

MR. TOLSON

1/29/53

THE EXECUTIVES CONFERENCE

87405

The Executives Conference of January 23, 1953, consisting of Messrs. Tolson, Parsons, Ladd, Gearty, Tracy, Glavin, Clegg, Belmont and Mohr, was advised again of the existing rule that the Assistant Director and his #1 Man are not to be out of the office at the same time and that coverage should be maintained at all times.

It was pointed out to the Conference that there have been instances again wherein the #1 Man and the Assistant Director have been out to lunch at the same time and this practice would have to stop.

JFW:BT

- CC - Mr. Nichols
- Mr. Rosen
- Mr. Harbo
- Mr. Holloman

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 10-12-72 BY SP-4 JCY/PT  
 FOIA # 303,013  
 see CRIFT RE originals

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

9  
FEB 10 1953

RECORDED - 59

106-2554-10733  
FEB 5 1953  
51

ORIGINAL FILED IN 66-190-482

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MR. TOLSON

2/3/53

EXECUTIVES CONFERENCE

REFERENCE FINGERPRINT SEARCH

TO BE INDICATED ON RED OR YELLOW  
TAB INSTEAD OF SEPARATE SLIP OF PAPER.

87465

The Executive Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gearty, Belmont, Sizoo and Clegg being present, considered the suggestion of [redacted] Technical Section, that hereafter the necessary reference search, which is now listed on a separate slip of paper which is later discarded, be noted on the red or yellow tab which is attached to the fingerprint card as an aid in routing the fingerprint card. This proposal believes that the placing of such a notation on the tab which is already being used will avoid routing time and save the paper used in preparing the special routing slips.

b6  
b7c

The Identification Division officials state that the separate slips of paper heretofore used have served as flags or notices in the routing and sorting process, yet they consider it likely that LeBrun's idea might be satisfactory. Messrs. Engert, Tamm and Tracy recommend 60-day trial. This was concurred in by the Executive Conference.

Attached for approval is a letter to [redacted] advising him that this suggestion is to be given a 60-day trial.

*Ym*

*C*

Attachment

DMC:hc

cc: Mr. Mohr  
Mr. Clegg

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

RECORDED-42  
INDEXED-42  
166-2554-16234  
FEB 6 1953

SEARCHED  
SERIALIZED  
INDEXED  
FILED  
BY [signature]  
DATE 2-9-53

2 FEB 11 1953

Mr. Tolson

January 9, 1953

The Executives Conference

SECURITY INFORMANT REPORTS

87453  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-9-92 BY SP5CJF

The Executives Conference on January 6, 1953, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Sizoo and Clegg, considered the inquiry of the San Antonio Office in its letter of December 11, 1952, concerning the filing of original reports of Confidential Informants and channelization memoranda.

Requirements are that the original written report of an informant is to be placed in a sub-file relating to the informant. It is also required that this written report be serialized, although it is prohibited that it be block-stamped, serialized or mutilated in any way which would render it unsatisfactory for use in Federal proceedings for refreshing the informant's recollection.

When memoranda are prepared following a review of various written reports prepared by the informant, one copy of this channelization memorandum is to be designated for the informant's administrative file.

The San Antonio Office has inquired as to whether it is acceptable to punch holes in the original report of the informant so that it can be placed in the file and bound with an Acco fastener. They have also inquired whether the block stamp and serials should be on the original report.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference felt that an SAC Letter should be issued pointing out that so long as the holes which are punched in the original report for filing purposes would not obliterate or obstruct any of the writing on the document, this would be a satisfactory and approved procedure for filing the report. However, the block stamp, file number and serial number should not be placed on the report itself, as is indicated by the Manual, but this block stamp, file number and serial number may be indicated by placing it on a cover memorandum or on an

Attachment

cc - Mr. Mohr  
Mr. Clegg

FEB 12 1953

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

RECORDED - 62  
INDEXED - 62

FEB 6 1953

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ORIGINAL FILED IN 44-542-3

87462

envelopes in which such reports may be placed for filing. In some of the larger offices, it was pointed out, the practice was to make a cover memorandum which made a review of these reports easier after they were filed, and some other offices where the reports of this type are few in number they are placed in envelopes and this too was acceptable and it was agreed that in this instance a cover memorandum was not necessary.

If this is approved, there is attached hereto an SAC Letter and also a letter to the San Antonio Office listing the ways in which these reports may be filed consistent with existing instructions.

MR. TOLSON

2/4/59

EXECUTIVES CONFERENCE

PROJECT EAST RIVER REPORT

Present 2/4/59 were  
Messrs. Ladd, Nichols,  
Glavin, Mohr, Sizoo,  
Gerty, Belmont, Tracy,  
Harbo and Clegg.

BACKGROUND

On 6/23/51 the Department of the Army entered into an agreement with Associated Universities, Inc. of New York City whereby the latter organization would conduct studies, surveys, make critical analyses and furnish a report on the defense of the continental United States against foreign attacks by atomic, biological and chemical weapons. This project was to be referred to as "Project East River." Associated Universities, Inc. is a nonprofit organization sponsored by nine universities. The authors of the report did not have access to the files of the FBI or other intelligence agencies. At the request of the National Security Council on 8/4/51 the Bureau's files were checked against the names of officials of Associated Universities, Inc. As a result of the name checks no subversive derogatory information was developed regarding the officials of the organization except for the following: Albert Baird Hastings, Professor of Biochemistry, Harvard University; Charles F. Dunbar, Boston University; Dr. George Pogram, Chairman of the Board of Trustees of the organization; Dr. Cyril Norman Hugh Long, who, in 1947, became Dean of the School of Medicine at Yale University; and Lloyd Viel Bertner, President of Associated Universities, Inc.

RECEIPT OF REPORT BY BUREAU

The 11-volume report dated 10/1/52 of the Associated Universities, Inc. on "Project East River" was submitted to the National Security Resources Board, Federal Civil Defense Administration and the Secretary of Defense. On 12/30/52 two copies of this report were received at the Bureau. One copy was for the Director as Chairman of the Interdepartmental Intelligence Conference and the other for the Director of the FBI. There are 246 recommendations in the 11 volumes. The recommendations do not encroach upon the jurisdiction of the Bureau.

WTC:hc

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-19-82 BY SP-5 JPT

INDEXED - 26

RECORDED - 26

166-2537-10236  
FEB 10 1959

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

70 FEB 11 1959

Throughout these volumes frequent reference is made to the fact that the assignment of responsibility to a particular agency does not mean that such agency is to assume any of the responsibilities of the FBI for the internal security of the country.

It was pointed out to the Executives Conference that in numerous instances in this voluminous report there is reference to the need for a marked intensification of internal security measures by internal security agencies in dealing with such matters as chemical, biological and radiological warfare, plant security, civil defence and health and welfare matters. There are also references to measures to protect individuals, animals, crops and forests, as well as industrial plants.

It was noted throughout the report that the terms "internal security" and "internal security agencies" are used. These terms are not defined nor is a distinction drawn between those agencies which are concerned with the investigation of sabotage, espionage, counterespionage, and other types of subversion and those agencies which are concerned with other aspects of internal security.

In one instance the statement is made that "Project East River" was not fully briefed by appropriate Federal agencies. It does not appear that any information was furnished to Associated Universities, Inc. by the FBI, by ONI, by G-2 of the Department of the Army, or by the OSI of the Air Forces. A statement with regard to general security measures is to the effect that at the Federal level the situation is confused and that the Department of Defense, the Federal Civil Defense Administration and the Department of Justice are primarily involved, yet there are no specific facts set forth to justify such a statement.

A recommendation was made that a communication be addressed to the Attorney General referring to this report, calling attention to the alleged confusion in which the Department of Justice is involved with the suggestion that the Attorney General seek to obtain clarification. It was also recommended that a letter be addressed to the Chairman of the National Security

Resources Board with a copy to the Acting Administrator of the Federal Civil Defense Administration, pointing out that the terms "internal security" and "internal security agencies" are not defined and asking for clarification in order that there will be no implied obligation on the part of the Bureau beyond its normal scope of investigation.

EXECUTIVES CONFERENCE CONSIDERATION

Mr. Clegg recommended, and the Conference unanimously agreed, that the <sup>attached</sup> memorandum be referred to the Liaison Section of the Domestic Intelligence Division in order that there could be discussed with the National Security Resources Board the references which give the Bureau concern and the fact that the terms "internal security" and "internal security agencies" are not defined in fixing responsibility as to the various aspects of chemical, biological and radiological warfare, plant security, the protection of individuals, forests and the like. Based upon this discussion and based upon a further discussion of the alleged confusion in which the Department of Justice is allegedly involved, it was recommended that, ~~without the details being given~~, a letter of confirmation then be sent to the National Security Resources Board, the Federal Civil Defense Administration, and the Department of Defense confirming the understanding that this report does not in any way change or modify the jurisdiction of the Bureau or add to its responsibility. The Conference unanimously agreed with this recommendation.

Spencer  
X

Y

Q



MR. TOLSON

2/3/53

EXECUTIVES CONFERENCE

FACE SHEET FOR SURVEILLANCE LOGS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/01 BY [signature]

The Executives Conference on 1/23/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gurnea, Belmont, Sizoo, and Clegg being present, considered the suggestion of Special Agent [redacted] of the New York Office that his form be used as a face or cover sheet for surveillance logs. On this cover sheet would be the words "Surveillance Log" and on each of these would be subject, location, date, time, Agents on duty, and file number.

b6  
b7c

Agents on physical surveillances prepare notes in writing, frequently referred to as "logs," showing the movements, contacts, and other pertinent activities of the subject. These logs are intended for use by the Agents in testifying in court at a later date. Immediately after an Agent returns from a surveillance he turns in his log to the Chief Clerk for permanent retention in the case file. These logs are not taken by an Agent on a later surveillance but are documentaries prepared during the course of any one surveillance.

The suggesting employee believes that a "face sheet," showing: (1) subject, (2) location, (3) date, (4) Time, (5) Agents on duty, and (6) file number, should be prepared and stapled to the log so as to help find the document in file at a later date. SAC Hood, Washington Field, believes a "face sheet" would be useful in that the chances of logs being mutilated during filing would be reduced, and also would facilitate finding a specific log in a search of a voluminous file at a later date. Mr. Hood sees no savings. The cost would be negligible, consisting only of a sheet of mimeographed paper per surveillance.

It was felt this would be suitable for authorization for use by the field offices but with no requirement that it must be used. It was not felt each office should have to prepare a group of these forms and that a copy thereof should be placed in the Form Book, but it was believed helpful that in those offices where a good many surveillances are conducted such a form should be authorized. This was unanimously recommended.

There is attached hereto for approval a letter to Special Agent [redacted] as well as an SAC letter authorizing the use of this form where desirable.

Attachments  
WJC:hc  
cc: Mr. Mohr  
Mr. Clegg

RECORDED - 51

INDEXED - 51

FEB 10 1953

b6  
b7c

FEB 11 1953

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

[Handwritten signatures and numbers: 10737]

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Description of Evidence  
Submitted to Laboratory  
By Field Offices

19223

CRIMINAL LABORATORY - GEN'L

The Executives Conference, on 1/22/53, Messrs. Tolson, Ladd, Glavin, Tracy, Parsons, Mohr, Belmont, Gearty and Clegg being present, considered the suggestion of Special Agent Curtis E. Thompson of the Laboratory that the Bureau issue instructions to Field Offices requiring that all evidence submitted in Bureau cases be listed in block form at the beginning of the letter of transmittal. The employee believed there may be some monetary savings and a greater degree of simplicity and ease in recording and checking the evidence so listed both in the field and at the Bureau.

Mr. A. K. Bowles, Mr. Parsons and Mr. Harbo, with Mr. Parsons representing the views of other examiners in the Laboratory, were all opposed to the suggestion. It is necessary in the Physics and Chemistry Section of the Laboratory that Examiners use work sheets as original notes and list the evidence from the incoming letters so there will be no savings in this connection. It would be a burdensome administrative instruction and further, on frequent occasions it would likely be impossible to make a tabulated listing of evidence which would need more detailed description in the body of the letter.

The Executives Conference unanimously considered unfavorably for the reasons stated.

Attached hereto for approval is a letter to Special Agent Curtis E. Thompson.

Attachments

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

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

INDEXED-130 166-2554-10238  
RECORDED-130 FEB 6 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-9-92 BY SP5CJ/PT

53 FEB 16 1953

ORIGINAL FILED IN 6914

66-2554-10239  
**CHANGED TO**  
*Filed as copy to*  
66-2554-10209

MAR 17 1959

\_\_\_\_\_  
*JWS*  
\_\_\_\_\_

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-6-94 BY SP5CJA/PA

*PA*

MR. TOLSON

2/3/53

EXECUTIVES CONFERENCE

DISCONTINUING PLACING FILE NUMBER ON CHARGE-OUT SLIP

b6  
b7C

The Executives Conference on 1/29/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gandy, Belmont, Sizoo and Clegg being present, unanimously recommended unfavorably the suggestion of Clerk [redacted] of the Atlanta Office that when charge-out slips are prepared the file number be eliminated and only the serial number placed on the charge-out slip. His idea is to save some effort in writing in the file or ~~serial~~ numbers on the charge-out slips.

It was ascertained that on a check of the Washington Field Office charge-out slips are frequently removed from files during serialization or for repair operations and without the file number they may be misplaced and mixed up with other charge-out slips and at other times charge-outs may become detached from the lead folder. The amount of time consumed in adding the file number would probably continue to be profitable when compared with the amount of time which might be consumed if the suggestion were adopted and it became necessary to attempt to locate files from which charge-outs had been misplaced. The application of this suggestion would also be ineffective, particularly when the file requests prepared by Agents are made out by the Agents on charge-outs and it is necessary to show the file numbers.

Recommendation: unanimously unfavorable.

Attached for approval is a letter to Atlanta Office.

HAC:hc

cc: Mr. Mohr  
Mr. Clegg

RECORDED-29

INDEXED-29

66-2554-10240  
FEB 6 1953  
100

Attachment

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-6-95 BY [signature]

FEB 10 1953

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

ORIGINAL FILED IN 66-7294-141

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin *fgw*

FROM : H. I. Edwards *HIE*

SUBJECT: ~~TERMINATION MATTERS~~

DATE: January 8, 1953

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

*Handwritten notes:*  
 H.I. Edwards  
 Quigley  
 B. Gandy (forwarded)  
 SPSCU  
 (P)

TERMINATION MATTERS:

*X* Employees transferred outside the continental limits of the United States are required to execute a form for General Accounting Office purposes whereby they agree to remain at their place of assignment a minimum period of one year unless otherwise transferred therefrom at the Government's convenience. In addition, the Bureau has an oral understanding with employees so transferred to the effect that they will be expected in the absence of some acute hardship to serve two years abroad before being considered for domestic assignment. A discrepancy in these two agreements has caused confusion among clerical personnel, particularly in the San Juan office where an unusual number of requests for transfer has emanated within the past year. This is obviously most undesirable from an economical and operational standpoint. Comments from SAJ Godfrey were solicited in this letter and he advised that although requests for transfer by clerks assigned to the San Juan Division have been larger than normal, peculiar circumstances prevailed in each case. He pointed out that all clerical employees assigned to that division are fully cognizant of the requirement to remain on territorial assignment for a minimum period of one year; however, the oral understanding relative to a two year minimum assignment was entirely new to him and apparently to clerical employees. He said he had no recollection of being advised of the two year requirement insofar as clerical personnel are concerned and on the contrary has been informed on several occasions that at the conclusion of one year such employees are eligible for return to the United States. In order to eliminate further misinterpretation and make the Bureau's position in this matter clear, it is being recommended that the written form be revised to conform with the two year understanding reached orally. This can be readily accomplished since any period of time not less than one year nor more than three years is acceptable for GAO purposes; however, in this regard, it should be borne in mind that if the contractual agreement specifies two years the employee must remain for that period of time or reimburse the Government for transportation both to and from his foreign or territorial assignment, unless, of course, he is transferred or separated from the service for reasons beyond his control.

ORIGINAL FILED IN

CAF: sah

RECORDED 57  
 INDEXED 57  
 (Addendum Page 4) 35  
 RECORDED  
 100 FEB 9 1953  
 10241

63 FEB 13, 1953

ENCL

Messrs. Harbo, Mohr, Holloman and Clegg recommended that an I.O. be issued in this case because the charge was murder, because there are no current leads, and there is no current information as to the fugitive's whereabouts since her escape in 1940.

Although it was recognized that the photograph would not be particularly beneficial if placed on a bulletin board, there might be some identifying resemblance which would aid in the identification and the fingerprints appearing in the Police Department files appears to be a logical investigative step in such a case as this when all other leads are nonproductive. The I.O. would show on its face that the warrant was not issued until 1952 - - thus, there is no logical criticism which could be made of the Bureau because the request had not been made to locate this fugitive until then.

Jaguel  
H

BACKGROUND:

All personnel transferred to a foreign or territorial post sign an agreement for GAO purposes to the effect that they will remain in the service of the FBI at their place of assignment for a minimum period of one year unless otherwise transferred therefrom at the Government's convenience. This procedure was adopted by the Bureau after the Executives Conference considered the following section of Treasury Order 10116 on December 28, 1950:

"The expenses of travel and transportation in connection with the transfer of officers and employees to posts of duty outside the continental limits of the United States shall not be allowed unless and until the officers or employees selected for such transfer shall agree in writing to remain in the Government service for 12 months following the effective date of his transfer, unless separated for reasons beyond his control and acceptable to the department or agency concerned. In case of violation of such agreement any moneys expended by the United States on account of such travel and transportation shall be recoverable from the individual concerned as a debt due to the United States. The expenses of return travel and transportation upon separation from service shall be allowed whether such separation is for the purposes of the Government or for personal convenience, but shall not be allowed unless such officer or employee transferred to posts of duty outside the continental United States shall have served for a minimum period of not less than one nor more than three years prescribed in advance by the needs of the department or agency concerned or unless separation is for reasons beyond the control of the individual and acceptable to the department or agency concerned."

A careful review of the above-quoted section will show that an agency is not prohibited from requiring an employee to remain headquartered outside the United States for a period in excess of one year so long as the maximum period does not exceed three years and is prescribed in advance by the agency concerned. Thus the length of service abroad is discretionary with each agency but must fall within certain prescribed limits.

It will be noted that in the event an employee does not conform with the terms of the agreement, whether it be for one, two or three years, it may not be legally possible to defray the cost of his return to the United States. In other words, should an employee request a domestic assignment for his own conven-

ience prior to fulfilling the contract, the transportation expenses both to and from his foreign or territorial assignment must necessarily be borne by him.

Special Agents transferred to a foreign or territorial post seem to understand that although the form presently used requires them to remain on such an assignment at least one year, the Bureau desired that they remain for a minimum period of two years, after which they will be considered for return to a continental office. A similar oral understanding is reached with each clerical employee; however, the variance in the two agreements has caused considerable confusion insofar as clerical employees are concerned, particularly in the San Juan Office where an unusual number of requests for transfer has emanated within the past year. Obviously favorable consideration of a request for transfer back to the mainland after one year service abroad is not desirable from either an economical or operational standpoint.

Comments from SAC Godfrey were solicited in this matter and he advised that although requests for transfer by clerks assigned to the San Juan Division have been larger than normal, peculiar circumstances prevailed in each case. He pointed out that all clerical employees assigned to that division are fully cognizant of the requirement to remain on territorial assignment for a minimum period of one year; however, the oral understanding relative to a two year minimum assignment was entirely new to him and apparently to clerical employees. He said he had no recollection of being advised of the two year requirement insofar as clerical personnel are concerned and on the contrary has been informed on several occasions that at the conclusion of one year such employees are eligible for return to the United States.

Since the entire situation could be remedied by having the written agreement provide for two years foreign or territorial service rather than one, it is felt that the present form should be changed. In this regard, however, it should be borne in mind that if the contract specifies two years, the employee must remain for that period of time or reimburse the government for transportation both to and from his foreign or territorial post, unless of course, he is transferred or separated from the service for reasons beyond his control. Separation for reasons of personal misconduct or insubordination would not be considered to be beyond the control of an employee. However, separation because of a reduction in force would be beyond his control. In the event it is deemed desirable to transfer an employee to another office where his services are more urgently needed, or in the event





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON 25, D. C.

Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Sir:

In connection with my transfer from \_\_\_\_\_  
\_\_\_\_\_, to \_\_\_\_\_, of which I  
was advised by letter dated \_\_\_\_\_, I agree to  
remain in the service of the Federal Bureau of Investigation  
at \_\_\_\_\_, for a minimum period of one year  
unless otherwise transferred therefrom at the Government's  
convenience.

Very truly yours,

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-6-92 BY SP5 C-4PT

66-2334-10281

ENCLOSURE

27-10-12

he is transferred because he is not performing satisfactorily, the Bureau could bear the transportation expenses incidental to such transfers. It is assumed that in the latter case the employee is to remain in the Bureau service; that he did not request return to the United States and that it was considered more convenient for the Government to have him assigned to a domestic office.

A copy of the form presently used for General Accounting Office purposes is attached. Should this form be changed to provide for a longer tenure on a foreign or territorial assignment as being recommended, it might on occasions work to the detriment of an employee faced with an acute personal hardship in situation for reasons explained above. However, it is felt that such a change would prove very advantageous to the Bureau from an economical and operational standpoint. Furthermore, the confusion now existing as to the length of time an employee is expected to remain abroad would be eliminated.

RECOMMENDATIONS:

1. That the present form erected for General Accounting Office purposes by all employees going outside the continental limits of the United States be revised to require a minimum period of two years rather than one in such an assignment.
2. That consideration be given to abolishing the oral agreement which is neither valid nor enforceable in the event the above recommendation is not approved.

