

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

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~~CONFIDENTIAL~~

Mr. Tolson

10/23/52

The Executives Conference

~~ALL INFORMATION CONTAINED~~

~~COUNTER INTELLIGENCE CORPS SCHOOL~~

~~FORT HOLABIRD, MARYLAND~~ Present 10/22/52 were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy and Mason.

Brigadier General P. S. Gallagher, Chief of the Counter Intelligence Corps Center at Fort Holabird, Maryland, extended an invitation for the Bureau to designate one or more representatives to take the 14-week course of training given at the Counter Intelligence Corps School at Fort Holabird, Maryland.

It will be recalled that Special Agent Orville Talburt of the Training and Inspection Division recently completed that course of training and it was found most valuable to the Bureau and will be helpful in connection with his future assignments when training is reactivated for New Agents at some future date.

The Conference felt that while it is desirable to have another Agent take the 14-week course, such should not be acted upon favorably at this time in view of the fact that there would be travel expenses and 14 weeks per diem involved.

Executive

The Conference recommends unfavorably.

If you agree, there is attached a letter to General Gallagher. It will be recalled that we recently had 2 officers of the Counter Intelligence Corps attend New Agents training.

Attachment

cc: Mr. Mohr
Mr. Glavin

EDM: EHW

26 NOV 11 62 100

U.S. DEPT. OF JUSTICE

RECORDED - 41

INDEXED - 41

Handwritten notes and stamps: "NOV 12 1952", "DECLASSIFIED BY...", "323", "OLB", "JACK", "POA", "cc", "dapt", "PC", "MTC".

66-2554-10001

NOV 6 1952

~~CONFIDENTIAL~~

NOV 19 1952

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- Tolson
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- Tele. Rm.
- Holloman
- Gandy

MR. TOLSON

October 21, 1952

THE EXECUTIVES CONFERENCE

Cost of Travel by personally-owned and
Government-owned vehicles

The Executives Conference of October 16, 1952, consisting of Messrs. Tolson, Holloman, McGuire, Coarty, Glegg, Rosen, Belmont, Mohr, Harbo, Tracy, and Glavin, considered a suggestion submitted by Mr. Gauthier concerning the cost of travel for the fiscal year 1952 by personally-owned and government-owned vehicles. Mr. Gauthier pointed out that there are certain high cost operating areas in the country where the cost of operating Bureau automobiles exceeds 7 cents per mile, which is the mileage permitted on personally-owned cars. It was pointed out that Anchorage, Chicago, New York, and Washington are the low-mileage, high cost areas.

He also pointed out that the remaining areas in the country are operating ~~personally~~ government-owned automobiles at less than 7 cents per mile and he was of the definite opinion and feeling that Bureau-owned automobiles should be channeled into low-cost operating areas so that a minimum utilization of personally-owned cars at the rate of 7 cents per mile is paid. He also feels that it would be to the advantage of the Bureau to transfer as many of its cars as possible from the high cost areas with the thought in mind that Agents utilizing personally-owned cars in such areas can operate them for 7 cents per mile.

It was pointed out to the Conference that Mr. Gauthier suggested that the Bureau give consideration to the possibility of giving a daily allowance from 75 cents to \$1.00 to Agents utilizing their own cars to make it worthwhile for the Agents to utilize their cars.

It was pointed out to the Conference that under present law 7 cents per mile is all that can be paid by the Government for personally-owned cars and if so-called allowances were to be permitted the present law would have to be amended by Congress. The Conference did not feel that it would be to the advantage of the Bureau to request such an amendment at this time.

It was further pointed out by the Conference that in the event a large number of cars were taken from high cost areas we might run into the problem of having to use personally-owned cars in instances where radios would have to be used with the result that consideration would have to be given to installing radios, sirens, etc. in personally-owned cars. The Conference was opposed to the installation of this special police equipment in personally-owned automobiles. It was further pointed out by the Conference that the Bureau could not insist on its employees

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cc: Mr. Mohr

INFORMATION CONTAINED
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DATE 7-20-92 BY SP2C/ST

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Memo to Mr. Tolson (continued)

utilizing personally-owned cars and it is entirely possible that adequate coverage in certain of the divisional offices would not be had for the Special Agent personnel.

The Conference was advised that the assignment of Bureau-owned automobiles is gone over weekly and there is a constant shift of automobiles from one office to another so that greater coverage can be had in utilizing the automotive equipment we presently have. It was further pointed out to the Conference that an effort is being made to have greater coverage of Bureau-owned automobiles in rural areas where costs of operation are not as heavy as in large metropolitan areas and where cars can be better utilized for the advantage of the Bureau.

The Conference recommends that the Bureau's present procedure be continued with the understanding that continued care and attention will be given to having as many of our Bureau-owned automobiles as is possible assigned to low cost operating areas so that we do not have extensive expenses for the use of personally-owned automobiles.

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Mr. Tolson

10/23/52

Executives Conference

SUGGESTION #528-52

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 Conference considered a suggestion from Mrs. [redacted] of the Records Section that notebooks containing instruction notes maintained by each searcher in the Records Section be discontinued.

Mr. Eames of the Records Section recommended that unfavorable consideration be given to the suggestion and that past experience shows the taking of notes by employees is an excellent method of effective instruction. Mr. Nichols concurred with Mr. Eames.

The entire Conference supports the view of Mr. Eames and recommends unfavorably regarding the suggestion.

This suggestion is not being acknowledged at this time. Approval has been obtained to acknowledge all of the suggestions arising out of the Streamlining Committee deliberations of the Records Section in the near future when a current project has been completed. Inasmuch as Mrs. [redacted] has other suggestions now pending, one acknowledgment will serve to handle all.

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b7C

cc: Mr. Mohr
Mr. Clegg
Mr. Nichols - Attention W. G. Eames

EDM:ATP

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DATE 10/20/98 BY SP5/STP

- Tolson
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RECORDED - 103
INDEXED - 103

166-2557-10003
NOV 7 1952

53 NOV 18 1952

Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #525-52

Checking errors in the Name Check Unit

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 Mrs. [redacted] of the Name Check Unit of the Records Section that the practice of a Coordinator checking all errors after corrective action has been taken to verify the accuracy of the correction be discontinued.

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b7c

This suggestion was considered by the Streamlining Committee of the Records Section which concurs.

Mr. Eames pointed out that this suggestion is reasonable inasmuch as specific instructions are given at the time an error is returned for correction and that there is little likelihood of further error in the process of making the correction. Spot checks of corrected errors will be made rather than a full examination of each error corrected.

Mr. Nichols agrees with this suggestion and the entire Conference concurs. If you approve, appropriate action will be taken in the Records Section.

This suggestion is not being acknowledged at this time in accordance with approval granted.

ai

cc: Mr. Mohr
Mr. Clegg
Mr. Nichols (Attention W. G. Eames)

EDM:ATP [initials]

ALL INFORMATION CONTAINED
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DATE 12/09/92 BY SP3/et/OT

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Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #526-52

Reorganization of the Name Check

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Garity, Rosen, Tracy, and Mason.

Mrs. [redacted] of the Name Check Unit of the Records Section suggested a reorganization in the supervision of the Name Check Unit. Incidental to the current move made by the Records Section to space in the Identification Division Building and the expansion of remaining parts of the Records Section within the Justice Building, plans have been made to reorganize the supervisory setup of the Name Check Unit.

Mr. Nichols agrees with this suggestion and the Executives Conference concurs. 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)

EDM:ATP

RECORDED - 108
INDEXED - 108
EX - 111
NOV 18 1952

RECORDED - 108
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66-2557-10005
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Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Clegg	
Mr. Glavin	
Mr. Harbo	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

Mr. Tolson

10/29/52

The Executives Conference

Present 10/29/52: Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, McGuire, Gearty, Holloman and Glegg

SUGGESTION OF INSPECTOR E. D. MASON

~~HANDLING OF MAIL IN FIELD DIVISIONS~~

The Conference considered the suggestion of Inspector Mason that each SAC be instructed to open the packet of mail transmitted to every Field Office daily from the Bureau. The suggestion did not contemplate that the SAC would be required to open mail from other Field Offices unless it were addressed Personal and Confidential or Personal Attention or personal. The suggestion did not contemplate that SACs would be required to open packages as well as all Identification Orders or related matter.

The suggestion pertained solely to the one packet of mail containing all correspondence from the Bureau and arriving daily in each office.

The purpose of the suggestion was to put the SAC definitely on notice as to the types of cases being referred to his office by the Bureau; to bring immediately to his attention those matters of urgency sent out by the Bureau in order that he can follow them; to advise him of errors slips sent by the Bureau to his office so that he can be more closely in touch with errors being made and the quality of supervision in his office; and to otherwise keep him in touch with matters deserving his attention.

The Conference felt that this practice is being followed by some SACs. However, there is no rule requiring it and it is not mandatory, and in some of the larger offices, such as New York, the SAC would be forced, upon opening the mail, which might constitute a large package, to wade through many documents referring quite routine cases to his office.

The Conference was unanimously unfavorable relative to this suggestion. If you agree, no further action need be taken.

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HHC:vlr
cc: Mr. Glegg
Mr. Mohr

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Suggestion # 62852

ALL INFORMATION CONTAINED
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DATE 12-10-87 BY SP5/CL-
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52 NOV 17 1952

ORIGINAL FILED IN 66-16263-9

Mr. Tolson

11/5/52

The Executives Conference

Those present on 11/3/52 were Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, Nichols, Glavin, and Mason.

As an outgrowth of the inspection of the Records Section, Mr. Vechery noted that approximately 5,000 letters are received annually from the field requesting bureau authority to interview subjects of certain security cases. In each instance the Bureau dispatches a letter to the field authorizing or declining to authorize the interview.

Mr. Vechery suggested that rather than write a letter to the field one carbon copy of the incoming letter be stamped either "Approved" or "Disapproved" and the carbon copy of the letter be returned to the submitting field office by routing slip.

The Conference unanimously recommends approval of this suggested procedure not on a mandatory basis but on a permissive basis.

The Domestic Intelligence Division points out that approximately 80 per cent of the requests from the field can be handled under the suggested procedure. In the other 20 per cent of the cases the importance of the matter and the necessity of instructions from the Bureau will require a letter.

If you approve the suggested procedure will be put into effect by the Domestic Intelligence Division in those 80 per cent of the cases to which applicable, and it should be noted that the net savings in the Records Section alone will be \$3,900 per year not counting savings for handling and stenographic time in the Domestic Intelligence Division.

If you approve the attached SAC Letter will go forth.

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cc: Mr. Mohr
Mr. Clegg

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166-2554-10007

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HEREIN IS UNCLASSIFIED
DATE 7-20-82 BY SP5/STP

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53 NOV 13 1952

The Director

November 7, 1952

The Executives Conference

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Mr. McGuire in Mr. Nichols absence advised the Executives Conference today that consideration had been given to increasing security of the stationwagon runs between this building, the Identification building, the Redskin building and the Washington Field Office.

It was pointed out there are three carry-all trucks and two cars utilized on this messenger service between the building each car having one driver assigned. The trucks could be held up and robbed between destination points with no difficulty whatsoever.

Mr. McGuire advised that consideration had been given to using an armored type truck but this was discarded as too expensive. Consideration had also been given to arming the drivers and this was discarded as being too dangerous as the drivers are mostly young boys new in the service with no firearms training. Assigning an additional man to each run was also considered and this too is most expensive and would be of little value as two men can be held up as easily as one. There exists also the problem of mechanical breakdowns of the vehicles between points and the present practice is for the driver to lock the truck and proceed on foot to the nearest telephone to call for assistance. During such periods our trucks are unattended and could easily be broken into by shattering the glass or prying open the locked doors. Car thieves are expert at this tactic.

The best suggestion Mr. McGuire proposed would be to install two-way radios in the trucks and cars on the messenger run linked to the Washington Field Office Station so that in the event of mechanical breakdowns or in the event the driver was stopped or held up he would have some opportunity of calling the Washington Field Office for assistance at the location where the trouble is encountered. In the event of mechanical breakdowns he would stay with the truck until a garage repair truck or other assistance is sent by the Communications Section as the circumstances would warrant. Mr. McGuire pointed out that close supervision of operating procedures on such radios would have to be maintained and could readily be monitored to prevent any abuses.

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Each two-way radio unit costs approximately \$500. Mr. Harbo advised the Conference that the Laboratory has a number of radios on order from which supply the necessary radios *10008*

CC: MR. CLEGG
CC: MR. MOHR
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DATE 10-20-70 BY SP0 ce

NOV 10 1952

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53 NOV 18 1952

The Director
From The Executives Conference

November 7, 1952

messenger runs could be obtained.

The Conference consisting of Messrs. Tolson, Glavin, McGuire, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty and Mason unanimously concurred that two-way radio sets linked to the Washington Field Office be placed in the stationwagons and cars utilized in the outside messenger service of the Communications Section.

Respectfully,
For The Conference,



Clyde Tolson

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MR. TOLSON

October 28, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of October 24, 1952, consisting of Messrs. McGuire, Harbo, Belmont, Ladd, Mason, Gurnea, Tracy, and Glavin, considered a suggestion submitted by Special Agent [redacted] of the San Diego Office concerning the Bureau's economy program wherein he suggests that all employees of the Bureau be placed on a leave without pay status on Friday, December 26, 1952, and Friday, January 2, 1953. He pointed out that the time off would be welcomed by all Bureau employees, permitting them to enjoy two long weekends, and it would greatly add to the Bureau's current economy program. Mr. [redacted] stated that it would save approximately \$300,000. SAC Santolona in forwarding this suggestion to the Bureau stated that it was worthy of being brought to the attention of the Bureau.

The Conference was of the unanimous opinion that the suggestion not be favorably considered at this time. It was pointed out that in past years the President has declared a holiday or half holiday on the days after Christmas or before Christmas and on some occasions during the New Year holiday. It is not known what action will be taken by the administration this year in connection with this particular matter. The Conference feels, therefore, that SA [redacted] should be appropriately advised. Such a communication is attached hereto.

Attachment

cc: Mr. Mohr
Mr. Clegg

WAC:ist

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DATE 7-20-82 BY SP5 CJA/ST

EX - 107

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NOV 21 1952

66-2554-10010

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DIRECTOR

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60 NOV 17 1952

ORIGINAL FILED IN 66-2087-22282

Mr. Tolson

October 30, 1952

The Executives Conference

SUGGESTION #577-52

SAC, San Diego

SUGGESTION #578-52

SA H. Dudley Payne

RE COPIES OF INVESTIGATIVE REPORTS

Present at the Executives Conference of October 29, 1952, were Messrs. Tolson, Glavin, Parsons, Mohr, Hennrich, Ladd, Rosen, Gearty, Nichols, Holloman and Mason. The Conference considered two identical suggestions, one received from the SAC at San Diego; the other from SA H. Dudley Payne of the Washington Field Office. Payne's suggestion was concurred in by SAC Hood.

The suggestions pertained to the number of copies of investigative reports prepared for the office of origin in classifications 65 (Espionage); 100 (Security Matters); and 105 (Internal Security). The present rule is to designate three copies of investigative reports in the classifications mentioned above for the office of origin. The suggesting employees recommended that only two copies be prepared as a means of obtaining additional economy.

The Domestic Intelligence Division is opposed to the suggestion and feels that three copies should always be prepared for the following reasons:

(1) A large portion of the investigations involving Espionage and the Internal Security Act of 1950 are being referred by the Department of Justice to local U. S. Attorneys for presentation to a Grand Jury, and under such circumstances it is necessary for the office of origin to have copies of pertinent reports available in order to deliver them locally to United States Attorneys.

(2) In Security investigations frequent requests are made to Field Offices for name checks, and it is desirable to have an extra copy of a report available for dissemination in response for a name check.

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- Holloman _____
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- Gandy _____

cc - Mr. Mohr

Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 2-2-83 BY ops/etp

RECORDED - 28 66-2554-10011

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(3) Security investigations are usually of a continuing character. In many instances there are changes in the subject's employment, residence or in other matters making necessary ~~for~~ further dissemination of information concerning the subject.

Based on the objections of the Domestic Intelligence Division, the entire Conference unanimously recommended no change in the current rules.

If you agree, no further action need be taken inasmuch as the SAC at San Diego and Agent Payne have both been thanked for their suggestions.

Memo to Mr. Tolson from C. D. Glavin

October 6, 1952

(4) The Special Agent in Charge at New Orleans suggested that the Bureau discontinue using teletype on Selective Service no-card cases.

The Conference was of the unanimous opinion that it was highly desirable to continue to utilize teletype on such no-card cases since many times individuals taken into custody by local law enforcement officers have no charge against the individual and he is being held for the FBI merely because he did not have a Selective Service card with him. It is felt that the Bureau might be subject to criticism if there is any delay in securing the necessary information concerning the individual's Selective Service status.

MR. TOLSON

November 3, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-12-85 BY SP5 GJ-
LPT

The Executives Conference of October 31, 1952, consisting of Messrs. Tolson, Nichols, Gearty, Mason, Roan, Ladd, Belmont, Mohr, Harbo, Tracy, and Callahan, considered a request submitted by the SAC at New Orleans that that office be allowed to retain the complaint desk for the present time. It was pointed out by the SAC at New Orleans where there are 72 Agents assigned and three supervisory employees, that a daily tabulation of the activities of the complaint desk was maintained in that office from September 15 through October 15, 1952, and that during this period of 24 work days, the daily average of complaint activity was as follows:

	Average Number	Average time
Telephone complaints	10.8	1 hour, 57 minutes
Personal complaints	3.5	1 hour, 6 minutes
Typing complaint data		33 minutes
File reviews re complaints		35 minutes
Reading & clipping 3 daily newspapers		27 minutes
Total complaint time		3 hours, 57 minutes

It is noted therefore that the average time devoted to the complaint desk was 3 hours and 57 minutes and that as a rule Mondays constitute the heaviest complaint day.

The SAC pointed out that assignments to complaint duty in his office are made on a monthly basis, one headquarters agent handling the complaint desk on one day during each month. The assignments are made on the first of the month, enabling agents to plan their work in advance, and the agents therefore have sufficient paper work, file review, and dictation on their own cases on hand on the date of their assignment to complaint duty to utilize any available time not used on complaints for their own paper work.

The SAC further pointed out that on October 14, 1952, supervisory desks in his office were reduced from four to three. He also pointed out that at the time the fourth supervisory desk was authorized in December, 1950, there were 1,775 cases pending and at this time the case load has dropped to 1,605 pending cases with three supervisory desks including the SAC and the ASAC.

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- Gandy

Mr. Mohr
Mr. Clegg

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NOV 26 1952

ORIGINAL FILED IN 66-9534-4227

Memo to Mr. Tolson (continued)

The Conference unanimously recommended that the complaint desk be eliminated and the complaints received in the New Orleans Office be handled by the three supervisors in conjunction with their other duties. In the event you agree, there is a communication attached to the SAC at New Orleans advising him to discontinue the complaint desk.

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Mr. Tolson

10/24/52

Executives Conference

SUGGESTION #521-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gandy, Rosen, Tracy, and Mason.

The Conference considered a suggestion from Miss [redacted] of the Consolidation Unit of the Records Section. She suggested that the daily mail count in the Consolidation Unit be changed to a weekly count. Mr. Eames of the Records Section advises that the count of mail on hand in the Consolidation Unit is now included in the daily report of the entire Records Section and that it is necessary as a control measure to receive a daily estimate of work on hand in that Unit. An actual physical count is made once each week.

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b7c

Mr. Eames recommends unfavorably regarding this suggestion. Mr. Nichols agrees with Mr. Eames. The entire Executives Conference concurred in an unfavorable recommendation.

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)

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DATE 12/22/82 BY SP-1/BJP

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MR. TOLSON

October 30, 1952

THE EXECUTIVE CONFERENCE

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The Executives Conference of October 29, 1952, consisting of Messrs. Tolson, Gearty, Mason, Hennrich, Ladd, Mohr, Parsons, Tracy, Holloman, Rosen, Nichols, and Glavin, considered a suggestion submitted by Special Agent Gary Carlton of the Albuquerque Division through Inspector G. W. Stein looking toward the decrease in operating expenditures.

SA Carlton points out that certain employees must necessarily be assigned to work on legal holidays and that at the present time holiday pay of double time of regular pay must be paid. Mr. Carlton suggests that in the future the Bureau pay only regular salary for holiday work rather than the double time pay previously paid. It was pointed out to the Conference that double pay for holidays is a part of the present pay laws and could not be disregarded by the Bureau. The Conference recommends, therefore, that Mr. Carlton's suggestion not be given favorable consideration.

Should you agree, the attached communication should go forward to Agent Carlton. A copy of this letter is prepared for Inspector Stein's information.

Attachment

CC: Mr. Mohr
Mr. Clegg

URG:gt

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DATE 2/20/01 BY SP5/CLF/CPT

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66 NOV 19 1952

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Mr. Tolson

10/24/52

Executives Conference

USE OF STAMPS FOR SERIAL REMOVING
IN THE CORRELATION-LIAISON UNIT
SUGGESTION #462-52

Present at the Executives Conference on October 22, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy, and Mason.

Miss [redacted] of the Records Section suggested that rubber stamps be obtained so that they can be used to identify on copies of serials remaining in Bureau files those agencies to whom other copies of serials have been disseminated. One stamp each would be needed bearing the following identifying data: INS, CG, ONI, AEU, CIA, CSG, OSI-4, State, G-2, and Photo (this stamp would be used when a serial is removed and sent to Mechanical Section for photostating).

The Executives Conference had earlier requested that Mr. Trotter of the Records Section personally look into this suggestion and Mr. Trotter reported that the stamps would cost a total of \$1.70 and in his opinion the net savings would be 20 minutes of the time of one employee per day on a rough savings in the amount of \$120 per year. Mr. Trotter recommended adoption of the idea because the employee who would stamp on the Bureau copy of the serial, the identity of the agency to whom another copy of the serial had been disseminated would be setted at one desk as at present in the Records Section and in Mr. Trotter's opinion it is quicker to stamp a document than it is to write thereon "I cc ONI Oct, 24, 1952."

The Conference felt that the present method of making a penciled notation was the briefest and most efficient way of recording the dissemination of a serial. If stamps are acquired, the Conference feels that it will be necessary for an employee to find the appropriate stamp such as the one for the Office of Naval Intelligence and then stamp the document. The employee would then have to pick up another stamp for the date and stamp the document and then the employee would have to pick up a pencil to put her initial

EDM:APP

cc: Messrs. Mohr & Clegg

TO

RECORDED

NOV 21 1952

NOV 6 1952

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DATE 7/20/94 BY SP/CLT

WNEW
10015

ORIGINAL COPY FILED IN 66-115-1-171

under the stamps. Thus, one operation of writing a notation is converted into 3 movements if the suggestion is adopted.

The Conference was unanimously opposed to the suggestion.

If you agree, there is attached hereto a letter to Mrs

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b7c

Mr. Tolson

10/29/52

The Executives Conference

Present 10/28/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Gearty and Mason.

SUGGESTION OF SA FRED C. FINLEY
NORFOLK DIVISION

The Conference considered a suggestion from SA Fred C. Finley, Norfolk Office, relative to the handling of Deserter-Fugitive investigations. Mr. Finley suggests that the present Bureau practice of forwarding to the Field requests for investigation to all offices having any apparent leads in a new Deserter-Fugitive case, be revised so that the Bureau will instruct all offices to hold in abeyance any investigation until the office covering the place of desertion can complete its investigation. If that office does not locate the subject or find that he has returned to military control or locate definite information as to the fugitive's whereabouts, then that office will instruct all other offices to initiate investigation.

The suggestion was opposed by Mr. Rosen and Mr. Ladd. The suggestion was initially proposed as a means of possibly saving investigative time and teletype communications. Teletypes are no longer used by the Field to discontinue investigations of this type. It was felt undesirable to delay proposed investigations. It would be difficult, if the suggestion were adopted, for the Bureau to determine which office should be advised to discontinue investigation in those instances when the Armed Services in Washington reports the return of a deserter-fugitive shortly after a new investigation has been referred to the Field. The Army has recently changed its regulations to require a more prompt notification to the Bureau of the return of a deserter to military control. Thus, FBI investigative time will be saved, and some of the merit of the suggestion is dissipated as well as the need for the suggestion. Confusion would result at the Seat of Government because of uncertainty as to what offices might be continuing investigation at a given time.

In view of the objections expressed above, emanating from the Investigative Division, the entire Conference took a unanimously unfavorable attitude relative to the suggestion.

If you agree, no further action is necessary, for Mr. Finley has already been thanked for his suggestion.

EDM:ulr
cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
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DATE 10-28-83 BY SP5/ST

RECORDED - 53
INDEXED - 53

NOV 13 1952
100

66-2554-10016
INITIALS ON ORIGINAL

79 NOV 24 1952

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ja

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

Mr. Tolson

Executives Conference

10/24/52

SUGGESTION #509-52 AND
SUGGESTION #576-52

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 SA Francis John McCarron of the Albuquerque Division that Resident Agents in urgent matters, particularly cases involving Interstate Transportation of Stolen Motor Vehicles, be authorized to forward directly from a Resident Agency to another Field Office by mail communications requesting investigation.

McCarron proposed this idea as a means of saving communications costs and at the same time speeding up the delivery of communications to an adjoining office.

Mr. McCarron recommends that a Resident Agent submit an original and one copy of his proposed communication directly to another Field Office and that he send a third copy to his own Field Office of assignment.

He set forth as an example that from his Resident Agency at Las Cruces, New Mexico he is required to forward communications to the SAC at Albuquerque who in turn relays them to El Paso when work is needed in that office. The present system has the Resident Agent forward a rough draft to Albuquerque, which requires a day's time, where it must be retyped and then mailed to El Paso which will require one or two more days. By forwarding rough drafts direct, El Paso would be on notice within the span of one day and so would the Albuquerque Office.

NOT RECORDED

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DATE 12-12-83 BY SP/BJP

In connection with this same matter, Inspector B. C. Brown has simultaneously submitted an identical recommendation which is concurred in by SAC Hallford of the Pittsburgh Office. Inspector Brown points out that in the Pittsburgh territory there are 17 Resident Agencies in Western Pennsylvania and West Virginia. The Bluefield, West Virginia Residency is 350 miles from Pittsburgh but only 275 miles from Charlotte and 300 miles from Richmond. The Huntington, West Virginia Residency is much closer to Cincinnati and Louisville than it is to Pittsburgh. Some Resident Agencies of other Field Divisions are located closer to Pittsburgh. Resident Agencies than to their own offices of assignment.

29 NOV 17 1952
Messrs. Clegg

Position _____
Title _____
Name _____
Room _____
Division _____
Date _____
Initials _____
Signature _____
Typed Name _____
Typed Title _____
Typed Position _____
Typed Date _____

10017

Inspector Brown believes that a Resident Agent should be authorized to communicate with another Field Office or another Resident Agency in matters needing urgent attention as long as he keeps his Field Office advised so there is a control over his communications although such control would be exercised after a communication has been dispatched.

The Executives Conference carefully considered this matter and concluded that while savings would undoubtedly be effected this would be the first step in the breakdown of the present close control over communications and work assignments. The Conference feels that the proposal is undesirable from that aspect and, therefore, recommends unfavorably.

If you agree, no letter to McCarron is necessary as he has already been thanked for his suggestion. There is attached hereto a letter to Inspector B. C. Brown.

MR. TOLSON

11/4/52

EXECUTIVES CONFERENCE

The Executives Conference of 11/3/52, had in attendance Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Gerty, Nichols and Mason.

The Conference examined the current procedure that the Assignment Cards and Tickler Cards in field offices relating to Potential Security or Criminal Informants carry the name of the appropriate informant until such time as the informant is given a symbol number. As soon as a symbol number has been provided, new Assignment and Tickler Cards should be prepared showing only the symbol number of the informant and not make reference to the informant's name. This procedure is to protect the identity of an informant who occupies a position so confidential that a symbol number is warranted.

The Conference was advised that the Domestic Intelligence Division feels this procedure to be necessary. The Criminal Informant Desk of the General Investigative Division did not feel the procedure essential or necessary; however, the Conference felt, in the interests of uniformity, exactly the same procedure should apply to both Security and Criminal Informants and, consequently, the Conference unanimously recommends no change in the current procedure.

If you agree, the attached letter should go forth to the San Antonio Office.

Attachment
cc-Mr. Mohr
Mr. Clegg

EDM:DMG

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DATE 10/2/81 BY SP/CL/PT

RECORDED - 63

NOV 13 1952

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INITIALS ON ORIGINAL - 3

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
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- Holloman _____
- Gandy _____

79 NOV 24 1952

FILED IN 66-2554-10018

Mr. Tolson

11/7/52

The Executives Conference

Present 11/5/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

SUGGESTION #547-52

SA [redacted] SALT LAKE CITY DIVISION

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The Conference considered the proposal of SA [redacted] of the Salt Lake City office that the office of prosecution automatically become the office of origin immediately after a subject has entered a plea of guilty under Rule 20. This suggestion has reference to a subject entering a guilty plea within the territory of an auxiliary office, and under the proposal that auxiliary office would automatically become the office of origin as soon as the guilty plea has been entered.

The Investigative Division expressed opposition to this proposal pointing out that it is not workable, that particular problems would be experienced in multiple subject cases where there are two or more subjects involved, and that there would be constant confusion as to what office is origin in a given investigation, thus offering the opportunity for squabbles among field offices as to who has the responsibility for the supervision of the case; and adoption of the idea would lessen the Bureau's control and supervision.

The Executives Conference was unanimously opposed to the suggestion.

If you agree, no further action need be taken for the suggesting employee has already been appropriately thanked.

EDM:ULF
cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
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DATE 7-20-82 BY [signature]

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

RECORDED - 9
INDEXED - 9

66-2534-10019

61 NOV 14 1952

66 NOV 19 1952

INITIALS ON ORIGINAL

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Mr. Tolson

11/7/52

The Executives Conference

SUGGESTION #490-52
USE OF RED CARDS IN
CLOSED FILES

Present at the Executives Conference of 11/6/52 were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Gearty, McGuire and Mason.

The Conference considered a suggestion from Mr. [redacted] of the Houston Office that the red cards presently utilized to denote the serial charged out from a closed file be reduced in size from 10"x10" to a size of 2"x10". The purpose of the suggestion is twofold:

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- (1) Economy
- (2) To make it easier to handle a file for a card only 2" thick would make it easier to bend a file and review it.

This suggestion was made available to 4 SACs and their views were requested as follows:

- (1) SAC Hood, Washington Field - Suggestion not practical.
- (2) SAC McKee, Newark - Although suggestion has some merit, feel present procedure should be continued.
- (3) SAC Johnson, Richmond: Excellent suggestion. Recommend adoption.
- (4) SAC Schlenker, Savannah - Recommends adoption of the small card for charged out serials but recommends continued use of the 10"x10" card to indicate closed files which are charged out.

In considering the merits of this matter the Conference felt that the large card is distinctive and more adequately serves the purpose as a flag to a charged out serial.

