Agent Sullivan advised he was proceeding on South Dakota State Highway #212, a Class 3 road (graded and surfaced with gravel). The Bureau car had just reached the top of an incline where the road turned to the right and proceeded downhill when he sighted a pickup truck about 50' away and traveling in the opposite direction. The road at this point was about 15' wide, not including the soft shoulders and to avoid driving too close to the truck Sullivan turned the car to the right. Without warning, the wheels skidded on the loose gravel causing the car to swerve sharply to the right into a ditch where it rolled completely over, coming to a rest on its wheels and throwing Sullivan out the door on the driver's side. The agent estimated the speed of the Bureau car immediately prior to the accident as 45 mph. The speed limit was 35 mph. Agent Sullivan does not have collision type insurance.

The pickup truck driver stated that at the crest of the hill he met the Bureau car which swerved to its right to avoid a collision. The truck driver said he also swerved to his right and as he passed the Bureau car he noticed that the rear was skidding. He stopped and saw the Bureau car approximately 100' from the crest of the hill on the north side of the road at a right angle to the highway. His approximate speed before the accident was between 45-50 mph and he did not believe the Bureau car was traveling any faster. He further advised that had both cars remained in their respective lanes of travel they would have collided. The truck driver obtained aid in getting Sullivan to a hospital where he was treated for minor injuries to his knee and a few cuts on his face. Agent Sullivan was later released.

The accident occurred in a very sparsely settled rural territory and no investigation by state or local police was made.

The investigating agent advised that the road is 15' wide with a 3' apron of loose gravel on each side. Vehicles traveling on

ORIGINAL FILED IN

RECORDED-140 66-2554-9992  
INDEXED-140 EX-1060 NOV 4 1952

this stretch of the highway tend to ride near the center. The incline leading to the crest of the hill where the accident occurred was approximately a 30 degree angle and a vehicle approaching from the opposite direction can not be seen until it is at the crest of the hill.

The investigating agent further advised that due to the highway being graded immediately after the accident, no skid marks were visible; however, the embankment on the north side of the highway revealed where the Bureau car struck and the degree of incline causing the car to turn completely.

Agent Sullivan was also involved in an accident on 7-29-52 at approximately 4:10 p.m. in this same Bureau car. He was traveling over a Class 4 road (graded but not improved) at approximately 40 mph when the right front wheel of the Bureau car struck a large hole in the road causing the car to swerve in the loose gravel and scrape the right side of the car against a rusted iron post located on the right side of the road. Damage consisted of a large scratch running from the middle of the right front door panel, across the right rear door panel to midway on the right rear fender. The road was straight and level and the speed limit was 60 mph at the scene of the accident. Repairs were not made in this accident since it was necessary that this car be in operation and the damage was only minor.

#### DAMAGE

1. Bureau car - \$979.21
2. Personal injuries - Agent slightly injured as noted.

#### SAC'S COMMENTS AND RECOMMENDATION

SAC Banister advised that it appeared from the investigation that Agent Sullivan was traveling about 45 mph when the accident occurred. He did not believe that this was an excessive rate of speed on a Class 3 road. The SAC was of the opinion that this accident was unavoidable and that the cost of the repairs should be borne by the Bureau.

He also requested Bureau authority to sell the Bureau car involved in view of the extensive damages. He advised that if repairs are made, however, the car will be in as good a condition as before the accident and may be used for pursuit purposes.

#### RECOMMENDATION

Since the facts set out above reflect that Agent Sullivan was driving the Bureau car at an excessive rate of speed when it is



considered that he was on a very narrow dirt road covered with gravel and was not able to see ahead in view of a 30 degree incline in the road, it is believed that he was operating the car in a negligent manner and should be held responsible for the damages.

It is further recommended that the SAC be authorized to solicit bids for the sale of the Bureau car inasmuch as the damages were so extensive.

ADDENDUM - 10/28/52

The Executives Conference of October 27, 1952, consisting of Messrs. Tolson, Nichols, Mason, Gearty, Harbo, Tracy, Rosen, Belmont, and Glavin, was of the opinion that the Agent was not negligent in the operation of the Bureau owned automobile and should not be held responsible for the damages thereto.

It is recommended that the SAC secure bids for the sale of the car in question.

WRG:gt

MR. NICHOLS

10/20/52

W. G. EAMES

RECORDS STREAMLINING  
SUGGESTION PROGRAM - #9  
Name Check Unit,  
Records Section

20037

b6  
b7c

EXECUTIVE CONFERENCE

Mrs. [redacted] the Name Check Unit representative on the Streamlining Committee, has suggested that one coordinator be responsible for the issuing of all instructions in the unit in the interest of uniformity.