Addendum: 1/28/53

The Executives Conference decided that no change would be made in the one-year agreement form. With respect to the practice of reaching an oral agreement with clerks concerning remaining two years in the territories, it was decided that at the time such clerks are interviewed in connection with selecting them for territorial assignment, they should be told that the Bureau has followed a two-year ~~Notation~~ policy which will give them the opportunity of being returned to the states after two years but they should be required only to sign the one-year form. This policy should be followed in the Placement Unit.

*H. L. Edwards*  
H. L. Edwards

THE DIRECTOR

2/6/53

EXECUTIVES CONFERENCE

ISSUANCE OF IDENTIFICATION ORDERS AND WANTED FLYERS

During the Executives Conference 2/5/53, Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Holloman, Tracy and Clegg being present, regarding the case of Eleanor Jarman, aka "Blond Tigress," the question arose as to whether an Identification Order or a Wanted Flyer should be issued. She was convicted for murder and sentenced to the State Reformatory at Joliet, Illinois, where she was received on September 2, 1933. She escaped in 1940. Unlawful Flight Process was issued at Springfield, Illinois, on January 31, 1952, the same month in which the Bureau's assistance to locate the subject was first requested.

The latest available photograph of Jarman was taken September 2, 1933, when the fugitive was 29 years of age. She then appeared as a blond young woman and it was assumed that her appearance as a 49-year-old woman today would be quite different, and the photograph might even perhaps be misleading. Of course a Wanted Notice had been filed. An insert in the FBI Law Enforcement Bulletin, which is circulated to Law Enforcement Agencies, gives descriptive information, a fingerprint classification, and shows one single fingerprint. There are no active leads indicating the present whereabouts of the fugitive and there have been no indications as to her whereabouts since her escape in 1940.

Messrs. Ladd, Glavin, Gearty and Tracy were of the opinion that in this case no IO or Wanted Flyer should be issued because of the insert in the Law Enforcement Bulletin concerning the fingerprint classification with a single fingerprint, and because the photograph in all likelihood would not be helpful since 20 years have elapsed since the photograph was taken. They also felt this might establish a policy for I.O.'s to be issued on routine fugitives and that thousands of I.O.'s might be issued as a result of a new policy established in this connection. It was also pointed out that it might create a bad impression to show the Bureau is just now entering the case after the escape in 1940.

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

HHC:hc  
cc: Mr. Mohr  
Mr. Clegg

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66-2554-10242  
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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-2-83 BY [signature]

FEB 26 1953

FEB 13 1953

MR. TOLSON

1/27/53

EXECUTIVES CONFERENCE

Present at the Conference on 1/26/53, were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

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Clerk [redacted] of the Domestic Intelligence Division suggested that file locate work be removed from the jurisdiction of the Records Section and be transferred to the jurisdiction of each individual Seat of Government division. The suggesting employee felt that having locate clerks attached to each Seat of Government division would prevent duplication of effort in those cases in which two people are searching for the same file for different Supervisors in the same division and he further felt that there would be an increase in the speed and efficiency of locating files.

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There were practical objections to this suggestion in that files are located in the Identification Building, and the problem of supervising employees there, as well as in the Justice Building by the various Seat of Government divisions, would be obvious; because of the fluctuation of locate work in each division, there would be times when the employees would have nothing to do and, further, there would be a problem in keeping these employees trained and aware of policy and procedural changes.

Messrs. Eames and Walkart of the Records Section were opposed, as was Mr. Nichols.

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The entire Executives Conference was opposed to this suggestion. No further action is recommended inasmuch as Clerk [redacted] has already been thanked for his idea.

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66-3554-1024/3

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

INDEXED - 115

ALL INFORMATION CONTAINED  
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DATE 9-16-87 BY SP3/BJA

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*M*

MR. TOLSON

January 22, 1953

THE EXECUTIVES CONFERENCE

RECORDING OF LOYALTY PRINTS  
SUGGESTED PROCEDURAL CHANGE

The Executives Conference on January 22, 1953, consisting of Messrs. Ladd, Clegg, Parsons, Glavin, Belmont, Mohr, Gearty, and Tracy considered a suggestion with reference to the recording of statistics in the Identification Division.

A Streamlining Committee of the Identification Division recommended adoption of a suggestion by Mrs. [redacted] that incumbent loyalty fingerprints (Form 86) be recorded on a single recording card.

At the inception of the Loyalty Program two types of fingerprint cards were used (1) for incumbent and (2) for applicants. Many employees resided in remote areas of the world and both the submission and the return of illegible fingerprints required a considerable period of time. Statistics have been maintained by agencies since the inception of the Loyalty Program.

Less than one thousand incumbent fingerprint cards will be received during the fiscal year 1953; therefore, there will be a small savings if they are recorded on a single rather than a separate recording card.

If approved appropriate instructions will be issued to the Recording Section.

cc - Mr. Clegg  
cc - Mr. Mohr

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Mr. Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

de

*Logan*  
*#37-53*

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Mr. Tolson

~~CONFIDENTIAL~~

January 7, 1953

The Executives Conference

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

SUGGESTION #717-52

Mrs. [redacted]  
Domestic Intelligence Division  
Re: PLACING REFERENCE NUMBERS  
ON CIA CORRESPONDENCE

9-6-92  
Classified by [redacted]  
Declassify on: OADR

~~CONFIDENTIAL~~

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The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, recommended favorably the suggestion of Mrs. [redacted] of the Domestic Intelligence Division that the Central Intelligence Agency bulletin number be placed on the Bureau's abstract slip and the index card indexing this correspondence. The Central Intelligence Agency numbers their Special Operations Dissemination Bulletins but does not identify the subject matter in the case. They presently refer in any new correspondence to the former dissemination bulletin by the SO DB number. In order to expedite the location of the bulletin the employee suggested that the number be indexed and placed on the abstract slip. The Domestic Intelligence Division recommended favorably. The Records and Communications Division recommended as to the abstract slip favorably and unfavorably as to the index cards.

The Executives Conference recommended unanimously that the number be recorded in both instances. It was also recommended that the Liaison Section of the Domestic Intelligence Division contact the Central Intelligence Division and suggest that they place an indication of the subject matter in the caption in order to enable the Bureau to identify the material if it is practical for them to do so.

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The Conference unanimously recommended unfavorably the suggestion that Mrs. [redacted] receive a \$10 award for the suggestion. There is attached a letter to Mrs. [redacted] advising her that her suggestion is being adopted.

EG. 11 41 AM '53

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S. DEPT. OF JUSTICE  
DIRECTOR

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Attachment

cc - Mr. Mohr  
Mr. Clegg

HHC:ist

FEB 18 1953

~~CONFIDENTIAL~~

ORIGINAL FILED IN 5084-515

MR. A. H. BELMONT

November 17, 1952

C. H. STANLEY

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

SYNOPSIS:

*Executive's Conference*

Current policy is no investigation opened based solely on reported Socialist Party affiliation; that if such information is received during an investigation the information is not included in the reports unless (1) it serves to refute disloyal allegations made or (2) an allegation is made the Socialist Party activity in itself indicates disloyalty. Current policy regarding Socialist Party writings is that copies of these not obtained as exhibits for reports unless the writings themselves are alleged to indicate disloyalty. Disadvantage of policy is the Socialist Party affiliation information which may be considered informative is not in some cases brought to the attention of Loyalty Boards or Government officials who make decisions regarding employment eligibility. Advantage of policy is it prevents Bureau being criticized by Socialist Party on grounds that inclusion of this information in Bureau's reports infers Bureau considers such pertinent to question of loyalty. Suggest current policy be continued.

PURPOSE:

To suggest that the Bureau's policy regarding the handling of reported Socialist views and writings in loyalty and applicant-type reports be continued.

BACKGROUND:

As you know, the Socialist Party is a legally-constituted political party which regularly nominates candidates for various political offices. It has not been declared by the Attorney General

66-6200-121

CC - Mr. Ladd

WLW:jc

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to be within the purview of the President's Loyalty Order or has it been cited as subversive by the House Committee on Un-American Activities or the Tenny Committee of California, the usual legislative bodies citing organizations as subversive.

Early in the Bureau's participation in the Loyalty Program, the question arose within the Bureau as to whether information in the Bureau's files showing membership in the Socialist Party on the part of the Government employee warranted any action by the Bureau in connection with the Bureau's work under the Loyalty Program. Upon the recommendation of the Executive Conference of November 6, 1947, this question was posed to the Attorney General by memorandum of November 12, 1947. By memorandum of November 24, 1947, former Assistant Attorney General T. Vincent Quinn advised that it was felt that in the absence of additional information, membership in the Socialist Party did not warrant investigation in connection with the Loyalty Program. (66-6200-121-103)

Based upon the above, the policy was adopted that if, upon a search of the Bureau's files, the only information developed relating to the employee was information concerning Socialist Party activity or affiliation, then no investigation was initiated. In addition, the policy was adopted that it would not be necessary to include such information in our reports in any material being disseminated regarding the Government employee to the U. S. Civil Service Commission. (66-6200-121-503)

The above is the policy being followed today; that is, no investigations are opened based upon Socialist Party activities, and if an investigation is opened on some other basis, no attempt is made to run out the Socialist Party activity during the investigation and the information relating to the Socialist Party activity is not included in the loyalty reports. An exception to this policy, however, is that if the employee's Socialist Party activity serves to refute the disloyal allegations raised regarding the employee, or if an allegation is made that the employee's Socialist Party activity in itself indicates disloyalty, then the Socialist Party activity is included in the reports. For example, if the investigation of a Government employee is based upon an allegation that he was active in the Communist Party or its affairs and the Bureau's investigation established that his activity was, in fact, related to the Socialist Party, or if an allegation is made that the employee in his Socialist Party activity follows the Communist Party line, the information is included in the reports.



Regarding Socialist writings on the part of individuals under investigation, the policy has been that if these themselves are alleged to indicate disloyalty copies of them are attached as exhibits to the reports. If, however, on the other hand, no allegation is made that these writings of the employee indicate disloyalty copies of them are not obtained and attached as exhibits to the reports.

The above policy regarding the handling of the Socialist Party affiliation and writings in Bureau loyalty reports is also followed in Bureau applicant-type reports.

#### OBSERVATIONS:

Under the current policy there will be some cases in which Socialist Party affiliation and writings on the part of the individual are not shown in Bureau reports. These will be the cases where there is no allegation that such affiliation and writings are indicative of disloyalty and where the inclusion of such information would not serve to refute allegations of disloyalty.

The disadvantage of the current policy is that this Socialist Party affiliation information may be considered informative by the Loyalty Board or Government official that has to make a decision regarding the employment eligibility and under current policy there will be some cases in which the information is not given to the officials.

The advantage of the current policy is that it does not open the Bureau to criticism by the Socialist Party or its members on the grounds that the inclusion of Socialist Party affiliation in all instances in Bureau reports in effect means this information is considered by the Bureau to be pertinent to the question of loyalty.

The disadvantage of the current policy can be overcome by changing the policy to be that in all instances reported Socialist Party affiliation should be included in the reports and copies of all Socialist Party writings be obtained and attached as exhibits to the reports.

If the policy is enlarged, however, it can be foreseen that it might open the Bureau to criticism by the Socialist Party or its members in that these people might contend that the inclusion of this material in the Bureau's reports on such a broad scale infers that the Bureau considers Socialist Party activity pertinent to the question of loyalty. In this connection, the Bureau recently conducted a loyalty investigation on a  an applicant for the position of investigator

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with the Civil Service Commission. Investigation was based on an allegation that the applicant had associated with a Communist Party member and that the [redacted] had attended meetings of the Young Progressives of America, which an informant said was controlled by Communist Party members. The principal investigation was in the Cincinnati territory. [redacted] wrote a letter to the SAC in Cincinnati alleging that he had been informed that during the investigation several of his former acquaintances had been asked by the investigators whether or not he had been a member of the Socialist Party. [redacted] said that since the Bureau does not ask people if they have been Democrats or Republicans, the obvious implication of asking if they had been Socialists is that such information is material in determining loyalty. He calls attention to the fact that the Attorney General has not cited the Socialist Party and asked by what authority the Bureau considered membership in the Socialist Party material evidence relating to loyalty. He remarked that people who cannot differentiate Norman Thomas (the Socialist Party leader) from a Communist are "political illiterates." Mr. [redacted] letter was answered by the Bureau and he was told that information both of a favorable and unfavorable nature is included in our reports and that it was regrettable his acquaintances may have misinterpreted any questions asked. (121-89090)

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RECOMMENDATION:

That the current policy regarding the Bureau's handling of the Socialist Party affiliations and writings in loyalty and applicant-type reports be continued.

EXECUTIVES' CONFERENCE RECOMMENDATIONS:

November 19, 1952

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, unanimously recommended that we continue the current policy, as set forth above. The Conference felt that as the Socialist Party is not considered subversive by the Department and as this Party recommends such changes in government as it advocates 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. When an individual's membership or association

MEMORANDUM FOR MR. BELMONT

with the Socialist Party is of such a nature that it should be reported during an investigation to fill in the background of the individual, for information purposes, it should be reported. This, of course, is applicable to any other political or non-political organization but should not be reported in a manner that can be construed as reporting subversive affiliations. This is our current policy.

AHB:tlc

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

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

DATE December 2, 1952

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

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 materials. The Bureau's reports did show, however, that Porter had been connected with the Socialist Party and had been a member of it from 1928 until 1941. In addition, copies of a pamphlet written

CC - Mr. Clegg  
 Mr. Mohr

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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 Tenny 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.

Respectfully,  
For the Conference

Clyde Tolson

MR. D. M. LADD

December 19, 1952

A. H. BELMONT

**HANDLING OF SOCIALIST PARTY AFFILIATION  
IN BUREAU LOYALTY AND APPLICANT-TYPE REPORTS  
AND IN RESPONSE TO NAME CHECK REQUESTS**

An Executives' Conference memorandum of December 2, 1952, unanimously recommended that we continue our current policy regarding the handling and reporting of Socialist Party affiliation information in Bureau loyalty and applicant-type reports. The policy referred to was that such information would be included in our reports if it served to refute disloyal allegations made or if an allegation was made the Socialist Party affiliation or activity in itself indicated disloyalty. On this memorandum Mr. Tolson noted, "We should include all pertinent information - for or against the subject - for whatever evaluation it may warrant." The Director concurred with Mr. Tolson.

With reference to Mr. Tolson's comment, we contemplate pursuing the following policy in the future regarding the handling and reporting of this information in these type investigations:

(1) In those cases where Socialist Party activity or membership appears pertinent to the investigation and such is included in the reports then all available information concerning the Socialist Party activity will be included in the reports.

(2) No investigations will be opened based solely on an allegation of Socialist Party activity. This has been our policy as in a memorandum dated November 24, 1947, former Assistant Attorney General T. Vincent Quinn stated that membership in the Socialist Party standing alone did not warrant investigation in connection with the Loyalty Program.

The matter of how to properly handle the dissemination of Socialist Party affiliation information contained in our files in response to name checks received from other Government agencies

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

66-6200-121  
cc: 61-626

cc: Mr. Keay  
Mr. Callan

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DATE 10/22/82 BY SP5/ST

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67 FEB 18 1953

was not considered by the Executives' Conference. However, in the future, in this connection, we contemplate utilizing the following policy:

(1) Where it is found the only information we have in our files regarding the individual whose name is being checked is information concerning Socialist Party affiliation on his part, we will not furnish this information.

(2) Where it is found that there is subversive information in our files as well as the Socialist Party affiliation information and it appears the Socialist Party information is pertinent to obtaining a true picture of the information in our files then all the information in our files relating to the Socialist Party affiliation information will be furnished to the requesting agency.

We contemplate using the above policy because other Government agencies submit names to be checked through our files for subversive derogatory information.



~~THE DIRECTOR~~

January 28, 1953

The Executives Conference

SUGGESTED STREAMLINING PROCEDURES  
TYPING SECTION, IDENTIFICATION DIVISION

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The Executives Conference on January 12, 1953, consisting of Messrs. Tolson, Ladd, Glavin, Clegg, Harbo, Belmont, McGuire, Mohr, Gearty, and Tracy considered a suggestion from Miss [redacted], Supervisor of the Typing Section, Identification Division.

The Conference was advised by Mr. Tracy that the work load in the Typing Section of the Identification Division is now greater than the presently assigned personnel can handle and that it will be necessary to streamline procedures or otherwise curtail the work flow. He also informed the Conference that all available employees with typing ability have been assigned to the Typing Section and that, in addition, it has been necessary to assign employees from the Technical Section to prepare records of a simple nature by printing and writing in long hand the current information to the docket sheet. All readers who can be so assigned are presently engaged in the typing of criminal records and every available person in the Typing Section itself, including supervisors, are being used in the preparation of records.

Miss [redacted] suggested that the Bureau discontinue until additional new personnel is available the preparing of a copy of the identification record when the incoming current print is from the same contributor as the last print received. It is proposed that a reader in the Typing Section fill out a form letter (copy of which is attached) instead of sending a copy of the record itself. The reader will be able to fill out the form in less time than a typist could type the information on the docket sheet. It would result in a savings of the time of the typist, the duplicator machine operator, and the assembler.

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It is estimated that this suggestion will save the time of approximately 10 typists.

The contributor would have on receipt of the form letter all the pertinent information necessary to that particular contributor in view of the fact the contributor already has a copy of the record on file.

Attachment

cc - Mr. Clegg  
Mr. Mohr

SJT:edn

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DATE 12-12-87 BY SP5 Y/PT

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

Memorandum for the Director

January 28, 1953

The disadvantages are that the contributor would not have the official identification record form on which is entered the last arrest.

The Conference, with the exception of Mr. Mohr, recommended in favor of the suggestion.

Mr. Mohr was opposed to the adoption of the suggestion for the reason that there will be no check on the work of the reader filling out the form, further, that he believes the reader should type the form inasmuch as they are practically all typists and that a typed form going out would look much neater.

The Identification Division points out with reference to the reader typing the form that in the normal performance of a reader's duties, she has no use for a typewriter and works at a table. If the forms must be typed, it would be necessary for the reader to have a typing desk and typewriter. Also, it is felt that typing the form would take a trifle longer than filling it out by hand as suggested.

There is attached a proposed letter to Miss  thanking her for the suggestion.

Respectfully,  
For the Conference,

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Clyde Tolson

# Office Memorandum • UNITED STATES GOVERNMENT

TO : A. H. BELMONT

FROM : W. A. BRANIGAN

SUBJECT: BIMONTHLY LISTING OF DELINQUENT MATTERS

DATE: January 27, 1953

Proposed method of handling these lists in Espionage Section set forth herein based on survey of lists received in December. Problems arise in processing these lists in that multiple routing required since classifications handled by this Section are supervised by 48 Supervisors; 32.7% of cases listed not identifiable in case index of Espionage Section requiring searching of titles and examination of abstracts or files to determine Supervisor handling; 12.2% of cases could not be identified as received at the Bureau because of title variations or because they had not been received at the Bureau; Bureau file number, listing of which is only required where available, not shown for 64.1% of cases. Recommend that upon receipt the Espionage Section search the lists against the case index of the Section to determine Supervisors handling and thereafter route the lists to interested Supervisors with instructions they initial the cases handled by them, route on to next Supervisor, and take any necessary follow-up action on cases. Thereafter, remaining cases will be searched and checked to determine identity of Supervisor or Section handling and routed as heretofore indicated. Remaining cases will be those not identifiable as having been received at Bureau, and therefore not specifically assigned to Supervisor at SOG. Without facts to evaluate merits of such cases recommend they be followed up only if they appear on two successive lists with no report submitted to the Bureau to prevent bringing under SOG large volume of cases not warranting SOG supervision.

PURPOSE:

To recommend a method of handling these lists in the Espionage Section.

Problems - Espionage Section

A survey was run in the Espionage Section based on the receipt of the bimonthly lists of delinquent matters in December, This bimonthly listing was required as a result of

2/6/53

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The Executives' Conference, consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Harbo, Tracy, Holloman, Gearty and Belmont, on February 6, 1953, recommended unanimously that the above procedure be followed by the Espionage Section.

It was pointed out that by so doing the list would be handled economically as no additional personnel is being requested and yet maintained over the field. AHB:tlc

SBD:ad (GAS)

82 FEB 25 1953

NOT RECORDED

FEB 19 1953

FEB 16 1953

ORIGINAL FILED IN 66-2117-567

Handwritten notes and signatures on the right side of the page, including a large checkmark and several illegible signatures.

Paragraph 1, SAC Letter No. 118, dated 11-7-52. Prior experience with the semiannual listings had revealed that the problem of processing these lists and getting them to the Supervisors for necessary action was one of considerable magnitude, particularly with respect to cases handled in the Espionage Section.

Primarily the problems of processing arise from the fact that with the exception of cases in the 117 classification, which are handled by 2 Supervisors, the cases in the 65 and 105 classifications are handled by 49 Supervisors in the Espionage Section. Present regulations require that in submitting the lists the Field Offices must list each classification on a separate page or pages. As many as 20 cases may be listed on a page which means that page may have to be routed to 20 or less Supervisors in the Espionage Section for handling. The necessary delay in processing is, therefore, cumulative and to have each Supervisor retain the list while he is acting on it would cause prohibitive delays.

The actual identification of the cases to which the field is referring is a definite problem. It is believed these lists are prepared in the field from the assignment cards. The titles of the cases shown on Form FD-29d are, therefore, the titles of the cases when opened and may not in many instances, due to changes in spelling or complete changes in title, be identifiable with the title under which the case is later carried and indexed at the Bureau. With regard to the December lists pertaining to the Espionage Section it was found that 12.2% (30 of 245 cases listed) could not be identified at the Bureau. Five were cases where the field indicated reports had been submitted and this required five separate letters to identify the cases. Twenty five cases could not be identified at the Bureau and the field indicated no reports had been submitted. It is possible that many of these cases are at the Bureau but cannot be identified because of title variations. On the basis of the titles listed 32.7% (80 of 245 cases listed) could not be identified in the case index of the Espionage Section either because of title variations or because the case was later found to be supervised in the Internal Security Section. This required the searching of approximately 80 titles by the Records Section to determine the main file numbers at the Bureau and the subsequent examination of abstracts or obtaining of files, with delays caused by necessary locates, before any action could be taken with respect to any possible follow-up action on the delinquent cases involved on the basis

of these lists. This problem is compounded by the fact that cases opened as 65 or 105 matters in the field may be later carried under a character appropriate to supervision by the Internal Security Section. Thirty-three such cases were found on the 65 and 105 lists for December (13.5%) which meant the Internal Security Section could not start processing these pages of the lists until processing was completed in the Espionage Section.