The Conference also felt it undesirable to have one size card to indicate a charged out serial and another set of cards to be used to show that a closed file is charged out.

cc: Mr. Mohr
Mr. Glegg

EDM: EHW

INDEXED-25

RECORDED-25

61-2554-1945-0

NOV 13 1952

ALL INFORMATION CONTAINED
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DATE 7-20-02 BY [signature]

63 NOV 26 1952

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

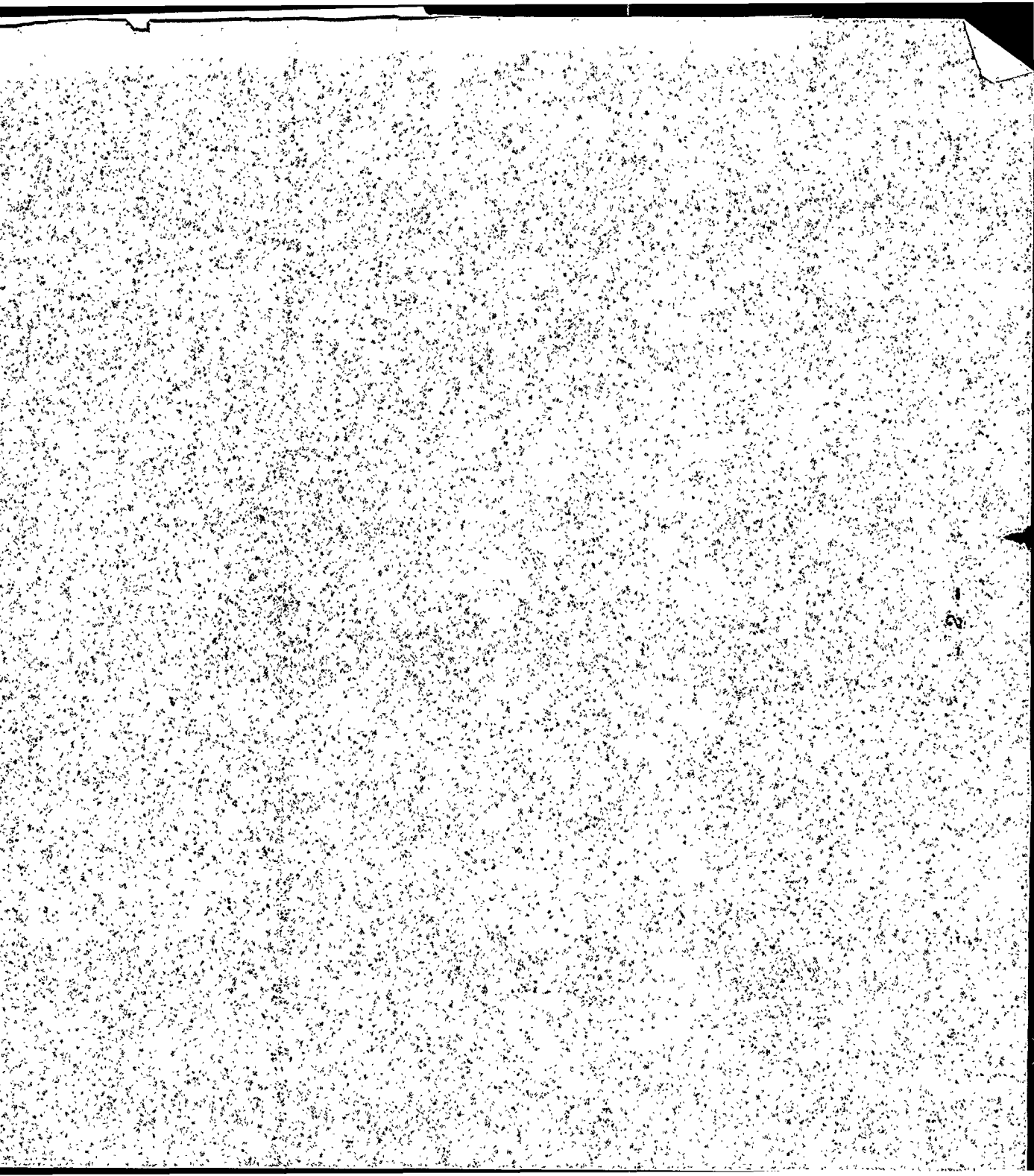
These cards are used over and over again and there is very little expense to them for they contain no writing or markings. With this thought in mind, the conference is unanimously of the opinion that there should be no change in the present system.

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If you agree, no further action need be taken for [redacted] has already been thanked for his idea.

Mr.



Mr. Tolson

11/6/52

The Executives Conference

Present 11/5/52; Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Holloman and Mason

ECONOMY - USE OF #1 REGISTER BY RESIDENT AGENTS

The Conference considered a suggestion from the SAC, Los Angeles that #1 Register sheets be transmitted from Resident Agencies to the Field Office weekly instead of daily as at present.

The purpose of this suggestion of 10/31/52 was to save paper inasmuch as some #1 Registers can be used for a number of days because only a few Agents are assigned to the residency and there are 20 lines per page.

The Conference felt that no action should be taken because:

1. For control purposes, it is desirable to forward the #1 Register daily, and
2. The Bureau is presently conducting an experiment in 3 Field Offices with a new type of #1 Register of an entirely different format than the present #1 Register which would make the suggestion unnecessary if the new format is adopted.

If you approve, there is attached a letter to the SAC, Los Angeles.

Attachment
EDH:ulr
cc: Mr. Clegg
Mr. Mohr

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DATE 2-20-92 BY SP-6/CLP

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
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- Laughlin _____
- Mohr _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

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INDEXED-25

66-2554-10021
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36
67 NOV 20 1952

MR. TOLSON

10/8/52

EXECUTIVES CONFERENCE

CASH AWARD FOR SUGGESTION #366-52 RE/MICROFILMING ABSTRACTS TO MISS [redacted]

The Executives Conference on 10/7/52, Messrs. Tolson, Glavin, Tracy, Harbo, Laughlin, Ladd, Rosen, Gearty, McGuire and Glegg being present, unanimously recommended favorably that a cash award of \$275 be made to Miss [redacted] Supervisor of the Service Unit, for her suggestion, which has been adopted, that various types of abstract slips be microfilmed. Savings beyond the costs of microfilming are in excess of \$10,000 and the cash award is justified under existing regulations. The Records Section certified that this suggestion does not result from the duties and responsibilities of Miss [redacted]

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There is also a letter attached for approval advising Miss [redacted] of the recommendation that she receive the cash award.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9-20-92 BY [redacted]

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RECORDED - 75
INDEXED - 75

166-2554-10022

OCT 30 1952

INITIALS ON ORIGINAL

[Handwritten initials]

Attachment

HHC:HD

CC - Mr. Glegg
Mr. Mohr

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

60 NOV 19 1952

ORIGINAL FILED IN 66-16304-99

Mr. Mason

10/20/52

F. D. Vechery

STREAMLINING COMMITTEE SUGGESTION #92
CONSOLIDATION UNIT, RECORDS SECTION

Handwritten notes:
#694-5

Miss [redacted] Consolidation Unit representative on the Streamlining Committee, Records Section, suggested that in instances where corrected pages are substituted for the pages of a report originally submitted, that a notation be made on the first page of the report, e.g., "1, 5, 7, 9, 11 corrected per serial---". This procedure would take the place of the notation "corrected page" which is now placed on each substituted page. It was indicated that this suggestion would save time in the Consolidation Unit.

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There is no question but what this suggestion would save time, however, it is believed that still more time would be saved if the cover letter transmitting the corrected pages to the Bureau were placed in file immediately on top of the first page of the report and not recorded. The cover letter would serve as a notice that corrected pages had been received and according to Mr. Eames, with whom this matter was discussed, such cover letter would also contain the initials of the employee in the Records Section who filed the corrected pages. Mr. Eames stated that it is a requirement of the Records Section that the initials of the employee responsible for placing any material in file be made a matter of record for purpose of fixing responsibility. In adopting this procedure there would be no need of continuing the practice of making a notation "corrected page" or indicating on the first page of the report the numbers of the pages that had been corrected.

By separate memorandum the writer recommended during the current inspection that the field utilize routing slips rather than cover letters in transmitting corrected pages of reports. The routing slip would, of course, be handled in the Records Section in the same manner as the cover letter which the field now prepares.

RECOMMENDATIONS:

- (1) That the present practice of placing the notation "corrected page" on each such page be discontinued.

ADDENDUM: The Executives Conference of 10/22/52

FDV:EHW

recommended no change.

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DATE 1-20-94 BY SP5 ujt/j

ORIGINAL FILED IN 66-818-3077

66-2554-10023

RECORDED - 68
INDEXED 68
EX-112

NOV 14 1952

51 NOV 23 1952

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

- (2) That the suggestion advanced by the Streamlining Committee that a notation listing the page numbers corrected be placed on the first page of the report, e.g., "1, 5, 7, 9, 11 corrected per serial---," not be adopted.
- (3) That the cover letter or routing slip transmitting corrected pages be filed on top of the report in question, that such letter or routing slip bear the initials of the employee who replaces the old pages with corrected pages and that the transmittal communication not be recorded.

*Suggestion
67-69452*

THE DIRECTOR

THE EXECUTIVES CONFERENCE

November 14, 1952

ALL INFORMATION CONTAINED

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DATE 12/20/94 BY SP5/BJT

The Executives Conference of November 13, 1952, consisting of Messrs. Tolson, Boardman, Nichols, Clegg, Laughlin, Holloman, Ladd, Tracy, and Glavin, considered the responsibility for an automobile accident at East Chicago, Indiana, involving Special Agent [redacted] of the Indianapolis Office.

There is attached hereto a memorandum covering the accident in detail.

Briefly, Agent [redacted] was proceeding south on Alder Street in a residential district of East Chicago, Indiana, at approximately 4:25 P.M., September 29, 1952, at a speed of 30 miles per hour. He approached the intersection of 140th Street, did not observe any stop sign but slowed down at the intersection and proceeded into the intersection. Upon entering the intersection, he saw the third party's car traveling west on 140th Street. Agent [redacted] applied the brakes but was hit by the third party's car. The third party also stated he was traveling at approximately 35 miles per hour and he did not see the Bureau car until he had entered the intersection. The force of the impact forced the Bureau car over to the southwest corner of the intersection while the third party's car turned completely around and stopped at the southeast corner of the intersection facing east. The damages to the Bureau car were \$578.77 and the third party's car approximately \$1000. No serious injuries noted.

Agent [redacted] advised he has Public Liability Insurance for coverage of damages to the third party's car.

The stop sign on Alder Street was obstructed by an automobile parked in front of the sign. The Agent, therefore, could not see the stop sign. The officer of the East Chicago Police Department who investigated the accident reflects in his report that the maximum safe speed limit was 20 miles per hour in this area and the Agent failed to see the stop sign and started through the intersection when struck by the third party's car. Records of the East Chicago Police Department reflect there have been four accidents at this intersection during the calendar year 1952. Head of the Traffic Division and a former member of the Traffic Police Department is very cognizant of the fact that East Chicago Police Department is very cognizant of the fact that

cc: Mr. Mohr
Mr. Clegg

NOV 18 1952

RECORDED - 5
INDEXED - 5

66-2557-10024

NOV 18 1952

Memo to the Director (continued)

although this intersection is not located in a heavily traveled area, the stop sign located at this intersection is inadequate because, due to foliage, the stop sign must be mounted in a low position and is often obscured by cars parked along the curb in front of it, inasmuch as there are no markings at this corner prohibiting parking. At recent council meetings there has been considerable agitation to convert the intersection to a stop and go semaphore light, but this has not been done because there is not enough traffic to warrant such a device; however, they believe that under present conditions the intersection of Alder and 140th Streets is definitely a hazard. The investigating agents reported that the stop sign on the northwest corner of the intersection is 5'2" in height and is obscured from the vision of drivers approaching the intersection from the north when there is a car parked near the corner and is not visible under these conditions until a driver is within approximately 15 feet of the intersection. Examination at the point of collision reflected there were skid marks made by the Bureau car from the west center point of the intersection to the southwest corner where the Bureau car stopped after being hit by the third party's car.

The Conference was advised that SAC King reports that it appeared to him that there is a defect in the traffic set-up at this intersection and that this is borne out by the records of the 1st Chicago Police Department. SAC King states, however, that there is no doubt that Agent [redacted] is legally liable inasmuch as he failed to come to a stop as required at that corner, giving the traffic going in the other direction the right-of-way. SAC King recommended that Agent [redacted] be held responsible for the repairs to the third party's car, but due to the faulty traffic control situation at the intersection, he recommended that Agent [redacted] not be held responsible for the repairs to the Bureau car.

The Conference, with the exception of Mr. Tolson, was of the opinion that the Agent should not be held responsible for the accident in question. It was pointed out that in reviewing the facts in the case the Agent was not exceeding the speed limit and according to information furnished, a car was parked near the corner which obscured the stop sign so that the Agent did not know that he was traveling on a stop street. He slowed down at the intersection which is the usual careful practice of a driver who is proceeding across an intersection and then went out into the intersection and was hit by the third party's car which had the right-of-way. It is the opinion of the majority of the Conference that there is a legal question whether Agent [redacted] would or would not be held responsible for the accident since there was a patent defect in the traffic control device at the intersection. An individual not thoroughly familiar with the fact that he was driving on a stop street and not seeing a stop sign would undoubtedly slow down and then proceed into the intersection.

Tolson _____
Ladd _____
Nichols _____
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Clegg _____
Glavin _____
Harbo _____
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Gandy _____

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Memo to the Director (continued)

Mr. Tolson feels that the Agent should be held responsible for the damages to the Bureau car. He pointed out that since the Agent in Charge who had opportunity to give careful consideration to this matter feels that the Agent is legally responsible for the damages to the third party's car, he, Mr. Tolson, feels that if the Agent is held responsible for the damages to the third party's car, he should also be responsible for the damages to the Bureau car. Pending the Director's decision, further action concerning this matter is being held in abeyance.

Respectfully,
For the Conference

Y
Clayce Tolson

*I share majority view
of*

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

Mr. H. H. Clegg

10/29/52

Mr. J. A. Sizoo

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DATE 1-28-92 BY [signature]

USE OF O-1 FORMS

EXECUTIVES CONFERENCE

PURPOSE:

The purpose of this memorandum is to summarize the views expressed by the Domestic Intelligence and General Investigative Divisions concerning the suggestion that O-1 Forms be destroyed in the Field if the investigative report called for by the Form has already left the Field Office.

BACKGROUND:

You will recall that in my memorandum to you dated 10/9/52 I pointed out that during the recent Field Supervisors' Conference the use of the O-1 Form was discussed. The Supervisors generally felt that much time would be saved in the Field if the O-1 Form could be destroyed after it was determined that the report had in fact left the Office. I recommended that the Field be permitted to destroy the Form if the report had left or was leaving the day the Form was handled.

Both the Domestic Intelligence and the General Investigative Divisions oppose permitting the Field to destroy the Form under such circumstances. The Domestic Intelligence Division pointed out that if a report has been submitted or is in dictation the Agent need merely so state and return the Form to the Bureau but it was felt that the Form should be returned to the Bureau properly acknowledged by the Field. The General Investigative Division felt that it was desirable to have the Form returned to the Bureau with the full information; namely, the name of the reporting Agent and the date the report was submitted. The thought was expressed that the receipt of the Form was frequently responsible in the Field for determining that a dictated report had not actually been typed in spite of the fact that requests for expedite handling might have been made. It was also stated that the name of the reporting Agent and the date of the report are necessary in order to locate reports which may be in processing in the Records Section. It was also pointed out that the economy measures now in effect limiting the use of teletypes and telephones make the use of the O-1 Form more essential than in the past.

HANDLING OF O-1 IN THE FIELD

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

JAS:ATP

RECORDED - 63

66-2554-1002

NOV 14 1952

INDEXED - 63
EX-78

60 NOV 19 1952

ORIGINAL FILED IN 66-16263-6

The conclusion was expressed by that Division that the O-1 Form serves a definite purpose and that its value to the Bureau Supervisors outweighs the amount of work created in the Field.

RECOMMENDATION:

That this matter be presented to the Executives Conference for consideration and disposition.

I still feel that the O-1 Form could well be destroyed in Field or at most returned with notation that report had been submitted without putting field to trouble of determining exact date, et cetera.

EXECUTIVES CONFERENCE ACTION, 11/3/52

The Executives Conference recommends no change in the Bureau's procedure relative to the handling of O-1 Forms. Present at the Conference were Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, Nichols, Glavin, and Mason.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: September 23, 1952

FROM : A. Rosen

SUBJECT: APPLICANT INVESTIGATIONS - CHANGE IN INSTRUCTIONS FOR HANDLING CAUSED BY PASSAGE OF PUBLIC LAW 298

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

PURPOSE:

To advise the field by Bureau Bulletin of necessary changes in present instructions pertaining to applicant investigations, caused by the passage of Public Law 298 (the bill transferring certain applicant-type investigations from FBI to CSC).

DETAILS:

Public Law 298 transferring certain applicant-type investigations from the Bureau to the Civil Service Commission provides that those applicants, whom the majority of the Atomic Energy commissioners or the Secretary of State certify as having positions of a high degree of importance or sensitivity, must be investigated by the FBI. In addition, it provides that all cases investigated by the Civil Service Commission in which disloyal information is developed shall be referred to the Bureau for full background investigation. These two provisions will be fully in effect after October 2, 1952, the date of the end of the transition period.

In view of these provisions, the following changes will be necessary in the instructions on applicant matters presently followed by the field:

1. Since the passage of the Atomic Energy Act of 1946, (August 1, 1946) we have been investigating all persons having access to restricted data regardless of the position involved. In order to cope with the volume, (89,689 cases last fiscal year) the Executive Conference approved a "limited-type investigation" for all truck drivers, construction workers, clerks and other similar positions. If derogatory information is not developed in the "limited-type investigation," the scope of the inquiry includes only a

Attachment
cc: AEC Policy Book
CPH:dwl;jc

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DATE 7-21-92 BY SP5 JBT

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NOV 5 1952

67 NOV 21 1952

INDEXED - 87

17

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-1717-238

Memorandum to Mr. Ladd

check of our files, employment and criminal checks at all places of residence since 1937 and a search of the files of the Identification Division. After October 2, 1952, all cases referred to us will involve applicants in positions of a high degree of importance or sensitivity or those in less important positions on whom disloyal data is developed by the Civil Service Commission. Full background investigations will be necessary in each of these categories. Therefore, all reference to the "limited-type investigation" should be deleted from the Handbook and Manual of instructions.

2. As you will recall, a number of Agent Supervisors in the Special Inquiry Section were replaced by employees classified as Reviewer Analysts. These employees took over the supervision of the less complicated applicant cases. In order to facilitate the routing of applicant reports at the Bureau, we instructed the field to stamp a letter "R" on applicant reports to designate those to be read by Agents rather than Reviewer Analysts. In the Atomic Energy Applicant Unit, the Reviewer Analysts had an adequate case load consisting entirely of the "limited-type investigation." Therefore, all reports in full investigations and in derogatory cases were stamped with the letter "R" to assure that they would be read by Agent Supervisors. With the elimination of the so-called "limited-type investigation" the Reviewer Analysts will be handling full investigations in the future. It, therefore, becomes necessary to revise present instructions in order that the "R" stamp will be placed only on reports containing derogatory information. This procedure will then assure the reading of derogatory reports by Agent Supervisors.

3. Under the provision of Public Law 298, the Civil Service Commission will in many instances conduct partial investigations before disloyal information is developed. This presents a new problem on the Applicant Desk as to the method of reporting previous inquiries made by CSC investigators. Representatives of the Commission have advised Special Agent Bates that they have no objection to being quoted as the source of information when disloyal data results from inquiries made by their investigators. On the other hand, when disloyal information is found in their files

Memorandum to Mr. Ladd

As a result of a name check and which in all probability was furnished to them by other agencies, they have requested that such information be reported as coming from a confidential source. Moreover, Agent Bates has obtained that Civil Service Commission will furnish to the interested agency the results of its partial investigation. Therefore, it will not be necessary for our Agents to recontact routine sources covered by CSC investigators. In view of this, a brief indication in our reports will suffice together with whatever additional investigation we conduct in order to prove or disprove the allegation. In order to assure uniformity in reporting, it is felt this information should be furnished to the field.

The Special Inquiry Section is now engaged in attempting to consolidate the Manual section on applicant matters into one, clear, concise and standardized set of instructions. The above outlined changes will be included in the Handbook and Manual at that time.

RECOMMENDATIONS:

If you approve of the need for the above changes, there is attached hereto a suggested Bureau Bulletin advising the field as follows:

1. To eliminate the "limited-type investigation" now permissible under existing instructions on Atomic Energy Applicant matters.
2. To mark only derogatory applicant reports with the letter "R" for routing purposes.
3. To follow a uniform practice in writing reports for the Civil Service Commission.

Approved by Executives Conference 9/29/52 with Messrs. Callahan, Tracy, Harbo, Mohr, Laughlin, Ladd, Holloman, Mason, McGuire, Gearty and Rosen in attendance.

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

DATE: October 30, 1952

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

over

The Executives Conference of October 28, 1952, consisting of Messrs. Tolson, Gearty, Mason, 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.~~

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 caseload 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.

WRG:mab

cc; Mr. Clegg
 Mr. Mohr

mt

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 DATE 02-20-20 BY [signature]

RECORDED - 65

66-2554-10027

INDEXED - 65

NOV. 18 1952

88

74 NOV 21 1952

ORIGINAL FILED IN 66-2554-587

Memorandum to the Director (continued)

October 30, 1952

Messrs. Tolson, Mason, Mohr, and Tacy are of the opinion that two supervisory officials are sufficient for the Mobile Office. They are opposed to having three supervisory officials.

Messrs. Gearty, 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 cut in order to save. Also the SACs ought to be willing to at least try it for 60 days before protesting.

"E"

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: October 28, 1952

FROM : Mr. Rosen

SUBJECT: ~~FALSE OR FORGED STATEMENTS MADE IN CONNECTION WITH FEDERAL HOUSING ADMINISTRATION INSURED LOANS FRAUD AGAINST THE GOVERNMENT~~

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

ALL INFO CONTAINED HEREIN IS UNCLASSIFIED DATE 9-20-92 BY SP5/STP

EXECUTIVE CONFERENCE

SYNOPSIS:

Our present policy is to accept cases involving captioned matter in instances in which investigation has not been made by Federal Housing Administration and in which the United States Attorney states he will prosecute under Section 1001, Title 18, U. S. Code, which is within our jurisdiction, rather than under Section 1010, Title 18, U. S. Code, which is within jurisdiction of Federal Housing Administration. There has been a recent increase in the number of such cases referred to us for investigation and it is believed the Field should be made aware of the Bureau's policy in this regard.

PURPOSE:

To inform the Field of this policy.

BACKGROUND:

Section 1010, Title 18, U.S. Code, specifically forbids the making of a false or forged statement for the purpose of obtaining any loan or advance of credit with the intent that such loan or advance of credit shall be offered to or accepted by the Federal Housing Administration. This statute is the outgrowth of the penal provisions contained in the National Housing Act, Public Law 479 of the 73rd Congress, which created the Federal Housing Administration and which was enacted into law on June 27, 1934. The Federal Housing Administration maintains an investigative unit and violations of this statute are investigated by that agency.

The same set of facts which constitutes a violation of Section 1010, Title 18, U. S. Code, also constitutes a violation of Section 1001, Title 18, U.S. Code. This latter statute, which is within our primary investigative jurisdiction, is the general statute which prohibits the submission of a false or

66-6200-46
cc: 46 Desk Policy Folder
Attachment
EFK:rmk

RECORDED - 26

INDEXED - 26

EX-78

66-2534-10028

NOV 18 1952

41

INITIALS ON ORIGINAL

60 NOV 24 1952

ORIGINAL FILED IN 66-6200-46-886

MEMORANDUM to Mr. Ladd

fictitious statement in any matter within the jurisdiction of any Department of Agency of the United States.

In the past years, in isolated instances, various United States Attorneys have asked that we accept for investigation cases involving the submission of false or forged statements made in connection with FHA loans. In instances in which the United States Attorneys have indicated that prosecution would proceed under Section 1010, we have declined to enter the case as we did not desire to usurp the powers of another Federal agency. We have also declined to accept those cases which had been the subject of prior investigation by the FHA in order to avoid duplicate investigations. However, we have accepted those cases in which the FHA has not made any investigation and in which the United States Attorney has given reasonable assurance that prosecution would proceed. Until the last few weeks, cases falling within this latter category have been few in number.

DEVELOPMENTS:

Within recent weeks, and in various parts of the country, several United States Attorneys have referred an increasing number of these cases to our field offices. Upon receipt of such complaints, the Field, in each individual case, has sought guidance from the Bureau. This has entailed the preparation of a separate memorandum of advice to the Field in each case and, in addition, has caused a delay in the institution of investigation in those cases in which the United States Attorneys have indicated a desire to proceed under Section 1001, Title 18, U. S. Code.

OBSERVATIONS:

Although we have no desire to encroach upon the jurisdiction of another Federal investigative agency, we certainly do not wish or intend to shirk our responsibility for investigation of violations of Section 1001. It was with this thought in mind that our present policy grew. Because of the recent increase in the recent increase in the referral of cases of this type to us, it is believed that this policy should be brought to the attention of all field offices.

Memorandum to Mr. Ladd

ACTION TAKEN:

Attached, for your approval, is a proposed SAC Letter instructing the Field accordingly.

ADDENDUM: AR:dw 10-31-52

Presented to the Executives Conference on Friday, October 31, 1952, and the attached SAC Letter to go to the Field was un-animously approve.

Those in attendance were Tolson, Nichols, Mohr, Tracy, Harbo, Callahan, Belmont, Gearty, Ladd, Mason, and Rosen.

Mr. Tolson

10/31/52

The Executives Conference

RECOMMENDATION FOR CASH AWARD FOR MRS. [redacted]

~~FINGER PRINTS OF ARRESTED PERSONS~~

The Executives Conference of October 29, 1952, had in attendance Messrs. Tolson, Glavin, Parsons, Mohr, Hennrich, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

b6
b7c

The Conference recommended a \$30 cash award be given to Mrs. [redacted] of the Identification Division in recognition of the adoption of two suggestions from her which will result in net savings of \$542 per year.

This action was taken after the Administrative Division made contact with the Bureau of the Budget to secure advice as to the procedure recommended in making efficiency awards to employees whose suggestions adopted arose out of their regularly assigned duties.

Title 10 sets up an extremely liberal cash award program as recognition for suggestions made by employees where the suggestions are properly considered as being a part of the assigned duties of the employee. This legislation authorizes cash awards to be called "Efficiency Awards" in amounts not to exceed 25% of the net savings for the first year of operation under the adopted suggestion and not to exceed the equivalent in cash of three within-grade steps in the salary bracket to which the employee is assigned. In the [redacted] instance, this could place the Bureau in a position of recommending an award in the amount up to \$135 based on estimated annual savings of only \$542. The inequity of such a schedule of awards as set up for the entire Government has been recently criticized by the committee of former Agent Parvis.

b6
b7c

Consequently, the Administrative Division sought the advice of the Budget Bureau and was advised that most Government agencies use the same schedule of awards under the Efficiency Awards Program as those used under the schedule for cash awards for suggestions not growing out of the assigned duties of an employee. Mr. [redacted] of the Budget Bureau advised that each agency is at liberty to determine what it believes to be a fair award to an employee as long as the maximums established by the Act are not exceeded.

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

cc: Mr. Mohr
Mr. Clegg

EDM:hls

RECORDED - 40

INDEXED - 40

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DATE 2-20-72 BY spsc-upt

66-2554-10029
RECORDED
NOV 12 1952

ORIGINAL FILED IN 62-2117-84

38 DEC 3 1952

INITIALS ON ORIGINAL

Therefore, the Executives Conference unanimously felt that a cash award in the amount of \$30 should be given under the Efficiency Award Program to Mrs. [redacted] for her suggestions which will save approximately \$542 per year. This \$30 award is in accordance with the standard schedules of cash awards for suggestions.

b6
b7c

If you approve, the Administrative Division will prepare appropriate correspondence and forward same to the Department of Justice recommending a \$30 award and will follow to see that such an award is obtained. Mrs. [redacted] has already been advised that she is being recommended for an award but no amount was specified.

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

MR. TOLSON

10/2/52

EXECUTIVES CONFERENCE

SUGGESTION #465-52
MADE BY MRS. [REDACTED]
SUPERVISOR, RECORDING SECTION
IDENTIFICATION DIVISION
MAIL PROCEDURE - IDENT. DIVISION

Present were Messrs.
Tolson, Glavin, Tracy,
Harbo, Mohr, Laughlin,
Ladd, Rosen, Gearty,
Nichols, Holloman and
Mason on 10/1/52.

b6
b7C

~~FINGERPRINTS OF ARRESTED PERSONS~~

Mrs. [REDACTED] Supervisor, Recording Section, Identification Division, pointed out that, in numerous instances, two envelopes are addressed by the Bureau to various fingerprint contributors in a given day. One often contains illegible fingerprints being returned and the other contains copies of arrest records and other data being furnished.

Mrs. [REDACTED] suggested that the Recording Section prepare routine form letters returning illegible fingerprints and these be transmitted directly to the Typing Section Mail Room. These will be combined with other communications going to specific contributors. One mailing process would be saved. Approximately 2,500 envelopes monthly would be saved.

Mr. Quinn Tamm has estimated that the net savings per year would be \$247.35.

The Conference unanimously recommends adoption of Mrs. [REDACTED] suggestion. The Conference also unanimously recommends that a cash award not be made to Mrs. [REDACTED] at this time, but inasmuch as she has another suggestion under consideration, which will in all probability result in an efficiency award under the Incentive Awards Program of the Federal Government, that the savings resulting from this suggestion be combined with the other suggestion, so that only one award will be issued to Mrs. [REDACTED]

If you approve, this will be done.

b6
b7C

RECORDED - 40
INDEXED - 40

66-2554-10030

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NOV 12 1952

- Tolson
- Glavin
- Ladd
- Nichols
- Belmont
- Mohr
- Harbo
- Laughlin
- Tracy
- Gearty
- Holloman
- Mason
- Nease
- Quinn Tamm
- Tele. Rm.
- Director's Sec'y
- Gandy

EDM:DMG

cc-Mr. Mohr
Mr. Clegg
Mr. Glavin (att: Mr. Ingram)

U.S. DEPT. OF JUSTICE
DIRECTOR

EX-107

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DATE 11-18-81 BY SP5/CP

MAC

NOV 21 1952

ORIGINAL FILED IN 66-2554-10030

THE DIRECTOR

October 29, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of October 28, 1952, consisting of Messrs. Tolson, Gearty, Mason, Laughlin, Mohr, Harbo, Tracy, and Glavin, reconsidered the supervisory set up of the Omaha Office.

The Conference was advised that the supervisory set up in the Omaha Office had been previously considered, and the majority of the Conference recommended that the supervisory staff of the Omaha Office should be reduced from three supervisory officials to two. Instructions to this effect were forwarded to Omaha on October 9, 1952.

The Conference was advised that under date of October 24, 1952, the SAC at Omaha requested reconsideration and approval for the continuance of the three supervisory officials in the Omaha Division.

The Conference was advised that the Special Agent in Charge at Omaha states that it is his opinion that the case load of the office will continue between 950 and 1,150 cases. It was pointed out to the Conference that as of September 30, 1952, 930 cases were pending in the Omaha Division and 960 cases were closed during September. The Special Agent in Charge at Omaha points out that there are very few applicant cases pending in the Omaha Division, and the pending case load at the present time does not include any American Legion contact work. He points out that exclusive of the Special Agent in Charge and the Assistant Special Agent in Charge, there are 59 Agents assigned to the Omaha Division. Dalton stated that he felt that in order to give the necessary supervision to the activities of the Agents and to properly develop the work of the Omaha territory, he should have one Supervisor in addition to the Special Agent in Charge and the Assistant Special Agent in Charge.

Messrs. Tolson, Gearty, Mason, Mohr, and Tracy are of the definite opinion that two supervisory officials, namely, the Special Agent in Charge and the Assistant Special Agent in Charge, should be sufficient to handle the supervisory work of the Omaha Division.

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

cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
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DATE 2-20-82 BY SP-6/BJP

RECORDED-62

66-2534-10031

NOT RECORDED
141 NOV 18 1952

INITIALS ON ORIGINAL

NOV 25 1952

66-29-3571

ORIGINAL FILED IN

Memorandum to the Director (continued)

October 29, 1952

Mr. Tracy pointed out that the Special Agent in Charge of the Omaha Division should at least make an effort to supervise the work with only himself and the Assistant Special Agent in Charge before requesting additional supervisory assistance.

Kasare, Laughlin, Harbo, Rosen, and Glavin are of the opinion that three Supervisors should presently be assigned to the Omaha Division. They point out that there are approximately 1,000 cases pending and approximately the same number are closed during the month. They point out that with the decrease in applicant work, more time and effort is being given to regular criminal work which is a necessity and must be given greater attention and care by the supervisory staff.

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

Respectfully,
For the Conference

Clyde Tolson

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

Mr. Tolson

10/20/52

The Executives Conference

SUGGESTIONS AFFECTING IDENTIFICATION DIVISION Present 10/16/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Gearty, McGuire, Holloman and Clegg.

Miss [redacted] made suggestions affecting Identification Division as follows:

b6
b7c

1. In the past when an Identification Order has been issued, a notation to this effect is listed as wanted notices on the criminal record which the Identification Division transmits to law enforcement agencies requesting the record. When the wanted notice or IO is cancelled, the Identification Order information is deleted from the record which thereafter is sent to the police but is included in any criminal record sent to the Bureau or its field offices. As a result several inquiries have been received from police agencies as to why the Bureau deleted the IO information. This was observed by the police who received the previous record with the IO data posted thereon and later they received a record with this information deleted.