In this connection it is noted that each Searcher in this unit, in addition to following the rules in listing references, is required to use his own judgment in not listing unnecessary references or in listing them if they appear pertinent on the basis of the available information.

Each coordinator is responsible for a complete and accurate knowledge of all instructions, and it is the responsibility of each to make certain that all employees they supervise have a knowledge of their duties. It is believed that this suggestion would place an unnecessary burden on one coordinator and would deprive the other coordinators of contacts with their employees which are essential to the proper evaluation and rating of the employees. Inasmuch as all coordinators receive their instructions from the same source and are all present at the same time to receive the instructions, there is very little lack of uniformity in the instructions the employees receive. In the application of common sense and good judgment to individual cases, there is bound to be some variance in the manner in which a search is handled.

It is not believed that the adoption of this suggestion would make for greater uniformity when the decision is a matter of judgment.

RECOMMENDATION:

Unfavorable. It is not necessary to acknowledge this suggestion at the present time inasmuch as recommendations concerning all of Mrs. [redacted] suggestions will be set out at the completion of the present Streamlining Program.

WGE:jg

RECORDED-140

INDEXED-140

ADDENDUM

10/29/52

EDM:vlr

166-2531-9993  
NOV 4 1952

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/22/02 BY [signature]

ORIGINAL FILED IN

7/17/52

Considered unanimously unfavorable by Executive Conference of 10/27/52. Present were Messrs. Tolson, Glavin Tracy, Harbo, Belmont, Rosen, Gearty, Nichols and Mason.

MR. NICHOLS

10/17/52

W. G. EAMES

RECORDS STREAMLINING  
SUGGESTION PROGRAM - #38  
Service Unit,  
Records Section

20036

Mr. [redacted] Service Unit representative on the Streamlining Committee, has suggested that a copy of the transmittal letters be attached to all General Intelligence Investigative File reports as an aid to the Locate Clerk.

Since these reports are submitted only twice a year, a total of 104, it is not believed that the locate problem is of sufficient magnitude to justify the expense of preparing the extra copies of the transmittal letter. It is noted that these reports can be located without the cover letter by checking the Numbering Unit abstracts.

b6  
b7c

It is accordingly recommended that the suggestion not be adopted.

RECOMMENDATION:

Unfavorable. It is not necessary to acknowledge this suggestion at the present time inasmuch as recommendations concerning all of Mr. [redacted] suggestions will be set out at the completion of the present Streamlining Program.

WGE:jg

ADDENDUM 10/29/52 EDM:vir

Considered unanimously unfavorable by Executives Conference of 10/27/52, Present were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Rosen, Gearty, Nichols and Mason.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-14-92 BY SP5 WPT

RECORDED-140

66-2554-9994

NOV 4 1952

INITIALS ON ORIGINAL

INDEXED-140

EX 104

NOV 30 1952

7170

ORIGINAL FILED IN 66-811-3245

MR. TOLSON

October 15, 1932

THE EXECUTIVE CONFERENCE

20035

AUTOMOBILE - FIELD DIVISIONS

*Legislation*  
#503-52

The Executive Conference of October 9, 1932, consisting of Messrs. Tolson, Holloman, Nichols, Jearby, Mason, Rosen, Ladd, Laughlin, Mohr, Harbo, Tracy, and Callahan, considered a suggestion submitted by the SAC at Oklahoma City that consideration be given to the possibility of revising Bureau instructions pertaining to the necessity of having all Bureau automobiles placed in a fireproof storage at night by Agents on road trips and in cities other than where there is a contract garage. It was pointed out that inquiries of larger oil companies who had operating fleet automobiles do not require such equipment be stored at night and it was believed that if the equipment is parked in the hotel parking lots which are available in the larger of the cities and securely locked, little possibility exists that the equipment will be stolen or destroyed. It was ascertained that over a period of one year this item would amount to a savings of several thousand dollars.

The Conference was also advised that the Bureau's automobiles differed from that of other fleet operators of automotive equipment in that a great many of the Bureau's cars have special equipment installed therein which requires a certain amount of security not necessary to other fleet operators such as two-way radio equipment.

The Conference unanimously recommended that the present Bureau regulations not be amended to the extent suggested by the SAC at Oklahoma City but did unanimously recommend that the Bureau eliminate the provision that the garage be fireproof from its present regulations and that the automotive equipment being used by Agents on road trips be away from headquarters cities and in incident Agents' cities be permitted to store the Bureau's automobiles in other suitable garages. The Conference in making this recommendation felt that cheaper storage facilities might be obtainable without risking any appreciable added hazard to the storage of our automotive equipment.