The listing of the Bureau file number on Form FD-29d is not mandatory on the part of the field. Present regulations require that it be shown "where available." Methods of compiling this list in the field probably vary according to each office, particularly with respect to the availability of the Bureau file number. On the December lists sent the Espionage Section the Bureau file number was not shown for 64.1% of the listings (157 of 245). The listing of the Bureau file number in each instance where available to the field would undoubtedly speed the processing of these lists at the Bureau.

It will be noted that the Supervisors Manual specifies that in the case lists on which there has not been a report submitted to the Bureau, it is a question of judgment for the individual Supervisor in each instance, as to the desirability or necessity of addressing a letter to the field office. On the basis of the survey of the December lists this constitutes 10.2% of the cases listed for the Espionage Section. Since 48 Supervisors handle 65 and 105 matters it is not possible to place on them the responsibility for following any of this group of cases since the facts of the case are not known at the Bureau, and consequently the question of what Supervisor would handle cannot be resolved. Similarly, without knowledge of the facts of the case it is not possible to exercise individual judgment as to the merits of the case and as to the necessity for following on the merits. It is believed more feasible to follow these cases on the basis of the time element and in order to preclude bringing under the supervision of the Seat of Government a large volume of these cases which would ordinarily be opened and closed in the field without referral to the Bureau, or which warrant deferred attention in relation to more expedite matters in the field, it is believed we should not enter into correspondence with the field on each and every case. Recognizing the fact that we should not lose sight of this type of case or tolerate undue delay, it is recommended we follow these cases with the field such cases appear on two successive lists with no report submitted to the Bureau. This will be done in the Espionage

Section by the Number One Man in order to centralize control of them until the facts can be ascertained and the case assigned to the proper Supervisor.

Proposed Method of Handling - Espionage Section

1. Immediately upon receipt the lists will be searched against the case index of the Espionage Section and where identifiable, the name of the Supervisor handling will be placed beside the case. The lists will then be expeditiously routed to the Supervisors who will make a note of the cases handled by them, initial their names, and take any necessary follow-up action.
2. The lists will then be returned to the Number One Man where all unidentified cases will be processed. Those without Bureau file numbers will be searched in the Bureau indices. The question of what Supervisor or Section is handling these cases will be resolved by examining the abstracts or files, and the lists will again be processed as in (1) above.
3. In those cases where the field indicates a report has been submitted but no Bureau main file can be located, possibly because of title variations, the field will be requested by separate communications to further identify these cases. If this step reaches large proportions a form to handle this type of correspondence will be recommended.
4. In those cases where the field indicates a report has not been sent to the Bureau, and no Bureau main file can be found, the cases will be followed with the field if such cases appear on two successive lists with no report submitted to the Bureau.

RECOMMENDATIONS:

1. If you agree, the proposed method of handling will be followed.
2. No recommendations are being submitted at this time with respect to additional personnel until it

is ascertained that the handling of these lists will bring under Seat of Government supervision a sufficient volume of additional cases as to merit additional supervisory and clerical personnel or until it is ascertained additional personnel are needed to handle the processing of the lists.

*J* *st*

*st*

*H. L. Edwards*

MR. GLAVIN

January 26, 1953

RA

H. L. EDWARDS

INVESTIGATION OF MAINTENANCE EMPLOYEES  
HAVING ACCESS TO BUREAU SPACE

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

You will recall in SAC Letter 53-1, the Field was issued detailed instructions regarding the investigation of maintenance employees having access to Bureau space.

During recent days, the Bureau has been flooded with communications from the Field requesting advice as to whether maintenance employees of Resident Agencies should be investigated. In addition, specific inquiries have been received as to whether the following types of employees should be investigated: electricians, plumbers, window cleaners, minor maintenance repairmen, laborers assigned to minor duties, floor waxers and electric light cleaners.

The question of investigating maintenance employees of Resident Agencies and custodial employees such as electricians, carpenters, window cleaners and plumbers was discussed at the Executive Conference of January 14, 1953 and it was agreed that they need not be investigated under this investigative program.

By the same token it is felt that the following types of employees need not be investigated: minor maintenance repairmen, laborers assigned to minor duties, electric light cleaners and floor waxers.

RECOMMENDATION

That the attached letter go forward to all Special Agents in Charge.

ADDENDUM 1/28/53

The Executives' Conference of January 28, 1953, consisting of Messrs. Tolson, Ladd, Clegg, Gearty, Mohr, Harbo, Tracy, and Glavin considered the above-mentioned matter and recommended approval thereof.

GRD:rmm

W. R. Glavin/pmc

166-2554 - ✓

NOT RECORDED  
128 FEB 10 1953

INITIALS ON ORIGINAL - 8

79 FEB 11 1953

ORIGINAL FILED IN 66-6200-77-356



TO: Director, FBI ATT: FBI LABORATORY DATE: 1/19/53  
FROM: SAC, New York (66-7054)  
SUBJECT: GSA MAINTENANCE EMPLOYEES HAVING ACCESS TO NEW YORK OFFICE

Enclosed herewith are 50 prints and negatives of GSA maintenance employees who presently have access to the space occupied by the New York Office. It will be noted that each negative contains the photograph of a building employee together with a number and that the negatives are arranged in numerical order as are the prints. There is also enclosed a listing of these building employees in numerical order to correspond with the order of the negatives and prints.

It is requested that the Laboratory prepare an identification badge or button to include the photograph and number of each of the maintenance employees. For example: the identification badge, or button, pertaining to [redacted] would consist of his photograph and directly below or alongside of the photograph would appear the numeral "1".

For the information of the Laboratory this office proposes to have each maintenance employee identify himself when he enters our space at 290 Broadway, New York City, such identification be made by means of the usual General Services Administration Identification Card. The receptionist, or other employee acting for her, will then issue the identification button bearing photograph and number to the GSA employee who will wear this identification during the entire time he is in the building and will turn it into the reception desk when he leaves.

It would be appreciated if this matter could be handled promptly in order that the system can be placed into effect as soon as possible.

Enclosures-102)

EWV:HMF

ADDENDUM(1/29/53)-The Executives Conference of January 29, 1953, consisting of Messrs. Tolson, early, Clegg, Mohr, Harbo, Tracy, McGuire, Belmont, Ladd, Holloman, and Glavin are in agreement that the Bureau should approve the request of the NY Office and that the identification buttons be made.

WRG:pmc

1 ENCL. filed  
encl. with RAO  
2/3/53

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

166-2554-1  
NOT RECORDED  
128 FEB 3 1953

INITIALS ON ORIGINAL

60 FEB 6 1953

ORIGINAL FILED IN 66-27-1308

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. E. T. Harbo *AKB*

DATE: January 1, 1953

FROM : A. K. Dowling *AKB*

SUBJECT: PROPOSED ADDITION TO MANUAL OF RULES AND REGULATIONS

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

PURPOSE: To recommend that field be required to indicate, for record purposes, the registry number or bill of lading number and other data on file copies of letters transmitting evidence under separate cover.

BACKGROUND: There have been two recent cases in which the Laboratory received letters from the field stating evidence was being sent under separate cover; after the evidence was not received within a reasonable time, letters were sent from the Bureau to the field making inquiry. It was learned in both cases the evidence had not been shipped. In one case the field office replied that the evidence had been sent to the Bureau and after the Bureau asked for the registry number or bill of lading number the evidence was found in the field office.

PROPOSAL: It is believed field office file copies of letters which transmit evidence under separate cover to any place should bear the following notations for record purposes: (1) registry number or bill of lading number, (2) actual date evidence shipped, (3) identity of employee who sent the evidence package, (4) method of shipment.

RECOMMENDATION: That the attached addition be authorized for the Manual of Rules and Regulations to require that field office copies of letters transmitting evidence under separate cover show the registry number or bill of lading number and other data concerning the actual shipment of the package.

ADDENDUM: 1-21-53 - Approved by Executives Conference on 1-21-53, Messrs. Tolson, Ladd, Tracy, Mohr, Belmont, Gearty, Mason, Glavin and Harbo. RTH:kmb

66-2554  
NOT RECORDED  
FEB 4 1953

JAN 29 1953  
96-12-950  
2

*Beach*  
*W...*

77 FEB 10 1953

EXECUTIVE CONFERENCE

ORIGINAL FILED IN 66-16263-10

*3 files with original*  
*WH*

Attachment 28  
AKB:MBG

*4, 37, original of...*  
*Regulations*  
*Att...*  
*Conf...*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director  
FROM : Executives Conference

DATE: 12/3/52

SUBJECT: PROPOSED "ADDITIONAL ARREST" RECORD FORM

Mr. Tolson	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Belmont	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Harbo	✓
Mr. Rosen	✓
Mr. Tracy	✓
Mr. Nease	✓
Mr. Gandy	✓

The Executives Conference (MI) of 12/22/52 consisted of Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Gearty, Laughlin, Holloman, Winterrowd, Tracy, and Clegg.

The Conference considered the proposal for a special form on which police could forward records of "additional arrests." to Identification Division instead of requiring a fingerprint card as at present.

THE SUGGESTION:

The suggestion is made that there be printed - as soon as funds are available - a form to be used by the police and addressed to the Bureau, attention Identification Division. The form carries a notation that it is understood that no reply will be received when this form is submitted. The form carries the FBI Number, name and address of the police agency, name, aliases, arrest number and sex of the arrested person, the date of arrest, the specific charge, the date of disposition, the disposition, and one fingerprint of one finger.

BACKGROUND:

This matter has been previously considered by the Executives Conference, at which time there was a 6 to 5 vote against the form. It was submitted again to the Conference and it was noted that the White Plains, New York Police Department and the Cincinnati House of Correction had devised a similar type of form so as to avoid the necessity of submitting a regular fingerprint card on "repeaters."

At present the police departments submit the regular 3" x 5" fingerprint card requiring 10 fingerprints each time an individual is arrested. Frequently, the arrested person is known locally to the police who file his record, but with each subsequent arrest for "drunkenness," "vagrancy," and similar violations, another fingerprint card is submitted. The police are believed anxious to receive additional replies from the Bureau but merely are complying with a local requirement that the fingerprints be taken and forwarded to the Bureau.

cc: Mr. Mohr  
Mr. Clegg

HHC: ATP

ORIGINAL COPY FILED IN

WONG

7-6-52

DEC 5 1952  
SPSCA-164-2537 ✓  
FEB 11 1953

TWO

It is estimated by the Identification Division that approximately 200,000 fingerprint cards are received each year on "repeaters."

COST OF THE FORMS:

200,000 regular fingerprint cards cost \$844.  
200,000 forms of the type recommended would cost \$476.72 if printed on green paper as recommended.

SAVINGS OF TIME IN HANDLING:

The present regular fingerprint card is handled as follows:

1. Name searched through Card Index where the FBI Number is determined if there is a previous record.
2. The jacket is pulled.
3. The prints are compared.
4. The additional entry is made in the Identification Record.
5. A copy of the Ident Record is prepared and sent to the contributor.
6. A copy of the record and print are then filed in the jacket.
7. The jacket is then refiled.

When the proposed form is used, since no reply is to be submitted, the following steps would be taken:

1. The name would be checked through Card Index and the FBI Number determined.
2. The card would be filed in the jacket after first checking the FBI Number, the local arrest number, and the subject's name and aliases. This would be done without pulling the jacket. Later when and if a request is received for the subject's criminal record, the file would then be pulled and comparisons and entries necessary to be made would be made.

NET SAVINGS TO THE POLICE DEPARTMENT:

The principal savings to the police department would be that but one fingerprint instead of 10 fingerprint impressions would be taken and then there would be no reply

received from the Bureau when the form is used, which reply would be filed in the police department's identification records upon receipt.

If at any time the police department wanted to receive an up-to-date record they would submit the 10 fingerprints instead of the suggested form.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference of 12/22/52 consisting of Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Gearty, Laughlin, Holloman, Winterrowd, Tracy, and Clegg considered the survey and recommendations made by Mr. J. A. Sizoo.

Mr. Glavin was opposed to the obtaining or ordering of new forms until all the present supply of regular fingerprint cards is exhausted. His observation is that too often a form will be adopted and it will be necessary to take a loss as far as previously existing forms are concerned and so far as he knows this may be a "fly-by-night" idea and the forms would never be used.

All other members of the Conference, Messrs. Ladd Harbo, Mohr, McGuire, Gearty, Laughlin, Holloman, Winterrowd, Tracy and Clegg, recommended as follows:-

1. That as soon as adequate funds are available to purchase the forms that they be adopted, printed, and distributed to contributors.
2. That one fingerprint impression appear on the form which with the name and the FBI Number would permit a positive identification to be made and to be entered as a part of the regular criminal record in the Identification Division files and in replies going to police departments.
3. If a police department makes use of the form without a fingerprint and lists the FBI Number, name, aliases, and local police numbers accurately, then the form would be accepted but the information thereon would be entered as a "notation" unsupported by fingerprints and listed with other "notations" which now appear in the identification record sent to police departments.

4. That a circular letter be prepared notifying the contributors of the use of this form and that an article be prepared for publication in the FBI Law Enforcement Bulletin concerning the use of the form and its availability to law enforcement agencies and its purpose shortly before its printing.

5. That this form, when prepared, be printed on green paper as recommended to easily distinguish it from other forms and disposition sheets.

V. M.

I want to know if  
we adopted it just  
what will be the  
savings to FBI.

ADDENDUM: HHC:1st 1/2/53

In answer to the Director's above inquiry, the Identification Division has advised that based on cost surveys which have been made it appears that the cost of searching and answering current fingerprint cards identified with a previous record is \$1.77. The cost of handling an additional record form where there is no search or answer required is two cents, so the savings for every form of the type proposed which is handled as opposed to handling fingerprint cards would be \$1.75 each. 200,000 repeater cases arise per year. Assuming that 25 per cent of them would be on the form, 50,000 such forms at a savings of \$1.75 each would be \$87,500 savings per annum.

- 4 -

I agree with majority view

Approved by Mr. Hoover.

1-3

Do it now

1-5

MR. TOLSON

2/5/53

EXECUTIVES CONFERENCE

BRIGHTLY COLORED CARD BACK OF EACH  
INDEX TAB TO REFLECT VARIATIONS  
IN SPELLING OF NAMES.

b6  
b7c

19222

The Executive Conference 2/4/53, Messrs. Ladd, Nichols, Glavin, Mohr, Sizoo, Gurnea, Belmont, Tracy, Harbo and Clegg being present, considered the suggestion of Miss [redacted] Clark, Los Angeles Office, that a brightly colored card be placed back of each index tab in field office indexes to reflect variations in the spelling of names. For example, back of the tab marked "Irvine" on the brightly colored card would be the notation "See Irvine and Irvino." The purpose of the suggestion is to aid inexperienced index searchers who now are left to their own discretion and thus to obtain more accurate searching.

Messrs. Sizoo and Gurnea of the Records Section are opposed because variations in spelling of surname are very numerous, ability to make a good search depends upon ingenuity, and if no such card appeared the inexperienced searcher would use her intelligence, and the amount of research required to prepare these guide cards would be expensive in time. The Records Section was unanimously opposed.

Executive Conference consideration: for reasons above stated, unanimously opposed.

MHC:hc

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/29/92 BY [signature]

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

67 FEB 18 1953

RECORDED 13

66-2554-10280  
RECORDED  
46 FEB 11 1953

ORIGINAL COPY FILED

16263-927

Mr. Tolson

February 4, 1953

Executives Conference

~~SECRET~~

~~Classified by 3/20/92  
Declassify on: OADR~~

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

NATIONAL SECURITY FILE

On February 4, the Conference, composed of Messrs. Ladd, Nichols, Glavin, Mohr, Clegg, Gearty, Belmont, Sizoo, Tracy and Harbo, was advised of several suggestions concerning the utilization of the National Security File maintained in the Laboratory. The file consists of handwritten and typewritten material prepared by both known and unknown individuals. The inactive section of the file contains 16,000 specimens, mostly Axis material. The active section has 820 specimens, mostly Communist and Russian material. Only one identification has been made in searches through the National Security File in the past five years.

Study of the file and consultation by the Laboratory and Domestic Intelligence Division has resulted in suggestions which it is believed would make the file of more value to the field in view of Communist underground activities. The Conference unanimously concurred in the following recommendations:

- (1) Add to the National Security File photographs of handwriting of current Key Figures (about 1330); this will cost \$28.00 in photographic material already on hand and will require 6 employee days' time in the Laboratory.
- (2) Send SAC letter outlining value of this file in aiding in location of missing Communist subjects.
- (3) Limit future searches to active section of the file, since inactive section consists primarily of non-Communist material.
- (4) Eliminate requirement that Assistant Director approve individual requests for search of material through this file.
- (5) Future additions to the file will be on a selective basis.

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

BTH: jsb  
 CC: Mr. Clegg  
 Mr. Mohr

INDEXED - 18  
 RECORDED - 18

166-2554-10251  
 FEB 12 1953

RJ

22 FEB 13 1953

~~SECRET~~



MR. TOLSON

February 3, 1953

The Executives Conference

*AWK*

REFERRAL OF FINGERPRINT RECORDS OF DECEASED INDIVIDUALS TO THE DOCUMENT SECTION

The Executives Conference on February 3, 1953, consisting of Messrs. Ladd, Nichols, Harbo, Nearty, Laughlin, and Tracy considered a suggestion from the Streamlining Committee of the Identification Division.

It is the current procedure in the Identification Division to forward the Identification records of deceased persons whose records reflect a charge involving fraudulent checks to the Document Section of the Laboratory in order that the checks in the fraudulent check signature file may be compared with the signatures appearing on the fingerprint cards.

Four thousand three hundred Identification records were reviewed last year, and out of these only an average of twenty-five Identification records have been referred to the Document Section.

The Document Section of the Laboratory concurs in the recommendation of the Identification Division that the practice of sending identification records of deceased persons be discontinued for the reason that the Laboratory now has other adequate procedures for purging the National Fraudulent Check File of obsolete specimens.

The Executives Conference unanimously recommends the practice of forwarding identification records to the Laboratory be discontinued.

If approved appropriate instructions will be issued in the Identification Division.

cc - Mr. Clegg  
Mr. Mohr

SJT:ude

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

*Mc*

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-10-81 BY SP5/STP

RECORDED - 91  
INDEXED - 91

66-2554-10252  
FEB - 2 1953

87 FEB 18 1953

ORIGINAL COPY FILED IN 80-600-1521

MR. TOLSON

February 2, 1953

EXECUTIVES CONFERENCE

AGENTS COMPETING IN PISTOL  
MATCHES AS FBI REPRESENTATIVES

RECREATION ACTIVITIES PROGRAM IN FIELD  
DISCUSS

The Executives Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Coarty, Belmont, Sizoo and Clegg being present, considered the inquiry of the San Diego Office as to whether the Bureau would authorize an Agent to attend a meeting at Santa Ana, California, in preparation for pistol matches to be held in that area in the near future. They also inquired if the Bureau would authorize Agents of the San Diego Office to enter pistol matches as an official FBI team.

It is the present policy that if any Agent of the Bureau desires to participate in matches with firearms he must do so as an individual and not as a representative of the Bureau, and he must do so on his own time and not on Bureau time.

The Executives Conference recommended unanimously that this continue to be the policy of the Bureau. There is attached for approval a letter to the San Diego Office advising accordingly.

Attachment (Ltr. to San Diego)

HHC:hc

RECORDED - 47

INDEXED - 47

66-2554-10254  
RECORDED  
100 FEB 13 1953

cc: Mr. Mohr  
Mr. Clegg

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

63 FEB 18 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/2/82 BY SP3U-  
LPT

ORIGINAL FILED IN 66-2554-10254

MR. TOLSON

February 2, 1953

EXECUTIVES CONFERENCE

USE OF LONGHAND OIL FORMS  
RE STATUS OF CASES

The Executives Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Garity, Belmont, Sizoo and Clegg being present, unanimously recommended favorably as to the suggestion of Mrs. [redacted] that the forms presently in use to be filled out by field offices advising the Bureau of the status of cases or as to reason for delay with an indicated date a report will be received may be filled out in longhand legibly by field offices.

b6  
b7C

Form FD-205 is a notification by a field office to the Bureau that the case will be delinquent and the reason for the delinquency. It is filled out, for example, in each pending inactive Admiralty case once each six months. It is also used in other types of cases to advise the Bureau concerning the status of cases as required. The New York Office was authorized to fill out this form in longhand as a result of Executives Conference action 1/21/53.

Form 0-1 is a form used by the Court of Government to follow up on the status of a case and is filled out in longhand with the restriction that the names of subjects be handprinted.

The Conference unanimously recommended favorably the suggestion that these forms may be filled out legibly in longhand with the names of subjects being legibly handprinted.

There is attached hereto for approval an SAC Letter placing this provision into effect.

RECORDED - 57

166-2554-10255

Attachment (Proposed SAC Letter)

INDEXED - 57

FEB 18 1953

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

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

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-6-82 BY [signature]

67 FEB 18 1953

ORIGINAL FILED IN 66-2435

SAC New York

February 4, 1953

Director, FBI

SUGGESTION REGARDING REPORT  
WRITING IN LOYALTY MATTERS

RECORDED - 57 **66-2554-10256**

Supervisor Joseph M. Fitzgerald of your office on January 8, 1953, in a memorandum to you, a copy of which you transmitted to the Bureau, suggested that reports not be prepared in Loyalty of Government Employee cases where investigation has been discontinued and that the Agent's notes be placed in the file for possible future use.