The Executives Conference unanimously recommended that in the future when the wanted notice based on the IO was posted, it would remain as a part of the record and there would be posted the cancellation notice when the apprehension was made or when for any other reason the IO was cancelled. There was no longer any reason existing for eliminating this information provided the cancellation was duly recorded and it would avoid correspondence with police in the future clearing up these matters.

2. The Conference unanimously opposed the suggestion that "flash" notices be continued on the record in the same way as above because flash notices are usually based upon a desire for an interview with the individual or because of a desire to know of his whereabouts and this matter ^{not} involve a criminal charge against the subject. The Conference, therefore, unanimously opposed this suggestion that "flash" notices be continued as a part of the criminal record, even after they had been cancelled. They also oppose continuing

cc: Mr. Mohr
Mr. Clegg

HHC:EHF

RECORDED-62

INDEXED-62

66-2537-10032

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44 NOV 18 1952

ALL INFORMATION
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DATE 9-10-81 BY [signature]

68 NOV 24 1952

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

these "flash" notices when they are filed by other agencies since frequently a criminal record or charge is not involved. These "flash" notices for the Bureau are listed only for the information of the Bureau.

Suggestion #542-52
3. The suggestion was unanimously approved that there be left vacant approximately 2 lines after each wanted entry so that additional data can be entered on the identification docket sheet when it is desired to post additional information such as "in custody," or "cancelled" and similar cancellations. This was approved and is recommended in order to avoid the necessity of retyping this information on another place on the docket sheet.

Suggestion #543-52
4. The Conference unanimously opposed the use of the suggestion that the word "flash" be listed on the criminal record in posting flash notices since this would require a great deal of explanation to the police as to what it meant and the word "wanted" is already thoroughly understood and is sufficient to meet all current needs.

Suggestion #544-52
5. The Conference unanimously opposed the shortening of wanted notices and cancellations thereof on the wanted cards by the suggestion that there be deleted the date and nature of the communication on which the wanted or cancellation notice was based. The Conference unanimously felt that the date and character of the communication on which the wanted notice or cancellation notice was based was important in order to record the authority for the wanted notice or the cancellation notice.

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

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: November 4, 1952

FROM : I. W. Conrad

SUBJECT: HANDIE TALKIE, PORTABLE RADIO EQUIPMENT

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 10-20-88 BY SP-8 JPT

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

PURPOSE

To recommend approval of field distribution as set forth on attached list of all Handie Talkie portable equipment. To recommend immediate distribution of 40 megacycle Handie Talkies recently received and being held in Laboratory pending decision on distribution list.

REFERENCE

My memo to you dated 10-4-51 recommending immediate purchase 64 Handie Talkies to alleviate current field surveillance needs, Executives Conference memo 3/12/52 recommending purchase of 64 such units and Director's approval thereon.

DETAILS

Delivery has been made to the Bureau of above-mentioned Handie Talkie order from Motorola, Inc. Problem of distribution in the light of present conditions has been reconsidered. Coordination by the FBI Laboratory, Domestic Intelligence Division and Investigative Division has resulted in the attached proposed distribution sheet setting forth the consensus of opinion as to the proposed field distribution at this time of the total number Handie Talkies. (108) Original Executives Conference distribution recommended one Handie Talkie in each of 20 smallest offices, 2 in 25 intermediate offices, 6 in major offices and 4 in Laboratory. Proposed distribution allocates additional equipment in offices known to have greater need at this time. In this connection Mexico City will retain 2 units rather than 3 as previously approved. FBI Laboratory awaits Bureau decision concerning this proposed distribution list in order that the 40 mc equipment can be dispatched immediately to the field and pressed into service. The 160 mc units included in this shipment will be held until those offices to which 160 mc frequencies are assigned have been equipped with fixed and mobile 160 mc equipment subsequent to July 1, 1953.

RECOMMENDATION

Accordingly, it is recommended that the attached master distribution list for Handie Talkies be approved and the Radio and Electrical Section be instructed to forward these units on hand in accordance with this list.

Attachment: ADDENDUM: Approved by Executives Conference, November 7, 1952, with provision that two units be taken from the allotment for New York and assigned one each to San Juan and Honolulu. Messrs. Tolson, Ladd, Glavin, Tracy, Mohr, Belmont, Rosen, Mason, Gandy, Mc Guire and Harbo. RTH:VH

RLM:vrh
80-755

51 NOV 24 1952

80-755-548
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RECORDED
NOV 10 1952
INITIALS ON ORIGINAL

ENCL. 28

COPY: fcr

MASTER FIELD DISTRIBUTION LIST
HANDIE TALKIES November 4, 1952

enclosure

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/20/99 BY SP5 CCE/et

		On Hand	40 mc Now	Total After	Assignment of 7 Lo Units Gained From Frequency Shift	Assignment of 17 Hi Units After Frequency Change	Total After All Assignments Made	Remarks	Lo Units To Be Replaced
New York	L	4	8	12	3		15		
Los Angeles	L	2	2	4	1		5		
WFO	L	2	5	7	1		8		
Chicago	L	3	1	4	1		5		
San Francisco	L	2	2	4			4		
Philadelphia	L	3	0	3			3	No 40.34 HT this shipment.	
Detroit	L	0	4	4			4		
Boston	L	1	1	2			2		
Newark	L	1	2	3			3	Added 1 40.46 to distribute 7 40.46 units.	
Baltimore	L		2	2			2		
Cleveland	L	1	1	2			2		
Pittsburgh	L	1	1	2			2		
Minneapolis	H		1	*1		*	2		1
Seattle	L	1	1	2			2	Added 1 because one unit was ordered on 40.22 mc.	
Miami	L		2	2			2	Added 2 to finish out distribution of 40.46 mc.	
Indianapolis	L	2	2	2			2		
Cincinnati	L	1		1			1		
Kansas City	H						1		
Louisville	H						1		
St. Louis	L		1	1			1		
Charlotte	H						1		
New Haven	H		1	*1			2		1
Denver	L	1		1			1		
Milwaukee	H		1	*1			1		1
New Orleans	H						1		
Omaha	L						1		
Dallas	H	1		*1		1	2		

IDENTIFIED
 UNIT
 11/10/54
 11/10/54
 11/10/54

ENCLOSURE
 66-2554-10033

*Low frequency units being replaced by 7 high frequency units. High frequency offices.

Springfield	L			
Albany	L	1	1	
Memphis	H			
Buffalo	H	1		*1
Atlanta	H			
Savannah	H	1		*1
Knoxville	L			
Houston	H			
San Antonio	H			
Richmond	L	2		2
Oklahoma City	L			
San Diego	L			
San Juan	L		1	1
Boston	L	1		1
Portland	L	1		1
Mobile	H			
Birmingham	H		1	*1
Phoenix	L	2		2
Albuquerque	L	2		2
Salt Lake City	L			
Little Rock	L			
El Paso	L	2		2
Honolulu	L	2	1	1
Norfolk	H			<u>1</u>
Anchorage	L			
Mexico City	L	2		2
Laboratory	H			
	L	2		2

42

40

82

MR. TOLSON

November 14, 1952

THE EXECUTIVES CONFERENCE

G.I.R.-3

The Executives Conference of November 13, 1952, consisting of Messrs. Tolson, Gearty, Harbo, Clegg, Laughlin, Nichols, Holloman, Ladd, Tracy, and Glavin, considered two suggestions submitted by the Special Agent in Charge at Newark.

SAC McKee suggested that the Bureau give consideration and study to the use of anti-freeze in Bureau-owned automobiles, with thought in mind that it may be possible to instruct the field to leave anti-freeze solution in radiators of Bureau cars either several years or indefinitely in order to reduce costs of this material. SAC McKee points out that it is known that a large number of people leave "Prestone" in auto radiators indefinitely and each year simply add a small quantity in order to insure coverage at low temperatures. SAC McKee states that he has followed this practice personally for a number of years with excellent results.

The Conference was advised that information had been received through Dr. Bruce, Automobile Expert at the Bureau of Standards, that he is opposed to permitting anti-freeze to remain in cars on a year round basis. He points out that leaving anti-freeze in cars results in rust and corrosion increasing repair costs of the car in question. He stated that anti-freeze should be drained from the automobiles at the end of each winter season and a new supply installed at the beginning of each winter season. This procedure is followed by the Bureau at the present time.

The Conference, in view of Dr. Bruce's opinion in this matter, is opposed to permitting anti-freeze solution to remain in Bureau cars on a year round basis.

SAC McKee also suggested that the Bureau consider instructing the field to prepare one instead of two copies of Closing and RUC reports unless in an individual case some meritorious reason exists for preparing two file copies.

The Conference points out that this matter has been discussed recently at the Executives Conference and the recommendation was made that the suggestion not be approved since in making an exception to the general rule for the preparation of copies of reports would tend to slow down rather than speed up production in the field since typists and stenographers would have to continuously check as to when one or

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

cc: Mr. Mohr

ALL INFORMATION CONTAINED

INDEXED - 166-2534

NOV 20 1952

110034

NOV 20 1952

Memo for Mr. Tolson (continued)

two copies should be made. The Conference is opposed to the adoption of this suggestion.

Should you agree, there is attached an appropriate communication to SAC Hokee concerning these suggestions.

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

Mr. Tolson

11/13/52

The Executives Conference

APPREHENSION OF FUGITIVES

Present at the Executives Conference of November 12, 1952, were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference recommended unanimously that instructions issued to the Field on October 17, 1952, in SAC Letter #109 continue in force indefinitely and until instructed to the contrary by the Bureau. These instructions were to the effect that the office of origin should notify auxiliary offices to discontinue investigation in fugitive matters by air-tel rather than by teletype.

These instructions were issued for a 30-day period (which will expire November 17) and at the end of the 30 days each SAC will submit his observations as to the advantages and disadvantages in notifying auxiliary offices to discontinue by air-tel rather than teletype. The purpose of the 30-day trial was to give the Bureau an opportunity to determine for once and for all whether investigative time would be wasted through notifying other offices by mail of the fact that no further need continues for an investigation or whether it would be most economical to do so by teletype because of investigative time not being fully utilized.

Rather than have the Field return to the old system on November 17 of widespread use of teletypes in fugitive cases, the Conference felt it desirable to continue the use of air-tels until the Bureau has collected the views of each SAC and evaluated them.

If approved, there is attached an SAC Letter which will serve the purpose and which also reminds the Field to continue to notify the Bureau by teletype of the apprehension of all fugitives except deserter-fugitives in which instances air-tels will be used.

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

Attachment

cc: Mr. Mohr
Mr. Clegg

EDM:hls

RECORDED - 82

INDEXED - 82

66-2554-10036
 NOV 20 1952
 [Handwritten signatures and initials]

NOV 24 1952

Unit

Mr. Tolson

11/10/52

The Executives Conference

SUGGESTION #586-52
RECORDS STREAMLINING
SUGGESTION PROGRAM
Classifying Unit,
Records Section

RETAINED
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4-10-72 BY SP5U
LPT

The Executives Conference of November 7, 1952, had in attendance Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire and Mason.

The Conference considered a suggestion from Miss [redacted] Classifying Unit, Records Section, Records and Communications Division.

Miss [redacted] suggested that ~~Form~~ Form 6-11, copy attached, utilized by the Investigative Division to notify the Identification Division of action to be taken relative to the cancellation of fugitive notices, be destroyed after the Identification Division has completed its handling.

The present practice is to file these forms in the Bureau Case File in the Records Section. Approximately 250 are filed weekly.

Changing the procedure to eliminate filing and thus eliminate permanent retention would save the Records Section the necessity of filing 250 of these forms per week but a disadvantage would appear in that the Identification would have no way of fixing responsibility for errors. The form requires that fugitive stops be cancelled for the Criminal Index, the Selective Service Index or the Deserter Index. The form also has spaces to show other necessary action desired such as cancel a want in the Law Enforcement Bulletin, add or delete aliases, add or delete description or criminal record.

The Investigative Division points out that it is often necessary to refer back to these forms to make sure that appropriate action has been taken.

Because of the importance of fixing responsibility and the need for referring back to these forms after action has been completed by the Identification Division, the Executives Conference unanimously felt that these forms should not be destroyed.

If you agree, no further action need be taken and it is not necessary to acknowledge Miss [redacted] suggestion at this time inasmuch as other arrangements have been affected.

cc: Mr. Mohr
Mr. Clegg
EDM:his *Ne*

INITIALS OF ORIGINAL

RECORDED-39

INDEXED-39

66-2554-1003 *WPC*

NOV 21 1952

b6
b7c

ORIGINAL FILED IN 66-2554-1003

b6
b7c

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

Mr. Tolson

11/5/52

The Executives Conference

Those present on 11/3/52 were Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, Nichols, Glavin, and Mason.

The Conference unanimously recommends that ~~Security Index~~ Form FD-122 not be recorded at the Bureau. These are forms submitted by the field requesting that the Bureau make a change on a Security Index card such as a change of the spelling of a name, a change of address, or some other adjustment.

Approximately 15,000 such forms are received per year. The conference proposes that immediately after adjustments have been made to the Security Index cards the form be appropriately indexed, serialized, and filed by the Records Section as in the past, however, abstracts should not be prepared.

It was estimated by Inspector Vechery that this change will result in savings of approximately \$7,500 per year in the Records Section alone.

The Conference is unanimously in favor of this adjustment in the handling of Form FD-122. A copy of the form is attached. If approved, the attached SAC Letter should go forth.

EDM:mow

cc: Mr. Mohr
Mr. Clegg

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/80 BY SP-6/STP

RECORDED-14

INDEXED-14

EX-102

166-2557-10038
NOV 21 1952
RECEIVED RECORDS ROOM
NOV 21 6 37 PM '52

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

NOV 25 1952

Mr. Tolson

11/7/52

The Executives Conference

ECONOMY OF OPERATIONS

Present at the Executives Conference of 11/6/52 were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Cearley, McGuire and Mason.

The conference considered a suggestion from the Miami Office that only one copy of a closing report be prepared for the office of origin in matters pertaining to Deserters and Selective Service violations.

It was pointed out to the Conference that one copy of reports in these instances might suffice provided the U. S. Attorney is furnished a copy where necessary. The Conference felt unanimously, however, that rather than authorize an exception to general report writing practices in these 2 instances, it would be better to have standard rules applicable to all report writing techniques. The Conference felt that confusion would result in that some employees would rely upon their memories and prepare an inadequate number of copies in other types of cases. The Conference felt that standardization where practical is highly desirable and departures from standard processes require additional training, additional notification, additional supervision, and in the end the net result is greater expense rather than greater economy.

The Conference was unanimously opposed to this idea.

The Conference also considered a suggestion from the Miami Office that a briefed type of report be submitted in Deserter and Selective Service cases. The Conference was advised that Section 50-K, page 35, Part I, FBI Handbook, already permits investigative results when of a negative nature to be summarized unless the findings will be of value to the U. S. Attorney or to the Bureau. The Investigative Division is opposed to any further briefing of these reports for it is felt that the value of the reports would be diminished. The Conference unanimously concurred.

cc: Mr. Mohr
Mr. Clegg

EDM: EHR

UNCLASSIFIED

ALL INFO CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/11/01 BY SP-6/STP

RECORDED - 82
INDEXED 82

66-24357-10039
NOT RECORDED
198 NOV 21 1952

ORIGINAL FILED IN

66-24357-125A

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

DEC 2 1952

The Miami Office also felt that in Deserter and Selective Service cases no report at all be submitted when the investigation conducted is entirely within one particular field division. The Conference was unanimously opposed to this inasmuch as it would destroy supervision both in the field and at the Seat of Government and that it would make dissemination impossible when data is requested by another agency and would have an adverse effect upon the general handling of the Bureau's work in Deserter and Selective Service matters.

If you agree, the attached memorandum should go forth to the Miami Office and no further action need be taken.

Long
7/16/52

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director
FROM : Mr. D. M. Ladd

DATE: November 7, 1952

SUBJECT: COMMUNIST PARTY, USA-BRIEF
Prosecution of Additional
Communist Functionaries Under
the Smith Act @ Pittsburgh)
INTERNAL SECURITY-C
Bufile 100-3-74-39

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

b6
b7C
b7D

SYNOPSIS:

Executive Conference

In response to your inquiry, the Departmental Attorney who advised Confidential Informant [redacted] that he would recommend that a Bureau Agent accompany her to Pittsburgh in connection [redacted] the current Smith Act trial was Special Assistant to the Attorney General Edward C. Wallace who is engaged in private law practice in New York City at the present time. Mr. [redacted] of the Department has been advised that the Bureau does not feel that it should assume the responsibility of escorting [redacted] who are capable of traveling alone. Action- [redacted] and Pittsburgh are being advised in the attached teletype that Bureau authority will not be granted for and Agent to accompany this informant to Pittsburgh but that every assistance should be afforded her with respect to her travel to and from Pittsburgh.

DETAILS:

b7D

By attached memorandum dated November 5, 1952, information was set out that Confidential Informant [redacted] at the current Pittsburgh Smith Act trial, [redacted] unless accompanied to Pittsburgh by a Bureau Agent. SAAG Edward C. Wallace, who conducted the pretrial interview, had previously advised this informant that he would recommend, that she be accompanied to Pittsburgh by a Bureau Agent in the event it was decided [redacted]

Enclosure

EBR:nib

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-82 BY [signature]

RECORDED - 4

166-2554-10040
RECORDED
141 NOV 21 1952

EX-102

INITIALS ON ORIGINAL

68 DEC 3 1952

ORIGINAL COPY FILED IN 100-3-74-39-415

Since it was ascertained that Mr. Wallace is presently engaged in the private practice of law in New York City, the matter of a Departmental Attorney indicating to [redacted] that he would recommend that a Bureau Agent accompany her from [redacted] to Pittsburgh was taken up with Mr. William E. Foley of the Department by Assistant Director Belmont on November 7, 1952. It was pointed out to Mr. [redacted] that the Bureau does not feel that it should assume the responsibility of providing escort service for [redacted] who are capable of traveling alone and that Departmental Attorneys should not indicate to [redacted] that such service will be provided by this Bureau. Mr. [redacted] agreed and indicated he would so advise all Departmental Attorneys who may conduct pretrial interviews in the future.

b6
b7C
b7D

ACTION:

If you approve, there is attached hereto a teletype to [redacted] and Pittsburgh advising that Bureau authority will not be granted for an Agent to accompany [redacted] to Pittsburgh and instruction these offices to assist this informant in every possible way in connection with her travel to and from Pittsburgh.

Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. LADD
FROM : A. H. BELMONT

DATE: November 5, 1952

SUBJECT: COMMUNIST PARTY, USA - BRIEF
(Prosecution of Additional
Communist Functionaries Under
the Smith Act - Pittsburgh)
INTERNAL SECURITY - C
Bufile 100-3-74-39

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

b7D

SYNOPSIS:

Confidential informant [redacted] Pittsburgh Smith Act trial, states will not [redacted] unless accompanied to Pittsburgh by Agent of [redacted] Office. Departmental Attorney recommends such action. Recommended that approval be granted only if informant otherwise refuses to [redacted] absolutely essential to successful prosecution.

Action- Air mail teletype to [redacted] so instructing is attached.

DETAILS:

Confidential informant [redacted] who was a paid informant of the [redacted] from 1945 to 1949. Following a pretrial [redacted] Departmental Attorneys deemed [redacted] in California of defendant Steve Nelson [redacted] prosecution. The interviewing attorney [redacted] that he would recommend that an Agent accompany her to Pittsburgh.

b7D

By letter October 23, 1952, the [redacted] Office was advised that although the Bureau desired to cooperate fully with the Government Attorneys, it was felt that a request for Agents to accompany [redacted] to Pittsburgh from various parts of the country was not reasonable considering the expenditure of manpower and money. It was further pointed out that there appeared to be no necessity for such action so long as the [redacted] have proven themselves to be sober and reliable/

Attachment

EBR:imd

RECORDED-41

66-2554-10040

EX-102

RECORDED
141 NOV 21 1952

Enclosure
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-2-82 BY SPSC/CPJ

ORIGINAL COPY FILED IN 100-3-74-39-418

By letter also dated October 23, 1952, the [redacted] Office advised the Pittsburgh Office that [redacted] would be unwilling to [redacted] unless accompanied to Pittsburgh by an Agent since she felt she "needed someone she knew who could give her moral support."

RECOMMENDATIONS:

(1) That the Bureau's feelings with reference to such action be again brought to the attention of the [redacted] Office.

(2) That this informant be advised that her transportation will be arranged according to her choice and that Special Agents in [redacted] and Pittsburgh will assist her in every way before and after her trip.

(3) If she still [redacted] unless so accompanied, that authority be granted for an Agent to accompany her provided Departmental Attorneys fee that [redacted] to successful prosecution.

ACTION:

If you approve, there is attached hereto an airmail teletype to [redacted] copies to Pittsburgh, so advising.

EXECUTIVES' CONFERENCE
RECOMMENDATION:

November 5, 1952

The Executives' Conference, consisting of Messrs. Tolson, Ladd, McGuire for Nichols, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Gerty and Belmont on November 5, 1952, recommended that the attached Air Tel be sent to [redacted] as indicated.

AHB:tlc

"I am not satisfied as to the way you have handled this. Just who was the Attorney who promised to have FBI Agt. serve as escort. He should be told we're not bound by any promises he made and it is up to him to escort her or arrange for it. We are not going to do it."

"H"

MR. TOLSON

October 31, 1952

THE EXECUTIVES CONFERENCE

cut

The Executives Conference of October 31, 1952, consisting of Messrs. Tolson, Nichols, Coarty, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Callahan, considered a letter from the Special Agent in Charge at Albany suggesting that the Bureau requirement that all telephone and teletype lines in Resident Agencies which occupy Federal or commercial space be checked annually for evidence of tapping or tampering be eliminated and thus effect a savings in personnel and travel costs. The SAC at Albany pointed out that there are ten Resident Agencies in the Albany Division which would require such a check at this time and it would take one Agent about five days to complete this annual check, including travel time and incidental travel expenses. The SAC points out that in the interest of economy at this time he feels we might eliminate such checks until after July 1, 1953.

The members of the Conference unanimously agreed that such a check be eliminated and that the requirement for such checking of Resident Agencies' telephone and teletype lines where they occupy Federal or commercial space be eliminated until after July 1, 1953, not only insofar as the Albany Office is concerned, but on a Bureau-wide basis.

In the event you agree, there is attached a suggested communique advising the field of this change in the Bureau's requirement in this respect and also there is attached a letter to the SAC at Albany expressing the Bureau's appreciation for his suggestion.

Attachments

cc: Mr. Mohr
Mr. Clegg

NFC:gt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-26-92 BY [signature]

RECORDED-21

INDEXED-21

66-2554-1004-1

NOV. 19 1952

88

EX - 108

INITIALS ON ORIGINAL

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

4 NOV 23 1952

ORIGINAL FILED IN 66-2554-2417

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. H. L. EDWARDS

DATE: November 12, 1952

FROM : W. R. GLAVIN

SUBJECT:

pkh
O
EXECUTIVE CONFERENCE

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

In connection with the identification of our Nurses in connection with security procedures, I spoke to the Conference this morning consisting of Messrs. Tolson, Gearty, Mason, Ladd, Belmont, Harbo, Trady, McGuire, Rosen, and Glavin, and the Conference was of the unanimous opinion that it did not appear that our Nurses in uniform would have to utilize badges for identification purposes when they have been called to attend to someone while he is ill at work.

WRG:gt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-90 BY SP5C/LA

ORIGINAL FILED IN 66-2554-10042

RECORDED - 58

66-2554-10042
NOV 24 1952
83

EX. - 108

INITIALS ON ORIGINAL

302
60 DEC 10 1952

Mr. Tolson

11/6/52

The Executives Conference

Present 11/5/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gandy, McGuire, Holloman and Mason

SUGGESTION OF [redacted] LIAISON SECTION, IDENT. DESERTER CASES

b6
b7C

The Conference considered a suggestion from [redacted] Liaison Section, Identification Division, concerning a change in the procedure of handling Deserter-Fugitive cases.

[redacted] proposes that when the Bureau receives a new Deserter case from some branch of the armed forces, the new Deserter case should not be sent to the Field for investigation until employees of the Identification Division have reviewed the subject's service record. The Conference is unanimously opposed, pointing out that this would have the effect of slowing up the dispatch of new Deserter cases to the Field.

The Conference further pointed out that just a few weeks ago instructions were issued, as a streamlining and economy measure, that service records of Deserter-Fugitives and other data furnished by the Identification Division would not be submitted to the Field for a period of 90 days after the case is sent to the Field unless the office of origin, in a particular instance, requests such data earlier. That rule was established because it was shown that there is a very quick turnover of Deserter cases and nearly 50 per cent of them are closed within the first 30 days after these cases are sent to the Field. Thus, if the suggestion of [redacted] was adopted, it not only would delay the case getting to the Field, but the Identification Division would be performing useless record checks in about 50 per cent of the cases, for the subjects would be apprehended regardless of the presence or absence of such record checks.

The Conference felt that the adoption of the suggestion of Mr. [redacted] would in effect nullify its previous move in the direction of streamlining and economy, for at the present time it costs \$3.35 each to check the records of a Deserter.

The Conference recommends no action. If you agree, nothing further need be done for Mr. [redacted] has already been thanked for the suggestion.

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

EDH:ulr
cc: Mr. Clegg
Mr. Mohr

INDEXED - 43

DEC-RECORDED - 43
1952

RECORDED
NOV 20 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED ON ORIGINAL
DATE 7-20-01 BY [signature]

ORIGINAL COPY FILED - 66 - 200 - 42 - 956

Mr. Tolson

10/27/52

Executives Conference

SUGGESTION #523-52

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 Conference considered a suggestion from [redacted] of the Records Section that work in the Records Section be expedited by Seat of Government Supervisors putting their initials on O-1 Forms (requests for advice as to the status of a case pending in the field and information as to when a report will be submitted to the Bureau) sent to the Field. If there is an identification added to these Forms it is easier for the Routing Unit of the Records Section to return these forms to the interested Supervisor when the forms are received back at the Bureau bearing notations made by the Field Office answering the Bureau's inquiry. These forms are arranged so that the Field answers the Bureau's inquiry right on the Form and returns the entire Form to the Seat of Government.

The Conference unanimously feels it undesirable to put initials on these forms. The Conference does feel it advisable to reiterate existing instructions contained on Page 5, Paragraph 6 of the Bureau Supervisors' Manual calling for each O-1 Form to reflect parenthetically the Seat of Government origin of the document as a means of facilitating routing in the Records Section.

In the event you approve the unanimous views of the Conference, there is attached a proposed memorandum for all Seat of Government Officials and Supervisors.

(Although an arrangement exists with the Records Section to acknowledge various suggestions at the conclusion of the deliberations of the Streamlining Committee of the Records Section, it is not possible to tell whether this particular suggestion (#523-52) is an outgrowth of the Streamlining Committee. It has not been acknowledged and Mr. Eames is requested to arrange for acknowledgement of this suggestion along with others now under consideration by him.)

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

ORIGINAL COPY FILED IN 66-2554-10044

8 DEC 2 1952 INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
 DATE 7-20-78 BY [signature]
 66-2554-10044
 RECORDED
 NOV 23 1952
 cc: Messrs. Mohr, Clegg, and Nichols (Att'n W. G. Eames)
 EDM:ATE

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 10/9/52

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #421-52
 SUBMITTED BY MRS. [REDACTED]
 RECORDING SECTION
 IDENTIFICATION DIVISION

Present on 10/8/52, were
 Messrs. Tolson, Callahan
 Tracy, Mason, Harbo,
 Mohr, Laughlin, Ladd,
 Rosen, Gresham and
 Holloman.

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

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 X 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 X, 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 X 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.

Attachment
 cc-Mr. Mohr
 Mr. Clegg

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 7-10-80 BY [REDACTED]
 RECORDED-42

66-2554-10045
 RECORDED

NOV 13 1952

EDM:DMG

68 DEC 2 1952

EX-102

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-10045

Y: fcr

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director
FROM : The Executives Conference

DATE: 10/17/52

SUBJECT: ~~QUALIFICATION OF STENOGRAPHERS~~ Present 10/14/52: Messrs. Glavin, Tracy, Harbo, Mohr, Gearty, Belmont, Ladd, Laughlin, and Clegg

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

SYNOPSIS:

The Executives Conference considered the suggestion of Mr. J. A. Sizoo that the Bureau give stenographic tests in the future at the rate of 120 words instead of 80 words per minute. Recommendation unfavorable. Divided view as to proposal to give 120 words per minute test to those considered for Grade 5 positions.

BACKGROUND:

Tests at 120 words per minute were for many years the usual types of tests given to Bureau stenographers in their regular tests and also this was the rate of speed at which tests were given to applicants for the position of stenographer. Due to the fact that the Civil Service Commission gives stenographic tests at the rate of 80 words per minute, in order to obtain the services of the necessary number of stenographers the Bureau reduced its speed of tests for the applicants to 80 words per minute. Before the employee could be promoted to a Grade GS-5 position, however, they would have to pass the test at 100 words per minute. This is the present procedure.

ADVANTAGES:

Mr. Sizoo points out that there is a backlog of 42 unassigned stenographers. They have been qualified on the basis of the 80 per minute tests. We have training facilities available to permit such stenographers to acquire a speed of 120 words per minute if they have the ability to acquire such speed. It is believed that the additional training to increase the speed from 80 words to 120 words per minute would be beneficial to the Bureau, although stenographic teachers in the Bureau advise that some of the stenographers do not have the skill and coordinating ability to handle 120 words per minute dictation or pass tests at 120 words per minute. To insist upon the test at 120 words per minute would eliminate those who cannot make this high grade.

cc: Mr. Mohr
Mr. Clegg

HHC:EHW

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HEREIN IS UNCLASSIFIED
DATE 10/20/94 BY SP-6/CJL/ML

RECORDED-84
INDEXED-84

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70 DEC 8 1952

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DISADVANTAGES:

The Civil Service Commission still gives tests at 80 words per minute. Our present backlog of 42 unassigned stenographers would be quickly eliminated and a shortage would exist if 120 words per minute tests had to be passed in order to qualify for stenographic positions. Tests made a number of months ago disclosed that many employees charged with dictating were not dictating at 120 words per minute or even at the rate of 80 words per minute. Thus, to insist upon a speed which is not being required in actual performance would be unfair to stenographers. Stenographers also lose their speed when they do not take dictation at a rapid rate.

EXECUTIVES CONFERENCE CONSIDERATION:

Mr. Tracy suggested, and Mr. Clegg concurred, that hereafter before a stenographer could be given a Grade GS-5 rating, they should be required to pass a test at 120 words per minute. They agreed that the present system of 80 words per minute for applicants and in regular tests was agreeable, but they did believe that before entering Grade GS-5, a 120 words per minute test should be passed.

All other members of the Conference recommended that the procedure stay as is---namely, that applicant tests be given at 80 words per minute, and before promotion to Grade GS-5, a test of 100 words per minute must be passed and that periodic tests given throughout the Bureau and field service on dictation would continue to be given at 80 words per minute.

Respectfully,
For the Conference

Clyde Tolson

DIRECTOR'S NOTATION

"OK"

"H"

MR. TOLSON

11/20/52

EXECUTIVES CONFERENCE

Present at the Conference on 11/19/52, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Tracy, Rosen, and Mason.

The Conference considered a suggestion from Mrs. [redacted] of the Records Section to the effect that, when index cards are prepared by typists in the Recording Unit of the Records Section, FBI numbers, Armed Forces serial numbers and Social Security numbers be added to the title line of the index cards (reference cards), when available, in order to help identify the subject of further searches of the indices.

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The Conference was unanimously in favor of this suggestion. The Conference was advised that Mr. Eames of the Records Section feels it impossible to evaluate any savings which may result from this suggestion and the immediate result would be a slight amount of additional work in the Recording Unit, which would be offset in the future when any checks are made involving the index cards prepared. Consequently, the Conference felt no award should be made in this matter and respectfully recommends that Mrs. Aaron be commended by letter.

If you approve, there is attached an appropriate letter for Mrs. [redacted] and the Records Section will put into effect the proposed procedure.