In the event the Director concurs, the notification to the field together with the revision of the Manual of Rules and Regulations will be prepared immediately.

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

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 140  
INDEXED - 140  
166 254

NOV 13 1932 INDEXED-140

*EX-105*  
*166 254*  
*NOV 5 1932*

2176

The Director

20034

October 30, 1952

The Executives Conference

TELETYPE SENT BY MAIL

The Executives Conference was advised today that the Bureau is receiving only the original blue copy of teletypes sent by mail and as a result a hardship is experienced in that the original does not reach the working level of the Supervisor handling the subject matter until several hours after the communication is received at the Bureau. Previously this difficulty was not encountered as teletypes on receipt had an original, a duplicate, and a third copy made on the machine itself which permitted routing of the original to the Director or Assistant Director interested in the subject matter and the duplicate copy directly to the Agent Supervisor handling the case. The third copy is retained in the Communications Section and since abstracts are not made on teletypes or wires, it was a ready reference source for any official at the Seat of Government to call the Teletype Unit for the third copy.

To correct this situation it was suggested that the field be instructed to prepare two copies to accompany the original blue teletype form transmitted by mail. This would apply to both teletypes sent by mail to the Seat of Government and to other Field Offices. The SAC, should he desire the message transmitted by teletype rather than by mail, could destroy the two extra copies and if sent by mail would have the two copies accompany the original of the communication. At the Seat of Government, teletypes sent by mail are given the same attention as teletypes and telegrams and when received in the Routing Unit, are sent directly to the Communications Section for routing as a wire.

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Gearty, Holloman and Nichols unanimously approved this be done. A suggested SAC Letter is attached.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-22-81 BY SP-1/ST

RESPECTFULLY,  
For The Conference

RECORDED - 21

INDEXED - 21

Clyde Tolson

66-2554-9996  
NOT RECORDED  
135 NOV 6 1952

cc - Mr. Clegg  
Mr. Mohr

Attachment 2/76  
NOV 15 1952  
JHN:ptm

ORIGINAL FILED IN

Mr. Tolson

20032

10/20/52

The Executives Conference

BLIND MEMORANDUM TO SUPPLEMENT  
SECURITY INFORMANT INDEX

GENERAL

The Executives Conference on 10/20/52, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols and Clegg being present, considered the suggestion of the Philadelphia Office, concurred in by Inspector B. G. Brown, that as a supplement to the security informant index there should be a blind memorandum with a table of contents and at least one page devoted to each logical subdivision of the Communist Party or other subversive organization and the various spheres of their activities, such as waterfront, infiltration in the foreign language groups, and the like. There would be listed all available security informants and potential security informants not by name but in the following manner: (1) symbol number; (2) type of information which can be furnished, such as re Communist Party infiltration in the fraternal groups in the Scranton area; (3) the file number; (4) the Agent handling the case.

This procedure was authorized for the Philadelphia Office and had been used there for several months and Inspector Brown, after viewing its operation and service, recommended that it be extended to all offices having a large volume of security work. The actual names of the informants are not listed and before a Special Agent can obtain this name he must obtain it through a Supervisor, who is usually the Supervisor having control of security informant cards.

The value of this blind memorandum list is that it will provide a list of the names of Agents handling contacts with various sources and will enable the investigating Agent to promptly and properly direct his requests for checks of informants to the correct Special Agent. There will be no information in this memorandum which is not also on the security informant index and it will provide a ready reference as to the completeness of the coverage available in any security matter in which an Agent has an investigative interest.

cc: Mr. Mohr

Mr. Clegg

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

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

RECORDED - 75  
INDEXED - 75

166-2534-9997

RECORDED

OCT 31 1952

MACM

63 NOV 13 1952

ORIGINAL FILED IN

20033

The Executives Conference unanimously recommended that the facts of this procedure be brought to the attention of the SACs of the largest offices and that those SACs submit their comments as to the practicability of the proposal and whether it would be helpful in their offices. The Bureau would then reanalyze the proposal to see whether it should be made available to the Field for permanent use.

There is attached a memorandum to the SAC at New York with carbon copies to the SACs at Los Angeles, San Francisco, Chicago, Detroit, Washington, Newark, Cleveland, Boston, Baltimore, Minneapolis, St. Louis, Cincinnati and Pittsburgh (this includes all offices having 2,000 or more pending cases).

20031

October 27, 1952

Mr. Nichols

H. A. Jones

THOMAS D. COLL  
WASHINGTON, D. C.  
INVESTIGATOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-12-82 BY SP54/PT

BACKGROUND:

Mr. Coll by letter dated October 17, 1952, advised that he had found a copy of the Investigator in a local restaurant and that he did not think it was a good idea to have pictures of Special Agents as publicized.