The Bureau has carefully considered and reviewed this suggestion and feels that no change in our present policy should be made. It is felt that the preparation of reports in all Loyalty of Government Employee cases must be continued for several reasons.

For one thing, the individual frequently later becomes employed with another government agency and therefore it is necessary that reports be available covering the past investigation as well as the current one.

Another consideration is that the Agent who prepared the original notes may no longer be assigned to the office involved, which would make it difficult for another Agent to dictate intelligently from his notes.

In some cases where the employee terminates employment and some investigation has been conducted, it is necessary for the Bureau to have reports to refer to the Department. These are the cases where there was information developed indicating the employee belonged at one time to the Communist Party but failed to admit such in obtaining Government employment. These reports must be furnished to the Department for consideration as to possible prosecution for making false statements in connection with the obtaining of Government employment.

Another consideration is that the preparation of reports in full field investigation cases makes certain that the case will come to the attention of the Bureau and will receive the proper scrutiny by the Internal Security Section as well as by the Loyalty Section, since such cases frequently

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

NAV: bw

63 MAR 9 1953

COMM ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/6/92 BY SP-5/ST/ST

FEB 24 1953  
MAILED 24

RECEIVED  
FBI  
MAR 25 1953  
DIRECTOR

U.S. DEPT. OF JUSTICE  
MAR 10 1953

have a security aspect and it is deemed advisable to bring the information to the attention of the Internal Security Section.

b6  
b7c

Regarding Mr. Fitzgerald's comment on the suggestion of SA [redacted] which was previously considered by the Bureau, to the effect that interviews in which generally favorable information of the same nature regarding employees is received, be grouped rather than set out separately, you are advised that the Bureau's position remains unchanged and that it will be necessary to continue setting out each interview completely.

MR. TOLSON

2/3/53

EXECUTIVES CONFERENCE

ELIMINATION LOYALTY REPORTS  
WHEN EMPLOYEE TERMINATES  
EMPLOYMENT PRIOR TO COMPLETION  
OF THE INVESTIGATION.

b6  
b7c

The Executives Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Garity, Belmont, Sizoo and Clegg being present, unanimously recommended unfavorably as to the suggestion of Supervisor Joseph H. Fitzgerald of the New York Office that when Loyalty cases are discontinued Agents' notes be placed in file and no report written. He also reiterated the suggestion made by Special Agent [redacted] that favorable interviews in Loyalty cases be grouped and not set out separately.

This latter suggestion was unanimously rejected by the Executives Conference on November 6, 1952, since Loyalty reports are written for the purpose of disseminating information therein and it was felt all interviews should be reported completely.

Loyalty Section and Domestic Intelligence Division employees concerned unanimously recommended unfavorably as to both suggestions since it is necessary for the Bureau to fulfill its obligations by submitting reports on investigations conducted and the information should be in the Bureau's files in the event name checks or inquiries are subsequently requested. Recommendations: unanimously unfavorable.

Attached for approval are letters to the New York Office and Mr. Fitzgerald.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-20-83 BY SP8/PT

Attachments

RECORDED - 57

66-2554-10256

FEB 11 1953

HRC:hc

INDEXED - 57

cc: Mr. Mohr  
Mr. Sizoo

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

67 FEB 18 1953

ORIGINAL FILED IN 66-2554-1578

SAC, SAN JUAN

February 3, 1953

DIRECTOR, FBI

~~CONFIDENTIAL~~

~~J. A. C. Cruikshank's Agency Regarding~~  
~~Pocket-Sized, Automatic~~  
~~Tea-Gas Pencil~~

EXECUTIVE CONFERENCE

UNCLASSIFIED  
DATE 11-13-2013 BY SP5/BJL

Reference is made to your radiogram of January 20, 1953, concerning the communication you had received from the Honorable J.A.C. Cruikshank, Commissioner of the British Virgin Islands, Tortola, British Virgin Islands, regarding the pocket-sized, automatic tea-gas pencil. There is attached hereto a reprint from the Police Chiefs' News Letter, the official publication of the International Association of Chiefs of Police, concerning the use of tear-gas equipment as well as other firearms equipment. In addition thereto, there is enclosed an advertisement of the Federal Laboratories, Inc. concerning the fountain pen-type gas gun and gas cartridges, and also showing cost thereof.

It is felt the enclosures will furnish the necessary information desired by the Commissioner of the British Virgin Islands concerning the fountain pen gas gun.

Enclosures (2)

DECLASSIFIED BY

ON 9-6-92

SP5CU -  
WT

7:yt

The Executives Conference of January 30, 1953, consisting of Messrs. Ladd, Mason, Harbo, Mohr, Fearty, McGuire, Tracy, and Glavin agreed to the above handling of this matter.

RECORDED - 58

INDEXED - 53

166-5554-10257

RECORDED

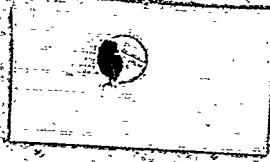
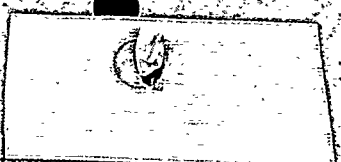
135 FEB 13 1953

EX-123

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

MAILED  
FEB 4 - 1953  
COMM - FBI

ORIGINAL FILED IN 62-24694-132



Mr. S. J. Tracy

January 7, 1953

G. J. Engert

ADDITIONAL ARREST RECORD FORM  
(1-1)

Reference is made to the Executives Conference memorandum of December 23, 1952, in which the above-entitled form was considered. This form has been approved by the Director.

There is attached the following in connection with the printing and publication of this form:

Envelope #1

Contains a sample of the new form, "Additional Arrest Record Form (1-1)". The Mechanical Section can print 150,000 of these forms to be available for distribution. This form should be printed on a very good grade of green colored paper.

Envelope #2

Contains a letter to all Special Agents in Charge with which should be attached ten of the new form, "Additional Arrest Record Form" (1-1).

Envelope #3

Contains a letter from the Director to all fingerprint contributors advising them concerning the use of this form and also transmitting a supply of the "Additional Arrest Record Form" (1-1).

A separate memorandum is being prepared with respect to the article for a future issue of the Law Enforcement Bulletin.

GJE:fm

Attachments

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

ALL INFORMATION CONTAINED  
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DATE 10-29-84 BY SP5/CP

RECORDED-84

66-2534-1025  
FEB 12 1953  
127

53 FEB 19 1953

ORIGINAL COPY FILED IN 66-2534-530



MR. [redacted]

February 4, 1953

THE EXECUTIVES CONFERENCE

*not*

The Executives Conference of February 4, 1953, consisting of Messrs. Nichols, Mohr, Ladd, Belmont, Sizoo, Harbo, Tracy, Clegg, Gearty, and Glavin considered the attached suggested posters for approval in connection with the Bureau's morale poster program. The Conference recommended approval of the attached posters; the names of which are:

*themes*

- A. "First Impressions are Important"
- B. "Do your FBI job Well"
- C. "Do not discuss FBI Business"

Should you approve, these posters will be prepared for future distribution at the Seat of Government and in the field.

CC: Mr. Clegg  
Mr. Mohr

WRG:gt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-16-92 BY SP5CJ/4PT

*mk*

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

67 FEB 18 1953

RECORDED - 101  
INDEXED - 101

66-2554-10289  
FEB 2 1953

*[Handwritten signature]*

ORIGINAL COPY FILED IN 94-5598-312

Office Memorandum • UNITED STATES GOVERNMENT

TO : [redacted] ✓  
FROM : [redacted] ✓  
SUBJECT: STENOGRAPHIC TRAINING CLASSES  
BY GSE: [redacted]

DATE: December 8, 1952

Tolson	
Ladd	
Clegg	
Glavin	✓
Harbo	
Tracy	
Belmont	
Mohr	
Nease	
Jan	

To recommend that ~~stenographic~~ training classes commence January 12, 1953.

ACKNOWLEDGEMENTS:

By memorandum dated September 16, 1952, it was recommended by the Administrative Division and approved by the Director that no consideration be given to establishing another stenographic training class until the number of unassigned stenographers dropped to 20 and that at such time the matter be reconsidered in the light of conditions then existing.

We are now within this limit and in view of the fact that we are not recruiting stenographers to fill vacancies created by resignations and transfers, it is felt that stenographic training classes should be started immediately.

The Training and Inspection Division and he advised that due to the approaching holiday season, it would not be desirable to commence a new class until after January 1, 1953. He suggested January 12th as an appropriate date.

That the Training and Inspection Division make arrangements to conduct a stenographic training class for January 1, 1953, and periodic intervals thereafter.

RECORDED - 78  
INDEXED - 75

FEB 11 1953

ADDENDUM - 12/10/52

The Executives Conference of December 10, 1952, consisting of Messrs. Tolson, Gearty, Mason, Nichols, Ladd, Rosen, Belmont, Mohr, Harbo, Tracy, and Glavin recommended the revision of stenographic training classes; it being understood that those undertakings the training undertaken on their own time rather than on the Bureau's time. The Personnel Officer will make arrangements with the Training Division to set up these classes.

WRG:gt 17 1953

DEC 11

ORIGINAL COPY FILED IN



United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.

IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

Date \_\_\_\_\_

Mr. John Edgar Hoover  
Director  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Hoover:

I, \_\_\_\_\_, clearly understand that the stenographic training class into which I am about to enter results in considerable time and expense to the Federal Bureau of Investigation.

Inasmuch as this opportunity is afforded me in order to improve my stenographic skill and ability, and thereby equip me for assignment to this kind of work in the Bureau consistent with such need for my services, I am entering this training class with the understanding that I will remain with the Federal Bureau of Investigation for a minimum period of six months after I successfully finish the training.

Sincerely yours,

Signature

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

ENCLOSURE 106-2554-10260

SAC, BALTIMORE

February 5, 1953

DIRECTOR, FBI

EMERGENCY PARKING SPACE  
BALTIMORE OFFICE

EXECUTIVE CONFERENCE

Reference is made to your communication of January 29, 1953, concerning the above-mentioned matter wherein you advise that there are no assigned parking spaces in the immediate vicinity of the building which could be used exclusively by the Baltimore Office, and in which you request Bureau authority to have a city ordinance introduced which would permit such parking of Bureau cars.

The Bureau has carefully considered your suggestion and feels it would be highly undesirable to request the Vice President of the City Council to introduce such an ordinance in behalf of the Baltimore Office. It is entirely possible that criticism might subsequently be directed at the Bureau for requesting that such an ordinance be passed.

The Executives Conference of February 4, 1953, consisting to Messrs. Nichols, Mohr, Ladd, Belmont, Sizoo, Harbo, Tracy, Clegg, Gearty, and Glavin was in agreement that the request of the Baltimore Office should be handled as above.

WRG:gt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-6-92 BY SP4 UH

INDEXED - 47

66-2554-10261  
NOT RECORDED  
159 FEB 16 1953

EX-113

7.50  
3 FEB 19 1953

ORIGINAL COPY FILED IN 66-2554-10261

MR. TOLSON

February 12, 1953

The Executives Conference

DISCONTINUANCE OF ALIEN FINGERPRINT SEARCHES IN TECHNICAL SECTION IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 9-18-92 BY SP-12/UP

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Belmont, Mohr, Holloman, Gearty, and Tracy on February 11, 1953, considered a suggestion from the Identification Division.

A special committee of the Identification Division analyzed the current work and current delinquency in the Identification Division for the purpose of making specific recommendations for the further curtailment of work in order that the average daily receipts of the Identification Division can be handled with available personnel.

The committee recommended the discontinuance of Alien fingerprint searches in the Technical Section until such time as additional personnel is available.

At the present time, by agreement with the Immigration Service, the Bureau searches only fingerprints of aliens arriving in the United States from Western Hemisphere countries. These prints average 687 per day and an average of 28 criminal identifications are made per day. In the event the technical fingerprint search is temporarily discontinued, the number of identifications per day will be reduced to 25, or a net loss per day of 3.

In view of the small number of identifications that would be lost per day, the Conference unanimously recommends the adoption of the suggestion until such time as additional personnel is available and trained in the Technical Section of the Identification Division.

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

cc - Mr. Clegg  
Mr. Mohr

SJT:redm

68 FEB 19 1953

RECORDED-20

INDEXED - 20

FEB 12 1953

*Ladd*  
2/13

*J. C. Mohr*

166-2554-10262

MR. TOLSON

February 11, 1953

THE EXECUTIVES' CONFERENCE

~~AMERICAN LEGION CONTACT PROGRAM~~  
~~PLANT INFORMANT PROGRAM~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/8/92 BY SP5/CL/PT

The Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Tracy, Mohr, Holloman, Gearty and Belmont, on February 11, 1953, considered whether the moratorium on re-contacts with plant informants and American Legion contacts should be lifted in March, 1953.

In March, 1952, the field was instructed that re-contacts of plant informants in all plants except Class A Facilities of the Atomic Energy Commission and Strategic Air Command Bases of the Air Force should be held in abeyance for one year. This was due to the delinquency of our security investigations at that time. As of December 20, 1952, date of the latest quarterly report, the field reported a total of 97,770 plant informants and 60,892 American Legion contacts. The number of informants and contacts has increased considerably since the moratorium went into effect, inasmuch as the moratorium pertains only to re-contacts and the field is still under instructions to develop sufficient informants and American Legion contacts to afford the necessary coverage.

The Domestic Intelligence Division pointed out that undoubtedly many of the plant informants and American Legion contacts listed by the field may not be active at the present time due to shifting of jobs from plant to plant or ceasing of employment on the part of plant informants and diminished activity on the part of some American Legion contacts. Therefore, the plant informant and American Legion contact files, as reflected in the field today, cannot be considered up to date. The Domestic Intelligence Division felt that this situation should not be allowed to continue indefinitely, as it represents a false picture.

There are three possible lines of action:

(1) Continue the moratorium until July 1, 1953, or indefinitely.

(2) Require the field to check once a year at each plant and at each American Legion Post to determine that the informants and contacts are still employed and active. This would eliminate the inactive cards from the field files on an annual basis.

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

FEB 19 1953

RECORDED-20

166-254-10263

INDEXED-20

FEB 13 1953

cc - Mr. Clegg  
Mr. Mohr

ARB:tic

MEMORANDUM FOR MR. TOLSON

(3) Require the field to re-contact each plant informant and American Legion contact once a year. This is the policy which was in effect prior to the moratorium on re-contacts. This policy makes the plant informant file and the American Legion contact file active files upon which reliance can be placed. Re-contact can be made either in person or telephonically.

It was the opinion of the Domestic Intelligence Division that the plant informant program and the American Legion Contact program must be active programs if they are to be retained, and, therefore plan (3), above, should be effected at such time as we are able to lift the moratorium on re-contacts.

EXECUTIVES' CONFERENCE  
RECOMMENDATION:

The Executives' Conference unanimously recommended that this matter again be considered on June 1, 1953, looking toward reactivation of the programs through re-contacting the plant informants and American Legion contacts once a year. The Conference felt that it would be premature now to lift the moratorium.

*Jayne*  
*4*

June  
mail

DATE OF MAIL 2/12/53

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-12-92 BY SP5CJ/UP

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAIL

REMOVED BY 51 FEB 20 1953

FILE NUMBER 66-2554-10264

PERMANENT SERIAL CHARGEOUT



THE DIRECTOR

2/10/53

EXECUTIVES CONFERENCE

ATTENDANCE AT N.A. - GENL.  
FBI NATIONAL  
ACADEMY BY A POSTAL INSPECTOR

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-15-93 BY SP5CUP

The Executives Conference of 2/10/53, Messrs. Tolson, Nichols, Parsons, Mohr, Ladd, Gearty, Holloman and Clegg being present, considered the request of Deputy Postmaster General Charles Hook, made orally to Mr. Bartlett of the Liaison Section, for one of the Postal Inspectors to attend the FBI National Academy so that upon graduation he in turn could aid in training of other Inspectors. Mr. Hook advised Postal Inspectors are very poorly trained in comparison to FBI Agents.

It was noted that representatives from the Provost Marshal General's Office of the Army, U. S. Park Police, U. S. Marine Corps, National Park Service, Tennessee Valley Authority and Public Buildings Administration of General Services Administration had been permitted to attend the Academy.

Messrs. Tolson, Ladd, Parsons, Mohr, Nichols, Gearty and Holloman recommended favorably that a Post Office Inspector be authorized to attend the Academy. They pointed out this might be a way of continuing to improve relations with the Post Office Department and Postal Inspectors, and particularly since Mr. Summerfield, Postmaster General, and Deputy Postmaster General Hook were friendly, they recommended favorably.

Mr. Clegg recommended unfavorably, pointing out that we have turned down many requests from Federal agencies -- in fact this week there was turned down a request for civilian investigators of an Army post to attend the Academy. Even a graduate of the Academy, when he went to the Secret Service, was ruled officially by the Bureau as ineligible to attend the FBI National Academy Retraining School and Reunion because he was not with an organization eligible to attend the Academy. We adopted the same attitude about ineligibility with reference to OPS investigators and enforcement officers of many other Federal agencies by adopting a policy that even graduates of the Academy, when they went with an organization which was not initially eligible, would not be carried on the list of graduates or allowed privileges of such graduates. He is of the opinion this exception would open the doors and lead to embarrassing circumstances in the future. He therefore recommended unfavorably.

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

cc: Mr. Mohr  
Mr. Clegg

RECORDED 112  
711-974  
The more attendees the better. 2554-10265  
Academy doesn't qualify  
one In Associates not to attend reunion

63 FEB 18 1953

MR. TOLSON

2/3/53

EXECUTIVES CONFERENCE

SUBMISSION OF REPORTS BY  
BALTIMORE & WASHINGTON FIELD  
OFFICES RE: NEGATIVE RESULTS  
IN LOYALTY OF GOVERNMENT EMPLOYEE CASES

The Executives Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gearty, Belmont, Sizoo and Clegg being present, unenthusiastically considered unfavorably the suggestion of Special Agent D. Arthur Byrnes of the Albuquerque Office that hereafter the Baltimore and Washington Field Offices, when making agency checks in Loyalty cases, be required to submit regular reports instead of the form which has already been approved and which lessens the amount of stenographic and typing work.

This matter was given consideration by the Washington Field Office and by the Domestic Intelligence Division officials and Supervisors directly concerned. They recommended unanimously unfavorably. The saving of stenographic, typing and dictating time is considerable because this form is used and it was believed the use of the form should be continued. The Executives Conference was unanimously opposed for the reasons stated.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10-29-83 BY SP-1

166-2554-10306  
RECORDED  
8 FEB 17 1953

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 75

INDEXED - 75

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

*Suggestion*  
#11-53

62 FEB 24 1953

ORIGINAL FILED IN 166-2554-10306

The Director

January 12, 1953

The Executives Conference

Present at the Executives Conference on 12-16-52, were Messrs. Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Nichols, Gearty, Holloman, Rosen and Mason.

SECURITY CHECK

SYNOPSIS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

*DATE 12/15/83 BY SP-1/PT*

Security check of Seat of Government made by Training and Inspection Division at request of Executives Conference. Aim of survey was to standardize security regulations and draw up reasonable rules that would afford greatest possible security without "cloak and dagger" arrangements. Various problems arising from survey were considered by Conference and their pros and cons discussed including: (1) Use of badges or credentials by Agents as identification when entering guarded areas, (2) Mail, (3) Confidential trash, (4) Safety devices, (5) Identification Building procedures, (6) Possibility of clandestine listening devices.

Proposed standardized rules for security drawn up in form of Memorandum for All Bureau Officials and Supervisors (attached) covering: (1) Checking of persons entering Bureau rooms off public corridors of Justice building, (2) Messenger boxes, (3) Appointment of security officers in each section or Unit at Seat of Government, (4) Maintenance of keys, (5) Handling of telephone calls, (6) Handling of confidential trash, (7) Security of carbon paper to be used again, (8) Procedures during Air Raid Drills, (9) Particular problems in Records Section, (10) Use of credentials and badges for identification purposes, (11) Entrance to Identification Building, (12) Guards at Identification Building, (13) Security of Domestic Intelligence Division.

If approved, this Memorandum to all Bureau Officials and Supervisors will be sent forward.

BACKGROUND OF CHECK:

The Executives Conference requested that a check be made by the Training and Inspection Division for the purpose of standardizing various security regulations at the Seat of Government and for the

cc: Mr. Mohr  
Mr. Clegg

EDM:new;km

RECORDED - 75

INDEXED - 75

*66-2557-10207*

RECORDED  
FEB 17 1953

INITIALS ON ORIGINAL

FEB 20 1953

ORIGINAL FILED IN

purpose of making recommendations to the Conference as to any improvements which should be made in order that the Conference could in turn recommend appropriate measures to the Director.

In its detailed consideration of security measures on December 15 and 16, the Conference considered a number of topics and recommended that the attached memorandum go forth to all officials and Supervisors at the Seat of Government.

#### AIM OF CHECK:

The Conference was primarily concerned with providing reasonable rules relative to security without getting out any "cloak and dagger" arrangements, and affording the greatest possible security in consideration of expenses involved.

The Conference respectfully recommends that in its opinion, the attached instructions will adequately serve the Bureau's purpose without the necessity of outlandish expenditures which would be necessary to obtain what might be called "maximum security."

The implication of such a term would demand the replacement of all glass doors to the rooms and the establishment of safe-type file cabinets in each office rather than the existing lock-type of cabinets, and similar measures which the Conference respectfully feels would be unnecessary, unreasonable, undesirable, and beyond the Bureau's needs.

#### ACTION TAKEN PRIOR TO CHECK:

Prior to commencing the check, contact was made with each Assistant Director. Checks were made with many other people at the Seat of Government. Analyses of opinions were made, and reviews of previous surveys were made. After the Survey, the findings were brought to the Executives Conference for further study and examination.