Attachment

OK 11/20

cc-Mr. Mohr
Mr. Clegg
Mr. Nichols (att: Mr. Eames)

EDM:DMG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-89 BY SP5 a/ra

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

INDEXED - 93
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166-2554-10047

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EX-130

WACM

MR. TOLSON

November 19, 1952

THE EXECUTIVES CONFERENCE

AWK

The Executives Conference of November 17, 1952, consisting of Messrs. Ladd, Tracy, Mason, Harbo, Hodulra, Rosen, Mohr, Nearty, Delaney, and Glavin, considered the supervisory set-up of the Denver Office.

It was pointed out to the Conference that the Denver Office had 1,424 cases pending as of October 31, 1952. 632 investigative matters were closed during the month of October, 1952. The delinquency numbers 278 cases with a percentage delinquency of 25.00 per cent. At the present time there are 55 Special Agents assigned to the Denver Office with four approved supervisory officials.

The Conference taking into consideration the case load and the Agent personnel assigned to the Denver Division is of the definite opinion that there should be no difficulty in three supervisory officials, namely, the Special Agent in Charge, the Assistant Special Agent in Charge, and one supervisor, handling the supervisory work of the Denver Office.

Should you agree, the attached communication should go forward to the Denver Division.

Attachment

CC: Mr. Mohr
Mr. Clegg

WR:gtt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-20-20 BY [signature]

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

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INDEXED - 52

EX - 105

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NOV 24 1952

66-2554-10048

68 DEC 2 1952

Mr. Clegg

E. D. Mason

SUGGESTION #455-52

10/22/52

Mr. [redacted] of the Personnel Records Section of the Records and Communications Division suggested. The 3x5 cards prepared by the Bureau's Health Service not be sent to the Personnel Records Section for filing in the personnel file of the pertinent employee when such an employee resigns. Mr. [redacted] recommends these cards be destroyed rather than be filed.

Whenever an employee visits the Health Service at the Seat of Government, a 3x5 card is executed by the employee showing the nature of his ailment. These cards are ultimately typed by an employee of the Health Service. The cards are retained by the Health Service. At intervals during the year, the Health Service pulls the cards on the various employees that have resigned and those cards are mounted on paper and forwarded to Personnel Files Section for retention.

The Administrative Division states that in some cases these 3x5 cards have been of value in that copies have been used in court cases to explain the physical history of an employee and the cards are considered in determining whether a former employee should be reinstated. Personnel Officer H. L. Edwards feels, however, that about 95% of the instances the cards could be destroyed by the Health Service after an employee resigns.

Mr. Edwards recommends the Supervising Nurse of the Health Service be given authority to either destroy the treatment cards or forward them to the Records Section for filing, depending upon her good judgment and the nature of the health record of the employee.

Mr. James of the Records Section has prepared a computation showing that by adopting the suggestion of [redacted] the Bureau would save about \$480 per year.

RECOMMENDATIONS:

- (1) This matter be presented to the Executives Conference for authority for the Health Service to destroy treatment cards or forward them to the Personnel Files Section for filing, depending upon the good judgment of the nurse and the physical history of the former employee.

Belmont	
Ladd	
Nichols	
Belmont	
Clegg	
Glavin	
Harbo	
Rosen	
Tracy	
Laughlin	
Belmont	
Glavin	

Attachments
ed,mj:hw

63 DEC 3 1952

INITIALS ON ORIGINAL FILE

RECORDED - 61 NOV 24 1952

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[redacted]

66-2534-10049

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

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(2) The Executives Conference be requested to approve a cash award in the amount of \$25. for Mr. [redacted] in the event recommendation is acted upon favorably.

(3) That inquiry be made as to whether it is necessary to type a 8/5 card on each employee, adding thereon the nature of each visit to the Health Service. Perhaps the 325 card executed in pencil by each employee upon arrival in the Health Service could itself be filed, if necessary, to be purged from the index at intervals by one of the nurses. At present, colds, sore throats, headaches, etc. are all listed on an employee's card.

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(4) If the Conference approves, the attached letter go forward to Mr. [redacted]

Mr. Tolson

10/29/52

The Executives Conference

Present 10/27/52: Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Rosen, Gearby, Nichols and Mason.

SUGGESTION #455-52

The Conference considered a suggestion from [redacted] an employee of the Records Section, that cards prepared by the nurses at the Seat of Government be destroyed rather than be retained in the personnel file of an employee after he resigns.

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The present procedure is for each employee visiting the nurse to fill out a 3 x 5 card listing his ailment at the time of the first visit of each separate work day. Ultimately a typist posts to a 3 x 5 card for the employee the results of each visit so that these 3 x 5 cards ultimately become a medical history of each employee. These cards are retained by the Health Service until an employee resigns. They are then placed in his personnel file.

Mr. H. L. Edwards, Personnel Officer, feels that 95 per cent of these cards can be destroyed by the Health Service when an employee resigns and that the other 5 per cent must be necessarily retained in the employee's file inasmuch as they will have a bearing upon any reinstatement request of this employee or may be of use in possible hearings in court or elsewhere at a later date.

Mr. H. L. Edwards recommends that the supervising nurse of the Health Service be authorized to destroy the treatment cards which, in her opinion, need not be retained and to forward to the Records Section, when an employee resigns, those treatment cards which should be retained.

The Conference unanimously agrees. Inasmuch as this suggestion will result in savings of approximately \$480 per year and since this suggestion is not an outgrowth of the responsibilities of Mr. [redacted] the Conference recommended a cash award in the amount of \$25 under Public Law 600 of the 79th Congress.

If you agree, the Administrative Division will handle correspondence with the Department relative to the award. There is attached for approval a letter to Mr. [redacted] advising him of the adoption of his suggestion and the fact that he has been recommended for a cash award.

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

Attachment
EDW:vir
cc: Mr. Clegg
Mr. Mohr

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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MR. TOLSON

November 18, 1952

THE EXECUTIVES CONFERENCE

Bank

The Executives Conference of November 17, 1952, consisting of Messrs. Ladd, Tracy, Mason, Harbo, McGuire, Rosen, Mohr, Gandy, Belmont, and Glavin considered the supervisory assignments of the Atlanta Office.

It was pointed out to the Conference that there are 57 Agents and two Special Employees presently assigned to the Atlanta Office; 1,446 cases are pending as of October 31, 1952, and 894 cases were closed during the month of October. There are 164 matters delinquent in the Atlanta Office and there is a delinquency of 12.59 per cent. At the present time there are four supervisory officials approved for the Atlanta Division. The Conference is of the very definite opinion that three supervisory officials should be able to handle the supervisory work in the Atlanta Office and it is recommended that one supervisory position be eliminated. Should you agree, the appropriate communication addressed to the Special Agent in Charge at Atlanta is attached hereto.

Attachment

cc: Mr. Mohr
Mr. Clegg

END:gt

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HEREIN IS UNCLASSIFIED
DATE 1/16/78 BY SP-4/CDT

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EX - 109

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INITIALS ON ORIGINAL

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

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THE DIRECTOR

November 18, 1952

THE EXECUTIVES' CONFERENCE

PROPOSED NORTH ATLANTIC TREATY ORGANIZATION (NATO) CONFERENCE TO COVER THREAT OF COMMUNISM IN NATO COUNTRIES; (NATO SPECIAL INFORMATION COMMITTEE)

On November 17, 1952, the Executives' Conference, consisting of Messrs. Ladd, McGuire for Nichols, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, discussed the proposal made to the Bureau concerning the request of the Department of State as the United States agent for NATO that the Bureau participate in a new international NATO conference of a continuing nature to be known as "NATO Special Information Committee."

This Committee is to be established to serve as an agent for the exchange of information between member governments on experiences and methods of counteracting subversive activities (Communism) and to discuss and exchange information on ways and means of counteracting such activities. The proposed conference would meet approximately every six months, presumably at NATO Headquarters in Paris. The conference would report to the North Atlantic Council, the governing body of NATO. It was explained that experts in the field of Communism in their respective countries had previously met at an organizational conference held in Paris.

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HEREIN IS UNCLASSIFIED
DATE 10-16-92 BY SP5/ST

Arguments for Participation:

Participation would give us heretofore unavailable access to security liaison in approximately 11 Western European countries. If the conference is established and we do not participate, we may be called on to furnish information to the U. S. representative to the conference, inasmuch as we are the only agency competent to furnish information in the internal security field. We have a very definite interest in world Communism and this would be a source of information on that subject. We have a direct interest in the problem of internal security of the United States and we may obtain information from this conference which would be of assistance to us.

Arguments Against Participation:

In his communication of October 17, to the American Embassy in Paris, Acting Secretary of State Bruce commented

RECORDED-14

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

Mr. Clegg
cc - Mr. Mohr

INDEXED-14

66-2554-10052
NOV 26 1952

DEC 1 - 1952

MEMORANDUM FOR THE DIRECTOR

"We remain skeptical re need for NATO Committee and have serious doubts that Committee could perform useful service." The information that we would be required to deposit in an international body may be such that we would not care to have it discussed in such a body. While we would have the right of participation in discussions had by the conference, we would probably not have the right of control over the ultimate disposition of our information. Membership in the conference would require considerable work and travel to and from Paris, France twice a year. There is no indication that this conference is workable and the Bureau would be lending its prestige to a plan which as yet has not been sufficiently explored to show whether it is workable or sound.

Executives' Conference Recommendation:

The Conference was unanimous in agreement that the disadvantages of participation in such a conference outweighed the advantages to the Bureau. The Conference felt that if the NATO conference is established and it appears at a later date that the Bureau should participate, the way will be open inasmuch as the FBI is the only agency in this country capable of furnishing the necessary information.

If you agree, we will advise the Department of State that we will not be able to participate in the forthcoming conferences at this time.

Respectfully,
For the Conference

Clyde Tolson

*I think we
should
participate
1/25*

J. Edgar Hoover

[Handwritten mark]

THE DIRECTOR

11/19/52

EXECUTIVES CONFERENCE

Present at the Conference of 11/17/52, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Tracy, Rosen and Mason.

The Conference considered a suggestion from SAO R. B. Hood, Washington Field Office, designed to afford greater security in the handling of confidential information.

It will be recalled that the field is already under instructions to be most cautious in conveying information telephonically. The field is already under instructions that, when an employee within a field office dials the Chief Clerk's Office or the indices and requests information, such information should be furnished by return telephone call to an internal FBI phone number. Employees outside the office are instructed to obtain information from their Supervisors and not through telephones connected directly with the Chief Clerk's Office, the files or the indices.

Mr. Hood points out that, in a large office, it is sometimes difficult to know the identity of various Agents calling and seeking information. Mr. Hood advises that, even when an Agent displays his badge to someone, the number is never apparent because it is on the reverse side of each badge. Hood suggests that a 3" x 5" card index be set up where necessary in each field office, such as, at the indices and at the Information Desk, so that when an Agent calls requesting any type of information he can furnish his badge number as a means of identity and this badge number can be quickly verified against the card index. Mr. Hood points out that it would be a simple matter to keep this card index current. He requests authority to establish such a procedure in the Washington Field Office.

Messrs. Belmont, Rosen, Tracy, Mohr, Harbo and Gearty were opposed to this suggestion, stating that this procedure would put too much reliance in a code easily broken and that it is better for employees to use the personal method of identifying themselves and it is better still for employees to know each other.

The minority, Messrs. Ladd, Glavin, McGuire and Mason, felt that Mr. Hood's proposal is sound and, while it is not a "cure-all," it is an additional means of identity not now available to employees and that it would help to establish identity. This group recommends adoption.

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

cc-Mr. Mohr
Mr. Clegg
EDH:DMC

RECORDED - 53

INDEXED - 53

166-2554-1053

NOV 26 1952

9 NOV 28 1952

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/88 BY SP5 G-9

Mr. Clegg, who was not present at the Executives Conference when this was discussed with him by phone, expressed the feeling that the proposal would not serve a valuable purpose. If a newspaperman were interviewing an Agent in the interview room and the Agent called for a file or some information, the Agent would give not only his name but would be required to give his badge number. A newspaperman or any other complainant could make a notation of the name and the badge number and, thus, added credence would be given to the legitimacy of his call if he should get to a phone inside the office at any time in the future. In other words, he would not only have the Agent's name but also the code number to aid in identifying him and, thus, a loophole in security.

Based upon the Director's observations and approval, appropriate action will be taken. There is attached, however, a letter to SAC Hood, thanking him for his suggestion.

Respectfully,
For the Conference

✓
Clyde Tolson

Attachment



THE DIRECTOR

November 30, 1952

THE CHIEF CLERK, CONFERENCE

a. l. k. - 8

FWK
The Incentive Conference of November 15, 1952, consisting of Messrs. Ladd, Gurnea, Harbo, Tracy, Mang, Silcott, McGuire, Mohr, and Glavin, considered the possible relaxation of the Bureau's policy for advances of funds for subsistence.

It was pointed out to the Conference that under Section 15, paragraph 66, of the Government Travel Regulations "the head of each department or establishment, or his designated representative, may advance to any person entitled to per diem or mileage allowances, such sums as may be deemed advisable considering the character and probable duration of the travel to be performed. As a general rule, advances should be held to a minimum and allowed only when it is indicated that an advance is necessary". Government Travel Regulations further point out that, "in determining the amount to be advanced, consideration shall be given to the time which will elapse before the receipt of periodic reimbursement vouchers".

Under present Bureau regulations, advances of funds are made to Special Agent employees and those who are absent from their regularly designated headquarters on special assignment for a period of at least thirty days. This policy was established by the Bureau so that an excessive number of requests for advances would not be continuously made upon the Bureau. In the original consideration of this particular matter, it was brought out that an Agent who is regularly on the road on per diem has his schedule of finances worked out and is not in need of advances from the Bureau to handle such travel. It was pointed out further that on special assignments where an Agent is sent from one division to another for a period of thirty days or more, he has additional expenses which would not usually accrue if he were to remain on his regularly assigned duties, and it was felt that it would be reasonable to permit advances to such employees provided that such assignments were to exceed thirty days.

It was further pointed out at that time that in cases not falling within the Bureau rule, Agents could submit expense accounts at least twice a month rather than monthly if additional operating funds were necessary.

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10/6/96 BY SP5/STJ

Mr. Mohr
Mr. Glavin

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166-2554-1054
NOV 25 1952

INDEXED-89 21

79 DEC 1 - 1952

Mem for the Director (continued)

The present Bureau policy concerning advances helps Agents such as Inspector's Aides who are called from their divisions to other divisions for extended periods of time for inspection. It helps Agents such as the number of Agents who were taken from a number of field offices during the past winter and sent to Boston on such assignment. The same expense of these men continued in their own divisions and like expenses were incurred during the period of special assignment.

Mr. Mason pointed out in connection with the present policy there are a number of men, particularly those consisting on inspections, who are called from their divisions to assist on such inspection assignments where the total period of time away from their assigned division will be less than thirty days but may be as long as three weeks or more. Mr. Mason pointed out in connection with the present Boston inspection there are several Inspector's Aides on that inspection as late time who are strapped for funds since advances have not been granted to them; it being estimated that the Boston inspection will take three weeks to complete.

The Conference was divided in its recommendation concerning the continuance of the present Bureau policy. Messrs. Tracy, Mohr, Harbo, Ladd, Belmont, and Glavin felt that the present thirty-day policy on advances should be continued; that if there are unusual expenses incurred by Agents who are on special assignments for periods of less than thirty days, they can submit expense accounts twice a month in order to secure reimbursement more quickly.

Messrs. Ladd, Mason, and George are of the opinion that the Bureau's regulations should be revised from the present thirty day period for advances to a minimum of three weeks on special assignments before an advance may be approved. They feel that a Special Agent on special assignment away from headquarters for a period of three weeks or more incur expenses which would not regularly occur if he were on his regular divisional assignments, with the result that these Agents may become strapped for funds and need advances in order to handle such additional expenses. Pending the Director's decision, further action in connection with this matter is being held in abeyance.

Respectfully,
For the Conference

Clude Nelson

*I have this memo
24.*

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

Mr. Clegg

10/29/52

E. D. Mason

MAINTAINING COPIES OF OFFICE
MEMORANDUM CONCERNING WAR PLANS
IN RESIDENT AGENCIES

SYNOPSIS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/16/90 BY SP4/LLT/ST

PURPOSE

To recommend that the Executives Conference consider whether copies of office memorandum concerning war plans be kept in Resident Agencies. Albany Office requested permission to do so. Inspectors Stein and Brown and SAC Hallford approve.

BACKGROUND

In No. Number SAC Letter dated 10/18/50 all SACs were instructed to prepare an office memorandum which would contain instructions that could be given employees in event of emergency of such a type that the holding of a conference of all employees would be impractical. These instructions were the type that would insure appropriate handling of necessary functions.

By memorandum dated 10/9/52 the Albany Office asked if the Bureau had any objections to maintaining an appropriate number of these instructions in the various Resident Agencies where they could be afforded proper security. It was noted that security index cards and certain other DETCOM materials are now maintained in Resident Agencies. The memorandum pointed out that many of the Resident Agencies in the Albany territory are considerable distance from Albany and it is possible that in the event of a bombing attack communications with these Resident Agencies might be disrupted. Therefore, it would be desirable to have the instructions to the Resident Agents located in the Resident Agencies.

Inspector Stein stated he could see no objection to this inasmuch as DETCOM plans are now kept in Resident Agencies.

Inspector Brown stated he was in favor of furnishing Resident Agents copies of war plans pertaining to general policy and procedure. He noted that the same reasons which control the distribution of DETCOM material to Resident Agents would also apply to war plans. He noted that SAC Hallford concurred in those views.

Attachment
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Executive Conference

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

66-2564-10055

No Number SAC Letter dated 4/4/51 provided that DETCOM forms and security index cards on subjects residing in Resident Agency territory should be personally delivered by the SAC to a Resident Agent in a sealed package, and these would be under the control of the designated Agent to be kept under lock in a safe place.

ADVANTAGES

1. The Resident Agents would have the necessary instructions under which to operate in event of an emergency that disrupted communication facilities.
2. The copies of the memorandum would be afforded the same security as is given to DETCOM material.

DISADVANTAGES

1. Even with the security measures which would be afforded, it is not beyond the realm of possibility that copies would be lost and fall into the hands of persons who might distribute the information or otherwise make known the war plans of the Field Office.
2. Bearing in mind the possibility of loss it might be more advantageous to discuss at a semiannual conference the general war plans of the office so that Resident Agents would know generally their duties in event of an emergency.

RECOMMENDATIONS

1. That this matter be considered by the Executives Conference.
2. If the request is approved, there is attached an SAC Letter to be sent to all offices.

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

MR. TOLSON

November 24, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/20/00 BY SP8/MLT

The Executives Conference of November 18, 1952, consisting of Messrs. Holloman, Gearty, Ladd, Belmont, Harbo, Mason, Tracy, and Glavin, considered certain suggestions submitted by the Special Agent in Charge of the Albany Division in connection with present Bureau economy measures.

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REUSE OF FILE FRONTS

1. It was suggested by Chief Clerk [redacted] of the Albany Office that the present practice of cancelling the case number on a file front when a case has been closed and using the file front as a file back be reconsidered. Mr. [redacted] points out that these file fronts have a series of lines along the right hand side and they could be reused as file fronts by completely crossing out the old file number that had appeared on the file front and this way, a file front could be used four times instead of once as the rule now stands.

The Conference in giving consideration to this matter felt that the suggestion should not be adopted. It feels that there is a possibility that the old file number might not be properly erased and as a result, serials would be misfiled in the files.

2. Clerk [redacted] has recommended that rather than sending identification orders to field offices to be addressed and mailed by the field office that they all be addressed and mailed at the Seat of Government. [redacted] points out that mailing lists could be forwarded to the Seat of Government so that the necessary addresses could be made without difficulty here.

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The Conference in considering this matter felt that the suggestion should not be adopted. The Conference points out that it would be necessary for the Addressograph Unit at the Seat of Government to maintain up-to-date mailing lists and addressograph plates for all divisions. It would necessitate continuous correspondence from the divisional offices to the Seat of Government keeping the lists up-to-date, and many times it would be necessary for special instructions to be issued to the Seat of Government on specialized distribution of identification orders. It would also be necessary for individual runs to be made for the various offices, changing return addresses for each run on each office. The Conference feels that the present procedure of handling identification orders is more economical than would be the suggested procedure.

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

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21 NOV 28 1952

Mr. Mohr
Mr. Glavin
DEC 2 1952

Memo to Mr. Tolson (continued)

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3. A former clerk of the Albany Office, [redacted] stated that it has been the practice of the Bureau and other field offices to place enclosures in a cheap type envelope, size 8 1/2" by 11". On the outside of the envelope, a stenographer usually types a few words such as "Enclosures for the New York Office". When these enclosures are received in the office to which they have been mailed, they are removed from the envelope and either serialized to a file or made exhibits in a file. The envelope in which they were transmitted cannot be used as the exhibit envelope because of the notations made by the transmitting office. He states that in the future in order to save these envelopes so that they might be used again, the practice of typing information on them be discontinued and instead, a small slip of paper be stapled to the envelope with the necessary information for the receiving office, or if this is not desirable, the information could be typed on the reverse side of the envelope so that it will not in any way interfere with standard Bureau form for entering exhibits.

The Conference is opposed to the adoption of this suggestion. It points out that typing the necessary information on slips of paper to be attached to envelopes would result in excessive time being expended by typists and stenographers handling the work. There is a possibility that the typed slip might become remounted in handling, particularly in larger offices, with the result that necessary exhibits or enclosures might become misdirected and not reach the proper office.

With reference to typing the necessary information on the reverse side of the envelope, this brings into focus the possibility of material included in the envelope being misdirected or misfiled if there happens to be on the envelope more than the one file number pertaining to the material in question and that number being the file number of the office to which the material was directed.

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b7c

4. A suggestion was submitted suggesting that the elimination of #3 cards in all Resident Agencies would save the Bureau a considerable sum of money without in any way interfering with the efficiency of operations. Special Agent [redacted] who made this suggestion pointed out that in a normal working day, Agents fill out a #3 card, place it in the register, lock the office, and leave. A good share of the day passes without anyone being in the office to be able to refer to the #3 register. Daily reports give the supervisory staff a clear picture of an Agent's activities.

SA [redacted] suggested that 2 x 5 pieces of paper could be used for the same purpose as #3 cards now used in Resident Agencies.

The Conference was opposed to the adoption of this suggestion. It pointed out that #3 cards serve a very definite purpose in Resident Agencies, that most Resident Agencies are covered by more than one Resident Agent where a Senior Resident Agent is designated. He is responsible for the activities of the Resident Agents assigned to

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

Memo to Mr. Tolson (continued)

Resident Agencies. 3 cards give the Senior Resident Agent the necessary information to assist him in locating a particular Agent. The daily report is not submitted until the end of the day and would be of no use whatsoever to Agents assigned to Resident Agencies if it became necessary during the regular business day to get in touch with a Resident Agent for some special purpose. With reference to the preparation of 3 x 5 slips of paper, the Conference can see no real purpose for substituting a 3 x 5 slip of paper for a 3 x 5 card; that this slip of paper would not be a uniform record, could be mislaid, lost, or destroyed, and would not serve the purpose for which it was prepared.

Should you agree the Conference recommendations concerning the above suggestion, the communications attached hereto should go forward.

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Tele. Rm. _____
Holloman _____
Gandy _____

Mr. Tolson

11/7/52

The Executives Conference

SUGGESTION NO. 590-52

LOYALTY OF GOVERNMENT EMPLOYEES

Present at the Executives Conference of 11/6/52 were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Gearty, McGuire and Mason.

The Conference considered a suggestion from Special Agent J. Robert Sutthoff of the New York Office that authority be granted to summarize and group interviews in reports pertaining to the loyalty of Government employees.

Under the present rule the comments received from each person interviewed are set out in individual paragraphs.

Mr. Sutthoff's proposal is that when 2 or more persons furnish the same information, a paragraph be prepared showing the information furnished and the names of the individuals furnishing it without endeavoring to cause any distinction to be made.

The Domestic Intelligence Division points out that loyalty reports are disseminated to outside agencies and may become the basis for administrative action under Executive Order 9835, and the Loyalty Boards need as complete a picture as possible concerning each person investigated. Therefore, it was felt that the exact comments of each person interviewed should be reported as obtained without changing the language to general over-all statements and apply such statements to 2 or more persons interviewed.

In full consideration of the merits of the proposal and the objections, the Executives Conference concurred unanimously with the view of the Domestic Intelligence Division that the suggestion not be adopted.

If you agree, no further action need be taken inasmuch as Mr. Sutthoff has already been thanked for his idea.

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

cc: Mr. Mohr
Mr. Clegg

EDM:EHV

RECORDED - 53

INDEXED - 53

EX - 108

NOV 27 1952

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/6/86 BY SP5/ST

89 DEC 2 - 1952

ORIGINAL FILED IN 66-2557-10057

MR. TOLSON

11/24/52

EXECUTIVES CONFERENCE

RESPONSIBILITIES OF THE FBI IN THE INTERNAL SECURITY FIELD
NAME CHECKS OF PROBATIONARY PATROLMEN
MADE BY THE NEW YORK DIVISION FOR THE ALL INFORMATION CONTAINED
NEW YORK CITY POLICE DEPARTMENT HEREIN IS UNCLASSIFIED
DATE 12/1/81 BY SP5/ST

The Executives Conference of November 19, 1952, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire and Mason, considered the question of name checks of probationary patrolmen being made by the New York Division for the New York City Police Department (NYCPD). The current inspection of the New York Division disclosed that the New York Office is requested to check approximately 800 to 900 names of probationary patrolmen for security data and prior police records per year. This figure will vary greatly, in accordance with budgetary limitation.

It was pointed out to the Conference that no authority had been given to the New York Division to make these name checks as a regular procedure. It was further pointed out, however, that the Director, in April 1951, advised former Police Commissioner Thomas F. Murphy of the New York City Police Department that the Bureau would make available to him the names of individuals with subversive tendencies employed in the municipal system of New York City. Subsequently, the New York Division transmitted to the Bureau 5 lists of NYCPD personnel, alleged to be either Communist Party members or Communist Party sympathizers. Prior to submission to the Bureau, these lists of names were checked against the indices of the New York Division.

The Bureau instructed New York to conduct investigation concerning the individuals set forth on these lists, where warranted, and in the event any of these persons were recommended for the Security Index, New York was further instructed to request Bureau authority to furnish security information regarding them to Murphy. This was done.

Under the program entitled "Responsibilities of the FBI in the Internal Security Field," the Bureau in the past and at the present time has authorized the furnishing of information to Mr. George P. Monaghan, present Commissioner of the NYCPD, on employees of the City of New York, engaged in subversive activities of such nature as to warrant the placing of their names in the Security Index. Prior Bureau authority must be requested and obtained in each case.

RECORDED-52 INDEXED-52 NOV 28 1952

It is noted also that the Bureau has authorized the Baltimore Division to make name checks of its files concerning applicants for positions with the Baltimore Police Department and

cc. Mr. Mohr & Mr. Glegg

12/DEC 2 1952

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Belmont
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Glavin
Harbo
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Tracy
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Holloman
Gandy

Memorandum to Mr. Tolson

to furnish information of a security nature developed to a Special Assistant to the Attorney General of Maryland, who was designated as the Governor's representative to receive information under the program entitled "Responsibilities of the FBI in the Internal Security Field." Information developed as to prior police records on the part of these applicants has also been furnished. Prior Bureau authority must be obtained in each instance under this program.

It was further pointed out to the Conference that, although the New York Division had been making these name checks on probationary patrolmen without Bureau authority, good reasons for allowing New York to make these name checks exist. These reasons are as follows:

a. The same national defense motives for allowing New York to furnish information to the NYCPD in 1951, still exist; for example, the potential dangerousness of a Communist is increased by his employment as a law enforcement officer.

b. The NYCPD checks hundreds of names for us each week in Criminal, Security and Applicant matters. If we refuse to make name checks for them, the possibility of retaliation exists.

c. The principal error of the New York Division is in failing to get Bureau authority for these name checks, since the Bureau allows furnishing of information to NYCPD Police Commissioner concerning other city employees after each case is cleared with the Bureau.

d. As noted above, we allow the Baltimore Division to check names of applicants for the Baltimore Police Department at the request of an Assistant Attorney General, representing the Governor of Maryland, provided the information developed is first cleared with the Bureau before being furnished to the Assistant Attorney General.

The Conference was of the unanimous opinion that the New York Division should continue to make name checks on probationary patrolmen of the NYCPD but that this authority should be limited to this particular type of name check.

If the Director approves, the attached letter will go forward to the New York Division, giving them authority to make name checks on probationary patrolmen for the NYCPD and specifying the procedure to be followed.

Lance
1/26/54

OK

MR. TOLSON

November 25, 1952

THE EXECUTIVES CONFERENCE

[Handwritten signature]

FBI RR Purchase of Inaugural Seats

The Executives Conference of November 25, 1952, consisting of Messrs. Tolson, McGuire, Cobby, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin was advised that Special Agent Emory Gregg, Personnel Assistant of the Domestic Intelligence Division and FBIIRA Activities Promoter, had inquired as to whether there would be any objection to the FBIIRA procuring a block of seats for the inauguration for resale to members of the FBIIRA.

It was pointed out to the Conference that the window space which will be available to the Bureau will be insufficient to permit but a very small number of Bureau employees to view the inaugural parade from such a spot. The Conference does not feel that there would be any objection to the FBIIRA purchasing a block of seats for the benefit of its members.

If you agree Mr. Gregg will be appropriately advised.

cc - Mr. Mohr
Mr. Clegg

[Handwritten initials]

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HEREIN IS UNCLASSIFIED
DATE 1/16/82 BY [signature]

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

RECORDED-52

INDEXED-52

EX-130

66-2534

NOV 28 1952

10059

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[Handwritten signature]

Mr. Tolson

November 21, 1952

The Executives Conference

SUGGESTION INDEX

Present at the Executives Conference of November 17, 1952, were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Tracy, Rosen and Mason.

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The Conference considered whether the Training and Inspection Division should conduct a file review of all suggestions received during the past two years and prepare a 5 by 8 index card on each. This would mean a review of approximately 800 files and typing of 800 index cards.

On October 1, 1952, in accordance with approval of the Director, the Training and Inspection Division commenced preparing an index card on each suggestion received. All suggestions since October 1 have been indexed. These index cards show all of the vital statistics connected with a suggestion, such as the name of the suggesting employee, the date of the suggestion, a synopsis of the idea, Executives Conference recommendations and the Director's approval, a statement as to whether the suggestion was adopted, and data relative to cash awards or other recognition.

The purpose of the index cards is to make possible a review of prior suggestions when new suggestions are received in the future in order to determine whether an idea has been previously considered by the Bureau. Certain other agencies contacted utilize such a suggestion index. The Bureau decided to prepare such an index as a means of facilitating the handling of suggestions, as the Bureau has heretofore kept suggestions on a log which contains less detailed data than the index cards.

The minority consisting of Mr. Mohr felt that the Training and Inspection Division should set up the index now so as to assure that any earlier suggestions, (within the past two years), will be considered if new ones are received on the same topic.

The majority of the Conference consisting of Messrs. Ladd, Harbo, Glavin, McGuire, Belmont, Gearty, Tracy, Rosen, and Mason, felt that, rather than require a clerical employee to prepare the 800 index cards concerning suggestions received

cc: Mr. Mohr
Mr. Clegg

EDM:rm:bp

[Handwritten initials]

RECORDED - 96

INDEXED - 96

66-2554-10060

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

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ORIGINAL FILED IN 66-2554-10060

in the past two years, thus requiring several weeks of clerical labor, the Training and Inspection Division should continue to index suggestions as received; and thus, over a period of time, an index would be appropriately built up.

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

Mr. Tolson

11/5/52

The Executives Conference

Those present on 11/3/52 were Messrs. Tolson, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, Nichols, Glavin, and Mason.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 1/15/92 BY 275ca/PT

The Conference considered a suggestion from Inspector Vechery which grew out of a survey made in the Records Section during the current inspection.

The suggestion was to the effect that RUC reports submitted by an auxiliary office containing only routine or negative information, except in applicant, loyalty, or major cases, be furnished to the office of origin by report or letter without copies coming to the Bureau. The purpose of the suggestion was to relieve the Bureau of having to process and file an estimated 50,000 reports per year from auxiliary offices containing only routine or negative information. It was thought by Mr. Vechery that the office of origin in each instance could include in its next report in concise form the information of routine or negative nature furnished by an auxiliary office.