Coll pointed out that recently there were pictures of Special Agents in the newspaper and that their faces had been blanked out.

INFORMATION CONCERNING COLL:

Bufiles reflect previous cordial correspondence with Coll for over fifteen years, beginning when he defended the Bureau against a hostile attack by a writer in the Pittsburgh Press in 1937. The Bureau conducted a Special Inquiry Investigation at the request of the Office of Civil Defense, which was completed in May, 1950. Metropolitan Police records reflect he was arrested on a disorderly charge 2/4/51. There was no other derogatory information, and he was at that time employed as Sports Editor and Make-up Man for the "Air Force Times," Washington, D. C. (62-38954; 77-52899).

RECOMMENDATION:

Recommended the attached letter be sent to Coll thanking him for bringing this matter to our attention.

That the attached SAC letter be forwarded cautioning employees concerning their carelessness in leaving their copies of the Investigator in public places.

ADDENDUM: LBY;HOW 10-29-52

Approved by Executives Conference consisting of Messrs. W. J. Holloman, Gearty, Mason, Hennrich, Ladd, Rosen, Mohr, Parsons, Tracy, Glavin and Nichols.

Attachments

ECK:MBJ

RECORDED - 57  
INDEXED - 57

63 NOV 14 1952  
- 103

NOV 6 1952

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

ORIGINAL COPY FILED IN 62-38954-3



Mr. Tolson

20030

10/24/52

Executives Conference

CONFERENCE ON AUTOMOBILE THEFTS TO BE HELD IN EACH FIELD DIVISION

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gurney, Rosen, Tracy, and Mason.

The Conference considered whether the Washington Field Office should hold a conference with local law enforcement agencies on the handling of automobile thefts in conjunction with the Baltimore and Richmond offices.

If the Washington Field Office held a separate conference, the only two agencies in attendance other than the FBI would be the Metropolitan Police Department and the D. S. Park Police. The conference would consist of 3 or 4 officers in total and these are the same officers with whom the FBI does business daily.

The Conference unanimously recommends that the Washington Field Office get in touch with the Baltimore Office and the Richmond Office and arrange to hold a conference in Washington, D. C., and invite to that conference law enforcement officers in localities immediately adjacent to Washington and nearby to Washington in the states of Maryland and Virginia.

If approved, no conference would be held in Hyattsville, Bethesda, or Alexandria but all of these nearby offices would be invited to the Washington conference supervised by the Washington Field Office and handled in conjunction with the Baltimore and Richmond Offices.

If you agree, there is attached hereto an appropriate memorandum to the Washington Field Office.

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-21-09 BY SP3/6/PT

EDM:ATP

W.M.C.

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

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INDEXED - 126  
7-112

166-2554-9999  
OCT 27 1952

53 NOV 19 1952

ORIGINAL FILED IN 166-9554-9999

Mr. Tolson

10/17/52

The Executives Conference

REVISED MANUAL OF  
RULES AND REGULATIONS

Present 10/16/52: Messrs. Tolson,  
Glavin, Tracy, Harbo, Mohr, Rosen,  
Belmont, Gearty, McGuire,  
Kollman and Glegg.

1. Mr. Mason suggests that the present requirement that annual leave in excess of two days must be approved in advance by the SAC of the new office for personnel under transfer be changed to permit the SAC of the old office to approve reasonable leave and notify both the Bureau and the new SAC that the leave has been approved. A letter to the Bureau and the new SAC is at present required, showing when the employee was scheduled to depart for the new office and the information concerning leave could be added to this letter. The proposal is for the purpose of eliminating correspondence when annual leave is requested by an Agent under transfer.

The Conference unanimously recommended favorably.

2. At present the Manual requires that an employee on special assignment traveling by personally-owned automobile must advise the Bureau once each 24 hours where he can be reached. This is done by those Agents in travel status by telegraph. To save such expense, it was recommended that the provision in the future should be that employees on special assignment, traveling by personally-owned automobile, must keep the Bureau advised of their whereabouts by a memorandum submitted in advance. Of course, if the planned itinerary for any reason is interrupted, then the Bureau would be notified by wire. This should save considerable expense.

The Executives Conference recommended unanimously favorable.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Glegg

MHC: EHW

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-29-92 BY 3034 U-RT  
D.A. 323013

RECORDED - 28  
INDEXED - 28 NOV 7 1952

74 NOV 14 1952

*[Handwritten signatures and initials, including a large circle and 'M']*