#### PROBLEMS ARISING FROM SURVEY CONSIDERED BY EXECUTIVES CONFERENCE:

1. USE OF BADGES. There was a split decision in the Conference as to whether Agents going into guarded areas such as the Records Section or the Identification Building where identification must be given to the clerical employee on guard, should be permitted to use their Agents' badges or whether they should be required to identify themselves through the medium of Special Agents' Credential Cards.

Messrs. Tracy and Nichols constituted the minority in objecting to the use of an Agent's badge because:

- a. There is no photograph of the employee on the

badge nor is the name of the employee shown thereon, and these items appear on a credential card, thus giving greater opportunity for visual identification of employees seeking admittance to the guarded areas.

- b. If an employee were to lose his badge on the street, the finder could use it to enter the guarded areas and there would be no way of knowing that it was not his badge.
- c. If credential cards only are used for identification, then it is unnecessary for the guards to be familiar with the design of an Agent's badge and this is one less thing for the guards to remember.

The majority of the Conference, consisting of Messrs. Glavin, Parsons, Mohr, Belmont, Ladd, Gearty, Holloman, Rosen, and Mason, felt that Agents should be permitted to identify themselves with an official badge or credential card. The majority has no objection to the use of the badge because:

- a. It is harder to duplicate a badge than a credential card.
- b. We demand that other agencies and individuals recognize our credential cards and badges. If we don't recognize our badges ourselves, then we should immediately withdraw all Agents' badges.

In the attached memorandum for supervisors, it is assumed that the Director agrees with the majority view and in the event the Director shares the minority view, then we will have to make an appropriate adjustment to the attached memorandum for supervisors.

2. MAIL: The Conference considered whether a requirement should be made that all mail entrusted to the U. S. Postal Service between the field offices, between field offices and the Bureau, between field offices and Resident Agencies, be registered. The present rule is that any mail containing security information be registered as required in Executive Order 10290, and existing security regulations of the Bureau. The Conference felt that it would be too expensive to establish a regulation that all mail be registered.

3. CONFIDENTIAL TRASH. The Conference considered the handling of confidential trash at the Bureau and believes that the present use of the wastebaskets having white rims for confidential trash, the manner of collecting this trash (security patrol employees), and the handling thereof are adequate.

#### 4. SAFETY DEVICES.

a. Electrical. The Conference rejected a proposal that an electrical alarm system be placed on the cabinets in the Domestic Intelligence Division containing the security informants index and the security card index. It had been proposed that a burglar alarm be placed on these cabinets to ring in Mr. Belmont's office, which is open 24 hours a day. Such an electrical burglar system is already in operation on the Criminal Informant cabinets of the Investigative Division. The Conference decided to make no change in the Criminal Informant installation but does not feel that this procedure should be further extended in view of the fact that there are many file cabinets containing even more important and delicate data than is contained in the security informant card cabinets or in the security index.

b. Hasp. The Conference also felt that the hasp to the full-length window at 10th and Pennsylvania Avenue in the 7th floor elevator lobby should be made more secure. Mr. Nichols reported this has been welded to prevent anyone from removing the screws, and going through the window sash.

c. Chains. The Conference felt that chains should not be installed on windows along the 7th floor facing the street, for to do so would cut down ventilation in warm weather when air-conditioning units are not in operation. It will be recalled that there is a ramp outside these windows. However, this ramp is reached only from FBI space.

- d. Locks. During the security check, Mr. Trotter of the Records Section suggested that the locks on doors throughout the Justice Building can be easily "jimmied." Actual tests were made and it was found that the great majority can be easily entered, even when locked, by inserting a pliable erasing shield, fingernail file, or any other thin object between the door jamb and the door itself, with the net result that the door can be entered within a matter of seconds.

The Conference felt that almost any lock anywhere can be jimmied by a professional and since the great majority of doors in the Justice Building are of glass, that it would be unwise to cause a substantial sum of money to be invested in high-class locks on glass doors. It was pointed out that the glass doors can be easily cracked and entered. The Conference recommends no action.

The doors referred to are the interior doors to rooms and sections within the building and not the main entrances to any of the buildings.

5. IDENTIFICATION BUILDING. The Conference gave detailed consideration to the traffic of non-FBI people entering the Identification Building. It will be recalled that three principal entrances are used in the Identification Building, two of these being first-floor entrances guarded by FBI personnel, the third entrance being the ramp to the basement which is guarded by a General Services Administration uniformed guard. To this entrance daily there comes a stream of people representing cafeteria workers, grocery trucks, bread trucks, and other representatives serving the cafeteria, mail trucks from the Post Office, GSA stonemasons (there is an office for stonemasons in the basement of the Identification Building), Public Buildings Service representatives, and numerous other visitors. Once these people have entered the basement of the Identification Building, it is possible for them to enter an elevator or go up a stairway to any other location in the building. Existing rules are that all Identification Division employees challenge strangers found anywhere in the building other than the basement. Checks indicate this rule is being rigidly followed.

During the check, consideration was given to requiring these visitors to have appropriate identification. The General Services representatives have sufficient identification. The grocery trucks and bread trucks do not. The Conference felt that no useful purpose would be served in having an identification card for these people as the card itself would not assure reliability on the part of the employee and such people are not investigated by the FBI.

Consideration was given during the check to requiring the Identification Division to set up guards at each elevator bank and each stairway to prevent unauthorized persons from entering upper floors of the building. The Executives Conference felt that this would be an expensive procedure, would tie up a number of additional employees (possibly 20) on guard duty, and the benefit received would not be consistent with the cost. Mr. Tracy expressed the opinion that there is virtually no confidential material in the Identification Division files and that in his opinion the Identification Division should not seek maximum security but should seek minimum security. We feel that a minimum security is presently being provided.

It will be noted that the Cryptanalysis Section, the Statistical Section and the Records Section occupy areas within the Identification Building; however, each of these units has employees on guard at entrances to their space.

The Conference felt that no change should be made in the present procedure and Mr. Tracy reported that the visitors do not leave the basement to seek to go elsewhere in the building, but if they do, they would be stopped by FBI employees under existing regulations.

The Conference further felt that it would be unnecessary to put screens or bars as covers to the windows in the basement and on the first floor of the Identification Building. It will be noted that the basement windows and most of the first floor windows are protected by a concrete moat. Where not so protected, Mr. Glavin pointed out that the windows are made of safety glass which can be cracked but not easily entered. Consideration was given as to whether a person could



put a long board across the top of the moat as a bridge to one of the windows and thus secure entrance to the Identification Building. The Conference felt no change should be made, as the Bureau should not be put to the expense of screens or bars and the Public Buildings Service cannot provide such items.

6. POSSIBILITY OF CLANDESTINE LISTENING DEVICES. The Conference felt that representatives of the FBI Laboratory should make an examination of the offices of key Bureau officials and supervisors, and particularly of the Domestic Intelligence Division, to determine if any clandestine listening devices have been surreptitiously installed therein. While the likelihood of such devices being present is quite remote, the Conference felt that it would be desirable to make certain none existed.

If the Director approves, the attached memorandum should go to all supervisors and officials.

Respectfully,  
For the Conference

Glyde Tolson

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 2/4/53

FROM : J. P. MOHR

SUBJECT:

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-16-02 BY SP5CJ/gjt

*Handwritten initials and signatures:*  
V.M.  
R.H.  
J.P.M.  
List of names: Tolson, Ladd, Nichols, Belmont, Glavin, Harbo, Rosen, Tracy, Mohr, Winterrowd, Holloman, Gandy.

The Executives Conference this morning, consisting of Messrs Ladd, Glavin, Clegg, Gearty, Nichols, Tracy, Belmont, Harbo and Sizoo, was advised of the cockeyed recommendation which was recently made in connection with the reduction of applicant deadlines from 30 to 17 days, in which memorandum it was pointed out it would increase communication costs and additional Agents and clerical employees would be needed for this work.

The Conference was advised that this memorandum contained nothing to indicate where the Bureau would obtain the necessary funds to take on the additional work recommended and that the Bureau must in the handling of its work operate on the same theory that an individual would with his own funds, namely stay within his budget or go bankrupt. They were advised it was imperative that the Bureau remain within its present appropriation limits and they were again informed we were operating under a deficit of approximately one and a half million dollars. They were informed hereafter there should be more serious consideration given to problems presented to the Director from the Conference and there should be no further cockeyed recommendations such as the one made in the instance cited.

The Conference was further informed whenever an Executives Conference memorandum is submitted and there is contained therein a recommendation that the Bureau take on or do certain work, the Executives Conference memorandum shall contain a specific recommendation at the end as to what the additional cost will be in dollars and cents and specifically where the funds were to be obtained. They were advised it would be a permanent requirement hereafter that any Executives Conference memorandum contain a statement at the end of such memorandum concerning the actual cost in dollars and cents in connection with any recommendation made, if it is one involving an expenditure of funds. They were likewise informed again that whenever an Executives Conference memorandum refers to a savings, there shall be a statement at the end of the memorandum setting forth in dollars and cents exactly what is saved. The Conference was advised there was to be no deviation from these instructions.

UNRECORDED COPY FILED IN 66-17851

RECORDED - 68 FEB 12 1953

JPM:DW  
CC - Mr. Rosen  
Mr. Holloman

*Handwritten note:*  
I cannot stress too strongly my feelings in this matter. The members of the Ex. Conf. should come down from their stratosphere & face realities. N.

79 FEB 20 1953

Mr. C. L. Trotter

1/29/53

M. L. Polly

John P. Peper California

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-6-92 BY SPCC/TX

SYNOPSIS:

EXECUTIVES CONFERENCE

This memorandum sets forth information concerning the police training activities of John P. Peper, Supervisor of Peace Officers' Training, State Department of Education, State of California. His activities in the police training field began in 1946 and are outlined from that date through January 15, 1953. Peper has been critical of the Bureau's training program and there has been almost constant correspondence between the Bureau and the California offices regarding him. We do not participate in any police training programs in which Peper is a participant. No action being taken, this is for information only.

PURPOSE:

To set forth information concerning John P. Peper, Supervisor of Peace Officers' Training, State Department of Education of California and his police training activities in the State of California.

BACKGROUND:

There has been almost constant correspondence between the Bureau and the California field offices regarding Peper. Prior to accepting the position of Supervisor of Peace Officers' Training in 1946 he was an officer of the Berkeley, California, Police Department. In that department he rose to the rank of Inspector in the Department of Burglary.

As Supervisor of Peace Officers' Training, Peper established police training programs in California at first primarily aimed at training police officers as teachers. He soon, however, became active in police training activities in California and used paid instructors in his training programs which is contrary to Bureau policy.

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

MLP:mew

RECORDED-107  
INDEXED-107

66-2554-10269  
NOT RECORDED  
100 FEB 13 1953

FEB 20 1953

ORIGINAL FILED IN 62-11751

The FBI has not participated in any schools with Peper since 1949, and there have been only a couple of exceptions of not cooperating with Peper since he initially took office.

In addition to serving with the California State Department of Education, he has acted in Civil Defense and used his civil defense position to strengthen his future plans for law enforcement training such as the building of a building and the acquisition of facilities and equipment. Peper has in the past criticized the Bureau and has been unfriendly.

The California SACs have been instructed on several occasions that the Bureau will have nothing to do with any schools in which Peper participates and as late as May 26, 1952, the SACs were instructed that there was to be no equivocation as to those instructions.

DETAILS:

Bureau records reflect that on 9/18/46 San Francisco advised that a two-week course of instruction to qualify police officers as instructors and provide them with secondary teachers' certificates was inaugurated in Berkeley, California, on September 16, 1946, under the direction of John Peper, recently appointed Director of Police Officers' Training in the State Department of Education. The officers in attendance were advised that they would subsequently be utilized and paid by the State Department of Education as instructors in evening classes to be held later for other police officers. (1-16-210-84)

On 9/20/46, San Francisco further advised that instructors in Peper's school knew nothing about police work, did not instruct in police subjects but instructed officers only in the method of instructing. The question arose as to whether or not these police instructors should be invited to participate in FBI schools. On 11/4/46, the California SACs were advised that the Bureau saw no objection to the participation of these officers in FBI law enforcement schools. They were further advised to keep in close touch with graduates of the police instructors' course and utilize their services whenever it was found they were competent to handle police instruction under FBI standards. (1-16-210-85)

On 12/28/46, San Francisco advised that two law enforcement officers attending Peper's school indicated that they felt that Peper's ultimate aim was to organize actual police training schools in California. In view of above the California SACs were instructed on 1/8/47 to satisfy all police training needs and adhere to Bureau instructions providing for the maintaining of leadership in the police training field. (1-16-210-88)

In 1947 the California State Department of Education reactivated annual Police Institutes held at the University of California and the University of Southern California which had been discontinued during World War II. Peper had the job of organizing the Institutes at which the Bureau was requested to furnish a large amount of instruction. The California SACs were requested to submit complete and detailed instructions to the Bureau and advise as to whether the Bureau should participate. SACs Hood of Los Angeles and Murphy of San Diego favored participation while SAC Kimball of San Francisco opposed such participation. On 7/15/47, our participation was approved by the Executives Conference. Several Agents in the field participated and SA G. W. Dingle of the FBI Laboratory was sent to handle all phases of Laboratory Examinations at these institutes held in August and September of 1947.

On August 8, 1947, Peper advised SA Dingle of his disappointment in the number of officers enrolled (fifty-two) as he had expected between 200 and 400 officers. SA Dingle said that the majority of officers attending enrolled in classes conducted by the FBI and some classes scheduled were not held due to the lack of students. (1-1152-26-110) (Memo Sizoo to Harbo)

We participated in another of these institutes in 1948 but on 3/31/49 the California offices were advised that the Bureau approved the recommendation of California SACs that California offices not participate in the two annual Institutes held by the University of California. (SACs recommended informing Peper that the Bureau felt it should continue all of its efforts to conduct all departmental schools on specific requests of heads of law enforcement agencies.) 1-1152-26-350.

On 6/24/49, Los Angeles advised the Bureau concerning derogatory remarks allegedly made by Peper and Lt. [redacted] NA of the Alameda County Sheriff's Office criticizing the Bureau's Laboratory and its training program. In view of this, a letter was sent to our California offices on July 5, 1949, instructing the SAC at San Francisco to discuss Peper's attitude and conduct with Governor Warren and also to discuss with Sheriff Gleason of Alameda County the derogatory remarks of his officer, Lt. [redacted]. In the past, Sheriff Gleason had been a very good friend of the FBI. At this time the California SACs were instructed to make certain that Peper's activities did not get out of hand and that no assistance was to be furnished to any of Peper's schools. (1-1152-26-328)

b6  
b7c

In a memorandum dated 2/5/52 from Clegg to Tolson regarding police training in California setting forth information from Bureau files and contact with the San Francisco office is the following information concerning Peper. In connection with Peper's criticizing the FBI, Mr. Clegg states, "It does not appear that a show-down was later had with Peper or his superiors. SAC Kimball was in charge of the office at that time. It is not believed wise to reopen this matter after so long a lapse of time."

Mention is also made of Peper's listing the FBI as a cooperating agency in Peper's Fourth Basic Training School to be held in Alameda County in October 1950. The memorandum advises that SACs Hood and Kimball approached Peper about this matter on October 26, 1950, at the Peace Officers Convention and emphatically advised him that he had no right to use the Bureau's name in this connection. They further reminded him that he had been previously informed to refrain from use of the Bureau's name.

This memorandum further states that at the invitation of Sheriff H. P. Gleason of Alameda County, who had been friendly with the Bureau for a long time, we participated in the Sixth Basic Peace Officers Training Course on 10/8, 9/51 and 10/12, 13/51 to the extent of providing an instructor for 2 hours of lecture before each group. Gleason considered this school his own. (1-1152-47-1033)

On 1/31/52, the Executives Conference considered whether the Bureau should participate in schools in Eureka and Chico, California in which Peper was participating as SAC. Abbaticchio requested advice concerning this since [redacted]. Peper's assistant, told Abbaticchio that the above schools had been arranged by them and he felt that there was room for both the FBI and the State Department of Education in the police training field in California. Abbaticchio then received letters from the Chiefs of Police of Eureka and Chico asking him to furnish instructors for their schools. The Executives Conference recommended that the Bureau not participate and the Director noted, "I approve. Abbaticchio and the other SACs in Cal. should clearly understand we will not have anything to do in any school in which Peper participates. There is to be no equivocation as to this." (1-1152-47-1032) The SACs were so advised on 2/6/52.

b6  
b7c

On 2/6/52, San Francisco advised the Bureau that from information supplied confidentially it has been learned that Peper's preparation for the budget for the next fiscal year included items which would have marginal value as for as Civilian Defense training was concerned but would be of great value for police training when Civilian Defense dies. (Peper is on loan to Civilian Defense.) SAC Abbaticchio was instructed to contact Governor Warren regarding this matter on 3/4/52. (62-90258-5)

After several efforts to see Warren, Abbaticchio interviewed him on 9/12/52 giving him the information about Peper, indicating that it had not been verified but was merely passing it on for his information and consideration. Governor Warren indicated he wished to look into the matter. (1-1152-47-1162)

On 11/5/52, Mr. Clegg advised Mr. Tolson that Sheriff Gleason of Alameda County, California, had offered the FBI the use of the facilities of his office's training school at Santa Rita. As a matter of background, Mr. Clegg pointed out that at the outset of Peper's entry into the police training field, he got permission from Gleason to hold schools at Santa Rita, after having informed Gleason that these schools would be under sponsorship of the sheriff's department. Peper gradually succeeded in subordinating Sheriff Gleason's position in this undertaking until it had become a well established project of the State Department of Education. Gleason had for some time indicated dissatisfaction with Peper's training program and

our Agents in Charge had been attempting to sell Gleason on the idea of FBI training at his training center. Mr. Clegg further advised that Peper had recently announced the establishment of a training center in Southern California at Riverside and had indicated he would probably lose his training center in Northern California, which is located at Santa Rita. (1-1152-47-1189)

On 11/6/52, San Francisco was advised that the Bureau appreciated Sheriff Gleason's offer and wished to be advised as to the extent which it was proposed the FBI would conduct schools at Santa Rita. On 11/18/52, San Francisco advised the Bureau that it was planned to use the facilities offered by Gleason to hold such schools as he might request for his own department from time to time, and also to consider the use for occasional zone schools of a specialized nature.

PRESENT DEVELOPMENT:

By letter dated 1/15/53, San Francisco advised that information had been received to the effect that Peper is making plans to replace the Peace Officers' Training Center at Santa Rita, California and has made arrangements to conduct his classes at St. Mary's College, Moraga, California. The first "basic" class is scheduled to begin on February 12, 1953.

ACTION:

None. This is for your information.

HHG:nc 2/6/53

The Executives Conference on 2/5/53, Messrs. Ladd, Harbo, Glavin, Mohr, Gerty, Holloman, Tracy and Clegg being present, upon consideration of the above matter, unanimously agreed that there should be no change or modification in the existing policy of the Bureau that police schools should not be solicited and that no opposition should be made to the efforts of Peper to operate police schools.



MR. TOLSON

2/11/53

EXECUTIVES CONFERENCE

~~REPORTING OF LEADS & COVERAGE  
THEREOF BY AIR-TEL & MEMORANDA  
IN FUGITIVE TYPE CASES~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/6/94 BY SP5CL/WT

The Executives Conference on 2/10/53, Messrs. Tolson, Ladd, Nichols, Parsons, Mohr, Gearty, Holloman and Clegg being present, unanimously recommended unfavorably the suggestion of SAC Malone of Chicago that the preparation of reports in fugitive type cases be suspended temporarily and that leads and investigations be reported by air-tel and memoranda, particularly in view of the critical stenographic shortage. This would not apply where matters of evidence were concerned.

There is the problem of dissemination of reports in fugitive type cases, including deserters, and there are many instances when the Bureau would want to disseminate the report and there would be no report available. Air-tels are used now to replace teletypes only and the submission of air-tels or memoranda would make extremely difficult the supervision of efforts to locate fugitives by the supervisory staff at the SOG.

Recommendation: Unanimously unfavorable.

Attached is a letter to Mr. Malone.

HUC:hc

cc: Mr. Mohr  
Mr. Clegg

Attachment

RECORDED-29

INDEXED - 29

166-2554-10270

FEB 19 1953

17

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

18  
22 FEB 20 1953

RA

ME. 701.507

2/17/53

EXECUTIVE CONFERENCE

REVISION OF REVERSE SIDE OF SECURITY INDEX CARDS

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-12-83 BY SP3/UPA  
19221

Present at the Executive Conference 2/16/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Gearty, Laughlin, Holloman and Madan.

b6  
b7c

The Conference unanimously recommended favorably as to the suggestion of Special Agent [redacted] Los Angeles Office, that when Security Index cards are next printed there be placed on the reverse side along the left-hand margin printed words, beside which descriptive data may be entered by the appropriate field office.

The descriptive data will include name, sex, race, birth date, height, weight, build, hair, eyes, complexion, scars and marks, peculiarities, marital status, relatives, nationality, birth place, fingerprint classification, and FBI, PD and Selective Service numbers.

There are enough Security Index cards on hand now to last a year. About 66,000 are used per year. They are printed commercially at a cost of \$3.00 per thousand, plus a flat charge of \$50 per order. The printed data on the reverse will raise the cost an additional \$50 per order and the fee will still be \$8.00 per thousand.

The savings will be approximately \$1600 per year in clerical time saved. The Los Angeles Office has estimated savings of three clerk days per month.

At the present time Security Index cards are prepared by the Statistical Section on long strips of about 1,000 each and then the strips are torn apart at the perforations and appropriate cards forwarded to the field offices where descriptive data is typed on the back of each card. The change will reduce the amount of typing necessary in the field.