The Conference was advised that in his survey Mr. Vechery reviewed 1,308 reports by auxiliary offices referring investigation upon completion to the office of origin, and in Mr. Vechery's opinion 60 per cent of these reports were of routine or negative nature.

Numerous objections to this proposal were advanced among which were problems attendant to the dissemination of security information to other agencies, the hampering of supervision at the Seat of Government because supervisors would not know of the results of auxiliary office until an ultimate report is received from the office of origin, the placing of great supervisory responsibility on the field, the leaving to the field a determination as to what might be considered routine or negative information plus the fact that what may be routine or negative in the early stages of an investigation may become quite pertinent as the case progresses.

In view of the objections the Conference was unanimously opposed to the suggestion. If you concur, no further action need be taken.

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

cc: Mr. Mohr
Mr. Clogg

RECORDED - 82

66-2554-10061

NOT RECORDED
138 NOV 25 1952

INITIALS ON ORIGINAL

EX-113

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ORIGINAL COPY FILED IN 66-817-3313

MACM

MR. TOLSON

November 12, 1952

THE EXECUTIVES CONFERENCE

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DATE 1/20/02 BY SP5/STJ

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File

The Executives Conference of November 10, 1952, consisting of Messrs. Tolson, McGuire, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin considered a suggestion submitted by Special Agent [redacted] of the Records and Communications Division that the sign-in register form be revised to cover a two-week period. He pointed out that this can be accomplished by making the sheet 7 1/2 inches wider.

He points out that the sign-in register will cover an entire payroll period and facilitate posting to the Time and Attendance reports and at the same time facilitate comparisons with the Time and Attendance reports. He also points out that only half as much time will be required to prepare these registers. He states it takes approximately one and one-half hours to prepare new sign-in registers for the Filing Unit day shift consisting of 160 employees, and the saving of preparation time can be considerable.

The Conference was advised the Clerical Supervisor of the Bureau's Leave Unit, which Unit handles sign-in and sign-out registers considers the suggestion impractical, as do the leave clerks in that Unit, the leave clerks in the Communications Section of the Records and Communications Division, the Espionage Section of the Domestic Intelligence Division, and the Identification Division.

It was pointed out to the Conference that the suggestion is un-
form on one point; the feeling that instead of facilitating the posting from the register to the time and attendance reports and the double-check audit of the registers as against the time and attendance reports, the proposed register would delay such posting and auditing and increase the possibility of error. It was pointed out that by way of background the leave clerks in the various divisions usually post from the register to the time and attendance reports on a daily basis or perhaps every other day. They daily check for tardiness and the correct manner of designating various kinds of leave taken, such as annual leave, sick leave, and compensatory leave. While the clerks are doing this posting and checking, the registers are not available for use of employees who may want to sign in or sign out. Consequently, leave clerks try to perform such posting and checking in the shortest possible time so that they can release the registers for the use of the employees. It was pointed out that it is the custom of the leave clerks to generally double-check the time and attendance reports against the registers at the end of each week. They usually conduct this audit on the Monday following.

cc: Mr. Mohr
Mr. Clegg

INDEXED - 11
RECORDED - 11

66-2554-10802
NOV 28 1952

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ORIGINAL COPY FILED IN 66-2554-10802

Memo to Mr. Tolson (continued)

is a rather lengthy procedure and must be postponed until the clerks can have the registers as long as they need them. The clerks contacted felt that this auditing procedure would necessarily be delayed by the adoption of the proposed register until the end of the two weeks that the proposed register would cover. They pointed out that the time and attendance reports must be forwarded to the Leave Section by Tuesday of the week following the end of a pay period and the leave clerks feel that this would not allow sufficient time to perform the two-week audit required and still get the time and attendance reports to the Leave Section before the deadline.

They feel further that if they attempted to perform the audit within the inadequate time available, a substantial number of mistakes would occur.

The Conference unanimously opposed the suggested change in the sign-in and sign-out register. Should you agree, the attached communication should go forward to Mr.

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Ladd _____
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Belmont _____
Clegg _____
Glavin _____
Harbo _____
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Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

The Director

The Executive Conference

11/25/52
Present 11/27/52

COMMUNICATIONS CONCERNING MR. CASANOVA
AS WITNESSES OF FBI LABORATORY EMPLOYEES
AND IDENTIFICATION DIVISION EMPLOYEES

Hears, Tracy,
Harbo, Mohr,
Belmont, Ladd,
Graham,
McGuire and
Clegg

The Executives Conference considered the suggestion that an SAC Letter be forwarded instructing that when Laboratory employees are desired as witnesses, the communications should be marked "Attention, FBI Laboratory," and when Identification Division employees are wanted as witnesses, the communication be addressed to the Bureau, Attention Identification Division. Recently a letter relating to a Laboratory employee as a witness was forwarded to the Bureau pointing out that the subject would enter a plea and the Laboratory employee need not appear. The letter referring to this case did not mention the employee by name and did not reach the Laboratory. If it had been labeled "Attention, FBI Laboratory," the unnecessary trip to Pennsylvania by the employee would not have been made.

Of course, there was an error on the part first of the Philadelphia Office in not furnishing the name of the Laboratory employee, and on the part of the Agent in the Bureau who initialed the letter for file without checking to see that the Laboratory was interested.

Mr. Mohr felt that the Field should not have to worry about routing problems and that there would be cases with an interest in the Laboratory and at the same time an interest in the Identification Division and one of the investigative divisions. He felt, therefore, that such communications should not be issued as proposed in the SAC Letter.

All other members of the conference felt that such an SAC Letter would be helpful, would point out the problems to the Field and would have in fact, avoided the unnecessary travel previously undertaken by a Laboratory employee had these instructions been followed in that case. SAC Letter and Manual Change attached if majority view approved.

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc: Mr. Mohr

Mr. Clegg

Mr. Nichols

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

RECORDED - 65

INDEXED - 65

NOV 28 1952

79 DEC 3 - 1952

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DATE 12/12/89 BY SP5C/PT

JACM
10063

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : Executives Conference

DATE: October 31, 1952

SUBJECT: ATOMIC ENERGY COMMISSION
1954 BUDGET

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

At a meeting of the Executives Conference today, attended by Messrs. Tolson, Callahan, Harbo, Mohr, Belmont, Mason, Gearty, Nichols, Tracy, Rosen and Ladd, the Conference was advised that Captain Waters of the Atomic Energy Commission had informally advised the Bureau's liaison agent that he was working on AEC's 1954 budget; that AEC had previously submitted to the Bureau, informally, an estimate of 40,000 cases for the fiscal year 1954, but he has gone over the budget figures and has now arrived tentatively at a figure of approximately 24,000 cases to be referred to the Bureau during that fiscal year. He was inquiring informally whether the Bureau would desire him to raise or lower that figure.

After considerable discussion the Conference was unanimously of the opinion that we should, through liaison, informally advise Captain Waters that it was felt the estimate for 1954 should be 24,000 or less; that it was not felt the Bureau would want to increase the number of cases received in the next fiscal year.

If you approve the action of the Conference, the liaison section will informally so advise Captain Waters.

Respectfully
For the Conference

Clyde Tolson

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DATE 1-16-92 BY SP-5 JCA/CP

cc Mr. Clegg
cc Mr. Mohr

" Ok, but I don't want to have to reverse reverse our position later as we had to do this year because of need for funds.

DML:CSH

"H"

RECORDED - 55

INDEXED - 55

66-2554-10064
NOV 17 1952
INITIALS ON FILE

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ORIGINAL COPY FILED IN 62-82221-1435

The Director

11/24/52

The Executives Conference

Present at the Conference on 11/18/52 were Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Holloman and Mason.

The Executives Conference considered a request from the Baltimore Office that permission be granted to consolidation of closed Criminal cases in the same manner as closed Applicant cases.

The current rule is that every 6 months closed Applicant and Selective Service files are consolidated up to the point of the first pending file. Every 6 months Criminal files of cases which have been closed 3 years or more are consolidated.

The practice of consolidating files consists of removing the cardboard file front and file back, destroying any duplicate copies of serials remaining in the file, and then placing in consecutive, numerical order, within one consolidated volume, the entire remaining contents of several files. Of course, as many files as possible will be put into each consolidated volume in proper order, but taking care to see that the volume itself does not get too thick for ready reference.

The proposal from the Baltimore Office is based on the need for additional filing space. The consolidation of files has, in the past, proved that it will save nearly 22% of the space formerly occupied by the closed files. It has also proved that it saves file cabinet space and makes available additional floor space, and is economical in the long run. These findings are based on actual tests, made in the Pittsburgh Office at Bureau instruction, and further based on extended experience throughout the field in the consolidation of files under existing rules.

The Conference unanimously recommends that the field be authorized to consolidate Criminal cases after they have been closed for a period of 6 months.

If approved, there is attached hereto an SAC Letter to the field and a manual revision. Also attached is a letter to Baltimore.

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

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

RECORDED - 54
INDEXED - 54

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 BY SP-5 JPS/STP
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79 DEC 3 - 1952

Memorandum for the Director

As a further means of saving space and preventing the wastage of paper, all members of the Conference, except Mr. Ladd, felt that in Criminal cases only 1 copy of a closing report should be prepared. The majority, consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Scorty, McGuire, Holloman and Mason, felt that, since these files will be consolidated in 6 months, which means duplicate copies of closing reports will be thrown away, such copies should not be prepared in the initial instance.

Mr. Ladd stated that frequently during the 6-month period the Criminal case might have to be reopened and, if only 1 copy of a closing report is on file, that copy would have to be charged out to the Agent handling the case and temporarily no copy of the closing report would be in file. He pointed out that sometimes it is necessary, even after a case is closed, to designate a copy of the closing report for some other office in response to a specific request.

All members of the Conference other than Mr. Ladd felt that these objections were outweighed by the beneficial aspects of saving paper, time and space. The majority recommends that only 1 copy of a closing or RUC report be prepared for the submitting office in Criminal cases.

If approved, there are attached an appropriate SAC letter, manual change and handbook change.

Respectfully,
For the Conference

Clyde Tolson

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

The Director

November 25, 1952

The Executives Conference

Present 11/21/52:
Messrs. Tracy, Harbo,
Mohr, Belmont, Ladd,
McGuire, Holloman,
Gresham and Clegg

HANDLING OF SUGGESTIONS
IN EXECUTIVES CONFERENCE

Since January 1, 1952, 659 suggestions have been received. 175 suggestions were received in October. Prior to November 1, of all the suggestions received this year only 25 were adopted. Many of the suggestions are shown to be extremely routine. These have been presented to the Executives Conference. Mr. Mason recommends that those suggestions which do not involve policy and which are strictly routine in nature be considered by (1) a representative of the Training and Inspection Division and (2) the Divisions at the Seat of Government who have a direct interest or whose work is affected by the suggestion.

In these routine suggestions, if there is concurrence by the Divisions concerned, there would be a short memorandum to Mr. Tolson giving the synopsis of the suggestion and the reasons for opposing the suggestion. If there is not concurrence, if there is a division of views, if matters of policy or changes of procedure are involved, the suggestion would then go to the Executives Conference.

A noted advantage would be the possibility that the conferences would not be so protracted and the mail could be handled more expeditiously by the Conference.

Messrs. Tracy, Harbo, Belmont, Ladd, McGuire, Gresham and Clegg recommended the suggestion favorably.

Messrs. Mohr and Holloman recommended unfavorably since it is well known that all suggestions are considered by the Executives Conference and a change would be undesirable and because the number of suggestions so far this year have not been so numerous.

Respectfully,
For the Conference

Clyde Tolson

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

RECORDED - 54

INDEXED - 54

21 DEC 1 1952

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DATE 1/6/76 BY 9850/SP/ST

cc - Mr. Mohr
Mr. Clegg

79 DEC 3 1952
RHC:IST

63 DEC 9 1952

4
MR. TOLSON

November 19, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of November 17, 1952, consisting of Messrs. Ladd, Tracy, Harbo, Harbo, McGuire, Rosen, Mohr, Gurney, Belmont, and Glavin, considered the supervisory set-up of the St. Louis Office.

It was pointed out to the Conference that at the present time there are 2,291 cases pending in the St. Louis Office, there having been closed during the month of October, 2,492 cases. There are 205 cases delinquent in the St. Louis Office with a delinquency of 12.12 per cent. There are 79 Special Agents and 17 Special Employees or a total of 96 investigative personnel assigned to the St. Louis Office at the present time. Four supervisory officials are approved for the St. Louis Office. The Conference was of the unanimous opinion that the four supervisory officials of the St. Louis Office, which includes the Special Agent in Charge, the Assistant Special in Charge, and two Supervisors should be continued.

cc: Mr. Mohr
Mr. Clegg

WCC:ot

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HEREIN IS UNCLASSIFIED
DATE 11/2/83 BY SP3/BJL/TOR

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- Tolson
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- Tele. Rm.
- Holloman
- Gandy

67 DEC 5 1952

Mr. Tolson

10/23/52

The Executives Conference

~~STANDARD LIST OF SAC TICKLERS~~

Those present were:
Messrs. Glavin, Tracy
Harbo, Mohr, Belmont
Ladd, McGuire, Gearty,
Holloman and Clegg

The Conference unanimously recommended favorably the suggestion of Inspector E. D. Mason that there be prepared in the Training and Inspection Division a standard list of ticklers to be used by the SAC. These ticklers would be communicated to the field, and each SAC would be enabled to check his own tickler list to see that he had a required tickler on each item of uniform standard requirement. There would be no ticklers, of course, on matters handled locally and individually such as the individual performance ratings of an administrative type at irregular intervals. An additional advantage would be that the Inspectors would have this list to check against the tickler card system of the Field Office, and would also provide a uniform method of preparing required administrative ticklers. This would also be designed to save time since, upon arrival of a new SAC, he would undoubtedly require an Agent to review the Manuals and Handbooks and prepare these ticklers, and this might well require two or three days' time.

The recommendation was unanimously recommended favorably and if approved the Training and Inspection Division will prepare these tickler listings, and circulate them to the field.

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 11-16-72 BY SP5/CT/DT

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- Tolson
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- Holloman
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67 DEC 5 1952

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The Director

October 31, 1952

The ⁰Executive Conference

RECONSIDERATION OF EXPERTISE OF NON-RECORDING
OF TELETYPE IN THE RECORDS SECTION

The Executive Conference, consisting of Messrs. Tolson, Callahan, Mason, Harbo, Ladd, Mohr, Belmont, Gearty, Tracy, Rosen and Nichols, reconsidered the suggestion which was adopted on September 22, of not recording teletypes.

By way of background, the Records Section recommended the adoption of a program of not recording incoming and outgoing teletypes for 90 days on an experimental basis. The suggested suggestion was motivated by the Records Section realistically facing the fact that with the decline of personnel it would be necessary to discontinue certain phases of its work.

It was pointed out that it was anticipated at that time that some 343,000 teletypes would be received and dispatched at the Seat of Government; that by discontinuing the matter of recording such teletypes, the services of 15 employees could be saved, which would represent a savings of \$42,000 annually.

The advantages then pointed out, and which remain today, are as follows:

ADVANTAGES:

1. Savings of personnel
2. A teletype would reach the file quicker by eliminating the process of preparing abstracts.
3. Since the third copy would be retained by the Communications Section for 90 days, there would never be a time when a teletype could not be found prior to the time it got into file.

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cc: Mr. Clegg
Mr. Mohr

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The disadvantages considered then were as follows:

DISADVANTAGES:

1. There would be no record in the form of an abstract as to the receipt or dispatching of a teletype, excepting wherein the teletype was Serial 1 in a file, or wherein the teletype contained the Director's notations or instructions by an Assistant Director, in which event, the teletype would be fully processed.
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 teletypes would be removed.
4. In a number of instances, the abstract is sufficient to satisfy the request for a teletype serial when it is out of file.

Since September 22 through October 24, 1952, a total of 11,067 teletypes were received in the records Section for processing. The economy drive initiated in September has brought about a drastic reduction in the volume. During this period of time until there have been 19 requests to locate original teletypes and all of these requests have been satisfied.

Although teletype traffic has declined approximately two-thirds by actual count, the Records Section is now saving the services of 9 employees - 3 in the Numbering Unit and 6 in the Recording Unit. Thus, the estimate submitted with the initial recommendation of saving 15 employees and \$42,000 a year was a very conservative understatement.

The Records Section recommends a continuation of the project.

Messrs. Tolson and Mohr recommended that we discontinue the experiment and go back to the old practice of recording teletypes.

While Mr. Holloman was not in the conference, he shares the view of Messrs. Tolson and Mohr.

The remaining members of the conference, Leary, Callahan, Mason, Harbo, Ladd, Belmont, Gearty, Tracy, Rosen and Nichols recommended a continuation of the present experimental practice of not recording teletypes.

Mr. Mason informed the conference that Inspector Tachery, during the recent inspection, had looked into this and had recommended favorably.

The Records Section, in all honesty, would prefer to have everything put on record; however, the fact remains that the Records Section is losing personnel, simply does not have the personnel available, and in the event it is necessary to return to the practice of recording all teletypes, some other phase of work in the Records Section which is deemed more vital will have to be discontinued.

Respectfully,
For the Conference

Clyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: November 14, 1952

FROM : L. B. Nichols

SUBJECT: "LETTER OF THE LAW"
WEEKLY TELEVISION PROGRAM
WTOP, WASHINGTON, D. C.
DISTRICT BAR ASSOCIATION

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

SYNOPSIS:

Ben Noble, District Bar Association writes and directs weekly television unsponsored program "Letter of the Law" depicting actual and fictional court trials utilizing as principal actors members of the District Bar and Bench as well as local law enforcement officers. Request made for FBI Laboratory to furnish expert to testify Sunday, November 16, 1952, regarding plaster casts.

BACKGROUND:

Ben Noble of the District Bar Association (Telephone STerling 4377) called at 11:15 A.M. today and talked with Wick in my office. He stated he writes and produces the WTOP-TV telecast, one hour program "Letter of the Law." (WTOP-TV channel 9; 1 to 2 P.M. each Sunday.) Each Sunday the program utilizes as principal actors, in a fictionalized court trial, prominent members of the District Bar and Bench and men actively engaged in law enforcement. He said the Program is non-sponsored, is presented by the District Bar Association as a public service, is not a highly dramatized presentation and none of the characters including himself, receives reimbursement for participation.

Mr. Noble explained that this coming Sunday, November 16, 1952, the case being tried will be presided over by Judge Nettson of Municipal Court. Bernie Margolis, former Assistant U. S. Attorney, will be attorney for the defense. Prosecutor will be T. Edward O'Connell. Lt. Lubore of the Metropolitan Police Department Safe Squad will also take part. Noble said the identification of a heel print (plaster cast) and particles from a burglarized safe, play prominent parts as evidence in the case and he would like to invite an FBI Laboratory technician to give expert testimony as to findings.

cc: Mr. HARBO
Mr. TRACY
Mr. JONES

REW:HCW

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CRIME REC.

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Memo for Mr. Tolson
From Mr. Nichols

11-14-52

Noble said the simulated trial telecasts have been well received by the public, due possibly to the fact the show is absolutely unrehearsed, bears a high degree of authenticity since the court and attorneys, police officers and expert witnesses are all, in truth, acting in a true to life capacity.

If the Director would permit a fingerprint expert or a laboratory technician to appear on this program periodically, said Mr. Noble, he felt benefit would inure to both the Bureau and the program. The FBI technician made available would testify only to facts in a scientific manner and would, of course, be subjected to direct and cross-examination by counsel, but never in such manner as to embarrass the witness. The program, explained Mr. Noble, is highly dignified; it is designed to express the dignity of the law and the majesty of justice. Many cases telecast depict how scientific analysis of evidence clears the innocent.

ACTION TAKEN:

Mr. Noble was advised by Wick that because of the shortness of time, no one could be made available for the Sunday, November 16, program. He was thanked for his interest in calling us.

RECOMMENDATION:

I think we might well give consideration to cooperating with Mr. Noble in this program by making available to him, providing sufficient notice is received, personnel on a limited basis from the Laboratory and the Identification Division.

I have seen this program, and believe we might well benefit by publicizing the cooperative functions of the Laboratory and the Identification Division through the medium of these simulated court trials. If you agree, we will so inform Mr. Noble. We would, of course, insist that in every instance we clear the moot testimony to be given by one of our men.

ADDENDUM: JJH:arm 11/18/52. The Executive Conference consisting of Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, McGuire and Holloman unanimously opposed invitation on basis we do not wish to enter TV now. If we do it here we will have to accept other invitations and this particular program is unrehearsed and potentials for poor presentation are too numerous.

I've seen programs and agree with this view. JJH 11.8

-2-

I agree

I concur JJH
H. J. M.

MR. TOLSON

November 20, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-16-01 BY SP-5/STP

The Executives Conference of November 19, 1952, consisting of Messrs. Ladd, Security, Harbo, Tracy, Mason, Belmont, McGuire, Mohr, and Glavin, considered the present procedure of checking monthly reports of the Confidential Fund by the Voucher Unit of the Administrative Division.

It was pointed out to the Conference that as a result of the last inspection of the Administrative Division a checking device was recommended and begun by the Voucher Unit of the Administrative Division covering the expenditure of funds for confidential purposes.

The Conference was advised that under the present requirements the Bureau receives a monthly report of the activities of the Confidential Fund prepared by each field office. These reports which are itemized are forwarded to the Voucher Unit of the Administrative Division where they are checked against the original blue slip which was submitted covering confidential expenditures. It was pointed out to the Conference that in no instance has there been any case where all items listed on the Confidential Fund letter are covered by blue slips in the Voucher Unit at the time the letter is checked. This is brought about by the fact that in a number of instances expenditures which have been legitimately made have not yet been claimed for reimbursement although they are properly carried on the Confidential Fund letter. In other words, the check which is made of the Confidential Fund letter against the actual blue slips for those expenditures which have up to the time of checking the Confidential Fund letter been received in the Voucher Unit for payment.

It was further pointed out to the Conference that it is not possible to do a good check of the confidential expenditures at this time without the secondary check of the Confidential Fund letter. It was pointed out to the Conference that when the blue slips come into the Bureau they are audited in the Voucher Unit. Each blue slip item is checked against authorities for such expenditures and if there is any question concerning the amount, the item is suspended and returned to the divisional office submitting the item for further explanation. The blue slips are then individually checked by Mr. Egan as to propriety of expenditure and then forwarded to Mr. Glavin for final approval before payment is made.

cc: Mr. Mohr
Mr. Glegg

- Tolson
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- Glavin
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- Laughlin
- Mohr
- Tele. Rm.
- Holloman
- Gandy

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Memo for Mr. Tolson (continued)

The Conference felt that these steps are sufficient to insure only legitimate charges being made covering confidential expenditures. The Conference does not feel an added check of the Confidential Fund letter against the blue slips, which is merely a check of them as fees without any further examination into the fees in question, is necessary and recommends its discontinuance.

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November 28, 1952

Mr. Tolson

L. B. Nichols

EXECUTIVE CONFERENCE

For the past several weekends, one or more of the Divisions at the Seat of Government has desired to send an air-tel to a field office in order that the information would be on the SAC's desk at 9:00 o'clock, Monday morning, but the nature of the information not being felt sufficiently important as to warrant a teletype. This has occurred either late Saturday night after the mail room is closed or on Sundays. The supervisors on duty in the Investigative and Domestic Intelligence Divisions or Laboratory have called the mail room supervisor who is on call over the weekends and have had an employee from the mail room come down just for the specific purpose of mailing an air-tel to a field office. This requires that the mail room employee be given compensatory leave during the following work week, when he is really needed on the job.

It is suggested in the future that whenever any office of an Assistant Director desires to send an air-tel after the closing hours in the mail room on Saturdays, which is 4:00 P. M., or on Sundays or holidays, when the mail room is not open, that the office of the Assistant Director be authorized to initial the outgoing air-tel "JEH" and so note on the yellow that it has been initialed and by whom; and that the office of the Assistant Director desiring to send the air-tel place the air-tel in an envelope and put six cents air postage on the envelope without having to call in an employee of the mail room. A limited supply of stamps for this purpose will be maintained in the switch-board and an appropriate record will be kept as to whom stamps have been furnished and for what purpose. The yellow of the air-tel upon being dispatched, would be available for review on the opening of the Director's office the next morning. It is to be clearly understood that in each instance the Assistant Director is to personally authorize the dispatch of the airtel and the yellow should so state. This agrees with present policy of permitting Ass't Directors to authorize outgoing wires when Director's office is closed.

ADDENDUM, JJM:MP 11/28/52

Approved by the Executive Conference unanimously on November 28, 1952, consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, McGuire, Gearty and Mason.

cc: Mr. Wherry

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DATE 10-9-92 BY SP5/ulh

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ORIGINAL COPY FILED IN 66-4919-615

The Director

October 31, 1952

The Executives Conference

Proposed Use of Age, Sex and Race of Persons Arrested Form

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-16-93 BY SP2/ace-
LPT

SYNOPSIS:

On October 30, 1952, the Executives Conference unanimously approved the suggestion of Section Chief, Statistical Section, that the data obtained from the form submitted by Police Departments setting out the age, sex and race of persons arrested be substituted in the Uniform Crime Reports bulletin for comparable data obtained from fingerprint cards. Advantages are greater economy and efficiency of operation, greater and more logical coverage and greater statistical accuracy.

DETAILS:

The Executives Conference on October 30 consisting of Messrs. Tolson, Ladd, Belmont, Glavin, Harbo, Tracy, Holloman, Gearty, Mason, Mohr and Nichols unanimously approved a suggestion of Section Chief A. T. Leonard of the Statistical Section that the data obtained from the form submitted by Police Departments setting out the age, sex and race of persons arrested be substituted for comparable data which are obtained from fingerprint cards at present.

In the original planning of the Uniform Crime Reporting Program there was provision for the use of a form to secure data on the age, sex and race of persons arrested by Police Departments throughout the country. Contributors were slow in using this form. During the past eight years, due to increased interest in this data and an improved form, we now have a representative group of contributors.

A tabulation was made of age, sex and race data taken from the 793,671 fingerprint cards submitted for 1950. The age, sex and race reports for the same year received from 215 cities which represent 20% of the population of the United States were also tabulated. The tabulations reflect great incompleteness of fingerprint data as an index of the total arrests for the country. Although the population represented by the 215 reporting cities is less than 20% of the total population, nearly twice as many arrests were reflected as were shown from nation-wide fingerprint data. A startling example is the arrest of persons under 15. Fingerprint data shows only 3,533 arrests of persons under 15 years of age made in 1950. The age, sex and race reports from less than 20% of the country show more than 30,000 arrests of persons under 15.

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 - Ladd
 - Nichols
 - Belmont
 - Clegg
 - Glavin
 - Harbo
 - Rosen
 - Tracy
 - Mohr
 - Tele. Rm.
 - Nease
 - Gandy
- CC: Mr. Clegg
Mr. Mohr
Mr. Leonard
Mr. Jones

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ORIGINAL FILED IN 33-103-10

Memorandum For The Director
From The Executives Conference

October 30, 1952

The IACP Committee on Uniform Crime Reporting and Mr. Bruce Smith were contacted and Mr. Smith advised he was heartily in favor of the adoption of the age, sex and race form reports and the discontinuance of fingerprint data for age, sex and race.

The use of the form will make it possible to report much more complete, more scientific statistics on arrest data and will make it possible to compute rates per hundred thousand. The reporting area will be larger and consequently more accurate. Administratively the use of the form will be much more efficient and economical than the use of fingerprint cards. Fingerprint cards will get into file sooner. There will be a substantial saving of employee time in the Identification Division. \$1,800 will be saved annually in paper and \$1,000 annually in punch cards. Full time of two employees will be saved in the Statistical Section.

The age, sex and race forms make no provision for information about persons previously arrested. For many years information about repeaters has been carefully preserved and there has been very slight variation in the data on the number of persons arrested who had previous arrest records. Over the years the figure of 60% repeaters has been quite constant. In addition to a sufficient statistical experience to justify the use of this figure for repeaters in the future, for a period of two weeks in the first 6 months of the year and again in the second 6 months of the year, data on repeaters will be obtained directly from the fingerprint cards as a further check on the 60% figure which is now regarded as the percentage of repeaters.

RECOMMENDATION:

That the Director approve the use of the age, sex and race of persons arrested form and the discontinuance of extracting this data from fingerprint cards effective January 1, 1953.

Respectfully,
For the Conference,

Clyde Tolson

THE DIRECTOR

December 2, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/87 BY [signature]

The Executives Conference of November 26, 1952, consisting of Messrs. Tolson, Belmont, Mohr, Nichols, Ladd, Gearty, Mason, Harbo, Tracy and Glavin, again considered the desirability of having Personnel Assistants and Personnel Counselors of the various divisions at the Seat of Government primarily responsible to the Personnel Officer of the Bureau insofar as their duties covering personnel matters are concerned. It is not the intention or desire of the Administrative Division of the Bureau or the Personnel Officer of the Bureau to in any way have any jurisdiction over the administrative work assignments of the employees in the various divisions who are presently designated as Personnel Assistants (Special Agent Supervisors are so designated) and Personnel Counselors (clerical employees are so designated).

It was pointed out that the following Personnel Assistants and Personnel Counselors are assigned to the various divisions:

<u>DIVISION</u>	<u>PERSONNEL ASSISTANTS</u>	<u>PERSONNEL COUNSELORS</u>
Identification Division	1	1
Training & Inspection Division	1	1
Records & Communications Division	1	2
Domestic Intelligence Division	1	1
Investigative Division	1	1
Laboratory	1	1

In the Administrative Division there are assigned the Bureau's Personnel Officer, Veterans' Counselor, Assistant Veterans' Counselor (both Special Agent employees), and at the present time, one clerical Personnel Counselor.

It was pointed out to the Conference that the recommendation was made by the Administrative Division that the Personnel Officer have the primary responsibility for handling the entire personnel set-up of the Bureau at the Seat of Government. As previously pointed out, it is not the desire nor the intention of the Administrative Division to usurp the prerogatives of the various Assistant Directors insofar as the regular administrative work assignments of the Personnel Assistants and Personnel Counselors of the various divisions are concerned.

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- Holloman _____
- Gandy _____

WAG:omw
CC: Mr. Clegg, Mr. Mohr

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Executives Conference Memorandum (Continued)

It is not the intention of the Administrative Division to have the Personnel Assistants or Personnel Counselors bypass their Assistant Directors on personnel matters within their divisions. It was felt that under our personnel set-up the Personnel Officer should bear the primary responsibility for the personnel activities of the various Personnel Assistants and Counselors. It should be his responsibility to see that the Personnel Counselors and Personnel Assistants adequately perform their assignments insofar as personnel problems are concerned. In other words, it is the opinion of the Administrative Division and the Personnel Officer that the Personnel Assistants and Personnel Counselors are employees whose primary responsibility it is to handle personnel matters apart and aside from administrative matters and other work assignments in their divisions. It is the feeling of the Administrative Division that no Personnel Counselor or Personnel Assistant should be placed on any type of assignment in the division which would make that employee unavailable for assignments to handle certain personnel matters when asked to do so by the Personnel Officer. For instance, personnel matters cover such items as checking into housing facilities, which is handled by Personnel Counselors, the conducting of interviews with employees assigned to their divisions by both the Personnel Assistants and Personnel Counselors, consult with and advise the operating supervisors of uniform application of leave rules and regulations and other such matters, to be available to look into the classification of various positions within their divisions and to make recommendations to the Personnel Officer through channels as to change in classification and setting up of new positions, etc. There are many other duties of a personnel nature which arise in the regular performance of duty which should be handled by Personnel Assistants or Counselors in the various divisions.

It is the understanding of the Administrative Division that when the Counselor or the Assistant is available for other assignments, these assignments can and should properly be made by the Assistant Director of the division in question but that the personnel work such as that above-listed should not be made secondary to other assignments in the division. It is felt that if the Personnel Officer, who is held primarily responsible by the Director for the proper functioning of the personnel set-up of the Bureau, had the initial responsibility for such personnel work as afore-listed in this memorandum, a closer and well-knit personnel organization would be formed and more effective personnel work would result from such unified control.