The Conference unanimously approved. Attached is a letter to Special Agent [redacted]

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

Attachment  
EDM:ho

cc: Mr. Mohr  
Mr. Clegg

182 FEB 20 1953

RECORDED - 102  
INDEXED - 102  
FEB 19 1953  
66-2554-1027  
REC'D - DIRECTOR

b6  
b7c

MR. TOLSON

2/10/53

EXECUTIVES CONFERENCE

SPECIAL INDEX CARDS ON  
CRIMINAL INFORMANTS KNOWN  
AS "BLIND INDEX"

The Executives Conference 2/6/53, Messrs. Ladd, Nichols, Harbo, Gearty, Belmont, Tracy, Glavin, Holloman, Mohr, and Clegg being present, unanimously recommended unfavorably the suggestion of the Miami Office that special index cards on criminal informants known as "a blind index" be prepared for use on the desk of each supervisor and for maintenance in the agents' office. They also unanimously recommended unfavorably as to the suggestion that there be prepared in each field office a wall map in which pins would be placed to indicate the location of criminal informants and potential criminal informants.

The Conference was opposed to this because there would be a breach in the security of the identities of the informants by preparing the additional index cards as well as the wall map. It would take a great deal of clerical time, which is not available, and which, if available, would not be profitable to keep those maps and index systems up to date as they moved or their status changed in any respect. Washington Field, New York City, Newark, Norfolk and Richmond Offices recommended unfavorably and the Richmond Office suggested that if it is to be done it should be discretionary with the SAC and the Norfolk Office indicated that a wall map is being used at this time.

If the recommendation is approved as made by the Executives Conference, the Miami and other offices participating in the survey will be so advised. Letter to Miami and pertinent offices is attached.

cc: Mr. Mohr  
Mr. Clegg

HHC:hc

Attachment

FEB 25 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-26-80 BY SP5/PLA

166-2354-10272  
FEB 15 1953

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

166-2354-10272

MR. TOLSON

February 12, 1953

The Executive Conference

*Suggestion*

#72-53

HANDLING OF DISPOSITION SHEETS  
IDENTIFICATION DIVISION

The Executive Conference on February 12, 1953, consisting of Messrs. Tolson, Ladd, Clegg, Harbo, Belmont, Rosen, Gearty, and Tracy considered a suggestion from the Streamlining Committee of the Identification Division.

The Identification Division has 220,000 disposition sheets presently awaiting handling. They cannot be handled at this time for the reason that all available personnel are on current production work.

The Streamlining Committee ascertained that 26% of the disposition sheets refer to arrests of a minor nature such as drunkenness, traffic, loitering, etc. The dispositions in cases of this type range from 5 days and \$5 to 30 days and \$60 and in many instances the individuals are released after payment of costs. The Committee felt if this 26% could be disposed of by being destroyed it would reduce the delinquency in this type of work and save the cost of handling at a later date.

The Executive Conference was unanimously of the opinion that the disposition sheets should be filed as soon as personnel is available for the reason that the original records in the Identification Division should be as complete as possible including the posting of dispositions.

cc - Mr. Clegg  
cc - Mr. Mohr

SJT:ude

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-18-83 BY SP5CJ/TPT

RECORDED-88  
INDEXED-88

166-2554-10273  
FEB 24 1953  
51

60 MAR 2 1953

ORIGINAL FILED IN

MR. TOLSON

February 5, 1953

THE EXECUTIVES CONFERENCE

19220

The Executives Conference of February 4, 1953, consisting of Messrs. Nichols, Mohr, Ladd, Belmont, Sizoo, Harbo, Tracy, Clegg, Gearty, and Glavin, was advised that information has been received from the office of the Comptroller General that the original decision concerning the necessity of turning in the proceeds from vending machines in Bureau field offices to the Treasury Department as miscellaneous receipts has been revoked and the Bureau offices may retain receipts for welfare and recreational purposes as was done previous to the Comptroller's decision of August 29, 1952.

In conformity with the Comptroller General's decision, there is attached hereto a letter to all SACs advising such SACs that it will not be necessary to turn in the proceeds from the vending machines to miscellaneous receipts to the Treasury Department in the future.

CC: Mr. Mohr  
Mr. Clegg

WRG:gt

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/29/92 BY SP5C/EPT

RECORDED - 91

INDEXED - 91

166-2554-10274  
RECORDED  
133 FEB 24 1953

ORIGINAL FILED IN 166-10999-27

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

*Handwritten signatures and initials*

67 FEB 26 1953

MR. TOLSON

January 27, 1953

The Executives Conference

*Suggestion # 56-23*

ELIMINATION OF "SUSPECT" STAMP ON FINGERPRINTS  
RECEIVED FOR COMPARISON WITH LATENT FINGERPRINTS

The Executives Conference on January 26, 1953, consisting of Messrs. Tolson, Ladd, Rosen, Glavin, Belmont, Parsons, Gearty, Mason, Mohr, and Tracy considered a suggestion from the Identification Division concerning a change in the handling of fingerprint cards of "suspects" submitted for comparison with latent fingerprints.

PRESENT PROCEDURE:

Fingerprint cards received for comparison with latent fingerprints are stamped by the Single Fingerprint Section "suspect." The contributing agency, or if from a Bureau Field Office the Bureau field number, the date received, and the recorder's initials are typed on the back of the fingerprint card. The majority of such fingerprints are handled in the Single Fingerprint Section.

PROPOSED PROCEDURE:

It has been suggested that the Single Fingerprint Section omit stamping the word "suspect" and also omit entering any information on the back of the card, that instead the Single Fingerprint Section will handle the fingerprint card as a routine "arrest" card.

SAVINGS:

(1) It would no longer be necessary to type information on the back of a fingerprint card or stamp the word "suspect" on approximately 1600 fingerprint cards each year.

(2) The adoption of the proposed change would reduce the time spent in the handling of fingerprints where the current print has been identified against a fingerprint already in file and marked "suspect."

The Recording Section would not need to keep a separate statistical count of "suspect" prints received.

It is estimated that the total savings will approximate \$200. However, the main value of the suggestion is that it will simplify procedures in the Identification Division.

The Executives Conference unanimously recommended approval of the suggestion.

Mr. Tolson \_\_\_\_\_  
Mr. Ladd \_\_\_\_\_  
Mr. Nichols \_\_\_\_\_  
Mr. Belmont \_\_\_\_\_  
Mr. Clegg \_\_\_\_\_  
Mr. Glavin \_\_\_\_\_  
Mr. Rosen \_\_\_\_\_  
Mr. Tracy \_\_\_\_\_  
Mr. Gearty \_\_\_\_\_  
Mr. Mohr \_\_\_\_\_  
Mr. Winterrowd \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Mr. Holloman \_\_\_\_\_  
Mr. Sizoo \_\_\_\_\_  
Miss Gandy \_\_\_\_\_

Mr. Clegg  
Mr. Mohr

FEB 26 1953

INDEXED - 111  
RECORDED - 111

66-2554-10275  
FEB 24 1953  
100

ORIGINAL FILED IN 62-23822-46

MR. TOLSON

February 19, 1953

The Executives Conference

SEARCHING FINGERPRINTS OF DECEASED INDIVIDUALS  
IDENTIFICATION DIVISION

b6  
b7c

The Executives Conference consisting of Messrs. Tolson, Nichols, Glavin, Harbo, Holloman, Gearty, Laughlin, Mohr, and Tracy on February 18, 1953, considered a suggestion from Special Agent [redacted] of the Identification Division with reference to the searching of fingerprints of deceased individuals.

Fingerprints of deceased individuals are given special handling. In the Technical Section search, when no record is located after a search, a charge card is placed in the "dead" fingerprint file and is not removed until the current fingerprint card is returned for filing.

If a record is located, a charge card is placed in the active criminal fingerprint file and also in the "dead" fingerprint file, the charge card remaining in the active criminal fingerprint file for 10 days.

Deceased prints are searched in the "dead" file first. This was to provide for making a possible identification against a charge card of a previous fingerprint card received on the same individual. Several years ago there was considerable duplication in that deceased fingerprints would be received from local law enforcement agencies and also from the Veterans Administration. The Veterans Administration has recently instructed all their local offices in connection with the handling of deceased prints to eliminate the submission of duplicate deceased prints to the FBI.

A test check was made for 60 days and it was determined during that period that 1,094 fingerprints of deceased individuals were handled. Of this number, 5 were identified with a charge card in the "dead" file; however, in view of the fact none of these involved a missed identification, it is felt that the preparation of a charge card in the "dead" file can be eliminated.

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Gearty \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Mr. Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

edm

RECORDED - 101

INDEXED - 101

166-2554-110276

FEB 25 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/16/83 BY SP5/STP

67 FEB 26 1953

Memorandum for Mr. Tolson

February 19, 1953

The Conference unanimously approved the suggestion that the Technical Section discontinue the search and the preparation of a charge card for the "dead" file and that the Technical Section continue to place a charge card in the active criminal file of deceased individuals, this charge card to remain for 60 days. It is felt that if a duplicate deceased print were taken and submitted to the Veterans Administration, it would be received in the Identification Division within that period of time. A proposed letter is attached thanking Mr. [redacted] for the suggestion for the elimination of an unnecessary procedure.

b6  
b7c



Mr. Tolson

February 20, 1953

The Executives Conference

OBsolete BUREAU BADGES

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-16-92 BY SP5CJ/TAT

On February 19 the Conference composed of Messrs. Tolson, Glavin, Mohr, Laughlin, Clegg, Gearty, Tracy, Belmont, Holloman, Rosen and Harbo was advised of the proposal to dispose of all but one specimen of each type of several obsolete Bureau badges presently maintained in the Property Section of the Administrative Division.

The badges to be disposed of consist of several copies of badges bearing the inscription "Bureau of Investigation" as well as badges of the American Protective League used in World War I, Special White Slave Officer, etc.

The Conference unanimously recommends that the obsolete badges be disposed of with the understanding that one specimen of each type would be retained for possible reference use and further that no badge possessing a possible evidentiary value would be disposed of.

cc - Mr. Clegg  
Mr. Mohr

RTH:VH

RECORDED - 71

FEB 25 1953

INDEXED - 71

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

70 FEB 27 1953

RH

Handwritten initials/signature

Handwritten mark

66-2554-10277

SAC, CHICAGO

February 18, 1953

DIRECTOR, FBI

~~AMERICAN PROTECTIVE~~  
LEAGUE BADGES

Reference is made to your airtel of February 11, 1953 concerning the American Protective League badges located in the basement of the Bourland Building, 105 South LaSalle, Chicago, Illinois.

The Bureau is desirous that you secure these badges from Mr. [redacted] of the Bourland Building, and forward them to the Bureau for disposition.

b6  
b7c

CC: Mr. Rosen (sent direct)  
Mr. Newman (sent direct)

WRG:gt

The Executives Conference of February 16, 1953, consisting of Messrs. Tolson, Laughlin, Gearty, Mason, Rosen, Tracy, Mohr, Harbo, and Glavin, was in agreement that these badges should be secured and disposed of at the Seat of Government.

RECORDED - 106  
INDEXED - 106

66-2554-10278  
~~NOT~~ RECORDED  
157 FEB 25 1953

FEB 18 3 25 PM '53

S. DEPT. OF JUSTICE  
FEB 18 1953  
DIRECTOR

MAILED 2  
FEB 18 1953  
COMM - FBI

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

ORIGINAL COPY FILED IN 100-87955-9

MAY 2

The Director

January 12, 1953

The Executives Conference

Present 1/6/53:

SAC LETTERS AND  
BUREAU BULLETINS

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

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-20-02 BY SP-6/CP

PURPOSE:

To report on a review of SAC Letters and Bureau Bulletins as to their necessity, clarity and frequency and to make recommendations for less frequent SAC Letters in the future.

BACKGROUND:

You will recall that SAC Banister of Minneapolis in correspondence dated in November and December 2, 1952, referred to the instructions in Manuals, SAC Letters and Bureau Bulletins as "administrative wilderness." On December 9, 1952, by memorandum Mr. Clegg was instructed to personally survey the SAC Letters, No Number SAC Letters and Bureau Bulletins issued so far this year to determine whether there have been any considered unnecessary or superfluous.

This memorandum was received during Mr. Clegg's illness, during which time Supervisors Donelan and Strong of the Training and Inspection Division made such a review and since Mr. Clegg's return to duty he has personally reviewed more than half of these Bulletins and SAC Letters to date.

RESULTS OF SURVEY: *and average is excessively high*

From January 1, 1952, to December 17, 1952, there were 171 SAC Letters issued. This is an average of one SAC Letter for each 1.4 working days. These SAC Letters covered a total of 771 topics. Some were urgent, such as notification of death of a Special Agent and need for expeditious action to effect economy. Some were informative. Some referred to delinquencies which were occurring with frequency. Others reemphasized or supplemented existing policies such as the constant need for security in our operations or the necessity for exemplary personal conduct.

CONCLUSION:

1. Although as a matter of "hindsight" a few of the individual topics covered might be questioned today as to the desirability of transmitting this information to the Field,

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

RECORDED - 106

166-2534-10279

RECORDED

FEB 24 1953

ORIGINAL

cc - Mr. Mohr  
Mr. Clegg  
MAR 2 1953  
RHC:ist

ORIGINAL FILED IN 66-04-1915

at the time they were issued I feel sure that it was the consensus of opinion of the Executives Conference that the information should be submitted even if it were informative and temporary in nature. I have no doubt but what SAC Letters are, however, issued too frequently.

*I don't think by Conf. given the proper thought to these matters info is taking action.*

2. From January 1 to December 15, 1952, 44 Bureau Bulletins covering 91 individual topics were issued. The Bulletins were issued when the information was not too confidential and when it contained information which should be brought to the attention of every Agent in the service. I personally feel that Bulletins should be issued more frequently and SAC Letters less frequently in order to see that the information gets to the people who need it as promptly as possible. *There were fallacious conclusions. We shouldn't issue Bulletins which are not understandable.*

3. Some of the SAC Letters and Bulletins were difficult to understand, but these I find to be largely quotations of Civil Service regulations or General Accounting regulations and they require study. For the Bureau to editorialize on these regulations would probably be unwise. The direct quotation of pertinent portions seems to be a fair way to present the information, and if the data has to do with such matters as vouchers for contracts, they there are but few people in the office who have to read it very studiously and they are usually the Supervisory staff of the office. There were some instances of supplemental instructions being issued due to new developments, and one instance was found where it was necessary to correct a previously issued communication, due to an erroneous classification number being given to certain types of files. The employee responsible for this error was censured.

The following recommendations were presented to the Executives Conference with the action noted as recommended by the Conference:

EXECUTIVES CONFERENCE CONSIDERATION:

1. It was recommended that unless there were specific instructions set forth in the Executives Conference memorandum or by the Director or Mr. Tolson, SAC Letters would be issued in

the future once per week. If any SAC Letter is issued prior to the regular weekly SAC Letter, it would require the approval of the Director or Mr. Tolson before it would be authorized as a special communication. This should result in materially reducing the number of SAC Letters, but would not necessarily decrease the number of subject matters covered in the SAC Letters.

OK  
H  
The Executives Conference unanimously agreed with this recommendation. Since only 44 Bureau Bulletins were issued, it appeared unnecessary to issue any additional instructions with reference thereto. I certainly want no Bulletins issued

which are not clear & understandable. H.

2. Messrs. Harbo, Belmont, Ladd, Gearty, and Clegg recommended that whenever information was designated for the Field in which there was an interest on the part of practically all Special Agents, such information should be disseminated by Bureau Bulletin instead of SAC Letter. This would insure that the information got to the employees who have a direct need for the information and would reduce the expense of disseminating the information. At present the information is relayed first to the Supervisory staff of the office and then the subject matter is discussed by the Supervisors with the individual Agents when next they assemble in the office. In New York this would be approximately once each two weeks for each Squad and in all offices at this time Resident Agents get to the office once each sixty days. A copy of the SAC Letter, however, is routed to the Resident Agency, and after it is read it is returned to the Field Office. When there are detailed instructions as to the method of conducting investigations and writing reports, Agents of necessity make notes as a future guide, and the notes made at a conference in the office frequently would not be as accurate or complete as if the Agents all had access directly to the instructions issued by the Bureau. To provide adequate security it was recommended that each Agent keep bound in an Acco fastener in his locked desk drawer or folder or cabinet drawer, a complete set of all Bureau Bulletins which would be destroyed annually during the course of the self-inspection and after the file of Bulletins had been reviewed to see if all were accounted for. This should provide added security and make the information available directly to the people using the information.

Mr. Tracy recommended that the present practice be continued of issuing confidential information by SAC Letter, but that in addition one copy of the SAC Letter be placed on file as a part of the permanent records of the Resident Agency.

Messrs. Tolson, Glavin, Mohr, Rosen, McGuire and Sizoo recommended a continuation of the present practice of issuing confidential information by SAC Letter in limited number in order to provide for adequate security and for the further reason that it was felt that the present system serves to get the information to the Agents with sufficient promptness that no embarrassment is occurring and it appears to be a satisfactory method that is working.

I Concur  
H.

At present when a Bureau Bulletin is issued 8,600 copies are disseminated to the Field. When an SAC Letter is issued of the usual type, 959 copies are disseminated to the Field, and of those relating to security matters 1,950 copies are disseminated to the Field.

3. It was unanimously recommended that whenever possible for Manual and Handbook revisions to be made in lieu of the issuance of an SAC Letter or Bureau Bulletin, this practice should continue.

yes  
H.

Respectfully,  
For the Conference

Clyde Tolson

Notwithstanding this rather wacky wacky memo I am convinced too many SAC Letters and bulletins are issued and in wacky and confused form. I must stop. I was not meant to read out volumes of foggy worded instructions to the field.

H.

MR. TOLSON

February 2, 1953

EXECUTIVES CONFERENCE

ELIMINATION OF REPORT FILING IN SECURITY MATTER INVESTIGATIONS UNDER CERTAIN CONDITIONS.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-2-92 BY SP-9 JPT

The Executives Conference on 1/28/53, Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Gandy, Belmont, Sizoo and Clegg being present, unanimously recommended un-  
favorably the suggestion of Supervisor [redacted] of the New York Office that the preparation of reports be eliminated in Security Matter investigations under the following conditions:

1. Prior to closing a Security Matter investigation when the subject is not to be recommended for inclusion on the Security Index, whether or not an interview is recommended, send Bureau a letter only.
2. When requesting permission to interview a Security Index subject, send Bureau only a letter if the letter can sufficiently summarize the facts regarding subject's known recent Communist Party activities.
3. When closing a Security Matter investigation, in cases where the facts are not believed to warrant including subject on Security Index or where an interview with subject is not warranted, in such instances, close the case administratively with a rough draft memorandum.
4. In cases based on nebulous, antiquated, or nonspecific allegations submitted locally in requests from OSI, ONI or G-2, handle by letter to agency rather than by report.
5. Substitute a letter for the 6-month report on Security Index subjects where there has been no change in residence or employment, and references regarding Communist Party activities are negative.

Mr. Belmont and Supervisors of the Internal Security Section, Domestic Intelligence Division, were unanimously opposed because reports are necessary to bring investigations up to date; reports are necessary to provide information for

Attachments

RECORDED

HRC:hc

cc: Mr. Mohr  
Mr. Clegg

63 FEB 13 1953

66-2354-10279X  
66-2554  
FEB 11 1953

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

ORIGINAL FILED IN 66-24352-12175

dissemination to interested outside agencies, and even if the information is negative in key facility cases the Bureau is obligated to advise the agency which has secured responsibility in the key facility involved. This dissemination must be by report or else there will be a great deal of unnecessary typing.

There are attached hereto for approval a letter to Mr.  and a letter to the New York Office.

b6  
b7c



MR. TOLSON

2/10/53

EXECUTIVES CONFERENCE

INITIALING FOR FILE CORRESPONDENCE  
RE APPREHENSION ORDERS AND TRANSMITTING  
CHECKS AND BONDS.

The Executives Conference 2/6/53, Messrs. Ladd, Nichols, Harbo, Gearty, Belmont, Tracy, Glavin, Holloman, Mohr and Clegg being present, unanimously recommended favorably the suggestion of SAC Willis of Norfolk that Chief Clerks or designated clerical employees of field offices be permitted to initial for filing in field offices (1) letters from the Bureau transmitting salary checks and bonds; (2) form letters transmitting checks and bonds to Resident Agents or Agents out of the territory; and (3) apprehension orders.

Since these are merely transmitting communications the necessity for the Special Agent or Supervisor to initial them is not believed to exist. Because of the routine nature and lack of absolute instructions along this line it was felt if the Bureau approved this recommendation the changed instructions should be by manual amendment and not by SAC Letter.

Attached for approval is a letter to SAC Willis advising him his suggestion has been adopted.

Attachment

HHG:hc

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 101

166-2554-10280

RECORDED  
148 FEB 25 53

INDEXED - 101

#44-53

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/2/95 BY SP5 CJP/PT

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

8 MAR 2 1953

ORIGINAL FILED IN 66-16263-932

MR. TOLSON

February 20, 1953

The Executives Conference

~~TRANSCRIPTS FOR SECURITY FLASH NOTICES~~  
~~TYPING SECTION, IDENTIFICATION DIVISION~~

b6  
b7c

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Belmont, Mohr, Holloman, Gearty, and Tracy considered a suggestion from Miss [redacted] in the Identification Division.

The following procedure has been followed in the Identification Division in connection with the handling of Security Flash notices:

When a transcript of a record is prepared for Bureau field divisions or the Domestic Intelligence Division, a separate sheet is prepared giving the complete description of the subject, the subject's occupation, and other pertinent information from the fingerprint cards.

Miss [redacted] suggests that there would be a saving of typing, reading, duplication, and assembling time in the Typing Section if in the case of "possible" ident's, the descriptive data not be furnished on the receipt of additional fingerprint cards.

b6  
b7c

Miss [redacted] further recommends that in the case of positive identifications, the descriptive data not be furnished in the first instance for the reason that in such instances the descriptive data is not necessary.

The Conference unanimously recommends approval of the suggestion, and there is attached hereto a letter to

Miss [redacted] thanking her for her interest in making the suggestion. It is not possible to estimate the possible savings at this time.

b6  
b7c

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy
- Mr. Gearty
- Mr. Mohr
- Mr. Winterrowd
- Mr. Egan
- Mr. Gandy

RECORDED-130

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5-2-83 BY SP-5/STP

166-2554-10281

FEB 26 1953

MAR 23 1953

MAR 2 1953

715

MR. TOLSON

3/24/53

EXECUTIVES CONFERENCE

INDEXING OF FBI Law Enforcement Bulletin

ALL INFO CONTAINED HEREIN IS UNCLASSIFIED DATE 1/29/93 BY SP5/ct/kt

b6  
b7c

The Executives Conference, on 2/20/53, Messrs. Tolson, Nichols, Glavin, Tracy, Parsons, Mohr, Laughlin, Belmont, Gearty and Clegg being present, considered the suggestion of Miss [redacted], Assistant Chief Clerk, Chicago Office, that FBI Law Enforcement Bulletin articles be indexed under the general heading "FBI Law Enforcement Bulletin," followed by the specific subject matter such as "Glass Fractures."

At present the subjects in the Law Enforcement Bulletin are indexed under the subject matter, such as "Glass Fractures," and then it is shown that the articles are in the Law Enforcement Bulletin.

Officials of the Records and Communications Division opposed this suggestion, believing that the present practice is satisfactory, and in fact more desirable.

Executives Conference unanimously opposed.

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 111

INDEXED - 111

66-2554-10282

NOT RECORDED  
141 FEB 27 1953

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

53 MAR 5 - 1953

*[Handwritten signature]*

94-3-1-16344

MR. TOLSON

2/17/53

EXECUTIVES CONFERENCE -

EACH OFFICE ORDER ITS OWN  
SUPPLY OF STANDARD FORM No. 33

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/85 BY [signature]

Present at the Executives Conference 2/13/53 were  
Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Harbo, Mohr,  
Belmont, Rosen, Gearty, and Clegg.

b6  
b7c

The Conference regarded unanimously unfavorably a  
suggestion from Radio Communications Officer [redacted] Mobile,  
that each office order its own supply of Standard Form No. 33  
and then mimeograph thereon the field office address and other  
pertinent information.

Standard Form 33 is entitled "Invitation, Bid, and  
Award." At present the Bureau prints on the face of such forms  
appropriate clauses which should be included in the bid such as  
a caution to bidders to check their bids before submission inasmuch  
as the contracting officer does not have authority to release the  
bidders in case of error and the fact that the provisions of  
Standard Form 32 (Supply Contract) are to be incorporated herein,  
and that the contractor agrees that the prices invoiced will be  
within certain limitations.

Although the suggesting employee felt that since a  
field office has to add on to the invitation, bid, and award  
Form 33 the identity of the office, the field office might just  
as well put in the pertinent clauses. The suggesting employee  
felt there would be some savings by doing this.

Mr. Newman of the Administrative Division recommended  
unfavorably, pointing out that if the clauses are not absolutely  
correct difficulty in bids and contracts will be experienced.  
Mr. Newman felt since the Bureau is more familiar with the various  
clauses necessary it would be more advantageous to have the forms  
printed at the Bureau in the interests of uniformity and accuracy.  
The Training and Inspection Division agreed with Mr. Newman.

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

RECORDED - 58

INDEXED - 58

166-1554-10283  
NOT RECORDED

141 FEB 27 1953

[Handwritten signature]

EDM:hc

cc: Mr. Mohr  
Mr. Clegg

[Handwritten signature] # [redacted]

b6  
b7c

79 MAR 5 - 1953

ORIGINAL COPY FILED

The Executives Conference concurred and unanimately considered the suggestion as unfavorable. The Conference felt instead of savings it would actually be more expensive in the long run ~~to~~ to have each field office mimeograph bid forms relating to automobile services, these being the principal types of services and forms envisioned by the suggesting employee.

If you agree no further action is necessary for the suggesting employee has already been thanked for his idea.

MR. TOLSON

2/17/53

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/6/87 BY SP5U/PT

SECURING OF DESIRED INFORMATION  
FROM OUTSIDE FIELD OFFICE TERRITORY  
BY DIRECT COMMUNICATION

*Kingsman*  
11 #42-53

Present at the Executives Conference 2/16/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Garty, Laughlin, Holloman and Mason.

The Conference was unanimously opposed to a suggestion from Special Agent James J. O'Connell of the Los Angeles Office who recommended that field offices be permitted to obtain from law enforcement agencies within the confines of other field offices details concerning arrests, photographs, or descriptions of subjects utilizing U. S. Mail.

SAC Hood felt the proposal to permit one field office to communicate with a law enforcement agency in another field division to secure details of arrests or descriptions of subjects is only partially practical. He saw an objection in using the mails to obtain arrest data, feeling police departments will be reluctant to furnish so detailed information as can be obtained through personal contact. He saw no objection to obtaining photographs by mail.

The Investigative Division felt that use of the mails would result in the securing of partial and possibly inaccurate information, and in some instances no reply at all obtained.

The Executives Conference unanimously opposed. The Conference unanimously believes the obtaining of such information by personal contact should continue in the future and that the use of the mails should be limited as at present to permitting field offices to communicate with agencies in another field office territory concerning data as to automobile registrations, drivers' licenses, and dispositions of arrest.

If approved, no further action is necessary for Mr. O'Connell was thanked on January 30, 1953, for his suggestion.

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

EDN:hc  
cc: Mr. Mohr  
Mr. Clegg

RECORDED - 113

INDEXED - 113

166-8554-10284  
MAR 3 1953  
52

68 MAR 5 1953

MR. TOLSON

3/17/53

EXECUTIVES CONFERENCE

DATA CONCERNING CRIMINAL INFORMANTS  
CARRIED IN SPECIAL AGENTS' NOTEBOOKS

Present at the Executives Conference 3/16/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Gearty, Laughlin, Holloman and Mason.

The Conference was unanimously opposed to a suggestion from the SAC of the Denver Office that each Agent be permitted to carry in a notebook data concerning criminal informants. SAC Foster had in mind permitting an Agent to devote one page of his notebook to each criminal informant in the office and to have on any one page show the file number of the informant (but not his name), the name of the Agent handling the informant, the alternate Agent handling the informant, the geographical coverage afforded by the informant and the counties in which the informant operates, as well as the types of cases in which the informant can be of service.

The Criminal Informant Desk of the Investigation Division was opposed, as was the Training and Inspection Division because the carrying of information regarding informants in notebooks by individual Agents would jeopardize the security of the informant program. The Executives Conference was unanimously opposed.

If you agree it is recommended the attached letter go forth to the SAC at Denver.

Attachment

EDL:hc

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/89 BY SP5/ELP/PT

RECORDED  
100 MAR 3 1953

66-2554-10285

WLM

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

57 MAR 19 1953

ORIGINAL FILED IN 66-2554-10285

THE DIRECTOR

February 11, 1953

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12-9-02 BY [signature]

The Executives Conference of January 30, 1953, consisting of Messrs. Mohr, Gearty, Mason, McGuire, Rosen, Ladd, Harbo, Tracy, and Glavin, considered the suggestion made by the Inspectors that the Bureau change its present method of paying clerks at the Department of Justice proper and the Identification Division from the present policy of paying in cash to paying by check.

It was pointed out to the Conference that it is the opinion of the Inspectors that there would be considerable savings in employee time since based upon the total number of cash roll employees, approximately 122 employee days are consumed each pay period. This employee time is arrived at by computing that it takes approximately 15 minutes per employee per pay day to receive the salary in cash where in the event the salary were paid by check, this employee's savings would be realized. They point out that in addition, certain employees must assist the Treasury employees in identifying the Bureau employees getting their salaries and further, on each pay day there is the problem of employees recently assigned to the Identification Division returning to the Department of Justice Building to be paid at the Department of Justice Building since the payroll when submitted listed them as working in this building. The reverse is true where an employee working in the Identification Division has been transferred to the Department of Justice Building after the payrolls have been prepared making it necessary for such employee to go to the Identification Division Building in order to secure his or her salary.

From the information furnished as to the approximate number of employee days consumed each pay period through the utilization of the cash payroll, i.e. 122 employee days, this is to advise the average cost of the loss for this work per pay day is estimated as \$1,522.56. It is pointed out, however, if the cash payroll is eliminated, we will probably lose employee time in the granting of annual leave to employees to permit them to cash their checks on pay day.

RECORDED - 106  
INDEXED 106  
66-2554-10286

It is further pointed out that employees working odd hours such as the midnight shift and the evening shift secure their salaries by check at present, but if they desire they may receive cash by waiting until the Treasury Department arrives in their particular building. It is further pointed out that the Treasury Department would not object to a return to payment by check since at the present time there are only two or three agencies at the Seat of Government still paying certain of

- Tolson
- Ladd
- Nichols
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- Holloman
- Gandy

ORIGINAL COPY FILED IN 66-2554-10286

MAR 6 - 1953



Memo to the Director (continued)

their employees by cash. The Conference was advised that inquiry had been received from the Treasury Department through the Administrative Division of the Department of Justice within the last two or three days as to whether we desired to return to payment by check rather than by cash.

The Inspectors in their check of this particular matter pointed out that banks are open on Friday afternoons after working hours for those who are in the Identification Division and whose business day closes at 4:30 P.M. For record purposes, City Bank and other nearby banks are open until 5:30 P.M. Friday afternoon. The evening hours of the bank would not be of any assistance to employees on the regular 9:00 A.M. to 5:30 P.M. shift since they could not get to the banks in time to cash their checks after the close of the business day. The Inspectors pointed out that the checks could be cashed at the banks and in addition thereto, certain department stores are open until 6:00 P.M. where checks could be cashed by employees. It was the opinion of the Inspectors that it would be more economical for the Bureau to pay by check and they did not feel that there would be any morale problem involved in connection therewith.

It was pointed out to the Conference that this matter has been considered on a number of occasions in the past. The reason for the setting up of the cash payroll was as a convenience to the Bureau's clerical employees since many had no bank accounts and had difficulty in cashing their checks. It will be recalled that the clerical employees paid by cash are those in Grade GS-2, \$2750 to GS-8, \$4020 per annum. It is further pointed out that employees of the Identification Division could not come over to the nearby banks during the lunch hour but would have to wait until the end of the business day to cash their checks. It is understood that the Credit Union would be able to handle certain of the checks, but since there is no office of the Credit Union in the Identification Division Building, they would not have sufficient funds on hand to cash the checks in question since representatives of the Credit Union set up a table over in the Identification Building merely for the convenience of Bureau employees paying their notes to the Credit Union.

Mr. Harbo agrees with the Inspectors and feels there should be an all-check payroll for the Seat of Government.

The majority of the Conference, Messrs. Mohr, Gearty, Mason, McGuire, Rosen, Tracy, Ladd, and Glavin, are of the opinion that we should continue the cash payroll as at present. They feel that it is a great convenience for the low-paid Bureau employees and further feel that if we paid by check the increase in annual leave requested on pay day in order to give employees sufficient time to get their checks cashed would more than offset any savings in employee's time gained through utilization of payment by check.

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

Memo to the Director (continued)

As previously mentioned, it is costing the Bureau approximately \$1,522.56 per pay day in employee time lost through their being paid on a cash basis. If they were paid by check they would remain at their desks or other post of duty, and would not find it necessary to leave their various sections to go the location where the paymaster is handling the cash payroll.

As previously noted, there is the possibility that it will be necessary to grant a certain amount of annual leave to certain of our employees, particularly those in the Identification Division to cash their checks if we discontinued the cash payroll. The number of work hours which would be lost as a result of such annual leave could not be accurately estimated at this time since we have had no experience as to the amount of such leave that would be requested.

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

MR. TOLSON

1/26/53

EXECUTIVES CONFERENCE

Grading Bureau Stenographic & Typing Tests

Present: Mr. Tolson, Mr. Ladd, Mr. Nichols, Mr. Tracy,  
1/23/53: Mr. Mohr, Mr. Belmont, Mr. Rosen, Mr. Gearty,  
Mr. Holloman, Mr. Parsons, and Mr. Clegg.

b6  
b7C

The Executives Conference of January 23, 1953, considered the suggestion of Miss [redacted] of the New York Office that the rules for grading bureau stenographic and typing tests be modified so that when words are omitted more points will be deducted than at present, and less points will be deducted for the repetition of words; also, that specific deductions be set forth for errors in punctuation, grammar and incomplete sentences in stenographic tests.

This matter was referred to the Personnel Office of the Administrative Division, where it was given study, and Mr. H. L. Edwards and Miss [redacted] of the Administrative Division, Inspector B. C. Brown and Mr. Nelson A. Watson of the Training and Inspection Division also recommended favorably.

The Executives Conference unanimously recommended that the attached rules, which are not in conflict with any Civil Service Commission requirements, be used as a basis for grading tests for stenographers and typists.

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b7C

Attached for approval is a letter to Miss [redacted]

Also attached are SAC Letter and revision for Inspectors' Manual.

HHC:hc

Attachment

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-22-83 BY [signature]

RECORDED-84

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MAR 3 1953  
127

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

79 MAR 11 1953

ORIGINAL COPY FILED IN 100-2554-10282

MR. TOLSON

2/24/53

EXECUTIVES CONFERENCE

GREATER SECURITY IN LISTING ENCLOSURES

*Suggestion*  
#62-53

The Executives Conference, on 2/19/53, Messrs. Tolson, Glavin, Nichols, Tracy, Harbo, Mohr, Belmont, Gentry, Holloman and Clegg being present, considered the suggestion of ASAC Robert H. Fautleroy of Knoxville that the Bureau discontinue the practice of listing enclosures in investigative reports at the end of the Details as now required. Instead he suggested enclosures be listed on an administrative page, just as we now list references. The purpose of his suggestion is to permit greater security so that when a report is disseminated to outside agencies they will not know of the enclosures sent, for example, to the U. S. Attorney.

Executives Conference unanimously recommended unfavorably. If the suggestion were approved it would be necessary to prepare a special cover letter to transmit items of evidence, signed statements and other enclosures with the report to the U. S. Attorney and it is believed the present system is more desirable. If there were anything which represented a problem of security of information it would not likely be listed in the Details of the report for dissemination.

HHC:hc

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/2/82 BY SP5 GPT

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

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66-2554-10288

MAR 5 1953

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*ai*  
*WAC*

The Director

March 4, 1953

The Executives Conference

CRIMINAL RACKETS SURVIV

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/28/98 BY SP5CJF/gst

The conference considered the manner in which instructions should be issued to the field concerning obtaining information about criminal rackets in various types of businesses, protective organizations, industrial organizations, labor unions, and other enterprises.

This matter was brought to the conference's attention in view of the observation by the Director concerning whether there was proper coverage in such matters.

The conference was informed of the article which had been written by Victor Riesel concerning mob-controlled labor unions, and the possibility of various rackets being furthered through the use of illegitimate operations in the above type organization.

There is attached hereto a proposed SAC Letter covering this subject matter. The conference unanimously recommended the following procedure be adopted: Messrs. Tolson, Mohr, Holloman, Belmont, Gearty, Rosen, Mason, Harbo, McGuire, Laughlin and Tracy being in attendance.

RECOMMENDATIONS:

1. That the SAC Letter should alert the field to the situation in New York as indicated by Victor Riesel and to the situation on the New York and Newark waterfronts, pointing out that there were shortcomings in connection with our handling of matters in these areas and that, consequently, we must learn of and act on any violations which exist, which violations are within our jurisdiction.

cc: Mr. Clegg  
Mr. Mohr

Attachment  
AR:dwl/rnk

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

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66-2554-10289  
21 MAR 9 1953

6 MAR 11 1953

Memorandum for the Director


2. That the instructions to accomplish this end would be along the following lines and it is proposed that we approach the problem as follows: Require the field offices to make a survey within the office to include the general investigative intelligence file and classifications, such as anti-Racketeering, Kickback Racket Act, Labor Management Relations Act, Extortion Statute, etc.

3. The survey would also include a detailed examination of the zero files for the purpose of ascertaining those organizations, whether they be labor or management, wherein there is reason to believe that irregular activities have occurred in the past or may, as a matter of fact, be occurring now.

4. The survey would require that informants and sources close to the office be contacted for the above purposes. As a result of this type of survey, it was believed that there could be developed information as to those organizations which may be suspected and that this, consequently, would form the basis and would justify the Bureau to institute aggressive "bird dog" campaign of further contacts for the purpose of ferreting out possible violations.

The above persons felt such a procedure would form the basis for the Bureau to launch or institute our contact program and it would be restricted to those organizations wherein we could justify the action.

Respectfully,  
For the Conference

  
Clyde Tolson

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

MR. TOLSON

March 5, 1953

THE EXECUTIVES CONFERENCE

~~STARDINERS~~

UNCLASSIFIED  
DATE 1-10-92 BY SPSCU/PT

The Executives Conference of March 4, 1953, consisting of Messrs. Tolson, McGuire, Gearty, Mason, Belmont, Laughlin, Mohr, Parsons, Tracy, Holloman, and Glavin, was advised that in connection with the Attorney General's Order #1 the Department had excused its employees without the necessity of making up time for late arrivals, on Monday, March 2, 1953, due to the bad weather conditions.

It will be recalled that due to the heavy snow storm, public transportation was tied up and many employees reported to work late.

It was pointed out to the Conference that prior to the time information had been received from the Personnel Officer of the Department of Justice that even though late arrivals were excused the time lost would have to be made up.

On March 3, 1953, Mr. Adler advised me that the Department had determined that late arrivals due to "acts of God" such as storms, floods, etc. and late arrivals due to strikes such as streetcars and busses, will be excused and the time need not be made up.

In view of this fact, it is recommended that the Bureau's instructions be revised to indicate that such late arrivals will be excused and the time need not be made up. Should you agree, the appropriate instructions will go forward to the field and the various divisions at the Seat of Government.

CC: Mr. Mohr  
Mr. Clegg

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

TRG:gt

Most certainly  
H

J

RECORDED - 113

106-2554-10290

MAR 9 1953

INDEXED - 113

56 MAR 11 1953

MR. TOLSON

March 6, 1953

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-16-82 BY [signature]

LATENT FINGERPRINT EXAMINATIONS  
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Belmont, Laughlin, McGuire, Sizoo, Gearty, Mason, Mohr, and Tracy on March 6, 1953, considered the Bureau policy of handling latent fingerprint examinations in the Identification Division.

The Executives Conference reviewed the matter of latent fingerprint examinations made in the Identification Division for local and Federal law enforcement agencies. The present policy is as follows:

1. Latent fingerprint service is rendered to all local law enforcement agencies regardless of whether or not a prior examination has been made by a fingerprint expert.
2. Latent fingerprint service is rendered to Federal agencies in the same manner as for local law enforcement agencies except the Treasury Department.

With regard to requests from Treasury Department agencies, latent fingerprint examinations will not be made if a prior examination has been made by other latent fingerprint experts.

The Executives Conference unanimously recommends that the present Bureau policy be changed and that latent fingerprint service be rendered to all Federal agencies on the same basis as local law enforcement agencies, i.e. that latent fingerprint examinations or comparisons will be made in the Identification Division regardless of whether or not a prior latent fingerprint examination, comparison, or testimony has been made or given.

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg cc - Mr. Clegg
- Mr. Glavin \_\_\_\_\_ Mr. Mohr
- Mr. Harbo \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy SJT:edm
- Mr. Gearty \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Mr. Holloman \_\_\_\_\_
- Mr. Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

[Handwritten signature]

RECORDED - 68  
INDEXED - 68

66-2554-10291

MAR 9 1953

MAR 11 1953



MR. TOLSON

March 6, 1953

THE EXECUTIVES CONFERENCE

Hours of Duty

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-15-82 BY SP5CJ/TPT

Hours of Duty

The Executives Conference of March 4, 1953, consisting of Messrs. Tolson, McGuire, Gearty, Mason, Belmont, Laughlin, Mohr, Parsons, Holloman, Tracy, and Glavin, considered a suggestion submitted by Miss [redacted] of the Records Section of the Records and Communications Division that the working day for Bureau employees at the Seat of Government be one-half hour longer and give all employees one hour for lunch.

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Miss [redacted] stated that the Bureau would gain 15 minutes per day back due to the fact that the lunch hour would be one full hour and the employees would work an additional one-half hour and since our present lunch hours are 45 minutes, the Bureau would make 15 minutes per employee. Miss [redacted] stated that each employee would have sufficient time to eat lunch and get the little extras needed done during a one hour lunch period. She also states it would make it unnecessary for employees to take an hour of annual leave with their lunch hour to get the necessary things done and employees would be able to save their annual leave for vacations.

The Executives Conference gave this matter most careful consideration.

It was pointed out to the Conference that the Department of Justice work hours are from 9:00 A.M. to 5:30 P.M. and if any change were made in the hours, such work hours would be different from the work hours of the Department of Justice proper.

It was further pointed out that if there were a change of working hours increasing the work day one-half hour, many employees attending schools in Washington would find difficulty in perfecting arrangements to attend the necessary classes.

It was also pointed out that the hours of the day could not be changed first without approval of the Department and the Bureau of the Budget since our hours are approved by the Bureau of the Budget as part of an over-all plan in Washington so that public transportation will be available for employees reporting to and going from work. The Capital Transit Company would have to agree with the Bureau of the Budget in making public transportation available at the new period of time which the employees would come to work or leave from

GC: Mr. Mohr  
Mr. Clegg

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

RECORDED - 68  
INDEXED 68

66-2554-10292  
MAR 9 1953

MAR 11 1953

Memo to Mr. Tolson (continued)

work. In view of the above, the Executives Conference feels that no favorable action should be taken in connection with this suggestion. Should you agree, the appropriation communication will go forward to Miss

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

MR. TOLSON

2/24/53

EXECUTIVES CONFERENCE

LOCK TRAINING

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-19-92 BY SPSC/ff

The Executives Conference, on 2/20/53, Messrs. Tolson, Nichols, Glavin, Tracy, Parsons, Mohr, Laughlin, Belmont, Gearty, and Clegg being present, unanimously recommended favorably that at the request of SAC Hood, Washington Field Office, four Agents assigned to work on security matters of that office receive two days "lock training" in the Laboratory. The Laboratory has advised they have the facilities and are available to give this training to agents of the Washington Field Office at this time.