There is no desire of the Administrative Division to have the Personnel Officer bypass his Assistant Director or other official superior in the performance of his duties. It is not the intention of the Administrative Division that the Personnel Officer have any jurisdiction over the assignments of Personnel Counselors and Assistants other than pure personnel work. It is not the intention that reports be made direct to the Personnel Officer but that they go through regular channels.

Executives Conference Memorandum (Continued)

It is felt that those appointed as Personnel Assistants and Counselors should be utilized the majority of their time on that work. It is felt that the Personnel Officer should have a voice in the initial selection of the individual to be assigned as Personnel Assistant or Counselor since it is essential that an individual who has an understanding of this type of work be initially considered for such an assignment since it is not felt that an individual who would dislike such work should at any time be considered for such an assignment. It is felt that final approval be continued as at present, namely, that the recommendation be made to Mr. Tolson and approved by Mr. Tolson and the Director. It is the feeling of the Administrative Division and the Personnel Officer that Personnel Assistants and Personnel Counselors should not be taken off personnel work for extended periods of time to perform other special or regular assignments in the division in question. For instance, a supervisor should not be assigned to some special file review or case for a period of time when that supervisor is the Personnel Assistant since he could not handle personnel duties at that time. In other words, as aforementioned in this memorandum, it is the feeling of the Administrative Division that the main duty of Personnel Assistants and Personnel Counselors is personnel work of the type aforementioned in this memorandum and not general administrative assignments.

It is the opinion of the Administrative Division and the Personnel Officer that the Personnel Officer should have the primary responsibility of checking in the various divisions to insure that the Personnel Assistants and Personnel Counselors are properly performing the personnel work assigned to them and that they are abreast of personnel situations in the divisions in question. Such checks would be made with the full knowledge of such checks being made by the Assistant Director of the division in question.

Messrs. Tolson, Mohr, Ladd, Gearty, Mason, Harbo, Tracy and Glavin recommended that the Personnel Officer be given primary responsibility for the personnel activities of the Personnel Counselors and Assistants in the various divisions; they being of the opinion that the Personnel Officer should have that responsibility and these employees should report to him directly concerning personnel work of the type and nature heretofore mentioned in this memorandum. Mr. Belmont was opposed to such a centralization of the Personnel Assistants and Counselors. He felt: (1) That by making Personnel Assistants and Personnel Counselors primarily responsible to the Personnel Officer of the Bureau for all personnel assignments and work, responsibility which is properly chargeable to the Assistant Director is being shifted from him. The Assistant Director has the responsibility to see that his division works efficiently and smoothly in every phase of its operations. This includes employee relationships, morale, and personnel problems.

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Executives Conference Memorandum (Continued)

(2) The assignment and handling of personnel in the division are essentially part of the duties of the Assistant Director in order that he may keep his finger on the pulse of the division to insure the maximum results from the division. This is accomplished through a Personnel Assistant and Personnel Counselor, who are required to consult immediately with the Assistant Director on any matters affecting personnel; likewise, they are one of the media through which the Assistant Director initiates action affecting personnel within the division.

(3) There is no question but that the Personnel Officer of the Bureau must be kept advised of personnel matters within each division and must also establish uniformity in the handling of personnel throughout the Bureau. This is done at present through continuous liaison between the Personnel Assistants and the Personnel Officer and through the personnel meetings directed by the Personnel Officer which are attended by the Personnel Assistants and Personnel Counselors.

(4) That any shifting of responsibility from the Assistant Director on matters affecting his division is not conducive to the efficient operations of the division or to the best interests of the Bureau.

Mr. Nichols was also opposed to such centralization of Personnel Assistants and Personnel Counselors and, in addition to the above objections he points out that in opposing the proposal he feels that the existing system is sound. He further points out that any failure to effectively function on the part of any personnel employee should be handled as an individual administrative matter by removal of the employee at fault. He states that the proposal would result in dividing responsibility for supervision between the Assistant Director where the Counselor or Assistant is assigned and the Administrative Division. Mr. Nichols strongly feels that the Personnel Office should merely check on personnel policy and give leadership to developing better policy, but that the Assistant Director is personally responsible for every phase of the management of his division and personnel management is logically inseparable from the over-all management problems of a division.

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- Gandy _____

I certainly feel that we should try the proposed system for six (6) months to see whether it improves our setup

Respectfully,
For the Conference

Clyde Tolson

Jones

The Director

11/6/52

The Executive Conference

MONTHLY REPORTS
FOREIGN LIAISON POSTS

Present 11/5/52 Messrs.
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Rosen, Gurnea,
McGuire, Holloman and Mason

The Conference considered a suggestion made by Inspector T. K. Raughter following his recent inspections of foreign liaison posts. The suggestion is to the effect that employees on foreign assignments submit daily reports on the same basis as employees in the domestic field service. In other words, Mr. Raughter feels that an agent working in the headquarters city of his liaison post outside the United States should not submit a daily report. If, however, that agent is away from his headquarters city for 24 hours or longer, he should submit a daily report.

Mr. Mason pointed out to the Conference that the rule requiring the submission of daily reports from all Agents attached to liaison posts outside the United States was announced in August 1952. This rule was established following a review of the files of the various liaison posts and on unsuccessful effort to reconstruct the case load of the liaison posts and further check into the way agents there were spending their time.

Since that date, daily reports have been submitted from all foreign liaison offices and these daily reports are reviewed by the Liaison Section of the Domestic Intelligence Division.

Mr. Mason pointed out to the Conference his views that the Bureau has no close means of supervision or control of agents on foreign assignment except through the medium of daily reports and that these daily reports can provide an excellent means to the Bureau for supervising the agents abroad.

Mr. Belmont pointed out that the agents are undoubtedly keeping notes as to their activities during the day and at the end of the day are incorporating these notes into a longhand daily report which *from 18 to 35 PM.*

Attachment ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 11/16/80 BY 66-2554-100
cc: Mr. CLEGGAN
Mr. Mohr

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

DEC 11 1952

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felt that security might be involved, for if anything happened to one of the Agents while he had such notes in his possession, his contacts would be immediately compromised. It is noted that the Domestic Intelligence Division favors the preparation of daily reports when an Agent is away from his headquarters city for 24 hours or more, but not while he is in headquarters city.

Mr. Mason pointed out that these foreign Agents have manuals assigned to them and carry various serials and Bureau papers on their persons when necessary.

On the proposition of whether Agents abroad should prepare daily reports only when absent from headquarters city for 24 hours or more, there was a split decision with the following members of the Conference in favor of the proposal: Tolson, Tracy, Ladd, Belmont, Gearty, and McGuire.

The other half of the Conference felt that daily reports should be prepared as at present by all employees on foreign assignment regardless of whether they are in headquarters city or out of headquarters city. Those favoring this proposal were: Glavin, Harbo, Mohr, Rosen, Holloman and Mason.

Based upon the Director's views, appropriate action will be taken. There is attached for perusal a volume of daily reports submitted from the Heidelberg Office by SA George Van Noy. These reports should ultimately be returned to Inspector Keay.

Respectfully,
For the Conference

Clyde Tolson

Tolson _____
Ladd _____
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Glavin _____
Harbo _____
Rosen _____
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Mohr _____
Tele. Rm. _____
Holloman _____
Gandy _____

THE DIRECTOR

December 2, 1952

THE EXECUTIVES CONFERENCE

HANDLING OF SOCIALIST PARTY AFFILIATION IN BUREAU LOYALTY AND APPLICANT-TYPE REPORTS

On November 19, 1952, the Executives' Conference consisting of Messrs. Ladd, McGuire for Nichols, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont discussed the current Bureau policy regarding the handling of Socialist Party affiliation in Bureau loyalty and applicant-type reports. The Conference considered this matter because of the recent developments in the Paul Robert Porter case.

Porter is an employee of the Mutual Security Agency. On October 21, 1952, Senator Ferguson (R-Michigan) issued news releases quoting from Porter's writings in the 1930's. Ferguson alleged these writings showed a strong pro-Communist bias and made Porter appear to be a friend of the Communists.

Porter had been investigated by the Bureau in 1949 under the Loyalty Program. In October, 1952, when Ferguson made his releases you asked whether we had included in our reports the information released by Ferguson. By memorandum of October 22, 1952, Mr. Rosen advised Mr. Ladd that we had included in our reports the information released by Ferguson with one exception, the exception being that we had not disseminated copies of a pamphlet entitled "The Commonwealth Plan" and written by Porter in 1934 for the Socialist Party, U. S. A. Mr. Rosen's memorandum noted that inasmuch as the pamphlet was an official publication of the Socialist Party, U. S. A., which Party had not been declared subversive, and further, in view of the fact that no allegation was made during the loyalty investigation that the writings in this pamphlet were of a disloyal nature, the Bureau's policy was not to disseminate such material. The Bureau's reports did show, however, that Porter had been connected with the Socialist Party and had been a member of it from 1923 until 1941. In addition, copies of a pamphlet written

CC - Mr. Clegg
Mr. Mohr

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

WLV:je
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DATE 10-2-83 BY SP-5/STP

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INDEXED - 41

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Handwritten initials and signatures: J, AB, OHS, WPH

by him in 1937 entitled "Which Way for the Socialist Party" were disseminated with the Bureau's reports. This was done because during the investigation allegations were made that this pamphlet was purchased and widely distributed by the Communist Party during the days the Communist Party was trying to win Socialists to its cause. On Mr. Rosen's memorandum you observed that we never accuse anyone but merely present facts and that we should have disseminated the 1934 pamphlet for whatever evaluation the Mutual Security Agency cared to give it. Also on this memorandum you asked who decided the policy noted above covering why the pamphlet was not disseminated.

Mr. Ladd's memorandum to you of October 28, 1952, advised that our policy in this regard was based upon a memorandum from former Assistant Attorney General T. V. Quinn dated November 24, 1947. Mr. Quinn advised that in the absence of additional information membership in the Socialist Party did not warrant investigation in connection with the Loyalty Program. On Mr. Ladd's memorandum you noted that you felt that we should have submitted the pamphlet as indicative of Porter's writings and left it up to the employing agency to evaluate it.

The Executives' Conference, therefore, on November 19, 1952, considered the current policy in this matter, namely, that no investigations are opened based solely on Socialist Party affiliation and that if an investigation is conducted based on other information, and during the investigation information regarding Socialist Party affiliation on the part of the individual under investigation is received, the information is not included in the reports unless (1) it serves to refute disloyal allegations made, or (2) unless an allegation is made that the Socialist Party activity or affiliation in itself indicates disloyalty. Regarding Socialist Party writings, the current policy is that copies of these are not obtained as exhibits for reports unless the writings themselves are alleged to indicate disloyalty.

The Socialist Party has not been declared subversive by the Attorney General, the House Committee on Un-American Activities, nor the Terry Committee of California, the usual legislative bodies citing organizations as subversive.

It was observed that the advantage of the current policy to the Bureau is that it does not open the Bureau to criticism by the Socialist Party or its members on the grounds that the inclusion of the Socialist Party affiliations in all instances in Bureau reports in effect means the Bureau considers this information to be pertinent to the question of loyalty. The question was raised as to whether material of this type should not be included in our reports in all instances because the material is informative. It was pointed out that although the material is, of course, informative it did not appear to be any more pertinent to the question of loyalty than an individual's affiliation with the Democratic Party or the Republican Party is pertinent to his loyalty.

The Conference noted that under our current policy an individual's affiliation with the Socialist Party would be reported if it is of such a nature that it should be reported to fill in the background of the individual being investigated. The Conference felt that inasmuch as the Socialist Party is not considered subversive by the Department and inasmuch as this Party recommends the changes in Government it advocates be done by legal means through the ballot, a policy of placing emphasis on association or membership in the Socialist Party would result in criticism of the Bureau.

EXECUTIVES' CONFERENCE RECOMMENDATION:

The Conference unanimously recommended that we continue the current policy as set forth above.

If you agree, the recommendation of the Conference will be followed.

We should include all pertinent information - for or against the subject - for whatever evaluation it may warrant

12/3 7

Respectfully,
For the Conference

Clyde Tolson

I most certainly concur with Tolson

DATE OF MAIL

12/23/52

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

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HEREIN IS UNCLASSIFIED

DATE

9-10-82 BY SP5 CPT

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT

JUNE MAIL

REMOVED BY

60 DEC 12 1952

FILE NUMBER

66-2554-10078

PERMANENT SERIAL CHARGEOUT

MR. TOLSON

11/24/52

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 10-22-84 BY SP5CJ/AT

In accordance with the Director's instructions, there was taken up again at the Executives Conference today the question of routing mail and routing slips checked out by the Director and insuring that the people who are to see them get them promptly so that they can be aware of the contents of the particular correspondence or routing slips. Present at the Conference were Messrs. Ladd, Harbo, Glavin, Gearty, Rosen, Tracy, Belmont, Mason, Nichols and Mohr.

The Conference was advised that this same matter had been brought to their attention very recently and there had again occurred two incidents wherein various Bureau officials had not been promptly advised of the contents of correspondence or routing slips checked out by the Director contrary to previous instructions. The Conference was advised that if such matters were handled promptly, the difficulties encountered could be alleviated in the future.

There was some discussion of this matter and it was pointed out that on some of the material checked out to various individuals the contents of the material are of such a nature that action is required in one division and the remaining officials' names are checked so that they will be advised of the receipt of the information. It was pointed out that if the action could be taken the same day the material was received, that obviously the action should be completed and the material routed on for others to see. It was explained that good judgment necessarily must prevail because obviously the primary purpose in connection with such material is to insure that proper action is taken without delay and that, secondarily, those who are interested in the material from an informational viewpoint are also put on notice of the receipt of the material.

The Conference was in agreement that obviously with the exercise of good judgment and speed in the handling of such matters, both purposes can be served without unduly delaying this material any place along the line. It is felt if all Bureau officials give this matter proper attention in the future, the difficulties that have been encountered heretofore will be entirely eliminated.

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

IPM:DW
CC - Mr. Clegg
Mr. Holloman

INDEXED 68
RECORDED 68

166-2554-10079
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This contention is merely an evasion & doesn't apply to particular cases I have criticized wherein Glavin has held cases

60 DEC 10 1952

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Ladd & other people to whom checked have never been advised

MR. TOLSON

December 3, 1952

THE EXECUTIVES CONFERENCE

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-94 BY SP3/CLT

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The Executives Conference of December 1, 1952, consisting of Messrs. Ladd, Winterrowd, Rosen, Belmont, Tracy, Gearty, Clegg, Mohr, Harbo, and Glavin, considered a suggestion submitted by the Special Agent in Charge of the New Orleans Office under date of November 24, 1952, that the Bureau may wish to give some consideration to the need for all offices to remain open twenty-four hours a day.

The Special Agent in Charge pointed out that this must be done on an individual basis. Insofar as the New Orleans Office is concerned, based upon activities during recent months, he believed the midnight shift could be eliminated and the employees presently on duty be changed to the 4:30 to 12:30 evening shift to constitute the replacement which the Bureau is presently endeavoring to secure for the New Orleans Office. He pointed out that one Security Patrol Clerk would be saved if certain offices closed at midnight.

The Conference was of the unanimous opinion that it would be undesirable to change the Bureau's hours at this particular time; that at present we can be considered in an emergency situation; and it is felt that all Bureau offices should be open twenty-four hours a day in case of an emergency so that immediate contact could be had with the office in question. This is particularly true insofar as New Orleans is concerned where there would be considerable activity due to its port facilities in the event of a critical emergency brought about by enemy action. It was further pointed out to the Conference that during the period of time we have had our offices open twenty-four hours a day and in view of difficulties in securing equipment, many file cabinets have been secured without locks and there would be a considerable expense in endeavoring to obtain locking devices for these cabinets. It is, therefore, recommended that all offices continue to be open on a twenty-four hour basis for the present time.

Should you agree with the above, the attached communication should go forward to the Special Agent in Charge at New Orleans.

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

cc: Mr. Mohr
Mr. Clegg

EX-115

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79 DEC 9 - 1952

MR. TOLSON

December 5, 1952

The Executives Conference

GOVERNMENT SERVICES, INC.
(CAFETERIA) EMPLOYEE FINGERPRINTS

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Rosen, Harbo, Mohr, Belmont, and Tracy on December 1, 1952, considered a request from Government Services, Inc., which organization operates the cafeterias in various Government buildings, including the Identification Division, Justice, and the Old Post Office Buildings.

The Conference was advised by Mr. Tracy of a telephonic request from Government Services, Inc., that the FBI handle fingerprints and security name checks of all their employees.

The Executives Conference was unanimously of the opinion that the Bureau should offer to search the fingerprints and make security name checks for all GST employees working in the three buildings occupied by the Bureau in Washington.

The Identification Division has been checking the names of cafeteria employees assigned to the Identification Building prior to issuing cafeteria building passes.

The Government Services, Inc., is a charitable corporation and none of its employees come under the Loyalty program inasmuch as they are not employees of the Government.

If the Director approves, Government Services, Inc., will be so informed if they wish to take advantage of the partial check.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

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- Tolson _____
- Ladd _____
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- Belmont _____
- Clegg _____
- Glavin _____
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- Laughlin _____
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- Tele. Rm. _____
- Holloman _____
- Gandy _____

303

79 DEC 9 - 1952

Mr. Tolson

11/6/52

The Executives Conference

Present 11/5/52: Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Holloman and Mason

SUGGESTION OF [redacted] MECHANICAL SECTION

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b7c

The Conference considered a suggestion from Mr. [redacted] Mechanical Section, Administrative Division, concerning a new method of printing handbook revisions. This suggestion is an outgrowth of Mr. [redacted] duties.

Mr. [redacted] proposed that handbook revisions be printed 4 pages at a time on the large size paper in regular use in the Mechanical Section, and that these pages be folded on the folding machine and that the 3 holes be punched on the drilling machine. Mr. Renneberger, Section Chief of the Mechanical Section, advised on 11/3/52 that this suggestion has been adopted. The net savings based on actual operating costs of the Mechanical Section will be \$1,158 per annum. While the savings are of benefit to the Bureau, another most important benefit is the fact that in utilizing the new procedure, handbook revisions will be issued and printed in less than one week whereas heretofore, under the old process, it took from 2 to 3 weeks.

The old process required the purchase of special paper, size 6 inches by 9 inches, and each page was individually printed. Since 85 copies of each revision are prepared, it took a long time to handle this volume on a single machine, and the pick-up time required to pick up these revisions by hand represented a considerable outlay of time and effort.

The Executives Conference felt that a cash award in the amount of \$60 should be given to Mr. [redacted] as recognition for his suggestion, and such an award would be given in the normal instance under Title 10, which provides for the making of efficiency awards. Since the Bureau utilizes the same table of cash awards under the efficiency awards program as well as the suggestion program (Public Law 600, 79th Congress), an award of \$60 would be in order for annual savings of \$1,158.

Inasmuch as Mr. [redacted] is not under the Classification Act but is one of those employees of the Mechanical Section whose pay is fixed by the Wage Board, it does not appear that he can be given a cash efficiency award inasmuch as these are limited to Classification Act employees.

Attachment
EDH:ulr
cc: Mr. Clegg

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Mr. Renneberger advised that [redacted] work is deserving of promotion and that he will shortly be considered for elevation to a higher position. If you approve, it will be left to the Administrative Division to provide suitable recognition for Mr. [redacted] possibly through early promotion commensurate with the savings resulting from his suggestion.

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b7c

There is attached hereto a letter of appreciation to Mr. [redacted]

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Harbo _____
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THE DIRECTOR

November 19, 1952

THE EXECUTIVES' CONFERENCE

SECURITY SURVEY OF THE PANAMA CANAL ZONE

On November 19, 1952, the Executives' Conference, consisting of Messrs. Ladd, McGuire for Nichols, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, considered a request from G-2 to furnish a technical expert to assist G-2 in conducting a survey of the Panama Canal Zone to supplant Army personnel used for security purposes with mechanical devices.

Recently, Secretary of the Army Frank Pace made a tour of the Panama Canal Zone and requested that G-2 make a survey for the purpose of supplanting personnel being used for security purposes through the use of mechanical devices. General Partridge, of G-2, with the agreement of the Assistant Secretary of the Army, has asked whether the Bureau could assist G-2 in this problem by furnishing a technical expert who could travel to the Canal Zone with a team from G-2 to look into the feasibility of such substitutions. G-2 would provide all transportation, quarters and expenses for the Bureau technician during the trip which would last an estimated ten days in the early part of December. G-2 states it does not have a technical expert in its organization qualified along these lines.

Colonel Perry, of G-2, advised that G-2 is loath to consult with the Physical Security Equipment Agency under Colonel McCoy, which organization has been found to lack security. It will be recalled that we have called the activities of this organization to the attention of the Army and OSI because of its activities in the technical field and its lack of security.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that we should not provide an FBI Laboratory representative to accompany G-2 in making this survey. It was pointed out that such a survey is not within our field of jurisdiction. The

- Tolson
- Ladd
- Clegg
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- Tracy
- Harbo
- Belmont
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CC - Mr. Clegg
Mr. Mohr

DEC 11 1952

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DEC 5 1952

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MEMORANDUM FOR THE DIRECTOR

Conference recommended, however, that G-2 be advised that Mr. Parsons, of the Laboratory, will be glad to consult with G-2 representatives for the purpose of pointing out to them such industrial concerns as might have equipment which would be suitable for their needs and to further offer such suggestions as might be feasible under the circumstances.

If you agree with the above, G-2 will be so advised.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

11/20/52

The Executives Conference

*CRIMINAL INFORMANTS - GENERAL

The Executives Conference on November 13, 1952, the following being present - Messrs. Tolson, Glavin, Tracy, Mohr, Ladd, Holloman, Nichols, Gearty, and Clegg, considered the matter presented by Mr. Clegg of preparing a separate memorandum, during the course of field office inspections, on each file pertaining to criminal informants and also a separate memorandum on each potential criminal informant file.

As a result of an inspection of the Philadelphia Office in December 1951 deficiencies in the criminal informant files were written up by the Inspector and it was subsequently determined on inspection that the Philadelphia Office had not made sufficient progress. With the hopeful view of improving the situation, the Inspectors were instructed to make an analysis in writing of each criminal informant and potential criminal informant file.

The Inspectors and the investigative divisions have given closer attention to the Informant Program and since June, 1952, the Inspectors have issued detailed instructions, during field inspections, as to the necessary action to be taken in the handling of informants. In addition, the Inspectors write up each informant file and each potential informant file. This permits the Inspector to leave a written record of his analysis of each of these files with the SAC and also provides a write-up of these files for the Seat of Government.

Clegg suggested that the practice of writing up all cases be discontinued and that only "write-ups" be prepared in those specific cases where there is a delinquency or where it is necessary to issue some special instructions. He considered it a waste of time to write up cases where no instructions were to be issued and the file reflected proper handling of the matter.

Mr. Mason objects to this suggestion.

Mr. Mason's objections to suggestion:

He points out that, in December 1951, Inspector Naughton inspected the Philadelphia Office; wrote up only deficiencies existing in the Criminal Informant Program, in accordance with the rules existing then; Philadelphia made no

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DATE 11/19/81 BY [signature]

- Tolson
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- Tele. Rm.
- Holloman
- Gandy

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progress and, in June 1952, it was necessary to send Mr. Van Felt to the Philadelphia Office for a further analysis. In October 1952, Inspector Brown inspected Philadelphia and found the Criminal Informant Program in horrible condition. He prepared write-ups on every informant and potential informant so that both the SAC and the Bureau would be on notice as to exact conditions. In June 1953, Mason rewrote portions of the Inspectors' Manual so that the new write-ups specified in detail every move to be made in the handling of informants and potential informants in field inspections. Since then very clear pictures have been presented to the Bureau, with the net result that it was apparent that conditions were not as good in the field as the Bureau had heretofore assumed. A number of SACs were put on probation and subordinate employees removed from positions of responsibility. Any change in the current, detailed specific instructions as to the handling of the Criminal Informant Program is a step backward, in his opinion.

He also wants it pointed out that it is human nature for Agents assisting on an inspection to review a file of an informant to, for the most part, agree with the evaluation of the office and he will do so if no write-up has to be prepared. Under the Executives Conference reasoning, no write-up would be prepared if no delinquencies were discovered. On the other hand, when that Agent has to prepare a write-up and he knows that this write-up will be reviewed by the Inspector, SAC and by the Bureau, he will naturally take a tight view of the situation and provide a careful analysis and evaluation because he has been committed in writing.

Committing Inspector's Aides in writing, Mason believes, is a forward step. Approximately one-half of the field offices have had this type of treatment thus far and he believes that it should be continued at least through the other half of the offices, until roughly the end of June 1953.

In the average inspection the whole informant analysis requires the time of one Agent and Mason believes this to be well spent. He wishes to have his views presented as unalterably opposed to the Executives Conference recommendation and sees this move, if approved, as a backward step.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was of the belief that it was not a forward step but was a waste of time of the Inspectors, the field stenographers to whom the Inspectors dictate, and the employees engaged in reviewing and filing processes in the field office and at the Seat of Government for write-ups of these cases to be made when there is no necessity for it. Writing up a case that is being handled properly certainly contributes nothing except to waste time, creates unnecessary records, and slows down the inspection. The Conference unanimously recommended that the suggestion be adopted that hereafter there be "write-ups" of these files only when there is a necessity for so doing.

The Director

December 1, 1952

The Executives Conference

**HANDLING OF CONSCIENTIOUS OBJECTOR
INVESTIGATION REPORTS**

SYNOPSIS

At conference, December 1, 1952, at which Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Clegg, Gearty, Tracy, Belmont, Rosen and Winterrowd were present, majority of conference recommended adoption of new procedure in investigating and in reporting results of such investigation in cases involving conscientious objectors. It was recommended that persons interviewed regarding conscientious objectors, such as employers, fellow employees, neighbors, etc., be specifically asked after they provide information whether that person would appear at a hearing given to the conscientious objector or, if necessary, testify in a court proceedings. Conference advised that, at present, Bureau objects to introduction of reports in this category into a trial when subpoena duces tecum has been received on basis that people such as employer, fellow employee, neighbor provide information on the basis of an "implied confidence." Heretofore, such people have not been asked if they would appear or testify. It is now proposed that such question be placed to person being interviewed in order that Bureau, in recommending whether reports should be introduced or not, will not be in position of standing on the test of "implied confidence." In other words, upon completion of investigation, we would know immediately whether any person or persons have expressly requested their identity remain in confidence. This would preclude a challenge to the "implied confidence" test since we would be explicitly advised of "expressed confidence."

Proposed Bureau Bulletin submitted incorporating new change in policy.

BACKGROUND

Executives Conference on December 1, 1952, was advised of the background of the Bureau receiving subpoenas duces tecum in conscientious objector cases wherein the registrant has been denied such classification and has refused to be inducted. Thereafter, he is prosecuted for failure to comply with the Selective Service Act.

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- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Laughlin _____
- Mohr _____
- Tele. Rm. _____

EHW:dwl
cc: Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
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The conference was also advised that in a recent decision involving the [redacted] Case made by the Second Circuit Court of Appeals, the Court stated that the registrant should be furnished with the information developed by the FBI, including the identities of witnesses, and that the report be made available in the record for all concerned.

In addition, the Bureau has been served through field offices in a number of cases with a subpoena duces tecum calling for the production of files or reports in these cases. In dealing with the Department as to whether reports should be introduced on the basis of such subpoenas, we have utilized as a test a question as to whether "implied confidence" would be broken if we allowed the reports to go to the defense. This "implied confidence" test has been based upon the fact that there has been a general understanding throughout the country that people when they give information to the FBI know or feel that it will not be passed on. As it stands now, we have to arbitrarily take the position that information given by an employer, a fellow employee, a neighbor or an associate, has been given on this basis. Since such people have not been asked whether they would be willing to appear at a hearing involving the registrant or subsequently testify, if necessary.

So that the Bureau is not confronted with the necessity of standing on the test involving "implied confidence," the question was presented to the Executives Conference as to whether in our investigation in these cases we should ask people being interviewed, such as employer, fellow employee, neighbor or associate, if he or she would be willing to appear at a hearing concerning the validity of the conscientious objector's claim or, if necessary, testify in a court proceedings or criminal trial. If the person being interviewed stated his or her unwillingness, such would be set forth in the report and an appropriate T symbol designation would be given to that person. The use of the T symbol would be necessary inasmuch as our reports in these cases which go to the United States Attorney are made available to the hearing officer for his use in determining the validity of the claim of the conscientious objector.

If no one in a particular case stated an unwillingness to appear or testify, then if a subpoena duces tecum were subsequently served, the Bureau would interpose no objection to the introduction of the reports. (Of course, if there was any indication of a confidential informant being exposed or security information being exposed or a confidential investigative technique being exposed, the Bureau would object.)

On the other hand if one or more persons interviewed expressed an unwillingness to appear or testify, then in the event of a subpoena *duces tecum*, the Bureau would interpose an objection to the Department and recommend that Departmental Order 3229 be invoked.

CONFERENCE RECOMMENDATION

The majority of the conference, with the exception of Mr. Gearty, recommended that the Bureau try as a test procedure the practice of asking persons interviewed in these cases if they would be willing to appear or testify, and if unwillingness is stated, the persons so expressing himself would be appropriately covered through the use of a T symbol. Mr. Gearty was opposed on the basis that if we adopted this procedure in conscientious objector cases wherein reports are introduced, this will serve as a means of "opening the door" to other criminal type cases.

The majority of the conference, with the exception of Mr. Glavin, voted that the person being interviewed, after he supplies information concerning a conscientious objector, then be asked if he or she would be willing to appear or testify. This would be after the information is elicited. Mr. Glavin, however, feels that prior to eliciting the information, the person being interviewed should be asked if he or she is willing to appear or testify. Mr. Glavin felt that this would be a more frank approach.

With regard to the proposed procedure as recommended by the majority of the conference, it was felt that we should watch results, if approved, closely. The results, however, will not be immediately apparent in view of the procedures in handling the conscientious objector case, in that the investigation has to be conducted, the report submitted to the United States Attorney and then to the hearing officer, then the Department proper has to render its opinion and, thereafter, a decision made by the appeal board. We will know, however, by reading the reports, just how many persons in the category of associates, neighbors, etc., express unwillingness to appear or testify.

RECOMMENDATION

In the event you approve, there is attached a Bureau Bulletin instructing that the recommended procedure be instituted immediately and the Bureau advised independently of any unusual results that occur during the course of an investigation. Also Manual and Handbook changes are attached.

It is to be noted that we are instructing the Field that every effort be made to obtain information from sources who would be willing to appear before hearing officer and testify in court if necessary.

In the event the attached Bureau Bulletin is approved, it is recommended that the Department be advised that we have instituted this procedure.

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

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11-4-52

FROM : W. G. EAMES *WGE*

SUBJECT: SECURITY RECORDS SECTION GUARD DESKS

Tolson	_____
Ladd	_____
Nichols	<input checked="" type="checkbox"/>
Belmont	<input checked="" type="checkbox"/>
Clegg	_____
Glavin	<input checked="" type="checkbox"/>
Harbo	<input checked="" type="checkbox"/>
Rosen	_____
Tracy	_____
Mohr	_____
Tele. Rm.	_____
Nease	_____
Gandy	_____

WGE
RH
6-11-52
W. G. Eames

PURPOSE:

The following is submitted to recommend the discontinuance of the guard desk which is presently located in the elevator lobby on the 7th floor of the Justice Building, 9th & Pennsylvania Avenue.

BACKGROUND:

As a result of our move, several adjustments will be necessary in the guard system to insure complete security coverage at both the Justice and Identification Buildings. Expansion over a greater area will naturally require guards in larger numbers and with our ever decreasing staff of employees, we must be most conservative in this regard. As you know we contemplate a complete revamping of all units now located on the 6th and 7th floors of the Justice Building so that all space accrued at this building as a result of files being moved will be utilized to the fullest. We believe that with certain changes the efficiency of service and mail processing can be improved.

The above was discussed with Mr. Parsons of the Laboratory and Mr. Keay of the Correlation-Liaison Section in view of the fact that removal of the guard from the lobby at 9th & Pennsylvania Avenue would affect their respective sections. Mr. Keay in view of his anticipated move stated that he has no further need for a guard in connection with visitors to the Bureau in connection with his Liaison Section. Mr. Parsons on the other hand believed that the issue was of sufficient importance to be considered by the Executives Conference.

WGE
11/18/52
8/18-31/52
REC'D BEL MONT

OGM:wab
Placed in file
11/18/52
INDEXED - 54
RECORDED - 54
OGM

100 DEC 4 1952

NOV 28 1952

DEC 10 1952
CO: 10M 1420K

7-10-52 SPAT

REC. SECT.
NOV 10 1952
NOV 10 1952

ORIGINAL FILED IN

Memo to Mr. Nichols
Re: Security--Records Section Guard Desks

11-4-52

GUARD IN LOBBY, 9th & PENN, 7th FLOOR, JUSTICE BUILDING:

In the past this particular guard served in a dual capacity monitoring first the stairwell entrance to the Filing Unit on the 6th floor and also acting as a receptionist for the Liaison Section as well as the FBI Laboratory. This extra guard, so to speak, had to be furnished by the Recording Unit of the Records Section and was staffed from 7:30 a.m., until 6:30 p.m. In anticipation of placing a guard inside of Records Section space on both the 6th and 7th floors there would no longer be a need for a guard in the lobby mentioned above as far as security of the Records Section is concerned, each entrance being secure and appropriately locked when guards are off duty.

NEW GUARD ARRANGEMENT:

It is planned after the move has been consummated, to place all guard desks just inside of all entrances to the Records Section. In this way maximum production on work that can be performed at a guard desk will be realized. It will also eliminate entirely the problem of mail being taken into a lobby to be worked on by guards stationed there.

RECOMMENDATION:

In view of the above, it is recommended that Records Section discontinue maintaining guards in any of the elevator lobbies which of course would include the one in question on the 7th floor of the Justice Building at 9th & Pennsylvania Avenue. This action if approved would restrict the security of space strictly to the area covered by Records Section and would also remove all of our guard desk phones from public space in the elevator lobbies.

*Agree
G.H.J.
11-6-52*

LBN:MP, 11/14/52 The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Laughlin, Ladd, Clegg, Gearty, Holloman, Mohr and Nichols, considered the foregoing matter and recommended that the suggestion be approved on a trial basis.

*on 2/17
11/17*

MR. TOLSON

12/4/52

EXECUTIVES CONFERENCE

Present at the Conference on 11/19/52, were Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, McGuire, Holloman and Mason.

Transfer of Agents

SYNOPSIS

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b7c

The Conference considered suggestions from Special Agents [redacted] resigning employees of the New York Office. The suggestions were to the effect that a definite term of service in the New York Office should be set out. [redacted] suggested that an Agent be transferred out of New York after 5 years' service. [redacted] suggested that an Agent be transferred from New York after 5 to 7 years' service. Inspector B. C. Brown expressed the view that announcing to an Agent arriving in New York on transfer that he would be transferred out after 5 to 7 years' service would be small consolation to him or to his homesick wife, and that minority group of Agents in New York who are desirous of receiving transfers because of the size of the city, the length of time necessary to commute daily, the high cost of living, is anxious to get out of New York sooner than from 5 to 7 years. Mr. Brown felt that the announcement of a definite term of service in the New York Office would create more problems than it would solve, and he pointed out that, in his opinion, the majority of Agents are desirous of staying in New York and are working hard to accomplish that goal. Brown felt that Agents who have been in New York as long as 5 years become thorough acclimated, realize the advantages of New York as a place to live, and want to stay there. The entire Conference concurred.

Mr. Mohr explained that New York has, for a number of months, been needing additional personnel and nearly 1,000 Agents are currently assigned there, whereas practically all other offices have a full complement of Agent personnel, with the exception of Chicago, and that office is very close to having its full complement. Mr. Mohr explained the transfer policy of the Bureau: (1) Transfer out of office because of a declining case load; (2) Transfers of new Agents after 9 months (discontinued remainder of fiscal year); (3) Hardship or personal preference transfers.

It will be recalled the Director recently instructed that hardship or personal preference transfers be filled in the following order: (1) By the Agent having the most meritorious personal problem; (2) By an Agent willing to pay expenses of transfer; (3) By oldest employee with announced office of preference, regardless of where he may be assigned.

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

cc-Mr. Mohr
Mr. Clegg
E.D.L.:DMG

RECORDED - 71

RECORDED
101 DEC 9 1952

INDEXED 100
71

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-12-94 BY [signature]

79 DEC 11 1952

ORIGINAL FILED IN 66-2554-10288

The Director

December 4, 1952

The Executives Conference

NEWSPAPER CLIPPING - FIELD OFFICES

The Executives Conference considered the problem of changing the Manual of Rules and Regulations, Section 6A 6 which requires the Field to clip and forward to the Bureau only those investigative items of some special interest handled in their office. It had been recommended that consideration be given to changing the Manual of Rules and Regulations to reflect that where publicity pertinent to developments to a case appears in the local newspapers in the Field, the clippings should be forwarded to the Bureau. It was pointed out that duplication of such clippings could be eliminated at the Bureau.

By way of background it should be noted that this matter arose in connection with the failure of the Memphis Office to forward to the Bureau clippings appearing in Memphis papers for August, 1950, which indicated that Congressman Pat Sutton was connected with the Murfreesboro Practical Trade School of Murfreesboro, Tennessee. The Memphis office was at the time these clippings appeared beginning an investigation of the Murfreesboro Practical Trade School for a possible violation of the Servicemen's Readjustment Act of 1944. Memphis did not forward the clippings nor did the investigation reflect that Congressman Sutton was interested in the school. The Department later declined prosecution. The matter was brought to light in the Attorney General's Staff Conference on November 24, 1952, when Deputy Attorney General Malone stated that Representative Sutton would have to be investigated for alleged irregularities in connection with this school.

The Executives Conference considered the problem of changing the existing regulation which leaves some discretion to the Field to one where they would clip everything concerning local cases and forward them to the Bureau.

The Conference, composed of Messrs. Tolson, Holloman, Gearty, Clegg, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, and Glavin, felt that the present rule should remain in effect. They were also of the opinion that should be rule be changed

Attachment
cc- Mr. Clegg
Mr. Mohr
Mr. Nichols
ECK:mmf

EX. 107

RECORDED-33

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79 DEC 10 1952

Memo to the Director

December 4, 1952

RE: NEWSPAPER CLIPPING- FIELD OFFICES

requiring the Field to clip everything which appears concerning local cases, it would be imposing a tremendous burden on the Field and would literally swamp the Bureau with newspaper clippings, the vast majority of which would have absolutely no value.

The Executives Conference was, however, of the unanimous opinion that the regulations governing the clipping of newspapers in the Field should be restated in order that the Field might have a clear picture of the present policy. The Conference also felt that it should be called to the attention of the Field that it is their responsibility to bring to the attention of the Bureau those matters appearing in the press concerning members of Congress or names of prominent persons who are mentioned in connection with Bureau cases and that the Field be further instructed that should such matters appear in the press, they should immediately forward them to the Bureau and if there is any question as to what action should be taken, they should ask for specific instructions.

It is felt that the attached SAC Letter should be forwarded.

Respectfully,
For the Conference

Clyde Tolson

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DATE 7/1/82 BY [signature]

Mr. Tolson

December 2, 1952

The Executive Conference

APPLICANT INVESTIGATIONS

The Conference considered the recent case wherein 72 ~~traffic~~ violations in the District of Columbia were not reported.

PRESENT POLICY:

Applicant Investigations

Section 103 of the Manual of Instructions does not require a check of traffic violations unless they are of such a serious nature as to be termed a "criminal offense." The Manual Section in point is Section 103, E(c)8, Page 7, which states as follows:

"As a general rule it is not necessary to check minor traffic violations. Traffic violations of a more serious nature which might properly be labeled 'criminal offenses,' must be obtained and reported when determining the applicant's criminal record."

Although traffic violations ordinarily are not considered criminal offenses and applicants are not required to furnish information regarding traffic offenses when applying for Federal employment, a change in the above procedure is desired. It is noted that on Standard Government form, Number 57 Application for Employment, and the Atomic Energy Personnel Security Questionnaire, information concerning traffic offenses is not required.

IT IS RECOMMENDED THAT PRESENT POLICY BE AMENDED AND THAT ALL RECORDS IN A POLICE DEPARTMENT BE REPORTED.

Numerous police departments have established sex squads, subversive squads, traffic bureaus, etc., to the point where they have departmentalized their operations to bring about a more direct and effective control over their activities. This is particularly true in larger police departments. The failure to therefore obtain traffic offenses, even though they might be minor in nature, represents a failure on the part of the Bureau to fully obtain and report the individual's activities as reflected by the police.

cc: Mr. Clegg
Mr. Mohr

Attachment

AR:rtc

RECORDED - 24

166-2534-10090

DEC 2 1952

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EX - 108

department's records. In order to correct this defect the following recommendation was made:

"Henceforth, it will be necessary to make a complete check of all available records of a police department when reporting the applicant's criminal record as reflected by a check of the records of a police department. This will include traffic violations as well as any other violations of record in the police department files."

This should apply to all applicant cases and therefore will apply to all Departmental Applicant Matters as well as Bureau applicants and all other type of applicant cases.

The Conference unanimously approved the above suggested change.

There is attached hereto a revised Bureau Bulletin. A handbook and manual change is being prepared.

IN ATTENDANCE:

Those in attendance unanimously approve the above procedure: Messrs. Tolson, Tracy, Harbo, Callahan for Glavin, John Mohr, Gearty, Holloman, Belmont, Clegg, Nichols, Ladd, and Rosen.

KH
I still think original
instructions intelligently interpreted
would have covered the case

94.

Mr. Tolson

December 2, 1952

The Executives Conference

SUGGESTION #691-52

Records Streamlining Suggestion
Program #118, Filing Unit, Records Section

Miss [redacted]
Re: TRANSFERRING FILES

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b7c

The Executives Conference on December 1, 1952, Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Gearty, Tracy, Belmont, Rosen, Winterrowd and Clegg being present, recommended unanimously unfavorably as to the suggestion of Miss [redacted] of the Records Section that each time a file with mail attached leaves an office the person releasing the file should telephone the Records Section to have it transferred. This would mean that the file to which dictation is attached when delivered to the stenographer from the Supervisor, then from the stenographer back to the Supervisor, thence to the Section Chief, Assistant Director, and all other offices in the routing of outgoing mail, would require a telephone call each time this mail moved. This would be expensive and is unnecessary for this type of mail is the type which Locate Clerks are supposed to find when it is necessary to make a special search for such mail. It would also require more clerical employees to handle the calls on transfers of such mail.

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DATE 10-10-92 BY SP-6/STW

cc - Mr. Mohr
Mr. Clegg

RECORDED - 23

166-2554-10091
DEC 8 1952

INDEXED - 23

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

HHC:IST

JSP

DEC 15 1952

The Director

November 19, 1952

Executives Conference

LEASED LINE RENTALS
250 WATT RADIO STATIONS
IN FIELD OFFICES

On November 17 the Conference composed of Messrs. Ladd, Glavin, Mason, Tracy, Mohr, Gearty, Belmont, McGuire, Rosen and Harbo was advised of the results of a survey concerning the possibility of reducing the number of leased lines in connection with the 250 watt radio stations in 15 field offices. This involves the leased telephone lines between the remote receivers and the field office which are needed to furnish complete two-way radio coverage within a radius of 20 - 25 miles from the office.

The offices having such radio installations were requested to consider the situation in connection with the Bureau's need to reduce operating costs, especially communications costs, and to submit their recommendations to the Bureau. Nine offices recommended no decrease in the number of remote receivers utilized during the remainder of this fiscal year; 5 offices (Baltimore, Newark, New York, Seattle and San Francisco) recommended that one remote receiver be disconnected until June 30, 1953, and Chicago recommended the disconnection of two such receivers. The monthly cost of leased lines for remote radio receivers in the 15 offices amounts to \$2,562.85. The proposed savings amount to a minimum of \$349.55 per month and a possible maximum of \$484.55 depending on whether certain suggestions made by San Francisco are technically feasible. In recommending the temporary discontinuance of these remote receivers the offices point out that this action will reduce the over-all effectiveness of the two-way radio system but believe that the resultant financial savings justifies the action as an economy measure for the remainder of this fiscal year.

Mr. Conrad of the Radio Section of the Laboratory is opposed to the discontinuance of any of the remote receivers pointing out that the majority of the SAC's apparently felt it is false economy to have a radio system that cannot be relied upon. The individual field office radio stations were engineered in such way as to provide solid two-way radio coverage between automobiles and the field office within a radius of 20 - 25 miles of the office. In

cc - Mr. H. H. Clegg
Mr. Mohr
RECORDED - 65 166-2554-10092
INDEXED - 65
RECORDED
133 DEC 9 1952

ATH:VH

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

ORIGINAL FILED IN 80-648-2100

INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/20/82 BY SP3/...

Memorandum for the Director

connection with the installation it was necessary for the radio engineers to survey the area to ascertain where the dead spots were and to install remote receivers in sufficient number and in the locations which would provide the two-way coverage desired by the Bureau. There is a certain amount of overlap in the coverage furnished by the remote receivers so that if one is temporarily nonfunctioning the area will be partially covered by adjacent receivers; however, if one receiver were disconnected for a period of several months there will be areas in which the reception will be poor at best and possibly nonexistent under adverse conditions, and if one of the remaining adjacent receivers were to become nonfunctioning there would be a very substantial area where the radio in the automobile could not talk back to the control station in the field office building. It is well known that electronic equipment may fail at any time. Further it is pointed out that it is impossible to predict in what part of the field office metropolitan area a major case involving use of radio equipped cars will arise.

Mr. Conrad further points out that ^{some} leased lines for remote receivers were obtained at great expense to the Telephone Company. Due to the expansion of many cities telephone lines are scarce and may not be immediately available after July 1, 1953, when we presumably would desire to reconnect any remote receivers which might be disconnected at this time for economy reasons.

Mr. Conrad and the entire Conference were opposed to the suggestion made by some offices that spare remote receivers of a type not requiring leased lines be installed at this time because the expense of sending qualified engineers to make the installation would offset a substantial part of the saving anticipated and also because this would leave the offices without a spare available for immediate installation if a substantial failure of an already installed unit made such action necessary. It was felt that any program involving extensive travel of radio engineers and the purchase of additional equipment should be deferred until the next fiscal year.

Messrs. Ladd, Glavin, Mason, Tracy and Harbo favored approving the recommendations of the 6 offices for temporary discontinuance of several remote receivers which would result in a minimum monthly saving on leased line costs of \$349.55. They agree with the SAC's/the recommendation making

Memorandum for the Director

that this will result in less satisfactory coverage which may handicap the handling of certain investigations. They believe that it is proper to approve the recommendations of the SAC's only as an emergency measure and for the sole purpose of conserving Bureau funds. (Seattle actually discontinued one leased line on the date they submitted their recommendation.)

Messrs. Mohr, McGuire, Belmont, Gearty and Rosen are opposed to the proposal to disconnect on a temporary basis any remote receivers for the reasons indicated heretofore herein. They feel that it would be false economy to have a radio system that cannot be relied upon and that it is preferable to undertake to effect necessary savings in Bureau expenditures by some other means.

The field offices involved will be advised in accordance with the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

250 WATT RADIO STATIONS IN 15 FIELD OFFICES

NUMBER OF REMOTE RECEIVERS AND RENTAL COSTS FOR LEASED LINES

Office	Total Remote Receivers	Radio Repeater Remotes (No Leased Lines)	Leased Line Remotes	Present Monthly Cost of Leased Lines	Monthly Cost of Leased Lines Under SAC Proposal
Baltimore	5	2	3	159.55	90.55
Chicago	7	2	5	316.37	194.37
Newark	7	4	3	124.65	99.40
New York	8	2	6	243.26	200.96
Seattle	4	2	2	287.50	177.50
San Francisco	5	3	2	293.20	178.20 tentative
Philadelphia	5	2	3	133.75	133.75
Albuquerque	3	3	-	-----	-----
Boston	4	2	2	114.75	114.75
Cleveland	4	2	2	128.00	128.00
Los Angeles	6	2	4	164.60	164.60
Miami	5	2	3	118.50	118.50
Pittsburgh	6	2	4	230.00	230.00
St. Louis	5	2	3	136.00	136.00
WFO	6	2	4	132.72	132.72
	80		46	\$2,562.85 per mo.	\$2,093.30 per mo.

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66-2554-10092

ENCLOSURE

MR. TOLSON

December 5, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 3, 1952, consisting of Messrs. Tolson, Mohr, Belmont, Nichols, Ladd, Gearty, Holloman, Tracy, Harbo, Mason, Rosen and Glavin, considered the matter of rest periods for stenographic and clerical employees.

It was pointed out to the Conference that this matter was brought about on the present occasion through inquiry made at Los Angeles, it being ascertained that clerical and stenographic employees in the Los Angeles Office are allowed ten-minute rest periods in the morning and the same length of rest periods in the afternoon and that the telephone operators in that office are given a 15-minute rest period in the morning and a 15-minute rest period in the afternoon. It was further pointed out to the Conference that under Title 8, Article 12, of the California State Administrative Code every employer must give a ten-minute rest period during each four-hour work period or a major fraction thereof for which the employee shall be paid.

It was pointed out that on August 21, 1951, as the result of an Executives Conference discussion and memorandum, the Director favored ten-minute rest periods in the morning and ten-minute rest periods in the afternoon or ten-minute rest periods for the first half of the work day and ten minutes for the second half of the work day for all employees unless some basically sound argument could be given as to why New Agents' Classes should have more than the rest period allocated to certain clerical employees. The Conference was advised that ten-minute rest periods in the morning and in the afternoon were, therefore, approved for the Identification Division and in training classes in the Training and Inspection Division, in the Mechanical Section of the Administrative Division, in the Files Section of the Records and Communications Division, and in the Washington Field Office for stenographers and clerks. *These were the employees under consideration.*

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

cc: Mr. Clegg
Mr. Mohr

URG: jmr

ALL INFORMATION CONTAINED
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DATE 9-10-93 BY [signature]

RECORDED - 90

INDEXED - 90

106-2554-10093

DEC 10 1952

79 DEC 11 1952

Memo to Mr. Tolson from the Executive Conference

There have been no other Bureau-approved rest periods for the field service. This matter was last considered on April 9, 1951, when the Executive Conference felt that no useful purpose could be served in duplicating rest periods in the divisional service as a whole until such time as the SAC's requested such rest periods. This recommendation was made as a result of the request by the Special Agent in Charge of the Washington Field Office for a rest period for the clerical employees of that office of ten minutes in the morning and ten minutes in the afternoon. At that time the Conference recommended five minutes in the morning and five minutes in the afternoon for the Washington Field Office which was approved by the Director. The length of the rest period extended through the Director's approval of the Executive Conference memorandum of August 21, 1951. The Director approved ten-minute rest periods in the morning and ten-minute rest periods in the afternoon in this memorandum.

The Executive Conference at this time feels that a uniform rest period should be approved for all Bureau employees in the clerical category both at the Seat of Government and in the field.

The Conference recommends that the clerical employees at the Seat of Government be granted ten-minute rest periods in the morning and ten-minute rest periods in the afternoon and that field employees be granted 15-minute rest periods.

The Conference also recommends that the Special Agent in Charge at Los Angeles be advised that the 15-minute rest period in the morning and the 15-minute rest period in the afternoon for telephone operators shall be reduced to ten minutes in the morning and ten minutes in the afternoon.

Pending your approval, further action in connection with this particular matter is being held in abeyance.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11/21/52

FROM : A. E. LEONARD

SUBJECT: BUREAU BULLETIN RE AGE, SEX
AND RACE OF PERSONS ARRESTED REPORT

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

There is attached a proposed SAC letter to inform the Field that the Age, Sex, and Race of Persons Arrested report form will be distributed to all contributing urban police departments and that this will furnish information previously obtained at the Bureau from fingerprint cards. An appropriate revision for the Manual of Instructions is being submitted separately.

Attachment

MMR:fjh

ADDENDUM, LBN:MP, 11/24/52

Approved by the ⁰Executives Conference consisting of Messrs. Ladd, Tracy, Rosen, Mason, Gearty, Belmont, Mohr, Glavin, Harbo, and Nichols.

166-2554-10 094
~~NOT~~ RECORDED
 133 DEC 9 1952

RECORDED - 67

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 9-10-82 SCA/PT

FIFTH AND ORIGINAL

ORIGINAL FILED IN 33-1-19

166
 74 DEC 16 1952

~~Mr. Tolson~~

11/26/52

The Executives Conference

Mrs. [redacted]
SUGGESTION - FILING OF
SECURITY INDEX FORM FD-122

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Present at the Executives Conference on 11/26/52,
Messrs. Boardman, Ladd, Harbo, Glavin, Mohr, Belmont, Clegg,
Loagan, Tracy, Nichols and Rosen.

The Conference was advised that as an outgrowth of
the recent inspection of the Records Section the suggestion
was made by an employee that Form FD-122 be filed without the
preparation of abstracts. This suggestion was adopted and will
result in savings estimated at \$7,500 a year.

A check of the records reflects that Mrs. [redacted]
[redacted] a Supervisor, Classifying Unit, Records Section, in
July 1952, made a suggestion that Form FD-122 not have abstracts
prepared and the Form not be filed. This suggestion was turned
down.

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The views of the Conference were unanimously that
since Mrs. [redacted] suggestion was basically that Form FD-122
not be filed and the latter suggestion which was adopted was
that Form FD-122 be filed but not have abstracts made, no
further action is necessary in connection with Mrs. [redacted]
suggestion or as recognition thereof.

Form FD-122 is a Form submitted by the Field to the
Bureau requesting that certain changes be made on Security
Index Cards such as residence address, spelling of name, etc.

The sole purpose of presenting this matter to the
Conference was to ascertain whether any recognition should be
given to Mrs. [redacted] and recommendation was unanimously
unfavorable. If approved, no further action need be taken.

RECORDED - 142

66-2554-10095

INDEXED - 142

NOT RECORDED

133 DEC 9 1952

cc: Mr. Mohr
Mr. Clegg

SM:his hls

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

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DATE 1-10-83 BY [signature]

INITIALS OF ORIGINAL

Mac

74 DEC 22 1952

DEC 18 1952

ORIGINAL FILED IN 100-358086-103

MR. TOLSON

December 8, 1952

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-10-80 BY SP5/STW/STW

The Executive Conference of December 8, 1952, consisting of Messrs. Tolson, Winterrowd, Nichols, Gearty, Lason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin was advised that the Department, by routing slip, forwarded to the Bureau a memorandum to all employees of the Department of Justice from LCDR. George Wilson, President of the D. C. Chapter of the 1952 Muscular Dystrophy Research Fund wherein it was stated that the fund is not conducting a system solicitation but is asking voluntary help to make the drive for Muscular Dystrophy Research Fund a success.

Twelve memo boxes were forwarded to the Bureau with the communication in question with the request that they be placed in safe, conspicuous spots and have someone designated to be responsible for them.

The Conference felt that these memo boxes should be placed in strategic places throughout the Bureau space and that any contributions made thereto be forwarded to the Department.

CC - Mr. Clegg
Mr. Mohr
DRG:us VS

*but absolutely
no pressure*

RECORDED - 58
INDEXED - 58

66-2554-10096
DEC 10 1952

- Tolson
- Ladd
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- Glavin
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- Tracy
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- Tele. Rm.
- Holloman
- Gandy

70 DEC 12 1952

Mr. Tolson

December 8, 1952

The Executives Conference Those present:

Mr. Tolson
 Mr. Ladd
 Mr. Nichols
 Mr. Glavin
 Mr. Tracy
 Mr. Harbo
 Mr. Belmont
 Mr. Rosen
 Mr. Mason
 Mr. Gearty
 Mr. Winterrowd

CONSCIENTIOUS OBJECTOR INVESTIGATIONS
UNDER SELECTIVE SERVICE ACT OF 1948

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 10-22-82 BY [signature]

SYNOPSIS

At conference December 8, 1952, proposal of Criminal Division presented in connection with handling of conscientious objector investigations unanimously disapproved. Criminal Division suggested to Bureau representatives at the meeting held at 5:00 p.m., December 4, 1952, in Assistant Attorney General Murray's office of having information in Bureau conscientious objector reports closely "screened" by the Criminal Division before being furnished to hearing officers. The Criminal Division feels files coming to attention of hearing officers must be limited so that information to be produced in court at a later date can be controlled. The Criminal Division suggests Bureau report confidential and nonconfidential information in separate portions of report, or possibly in separate reports. Only the report or portion of a report containing nonconfidential information would be transmitted to the hearing officer and to the Special Assistant to the Attorney General handling conscientious objector matters.

In this way, subjects, if later tried for refusing induction, would be entitled to see only the report or part of a report actually used by the hearing officer and the Special Assistant to the Attorney General. Under subpoenas, only the nonconfidential report would be produced and if court insisted on showing nonconfidential report to defense, the Department would stand on 3229. If reports prepared in suggested manner, they could be forwarded to the Appeal Board by the Department with its advisory opinion to comply with Geyer and Nugent decisions.

The Criminal Division feels that if the Department prepares a summary from the Bureau's reports, there would be the question raised by the conscientious objector or his attorney as to whether his screening authority had prepared a fair, complete and accurate summary. With regard to the proposed procedure, the Executives Conference felt it would not solve the problem since in many instances the hearing officer would not have the benefit of a full investigation conducted by the FBI and would not have information derogatory to the claim of the conscientious objector. The conference felt that the Department

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 [signature]

EHW:jcb
 jcb

should be advised that the Bureau recommends that further consideration be given for the Criminal Division or the Department to prepare a summary of the information contained in Bureau's reports and to see if some additional steps could be taken.

The Executives Conference further recommends that Mr. Glegg, while in New York, through arrangements to be made by Mr. Nichols, confer with Judge Jerome Frank, who wrote opinion in the Nugent case to see if he could offer some advice.

The Conference also recommended that we not press for an amendment to the Legislation but discretely ask if the Department has done anything towards drafting a proposed amendment to the Selective Service Act.

The Conference also recommended that we advise the Department about our new procedure in asking persons interviewed in these cases if they are willing to appear before a hearing officer and/or testify.

The Conference also recommended upon receiving information from our field offices as to how many cases are pending prosecution that the conference then consider the advisability of recontacting people in cases already investigated along the same lines.

BACKGROUND

The Executives Conference on December 8, 1952, was advised of a suggested procedure offered by the Criminal Division of the Department at a conference held at 5:00 p.m., December 4, 1952, in the office of Assistant Attorney General Murray.

The Criminal Division suggested that it might be possible for the FBI to report information from persons requesting confidential treatment in separate pages of the report, protecting the individuals furnishing the information by T symbols. Later in the discussion, the possibility of preparing separate reports placing non-confidential information in one report and confidential information in another was suggested.

Representatives of the Criminal Division pointed out it would be most desirable for the FBI to separate information from persons willing to testify from information obtained from persons requesting confidential treatment by separate reports or by separate parts (both of which would go to the Department) of the same report for the following reasons:

1. A great deal of time and work would be saved the screening authority. If information of both types is lumped together, the

screening authority will have to separate the information and prepare another report or a memorandum for the hearing officer setting out only the information desired by him.

2. There would then always be the question whether the summary prepared by the screening authority was a fair and complete and accurate summary of the information in the Bureau report. This would create a probability that defense attorneys would still demand to see the Bureau reports to determine whether the summarized information furnished to the hearing officer was accurate and complete.

3. If the one all-inclusive report were then subpoenaed in court the Department would have to invoke Order 3229 and refuse to produce the reports even if there was only one item of information that had to be protected as confidential.

4. On the other hand, if the information is separated as to confidential and non-confidential information, the screening authority could transmit to the hearing officer only the report or the part of a report, depending on the procedure decided on, containing the non-confidential information.

5. If the information is separated, only the report or part of the report containing the non-confidential information would be furnished the hearing officer to be used by him and a subpoena could be answered by producing only the report or part of a report containing the non-confidential information. If any question were raised as to any other information obtained by the FBI, the court could be advised that the report produced contained all the information considered by the hearing officer and that was all the defendant is entitled to. It was suggested by Departmental representatives that if it became absolutely necessary, the confidential report or portion of a report could be shown to the judge for his examination only, and that if he decided, in spite of the fact that the defendant would be entitled only to the information considered by the hearing officer, that the confidential report was material, then the Department would have to decline to allow it to be used in evidence pursuant to Order 3229.

It was also pointed out that if there is a screening authority and Bureau reports contain any confidential information of great importance, the screening officer could request the FBI to recontact the confidential source and attempt to obtain his consent to testify.

Bureau representatives advised they would present the suggestions made for further consideration. The others in attendance also indicated all suggestions made were tentative and would require further consideration and approval by the Attorney General. While it

was agreed the procedures of the hearing officers and the Department in conducting the hearings and formulating advisory opinions for Appeal Boards were in the province of Special Assistant to the Attorney General T. Oscar Smith, who is assigned to the Deputy Attorney General's Office, it was suggested that it was equally important that a clear and irrefutable record be made for the Selective Service file, showing that the registrant had had a fair hearing and had been advised of all information considered by the hearing officer and of the identity of the persons furnishing such information.

It was agreed that if the procedures discussed at the conference are adopted, the Bureau will not furnish its conscientious objector reports to the United States Attorneys in the future, although that is the procedure now being followed. The reports would instead be furnished directly to the Criminal Division or whatever other authority may be designated to perform the screening operation. Such reports would not be needed by the United States Attorneys for any subsequent prosecution.

The possibility of amending the Selective Service Act was also discussed and Criminal Division representatives agreed this could be done without specifically mentioning the FBI or its reports by defining more precisely and in more detail the terms "inquiry" and "hearing" as used in the Selective Service Act, which requires the Department to conduct appropriate inquiry and thereafter give the registrant a hearing in these cases.

The Criminal Division is getting up a circular for all United States Attorneys for the approval of the Attorney General. This circular will instruct that prosecution not be initiated unless the Statute of Limitations is about to bar prosecution. This will also require taking cases off the calendar unless defense attorneys require immediate trial.

RECOMMENDATIONS OF CONFERENCE

I. The Conference unanimously opposed the procedure of two portions of reports to be adopted by the Bureau. It was observed that this would not solve the situation since it would result in the hearing officer in many cases only having partial results of investigation. It was not felt that the Bureau would be in a good light if it were known that part of its investigation was being withheld. It was also felt that this would not put an end to the Bureau's receiving subpoenas tecum.

Accordingly, the Conference recommended that the Criminal Division be advised that the Bureau did not approve of two separate reports or portions of reports. The Conference further recommended

that it be suggested to the Criminal Division that a summary of the investigation be prepared by the Criminal Division and that it be a summary of the complete investigation to be given to the hearing officer. In the event a subpoena was received for our files and there were expressed confidences or confidential information in our reports, then Departmental Order No. 3229 be invoked.

2. It was further recommended by the Conference that Mr. Nichols arrange for Mr. Clegg, while he is in New York, to presently confer with the Judge Jerome Frank, who wrote the decision in the Nugent case to determine if he has any views as to what could be done in order to fully carry out our responsibilities as well as to protect our confidential sources and informants. It was felt that Judge Frank would be receptive to being approached for his advice and that he would appreciate the problem of protecting confidences of people who we interview.

3. With respect to the possibility of amending the Statute, the conference felt that the Bureau should not press for any amended legislation but that we discreetly determine from the Department if there has been any attempt to draft such legislation and, if so, obtain a copy.

4. The Conference also recommended that we now advise the Department that we have changed our procedure in handling of interviews in these conscientious objector cases and advise the Department that people interviewed are now being asked if they have any objection to appearing before a hearing officer and/or testify if necessary.

5. The Conference considered the matter of making recontacts in investigations we have already conducted to determine if people interviewed would care to appear and/or testify. It was pointed out that an Airtel to All SAC's has been submitted for approval asking each to advise what cases are being considered for prosecution or what cases have resulted in indictments or complaints. After we determine the number of these cases, the Conference recommends that the matter of recontacts again be re-presented to it.

In the event the above recommendations are approved, the necessary action will be taken immediately.

E B I

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MR. TOLSON

December 8, 1952

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/02 BY [signature]

The Executives Conference of December 8, 1952, consisting of Messrs. Tolson, Winterrowd, Nichols, Gearty, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin was advised that the Attorney General on December 1, 1952, in a memorandum to all employees expressed the hope that the Department of Justice would make an outstanding showing in the drive for Metropolitan Police Boys' Club, which opened December 1, 1952.

The Conference recommended that a memorandum to all employees be placed on appropriate bulletin boards throughout Bureau occupied space.

cc - Mr. Clegg
Mr. Mohr
[initials]

*Q but absolutely
no pressure of any
kind*

EX-115

RECORDED - 40
INDEXED - 40

166-2554-10098
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- Tolson
- Ladd
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- Holloman
- Gandy

50 DEC 11 1952

Mr. Tolson

The Executive Conference

SAC LETTERS

11/25/52

Present 11/21/52: Hebbars, Tracy, Harbo, Mohr, Belmont, Ladd, Clegg, McGuire, Glegg

quit

The conference unanimously recommended favorably the suggestion made by SAC, El Paso that in the future the Bureau forward two copies of SAC letters by Air Mail instead of one and additional copies be forwarded to Field Office by regular mail as at present. Two copies will provide an opportunity for one to be routed to the Agents in the office as a basis for action while the other can be promptly placed in the SAC letter file for reference by the office.

If approved, there is attached hereto a letter to the Administrative Division, and an appropriate letter to SAC, El Paso, advising of the adoption of his suggestion.

Attachments

cc: Mr. Mohr
Mr. Glegg

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-22-83 BY [signature]

- Tolson _____
- Ladd _____
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EX-115

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INDEXED - 40

66-2534
DEC 10 1952

68 DEC 15 1952

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-2534-115

Mr. Tolson

December 8, 1952

The Executives Conference

SUGGESTION #683-52
SAC, El Paso
Re: ITSMV CASES

AMK

The Executives Conference on December 4, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, Glavin and Clegg, considered a suggestion of the SAC at El Paso that identifying data in the title of Unknown Subject cases in the Interstate Transportation of Stolen Motor Vehicle classification be carried in the title of all communications and reports up to and including the report reflecting the identification of the Unknown Subject. The Investigative Division is opposed inasmuch as the first report identifying the unknown subject is automatically marked "Changed," and the reason for the change would be shown in the first paragraph of the details. The suggestion contains nothing new and there appears to be no reason for issuing revised instructions. The Investigative Division believes the present instructions are adequate. The Records and Communications Division is of the opinion that the existing rule should continue.

RECOMMENDATION OF EXECUTIVES CONFERENCE:

Unanimously unfavorable.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-9-82 BY [signature]

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- Holloman _____
- Gandy _____

cc - Mr. Mohr
Mr. Clegg

HHC:IST

RECORDED - 75

INDEXED - 75

66-57-10100
DEC 10 1952
61

70 DEC 18 1952

ORIGINAL COPY FILED IN 66-57-26-537

MR. TOLSON

December 3, 1952

THE EXECUTIVES CONFERENCE

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The Executives Conference of December 1, 1952, consisting of Messrs. Ladd, Winterrowd, Rosen, Belmont, Tracy, Garity, Clegg, Mohr, Harbo, and Glavin, considered the attached memorandum dated November 28, 1952, concerning housing wherein it was pointed out that Mrs. [redacted] who is connected with the Inaugural Housing Committee, Capitol Building, had inquired as to the possibility of securing a list of Bureau Approved Housing to be utilized in connection with the Inaugural Housing Program.

The Conference was advised that the Inaugural Housing Program is going to be a tremendous job especially in view of the fact that the Inaugural Housing Committee plans to arrange for the inspection of all housing listed with that Committee. Mrs. [redacted] stated she felt by securing a list of Approved Housing from several Government Agencies, her task would be cut down somewhat.

The Conference was of the unanimous opinion that the list of our Approved Housing facilities not be made available; that these facilities are utilized by our employees and will continue to be utilized by Bureau employees. Further, they may be utilized for families and friends of Bureau employees who may want to visit Washington during the inaugural period. The Conference further pointed out that it would be undesirable to furnish this list to Mrs. [redacted] since undoubtedly the list would be taken by Mrs. [redacted] as an FBI approved list and it would be so listed thus holding the Bureau responsible in the event any difficulty ensued at a later date concerning these particular facilities.

If you agree, Mrs. [redacted] will be advised that we have a limited housing list which is being utilized by our employees and due to that reason, it is impossible to make the list available at this time.

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- Holloman _____
- Gandy _____

cc: Mr. Mohr
Mr. Clegg

urg:at

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-98 BY [redacted] *script*

RECORDED - 28 166-2537-10101
INDEXED - 28 DEC 10 1952

60 DEC 16 1952

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 11-512

MR. TOLSON

November 18, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of November 17, 1952, consisting of Messrs. Ladd, Tracy, Mason, Harbo, McGuire, Rosen, Mohr, Gearty, Belmont, and Glavin again considered the supervisory assignments of the Cleveland Office.

It was pointed out to the Conference that the supervisory assignments of the Cleveland Office were first considered on October 2, 1952, at which time it was approved by the Conference that nine supervisory employees be continued in that office but a follow-up be made in thirty days to determine whether nine supervisory officials were still needed.

At the time the Conference first considered this matter the Cleveland Office had a pending case load of 2,673 cases and 1,277 cases were closed during the month of August. At the present time the Cleveland pending case load is slightly in excess of the previous case load, there being 2,023 cases pending as of October 31, 1952 and 1,004 cases were closed during the month of October. The Cleveland Office has 574 matters delinquent or a delinquency of 23.72 per cent.

There are 153 Special Agents assigned to the Cleveland Office and nine supervisory officials assigned thereto.

In discussing this matter, the Conference pointed out that there is a great deal of security work pending in the Cleveland Office which demands continued close supervisory attention. The Conference recommends that the present supervisory assignment of nine supervisors be approved for the Cleveland Office.

cc: Mr. Mohr
Mr. Clegg

- Tolson _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-82 BY 6052

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66-2554-10102

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60 DEC 16 1952

ORIGINAL FILED IN 60-36-2954

Mr. Tolson

December 5, 1952

The Executives Conference

SUGGESTION #210-52

Mrs. [redacted]

Records Section

Re. EXPEDITE PROCESSING

The Executives Conference on December 4, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, Glavin and Clegg, recommended unanimously unfavorably the suggestion of Mrs. [redacted] of the Records Section that when mail is sent to the Consolidation Unit with duplicate file the Consolidation Unit handle the mail, even though the mail may be held past the deadline date, rather than put this mail through the "Expedite Processing" procedure. The Records Section and the Executives Conference both opposed the suggestion since "Expedite Processing" is a procedure to enable deadlines to be met.

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Mrs. [redacted] suggests that if her above suggestion is not feasible that the mail be sent directly from the "Look Up Desk" to "Expedite Processing" with a form attached requesting that the mail be returned when the Supervisor has finished with the mail. This suggestion was not approved since the form is unnecessary as the mail is returned anyway without the need for such a form.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-10-85 BY SP-104

RECORDED-21 66-2554-10103
INDEXED-21
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- Tolson
- Ladd
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- Mohr
- Tele. Rm.
- Holloman
- Gandy

cc - Mr. Mohr
Mr. Clegg

HHC:IST

EX-115

INITIALS ON ORIGINAL

68 DEC 16 1952

ORIGINAL FILED IN 66-2554-10103

60 DEC 15 1952

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Winterrowd
Tele. Room
Mr. Holloman
Miss Gandy

Mr. Jones
Mr. Clegg
INDEXED - 46

DEC 11 1952

WMM

RECORDED - 46
166-2537-10107

1. Elimination of preparation of sticker cards for subsequent handling of the files.
2. Files will be taken "out-of-service" and placed in proper sequence in the Out-of-Service Section immediately after employee ceases duty eliminating confusion which sometimes arises in connection with requests for such files.

ADVANTAGES:

The advantages of the suggested procedure are:
Present procedure delays this conversion until approximately 30 days after employees cease duty. The reason for this delay is the great activity of the files of employees who have resigned and the substantial burden this creates from the standpoint of locating these files. The delay has the advantage of permitting the files to be processed expeditiously in other divisions and makes it unnecessary to hold them for conversion to "out-of-service" status during this unusually active period. This suggestion would eliminate the 30-day delay and makes the conversion as soon as possible.

The Executives Conference on December 3, 1952, considered a suggestion that the Records Section try for a period of 90 days converting personnel files from "in-service" to "out-of-service" status as soon as possible after the employee leaves the service.

THE SUGGESTION:

Those present at the conference on 12/3/52 were Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Belmont, Nichols, Gandy, Holloman, Rosen, and Mason.

CONVERTING PERSONNEL FILES FROM IN-SERVICE TO OUT-OF-SERVICE STATUS

The Executives Conference

Director, FBI

12/9/52

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

3. Uniform method of handling personnel cards in the Administrative Division and personnel files in the Records Section. Cards maintained in the Personnel Section of the Administrative Division are taken out of service the day an employee ceases duty and under this proposal both the card and the file would reflect the "out-of-service" status immediately.

DISADVANTAGES:

- 1. Additional "locate" work. It is noted that these files are unusually active immediately preceding and following effective date of resignation.
- 2. Holding the file for conversion to "out-of-service" status will slightly delay the processing of the file by other divisions.

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Nichols and Tracy favored giving the proposal a 90-day trial period for evaluation.

Messrs. Tolson, Ladd, Harbo, Mohr, Belmont, Gearty, Holloman, Rosen, and Mason opposed the change, feeling (a) that the files should not be removed from normal channels in order to perform a purely administrative operation which would delay essential processing; (b) that any saving of time might well be more than lost in additional "locate" problems.

I concur
H *Y*

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- Rosen _____
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- Holloman _____
- Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo
FROM : Mr. Conrad

DATE: November 14, 1952

SUBJECT: ~~BUREAU WAR PLANS -
STAND-BY CW STATION EQUIPMENT
SAN DIEGO FIELD DIVISION~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-22-92 BY [signature]

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- Belmont _____
- Mohr _____
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- Gandy _____

PURPOSE:

To point out previous Bureau decision not to provide stand-by equipment for CW stations in continental offices and to recommend against San Diego proposal to construct mobile CW station in a truck or trailer as set forth in attached letter dated 10/30/52.

BACKGROUND:

By memorandum dated 1/29/51, I recommended that alternate CW equipment be purchased for certain strategic offices. Recommendation disapproved by Executives Conference per memo dated 2/9/51.

By memorandum dated 4/25/51, I recommended that either the west coast relay station at San Diego be moved further inland due to the extreme vulnerability of San Diego, or that an alternate relay station be established at one of other west coast offices. An Executives Conference subcommittee studying communications recommended decision on this be held in abeyance until the main east coast station was relocated.

DETAILS:

The SAC at San Diego proposes that a CW station be built into a truck or trailer for use as an alternate station. Inasmuch as such a station would not be as satisfactory for a relay station to the island possessions as one of the permanent stations in some other office and since it has been decided not to provide alternate equipment for continental offices it appears that the proposal should be disapproved.

RECOMMENDATION:

That San Diego's proposal to construct a mobile CW station be disapproved.

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INDEXED - 41

66-2554-10106
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66-17385

ADDENDUM November 20, 1952; Approved by Executives Conference, November 20, 1952, Messrs. Ladd, Glavin, Tracy, Clegg, Gresham, McGuire, Belmont, and Harbo. RTH:VH

[Handwritten initials]

In accordance with your instructions and appropriate letter to San Diego is attached.

56 DEC 23 1952

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-17385-46-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson
FROM : The Executives Conference
SUBJECT: SUGGESTION #675-52
'SA [redacted]
San Antonio Field Office

DATE: December 5, 1952

- Tolson _____
- Ladd _____
- Clegg _____
- Glavin _____
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AWF

Re: ~~ASSIGNING CODE NAMES TO~~
~~TOP TEN BUREAU FUGITIVE CASES~~

The Executives Conference on December 2, 1952, consisting of Messrs. Tolson, Tracy, Callahan, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen, Holloman and Clegg, unanimously opposed the suggestion of SA [redacted] of San Antonio that code names be assigned to each of the top ten fugitive cases. The suggestion set forth proposed code names to be assigned to each of the cases.

The Conference unanimously opposed this suggestion because the amount of traffic on such cases would not justify this, it could be confusing and would cause unnecessary delay in readily identifying the cases.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-10-92 BY 3830 [signature]

CC-Mr. Mohr
Mr. Clegg

RK

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RECORDED - 54

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166-2554-10107
DEC 17 1952
61

67 DEC 17 1952

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 62-122-1116

Mr. Tolson

December 5, 1952

The Executives Conference

SUGGESTION #670-52
SA George H. Asdell
Seattle Office

SUGGESTION #582-52
SA John F. Malley
San Juan Office

RE: SUMMARY REPORTS

The Executives Conference on December 2, 1952, consisting of Messrs. Tolson, Tracy, Callahan, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Rosen, Holloman and Clegg, unanimously recommended unfavorably as to suggestions that semiannual reports on Key Figure Communist cases be considered as Summary reports.

It is now required that a Summary report be submitted annually on top functionary and key figure subjects. In key figure cases investigative reports are submitted semiannually. The idea of the suggestion is to permit the semiannual investigative report to be in lieu of the required annual Summary report.

The Domestic Intelligence Division recommended unfavorably since the present program is designed to maintain the Security Index cases in proper condition on a continuing basis.

The Conference unanimously agreed with the view of the Domestic Intelligence Division and recommended unfavorably.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 20 Dec 2004 BY SP5/lot

RECORDED - 28
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166-2554-10108
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52
cc

CC # Mr. Mohr
Mr. Clegg

HHC:IST

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

53 DEC 17 1952

MR. TOLSON

12/11/52

EXECUTIVES' CONFERENCE

The Executives' Conference this morning, consisting of Messrs. Ladd, Harbo, Glavin, Nichols, Gearty, Mason, Tracy, Belmont, Rosen, and Mohr, was advised the Attorney General had issued instructions to the Department that there should be no drinking of liquor in the building during the Christmas Holidays.

The Conference was advised these instructions should be borne in mind in the event of the receipt of invitations to visit friends in the Department during this period of time.

The Conference was further informed of the Director's desire that all employees be most circumspect in their conduct in the building during the Christmas Holidays in order to conform to the Attorney General's wishes.

SACs Boardman and Hood of the New York and Washington Field Office were advised of the Attorney General's desires in this matter.

JPM:hc

cc: Mr. Clegg
Mr. Holloman

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-10-92 BY [signature]

RECORDED - 78

INDEXED - 78

100-2554-10109
DEC 12, 1952

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MR. TOLSON

December 11, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 10, 1952, consisting of Messrs. Tolson, Gearty, Mason, Nichols, Ladd, Rosen, Belmont, Mohr, Harbo, Tracy, and Glavin, was advised that numerous inquiries are being received by the Personnel Officer of the Bureau concerning parties to be authorized for personnel at the Seat of Government on the day before Christmas, Wednesday, December 24, 1952.

Christmas

The conference unanimously recommended that the Bureau approve division and office parties on Wednesday afternoon, December 24, 1952, for personnel assigned to the Seat of Government with the understanding that no such party should begin before 3:00 P.M.

CC: Mr. Mohr
Mr. Clegg

WRC:gt

[Handwritten initials]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-10-78 BY [signature]

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- Tolson _____
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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Laughlin _____
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- Tele. Rm. _____
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79 DEC 15 1952

THE DIRECTOR

December 11, 1952

THE EXECUTIVES' CONFERENCE

REGISTRATION OF LABOR UNIONS
AS COMMUNIST-FRONT ORGANIZATIONS
UNDER THE INTERNAL SECURITY ACT OF 1950

On December 10, 1952, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Gentry and Belmont considered the Department's contemplated plan to file petitions with the Subversive Activities Control Board asking that certain Communist-dominated labor unions be required to register as Communist-front organizations under the Internal Security Act of 1950.

Mr. [redacted] of the Criminal Division of the Department advised informally on December 4, 1952, that memoranda are presently being drafted by the Department requesting the Bureau to prepare summary reports concerning seven labor unions. These reports are to be used in the preparation of petitions for presentation to the Subversive Activities Control Board asking that the unions be required to register as Communist-front organizations under the Internal Security Act of 1950.

Mr. [redacted] indicated that the cases concerning the seven unions listed below are under immediate consideration by the Department.

1. American Communications Association
2. United Electrical, Radio and Machine Workers of America
3. International Union of Mine, Mill and Smelter Workers
4. International Longshoremen's and Warehousemen's Union
5. United Public Workers of America
6. National Union of Marine Cooks and Stewards
7. Distributive Processing and Office Workers of America

The seven unions listed above are heavily Communist infiltrated and in the event the Internal Security Act of 1950 proves to be applicable to labor unions, it is possible that effective cases could be spelled out against the organizations. The policy in proceeding against labor unions under the Internal Security Act, however, is considered questionable. A number of serious objections to this procedure are outlined below.

cc: Mr. Clegg
Mr. Mohr

JAS:bb

RECORDED-84
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166-2554-1011
DEC 12 1952

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DATE 7-22-83 BY SP5C/CP

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

(1) Investigations of Communist infiltration into labor unions have been made for the purpose of determining the extent of Communist control and penetration of the organizations rather than with the thought of preparing for prosecutive action against the unions themselves. This procedure is in accord with Departmental policy and no investigation has been initiated in any case without specific authority from the Department.

Individual Communists in labor unions have been investigated as Security Matter cases.

(2) The information in Bureau reports is furnished largely by active security informants and other sources that are unavailable as witnesses.

(3) The Bureau received no indication prior to Mr. [redacted] advice on December 4, 1952, that Departmental policy had been changed to include the consideration of unions as front organizations under the Internal Security Act of 1950. The Bureau has avoided inquiring into specific union activities or examining union records where they pertain solely to union business in accordance with the established policy; therefore, our reports are inadequate for prosecutive purposes under the statute. A major change in Bureau policy as it relates to the investigation of unions will have to be effected in order to provide the type of evidence necessary to establish a case under the Internal Security Act. b6 b7c

(4) The definition of a Communist-front organization in the Internal Security Act of 1950 is as follows: "The term 'Communist-front organization' means any organization in the United States (other than a Communist-action organization as defined in paragraph three (3) of this section) which (A) is substantially directed, dominated, or controlled by a Communist-action organization, and (B) is primarily operated for the purpose of giving aid and support to a Communist-action organization, a Communist foreign government, or the World Communist Movement referred to in section 2 of this title."

A. The legal question as to whether an active union recognized by the National Labor Relations Board as a bargaining agent may be considered as an organization primarily operated for the purpose of giving aid and support to a Communist-action organization clearly appears to be open to considerable doubt.

B. Technically, the Department may be able to bring labor unions within the scope of the Internal Security Act of 1950 as front organizations. However, to establish the points

of proof required under the Internal Security Act would entail considerable supplementary investigation into the actual records and activities of the unions themselves. Such investigative activity on the part of the Bureau would be a definite reversal of our long-standing policy regarding the investigation of Communist infiltration into labor union organizations.

C. The investigation of labor unions as such under the Internal Security Act of 1950 is definitely a major policy issue which should be resolved on a high level. It is of particular significance in this connection to note the fact that a considerable percentage of the members of even Communist-dominated unions are required to join the organizations in order to hold their employment. Membership, therefore, in a Communist-dominated union is not necessarily indicative of Communist Party sympathies on the part of an individual.

Investigation of labor unions by the Bureau would undoubtedly result in bitter criticism of the Bureau and the Department by all labor groups as well as many other segments of the public. This investigation would most certainly be labeled as a "union busting" campaign.

(5) It is most significant in connection with Departmental policy in this matter to consider the turnover in administration that will take place shortly and before any reports under this program could possibly be completed. In fact, the Bureau's phase of this program would just be well under way when the present policy-making personnel of the Department will be replaced and there is no assurance that their successors will see eye to eye with such a program. The possibility that the new administration may refute this program upon taking office would in effect leave the Bureau in the undesirable position of being the actual sponsor of the program. This factor, together with the possibility that the large amount of agent time necessary for the program will have been expended for naught, is a matter deserving a very serious consideration before the Bureau takes a specific position in connection with this matter.

Executives' Conference Recommendation:

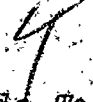
The Executives' Conference unanimously recommended that when the requests are received for summary reports in these labor union cases that we write the Department raising the

questions outlined above concerning the desirability of proceeding against these organizations under the registration provisions of the Internal Security Act of 1950.

If you agree, the action recommended above will be taken when the requests for summary reports in labor union cases are received from the Department.

Respectfully,
For the Conference




Clyde Tolson



U.S. DEPT. OF JUSTICE
F. B. I.
DEC 11 3 31 PM '53
REC'D - 10720 R. S. OFFICE



Mr. Tolson

December 5, 1952

The Executives Conference

SUGGESTION #216-52

Miss [redacted]

Records Section

Re: FORM FOR RECORDING TIME SPENT
ON SPECIAL WORK, NAME CHECK UNIT

b6
b7c

glen
The Executives Conference on December 4, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, Glavin and Clegg, unanimously approved a suggestion of Miss [redacted] of the Records Section that a form, which is attached, be adopted for recording the amount of time spent by employees in the Name Check Unit on special work. This information is necessary in order to maintain a proper record of production. A similar type of form is used in the File Review Unit successfully.

The Conference approved the form which is attached as suggested.

There is attached hereto a letter to Miss [redacted] expressing appreciation for her suggestion. *ml*

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DATE 11/10/84 BY [signature]

Attachments

cc - Mr. Mohr
Mr. Clegg

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

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functioned quite smoothly. He points out that confusion would result from reverting back to the assignment card system and again utilizing the monthly administrative report and discontinuing the log system. A considerable amount of time and money have been expended in the field in establishing the log system.

The conference unanimously feels that no change should be made in the current instructions to the field relative to handling the American Legion program.

DISADVANTAGES OF PRESENT SYSTEM

1. The log card system has some merit, but it is cumbersome and has added considerable amount of detailed work to the supervisory functions of the program. The additional time required is not compensated for by any value gained.
2. The use of the assignment card system was a simple operation requiring a minimum amount of supervisory time.
3. A special device is necessary to notify an Agent of his assignments, and he must prepare his own assignment cards as a reminder.
4. As additional contacts are developed, this activity must be noted on the log card in order to keep it up to date.
5. Under the former assignment card system, a tickler was readily provided for each case. Now the supervisor must engage in an almost continuous review of the log and prepare some sort of tickler for each individual case.
6. Since a new classification number has been established for American Legion cases, it would appear that such cases could be easily identified on the monthly administrative report and removed for purposes of consideration of the remaining case load.
7. The log system, by eliminating the American Legion program from the monthly administrative report, deprives the Bureau of an accurate estimate of the amount of work pending in each office. The work on American Legion cases is not investigative,

but it is work and the contacting of an American Legion officer will require the same amount, if not more, of Agent time as the covering of a one-shot lead in some investigative cases.

8. The log system is awkward, contrary to the Bureau's general theory of supervision in investigative matters, and causes a supervisor with a high GS rating to do the work of a clerk with a relatively low GS rating.

9. The Bureau should revert to the former system of opening and assigning American Legion cases and following them on tickler. In the event the Bureau does not desire to count these cases on the administrative report, they could be deleted as active investigative matters and could be ignored as to delinquency if the Bureau so desires.

10. Through the quarterly reports, self-inspections, regular inspections and the normal run of ticklers on these cases, the Bureau could see whether or not these cases are receiving adequate attention.

11. If the benefits derived from the American Legion contact program justify the work involved, they should also justify the handling of these cases as we do other matters requiring the work of an Agent in the Field.

ADVANTAGES OF PRESENT SYSTEM

1. By means of the log you can readily keep track of the status of each American Legion post.

2. All posting has been done away with.

3. The Chief Clerk's Office no longer needs to make up assignment cards and ticklers or handle assignment cards on American Legion cases at the end of the month in the preparation of the monthly administrative report.

4. It is no longer necessary for the Chief Clerk's Office to regularly pull pending American Legion files as they come up on tickler.

5. It does not appear that any additional work has been placed on the supervisor by the log system, and although the work saved in the Chief Clerk's Office is not particularly great, some work has been saved.

6. The log card is a ready reference to the contents of a file. The supervisor may save time by utilizing the log cards when time is of the essence and he cannot review the case file itself.

7. The American Legion contact program is analogous, so far as administrative handling is concerned, to the general Source of Information file. It is the responsibility of all Agents to maintain good Sources of information in the same manner that they are responsible for having appropriate coverage in each American Legion post. The maintenance of good source of information coverage has never necessitated the opening of special files and assigning of these files to Agents.

8. It is not necessary, from a supervisory standpoint or an administrative standpoint, to have a pending file on an American Legion post assigned to a Special Agent as long as the Agent has been advised that he has the responsibility of developing appropriate coverage in his American Legion post, provided this coverage is checked on regular inspections as is the Source of Information file.

It is noted that the Houston Division pointed out it has virtually completed all its American Legion contacts some time ago and there is activity in only 10 files at the present time.

9. Inspector B. C. Brown favors retention of the log system because:

a. The experience of both the Philadelphia and Pittsburgh Divisions shows the log system to be working smoothly and efficiently.

b. Confusion as to the actual volume of investigative work is eliminated by removing this program from the routine work of the Chief Clerk's operations.

c. More confusion would result from reverting to the assignment card system inasmuch as most offices have long since adopted the log system.

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December 4, 1952

THE EXECUTIVES CONFERENCE

The Executives Conference of December 3, 1952, consisting of Tolson, Ladd, Clegg, Belmont, Harbo, Tracy and Glavin, considered the attached SAC letter which advises the field to more promptly submit the Special Agents Physical Examination Form to the Bureau, inasmuch as there had been some delay experienced in this connection in the past.

The Executives Conference of December 3, 1952, recommended the attached letter be sent to all Special Agents in Charge concerning Special Agents Fitness-For-Duty Physical Examinations.

cc: Mr. Mohr
Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 1-17-98 BY SP-8 JST

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Mr. Tolson

12/11/52

The Executives Conference

SUGGESTION - RE PAID INFORMANTS
INSPECTOR'S AID LYMAN M. CHIPMAN

K. Craft, Jr.

The Executives Conference on December 5, 1952, Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Rosen, Ladd, Gearty, Nichols, and Clegg being present, considered the suggestion of SA Lyman M. Chipman of the Detroit Office that there be placed as the top serial in the file of each paid informant a sheet of paper which would be unserialized. On this sheet of paper there would be recorded the date of the payment by an Agent to the informant, the period for which paid, the name of the Agent making the payment, and the nature and amount of the payment.

At present, there is placed in the informant's file on each occasion when a payment is made a memorandum recording all this information. The top serial, Mr. Chipman believes, would make it more convenient for the clerical employee recording such data, the Agent, and the supervisors, and the Inspectors to check on the payments made to informants.

The Executives Conference felt that this was an added and unnecessary step of bookkeeping, since the record is already made and placed in the files, and to duplicate this record is an added burden which would require additional time and it is unnecessary that such a record be retained in this manner, since a regular record by memorandum is placed within the file.

Both the Domestic Intelligence and General Investigative Divisions are opposed. The Executives Conference is unanimously opposed.

cc - Mr. Mohr
Mr. Clegg

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- Tolson
- Ladd
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- Clegg
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- Holloman
- Gandy

HHC:bw

Suggestion
#722-52

53 DEC 17 1952

66-2554-10116

Mr. Tolson

The Executives Conference

INVESTIGATIVE REPORTS
CHANGED TITLES

12/4/52

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DATE 11/13/83 BY SP-5/BJL

present at the Executives Conference of December 3, 1952, were Messrs. Tolson, Ladd, Tracy, Harbo, Mohr, Belmont, Nichols, Gearty, Holloman, Rosen, and Mason.

The Conference considered whether the initial investigative report in a matter should be marked "CHANGED" if there has been any change in the title of that report as compared with earlier letters, wires or memoranda. This is not done now.

The present rule is that whenever there is a title change in an investigative report (other than the first report), the title is marked "CHANGED," and the first paragraph of the details must explain the change.

This is a signal to clerks in the Records Section of the Bureau and in the Chief Clerk's Office in other Field divisions receiving copies of the report that additional indexing work may be necessary because names have been added to the title or spelling has been changed or names have been deleted. At present there is no flag to clerical employees who are receiving an initial report that there has been any adjustment in the title thereof as compared with any earlier communications relating to that investigation. Thus, there is the possibility of opening a duplicate file when one is already in existence or, if the Bureau file number is shown on the initial report, there is the possibility that needed indexing may not be fully handled as a result of an oversight in that a clerical employee neglected to regard the initial report as the very first report in the case.

By marking an initial report "CHANGED," the Bureau will then have a standard rule concerning changing the titles of reports, applicable to all reports, whether they be an initial report or a subsequent report, and it will speed up the passage of reports through the Records Section.

This proposal has been considered from time to time by the Bureau and has always been rejected because it was feared that a U. S. Attorney or some other agency receiving a copy of an initial report marked "CHANGED" might then request that earlier reports be turned over when in fact there were no earlier reports.

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

cc: Mr. Mohr
Mr. Clegg

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DEC 15 1952

EX-115

70 DEC 18 1952

Attachments

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The Conference of December 3 did not feel that this was a matter for concern. Mr. Olegg had suggested the use of the initial "C" in place of the word "CHANGED" so that inquiry would not come up on the part of other agencies receiving copies of the initial reports. Mr. Boardman, SAC, New York, suggested the word "INDEX" be used instead of the word "CHANGED" to reduce inquiries on the part of other agencies. SAC McKee, Newark, was opposed to the proposal, feeling that there were too few initial reports containing a title change to necessitate a rule change. SAC Hood, Washington Field, favored marking the title of initial reports "CHANGED" where necessary.

The Conference took cognizance of the views of Messrs. Nichols, Rosen and Belmont who favored marking initial reports "CHANGED" and as a result, the entire Conference voted unanimously for the proposal.

The Conference unanimously recommends the attached Bureau Bulletin be dispatched and the attached changes for the Manual of Rules and Regulations and the FBI Handbook be utilized.

Mr. Tolson

12/11/52

The Executives Conference

ALIEN REGISTRATION FORMS
AND CORRESPONDENCE

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CP

The Executives Conference on December 5, 1952, Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Rosen, Ladd, Gearty, Nichols, and Clegg being present, considered the suggestion of SAC D. K. Brown of San Francisco that the 60,000 to 70,000 Alien Enemy Registration index cards in the general indices of the San Francisco Office be destroyed.

BACKGROUND

SAC Letter dated June 24, 1947 authorized the destruction of all Alien Enemy Registration files in the field offices of the FBI, consistent with authorization from the National Archives. It instructed that the index cards should remain in the General Indices, and since there is a notation already on each card that subject was involved in Alien Enemy Registration, this would continue to serve as sufficient notice that the files have been destroyed and that any necessary information in the future should be obtained by a lead to examine the files of Immigration and Naturalization Service. It was on the basis of the retention of these index cards that the files were authorized for destruction.

It is estimated that the 60,000 to 70,000 tickler cards in the San Francisco Office occupy index file cabinets costing approximately \$675. The purpose of the suggestion was to acquire additional space and cabinets for filing index cards and to purge the indices of that office.

The New York Office, on December 5, 1952, pointed out that they have approximately 300,000 such index cards and they are opposed to the destruction of these cards, since they provide a lead on the subjects of such cards and are a flag to search Immigration and Naturalization Service files when necessary.

EXECUTIVES CONFERENCE CONSIDERATION

Unanimously opposed to the suggestion.

cc - Mr. Mohr
Mr. Clegg

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INDEXED - 82
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- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Laughlin
- Mohr
- Tele. Rm.
- Holloman
- Gandy

DEC 31 1952
DEC 11 1952

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Mr. Tolson

December 8, 1952

The Executives Conference

SUGGESTION #709-52

Miss [redacted]

Records Section

Re: CHECKING MAIL FOR SUPERVISORS' INITIALS

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b7c

The Executives Conference on December 4, 1952, consisting of Messrs. Tolson, Holloman, Gearty, Nichols, Ladd, Laughlin, Mohr, Harbo, Tracy, Glavin and Clegg, considered the suggestion of Miss [redacted] of the Records Section. At present a primary duty of the employees of the Checking Unit is to see that each piece of mail has been completely processed and initialed before sending the mail through to file. Also the Filing Unit has been checking the mail to see that it is properly initialed by the various Supervisors. Since, as Mr. Nichols pointed out, the Checking Unit stamps the mail with a number to fix responsibility for any oversight of this type, it appeared to the Conference unanimously that it was unnecessary for a second check to be made in the Filing Unit for this purpose.

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DATE 10-17-92 BY SP3 GSDA

cc - Mr. Mohr
Mr. Clegg

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

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