It was recommended this training not be expanded to include other Agents at this time since certain types of technical training may be given to selected Agents at some time in the near future.

HRC:hc

cc: Mr. Mohr  
Mr. Clegg

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

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MAR 6 1953  
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MAR 16 1953

ORIGINAL COPY FILED IN 62-2554-577

THE DIRECTOR

February 26, 1953

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/25/01 BY SP5/BJP

The Executives Conference of February 26, 1953, consisting of Messrs. Tolson, Gearty, Mason, Belmont, Laughlin, Mohr, Tracy, Parsons, and Glavin, considered the attached memorandum from Mr. R. L. Edwards, Personnel Officer of the Bureau, concerning Special Agent fitness for-duty physical matters wherein it was suggested that the Bureau give consideration to the offer of Dr. Robert T. Miller, Medical Examiner, Navy Hospital, to appear before In-Service classes of Special Agents for the purpose of giving such agents advice which would help them physically.

The conference was advised that Dr. Robert T. Miller, Medical Examiner, Navy Hospital, Bethesda, Maryland, who is very sympathetic with the Bureau and with what the Bureau must expect of its agents, after noting how many of our agents complain of physical symptoms for which, after examination, there is no organic basis, has offered a suggestion which appears to have considerable merit. He suggested that some expert doctor who had an interest in the Bureau and in its agents' exposure to the agents or, in some other suitable way, get across to them a proper perspective of their everyday lives in order that they might be assisted in relating more of their jobs, recognizing that their work problems, and generally, becoming better adjusted to the agents' duties and responsibilities. He has offered better his services. It is believed he could accomplish a great deal along this line by possibly an hour's lecture to each In-Service class.

The conference with the exception of Mr. Glavin did not feel that any particular purpose would be served in having such a lecture before Special Agents in In-Service classes. Mr. Glavin felt that Dr. Miller who has been a very good friend of the Bureau and has examined many of our men merely feels that some benefit could accrue to our agents through such a lecture. Mr. Glavin pointed out to the conference that Dr. Miller is not looking for an invitation out to the U. S. Lecturer before our Agents and that in discussing this matter with the Personnel Officer at the suggestion of Mr. Glavin, Dr. Miller was "felt out" as to whether he would be available for such lectures if they were felt desirable. Dr. Miller himself had brought up the problem

CC: Mr. Mohr  
Mr. Clegg

RECORDED 13  
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MAR 9 1953

106-2554-10294

Memo to the Director (continued)

of Agents complaining of physical symptoms when, as a matter of fact, there is no organic basis for such complaints.

Should the Director agree with the majority of the Conference, no further action will be taken in connection with this matter.

Respectfully,  
For the Conference

Clyde Tolson

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

MR. TOLSON

3/3/53

EXECUTIVES CONFERENCE

SUGGESTION NO. 633-52

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

Present at the Executives Conference of March 2, 1953 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Belmont, Gearty and Mason. The Conference unanimously recommended favorably that abstracts not show the destination of carbon copies of outgoing communications. If this is approved, the Stenographers' Manual, Section 15, Page 16, entitled "Abstracts," Item 2, will be deleted. The current rule is that Stenographers show on abstracts the destination of each carbon copy made of the outgoing communication.

On October 27, 1952 Mrs. [redacted] of the Recording Unit of the Records Section suggested discontinuing typing on abstracts the destination of carbon copies. A trial of this suggestion was authorized. Since the suggestion the Records Section has not recorded on abstracts the destination of carbon copies of outgoing communications and this system has worked very well and no difficulty has been experienced.

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The Executives Conference recommends that this procedure be made applicable to the entire Seat of Government.

If approved, the attached revision will be made in the Stenographers' Manual.

If approved, there is attached hereto a letter to Mrs. [redacted]

b6  
b7C

Attachment

cc: Mr. Mohr  
Mr. Clegg

EDH:cas

RECORDED-21  
INDEXED-21

66-2554-10295

RECORDED  
148 MAR 11 1953

*WAC*

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

53 MAR 17 1953

ORIGINAL FILED IN 66-2554-94

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87 MAR 11 1953

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68 MAR 17 1953

SAC, Los Angeles

March 5, 1953

Director, FBI

~~LOS ANGELES MORGUE~~  
~~LOS ANGELES, CALIFORNIA~~  
~~FINGERPRINTS OF DECEASED INDIVIDUALS~~

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1-16-01 BY SP5/SCH/PT

*Executive Conference*

ORIGINAL FILED IN 14-00000-1421

For your information the fingerprint files of the Identification Division contain fingerprints of the personnel in the military services which include the Army, Navy and Marine Corps. No branch of the Armed Forces now maintains fingerprint files.

The fingerprints of deceased individuals submitted to the Bureau are searched in all of the files of the Identification Division in order to establish an identification. When an identification is made of the fingerprints of a deceased individual with a military service fingerprint card, the Veterans Administration, Washington, D. C., receives a copy of the record sheet.

The Los Angeles Morgue has been forwarding a copy of the fingerprints of deceased individuals to the various branches of the Armed Forces, who, in turn, have been forwarding these fingerprints to the Identification Division. It is desired that an Agent of your office contact the Los Angeles Morgue and advise them that the various branches of the Armed Forces do not maintain fingerprint files.

You should also advise them of the Bureau's procedure outlined above. In the event the Morgue wishes to submit fingerprints on unknown deceased or on known deceased for establishment or verification of prior military service they should be urged to furnish all available descriptive data, particularly military serial number when known.

This matter should be handled expeditiously and the Bureau, attention Identification Division, should be advised of results.

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

GJE:fm

RECEIVED  
FBI  
MAR 10 1953

The searching of deceased fingerprints in connection with this matter was outlined in Executives Conference memo of 2-19-53.

COMM - FBI  
MAR 5 1953  
MAILED 30



Office Memorandum • UNITED STATES GOVERNMENT

Executive Conference

TO : Mr. Tolson

DATE: February 7, 1953

FROM : V. P. Keenan

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-6-00 BY SP5U/A

SUBJECT: ~~NAME CHECKS OF CURRENT EMPLOYEES~~  
"NO RECORDS"

*if no records suggest a copy of forms be kept*  
For the past several years on routine name checks where our files do not reflect any information that can be given out, the original form is stamped, "No investigation pertinent to your inquiry by the FBI," and returned to the requesting agency. No copy of the form nor record of this name check is kept in the Bureau's files. This is an economy measure inasmuch as the filing of a copy of the "No Record" forms in our files would involve approximately one million pieces of mail per year and would place a tremendous extra burden on the Records Section.

*Keenan*  
*Conroy*

From time to time we do have inquiries relating to name checks which were handled under the above procedures and, of course, we do not find any information regarding it in our files. Usually we can check back with the original requesting agency and look at the form they sent us which has our stamp on it and determine the facts, but not always can the form be found in the other agencies. There is a risk involved and we could be embarrassed at some future date due to the fact that we do not have a record in our files of "No Record" name checks. Strictly from the standpoint of our liaison, it would be better if we kept a copy of these forms, therefore, giving us a complete record in our files. It is possible, however, that this may involve too great an expense and burden on the Records Section on whom the entire work would fall of maintaining a copy of the form in our files, and that the calculated risk should be taken.

It is suggested that this matter be referred to the Records Section for their comments.

VPK:nl

RECORDED

66-2554-10297

cc - Mr. Nichols

INDEXED-12

~~66-2554-10297~~

ADDENDUM: LBN:mc; 2/12/53

RECORDED

MAR 3 1953

The Executives Conference, consisting of Messrs. Tolson, Holloman, Gearty, Clegg, Ladd, Belmont, Mohr, Harbo, Tracy, Glavin and Nichols, on 2/11/53 considered the foregoing suggestion and unanimously recommended no change in our present procedure inasmuch as it would cost in the neighborhood of half a million dollars

63 MAR 25 1953

REC'D BELMONT

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Memo Key to Belmont 2/3/53  
ADDENDUM (Cont.) 2/12/53

annually to record an index ~~of~~ no record forms. At the present time, the loyalty no record forms are alphabetically sequenced. To do this with the no record forms would cost \$40,000 annually. We simply do not have the personnel to do this.

*The suggestion is good  
but the cost prohibitive.*

*✓ no*

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓  
FROM : EXECUTIVES CONFERENCE  
SUBJECT:

DATE: 2/27/53

Present at the Conference on 2/26/53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Belmont, Rosen, Gearty, Holloman, McGuire and Mason.

Tolson ✓  
Ladd ✓  
Nichols ✓  
Belmont ✓  
Glavin ✓  
Harbo ✓  
Rosen ✓  
Tracy ✓  
Mohr ✓  
Gearty ✓  
Holloman ✓  
McGuire ✓  
Mason ✓  
Nease  
Gandy

b6  
b7c

*White Slave Traffic Act Cases*

The Conference considered a suggestion from Special Agent [redacted] that arrangements be made for the Identification Division to notify the field of the arrests of prostitutes by local authorities under local charges, as a possible means of developing additional White Slave Traffic Act cases. The suggesting employee pointed out that in some communities in the United States houses of prostitution are condoned, with the stipulation that prostitutes reporting for work be fingerprinted by local police. The suggesting employee has in mind letting the field know of those instances in which the prostitute is fingerprinted.

The Investigative Division feels that this would result in a "fishing expedition," a "hit and miss" proposition, would not be productive of White Slave Traffic Act cases, and involves many problems. One of the problems is that prostitutes are not always arrested under the charge of prostitution. Sometimes the charge is Vagrancy, Investigation, Venereal Disease, Street Walking, Loitering, Soliciting and other topics, any one of which may be used to cover prostitution.

SAC Wylie at Butte opposed the suggestion, pointing out that, as a general rule, interviews with prostitutes are unproductive. Based on the objections offered by the Investigative Division and by SAC Wylie, the Conference was unanimously opposed to the suggestion.

If approved, no further action need be taken inasmuch as Agent [redacted] has already been thanked for his idea.

b6  
b7c

cc-Mr. Mohr  
Mr. Clegg  
EDM:dmg

INDEXED-12

RECORDED  
MAR 10 1953

MAR 6 1953

166-20557-10298

64-23

MAR 10 1953

*W.M.*

TO: MR. TOLSON  
FROM: EXECUTIVES CONFERENCE  
SUBJECT: SUGGESTION OF  
SA [redacted]  
SUGGESTION #53-53

DATE: 3/4/53

b6  
b7c

Present at the Executives Conference of March 2, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Belmont, Gearty and Mason.

The Conference unanimously recommended unfavorably as to a suggestion that certain forms be submitted to the Bureau hand-printed rather than typed.

The suggestion that forms be submitted handprinted rather than typed came from Special Agent [redacted] of the New York Office. Mr. [redacted] felt that in view of the current and critical stenographic shortage that some work could be taken off of stenographers by permitting Agents to handprint certain forms. The forms referred were those going to the Identification Division requesting a copy of an identification record, or probation flash notices to the Identification Division or wanted and cancellation notices, fugitive indices notices, lead sheets to check the Immigration and Naturalization Service, etc.

b6  
b7c

The Conference felt that there would be no savings for it would cost more to have higher paid Agents handprint certain forms than it would for the Agents to dictate the forms and have stenographers type them. Since steps have been taken within the past few days to alleviate the steno and typing shortage through hiring where advisable, the situation is not presently as acute as it appeared at the time [redacted] submitted his suggestion. Therefore the Conference unanimously recommends unfavorably.

b6  
b7c

cc; Mr. Mohr  
Mr. Clegg  
EDM:cs

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-29-83 BY SP-5/STW/STW  
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79 MAR 18 1953  
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin  
FROM : Nicholas P. Callahan  
SUBJECT: Monthly Per Diem Reports

DATE: February 18, 1953

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

1-6-92 SPS U-  
LPT

Synopsis

The sending of initial per diem letters concerning Agents who have spent in excess of 20 days in one month at one temporary duty station prepared by Voucher Unit without review of personnel files. Recommended that all letters concerning excessive per diem be prepared by Administrative Action Unit which has easy access to personnel files. Recommended that consideration be given to requiring Agent in Charge to submit memorandum of explanation and recommendations to accompany each expense voucher wherein more than 20 days has been spent by an Agent in one month at one temporary duty station. Recommended that Voucher Unit continue to prepare monthly per diem reports.

Background

As you know the Voucher Unit makes a list of all Agents who spend more than 20 days in any one month at one temporary duty station. At the time the voucher is audited and it is noted that the Agent has spent more than 20 days at one temporary duty station a letter is then directed by the Voucher Unit to the Agent in Charge requesting an explanation and his recommendation as to whether additional personnel is necessary in that area. Based on the above, the Bureau is in a position to follow excessive per diem and also determine whether additional personnel is necessary in a given area. In the event it is necessary to write a second letter to the same Special Agent in Charge it is prepared by the Administrative Action Unit and is more forceful in bringing to the attention of the Agent in Charge a possibility of excessive per diem.

Fact:

As you have previously indicated you do not approve of personnel files being transmitted to the Voucher Unit in the Ident. Building except when absolutely necessary. I heartily concur as it offers that much more chance for files to become lost and also ties them up for at least a day or two. Inasmuch as the Voucher Unit does not call the personnel file of an employee and review it prior to sending out a first letter regarding possible excess per diem, they have no way of knowing whether a satisfactory explanation has

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been submitted for the same type of situation which may have occurred two or three months previous. I have in mind specifically an occasion regarding an agent assigned to the New York Office whose expense voucher for the month of October reflected he spent over 20 days on per diem at Poughkeepsie, New York. The usual letter sent out by the Voucher Unit went to the Special Agent in Charge at New York and was satisfactorily answered by the New York Office, indicating that this Agent had been working at Poughkeepsie on the Communist Fugitive Case having been on the assignment at the instructions of Assistant Director, E. J. Connelley. This Agent also spent over 20 days during the month of January on the same assignment at Poughkeepsie and another inquiry was addressed to the Special Agent in Charge at New York. Had the Voucher Unit been able to review the file of the Agent it would have eliminated the letter regarding the January per diem.

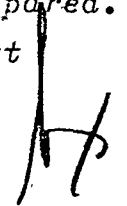
### Recommendation

Inasmuch as the Administrative Action Unit writes the second letter concerning per diem I would like to recommend that in the future both the initial and any subsequent letters requesting explanations regarding per diem in excess of 20 days be prepared by the Administrative Action Unit which has easy access to the personnel files of those individuals concerned and that these files be reviewed prior to sending out any letters concerning per diem in excess of 20 days during any one month at the same temporary duty station. I believe the Voucher Unit should continue to prepare the monthly per diem report which is furnished to you and a copy of which goes to the Administrative Action Unit in order that they may prepare the proper communication. I would also like you to give consideration to the following which, I believe, will improve the handling of the possible excessive per diem problem and that is to require that the Special Agent in Charge submit with each Agent's expense voucher a memorandum of explanation and his recommendations when the Agent has spent an excess of 20 days at any one temporary duty station. By having the Agent in Charge submit the memorandum with the incoming voucher it would save the Bureau having to write out the initial letter. Further it would, I believe, cause Agents in Charge to give more consideration to the Agents under their supervision where long periods of time are spent by the Agents at a temporary duty station.

Addendum - 2/26/53

The Executives Conference of February 20, 1953, consisting of Messrs. Tolson, Boardman, Laughlin, Parsons, Clegg, Belmont, Nichols, Mohr, Tracy, and Glavin, agreed with the recommendation made in this memorandum and the appropriate communication to all SACs concerning the submission of explanations at the time the vouchers are submitted should be prepared.

W.R. Glavin/gt



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *Handwritten initials*

DATE: February 13, 1953

FROM : A. K. Rowles

*Handwritten:* 7-6-92 SPS script

SUBJECT: MANUAL CHANGES

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

PURPOSE: To recommend changes in Manual of Instructions and Agents' Handbook for reasons indicated.

### Manual of Instructions:

8F (8), (9), p. 3 - To insert provision that Laboratory examiner should not be called to testify at preliminary hearings and grand juries unless absolutely necessary. This rule has been furnished to field in SA letters, but believe it should be in manual now.

8E (9), p. 23 - To tell field Photostats are undesirable for document examinations.

~~8C, p. 57 - To remind field it may use approved form FD-196 for transmitting fraudulent checks to Laboratory.~~

61F (6) (a) - To tell field it may use form FD-196 for transmitting fraudulent checks to Laboratory, furnish complete description of checks, show correct policy for searching names on checks in identification records, and telling field to use cellophane envelopes to enclose checks when latent fingerprint examination is requested.

69E (10), p. 13 - To tell field to send photographic copies instead of Photostats of Communist Party Nominating Petitions for handwriting examination.

90F (7), (C), p. 19 - Remind field to furnish descriptions of subjects of Selective Service cases when requesting comparisons of signatures of registrants with signatures on fingerprint cards.

### Agents' Handbook:

Part II, Chapter 4, p. 28 - To add provision for agents that they may use approved form FD-196 for transmitting fraudulent checks to Laboratory.

~~Part II, p. 32 C - Same as Manual of Instructions, 8C, p. 57.~~

RECOMMENDATION: That attached changes be made in Manual of Instructions and Agents' Handbook.

AKB:jsb *Handwritten initials*

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Approved by Executive Conference, February 18, 1953, Messrs. Nichols, Glavin, Tracy, Mohr, Laughlin, Ma... Gearty, ... and Harbo. RTH

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

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HEREIN IS UNCLASSIFIED  
DATE 10/20/01 BY [Signature]

ENCLOSURE

105-10801



February 11, 1953

(Manual of Instructions, Volume I, Section 8. SCIENTIFIC AIDS IN CRIMINAL INVESTIGATIONS, 8B (8) new (former (8) is now (9) ) page 3.

(7) Outside Experts - In order to be informed ...

(8) Grand Juries and Preliminary Hearings - Laboratory examiners are available to testify at court trials but requests for their appearance at preliminary hearings or grand juries should not be made unless absolutely necessary due to unusual circumstances. Unnecessary travel must be avoided. In most cases the Laboratory report and possibly the testimony of the agent handling the case are sufficient. Signed affidavits will be furnished if it will eliminate the travel of the Laboratory examiner. When requests are received for the appearance of a Laboratory examiner at a preliminary hearing or a grand jury, whether in State or Federal court, the appropriate Field Office will be requested by the Bureau to exhaust every effort to have the Laboratory report or an affidavit of the examiner used. If the Laboratory report or an affidavit of the examiner will not suffice, the Field Office will be required to relate to the Bureau in detail the unusual circumstances which make the actual presence of the examiner absolutely necessary.

(9) Polygraph or Lie Detector - The FBI Laboratory is ...

February 28, 1953

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DATE 10/10/00 BY SP-10

PROPOSED CHANGE IN  
MANUAL OF INSTRUCTIONS

(Section 8, SCIENTIFIC AIDS IN CRIMINAL INVESTIGATIONS, page 23 of 8E)

- (c) Checkwriter Standards. This is made up of actual check-writer or check protector impressions in paper and serves as a means of determining the make and model of the instrument used in preparing a questioned check.
- (d) Safety Paper. This is a collection of actual samples of safety paper used for checks and other documents requiring a surface particularly sensitive to tampering or alterations, and provides a means of tracing the paper.
- (e) Rubber Stamp and Printing. This consists of facsimile impressions of different styles of type and rubber stamps which are valuable for comparison in cases where it is desired to learn the source of the printing.
- (f) Crooked Gambling Devices. Included in this file are samples of marked playing cards and crooked dice which serve as reference material for comparison with questioned evidence of a similar nature.
- (g) Ink Standards Collection. This is made up of a great variety of commercial inks with which test samples are written at regular intervals for comparison with questioned inks.

(9) Examinations From Photographs

The situation frequently develops that the original evidence is either not available at all or considerable effort would be required in making it available. In such cases it is suggested that the best available photographic copies made to scale be submitted to the laboratory for whatever examination is requested. Photographs of known specimens can usually be used in the examination without difficulty, but photographs of questioned specimens are not as satisfactory although frequently the examination can be made. Photostats should not be submitted unless the original evidence or photographs cannot be submitted. Photostats are undesirable for document examinations because they do not reflect sufficient line quality. In certain cases, such as a forgery or where typewriting prepared on a machine in good mechanical condition is involved, it is highly desirable and in some instances absolutely

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Harbo \_\_\_\_\_  
Rosen \_\_\_\_\_  
Tracy \_\_\_\_\_  
Laughlin \_\_\_\_\_  
Mohr \_\_\_\_\_  
Tele. Rm. \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

AKB:MEG

ENCLOSURE

66-2054-1030

necessary to study the original documents. The originals should certainly be made available for making charts in cases where testimony is ultimately desired. Generally speaking, it is highly desirable in all instances that the original document be submitted.

(10) Safeguarding Original Evidence

Questioned documents should be enclosed in an envelope, preferably cellophane, as soon as possible, not only to preserve latent fingerprints but also to protect the documents from wear through transit and handling. Each item should be carefully identified in the manner previously described.

(11) Handwriting Testimony Standing Alone

It is desired to point out that handwriting identifications should be but a part of the total evidence developed by the investigators. The Bureau seriously questions the desirability of instituting prosecutive action in cases in which the only evidence uncovered against the subject is a handwriting identification, being of the opinion that additional evidence of the usual type developed is desirable in order to supplement the handwriting identification and in order to proceed successfully with prosecutive action. Of course, the final decision on the legal aspect of this question rests with the United States Attorney, but in no instance should Bureau Agents consider the investigation complete when they have only a handwriting identification against the subject.

February 11, 1953

(Volume II, Section 61, INTERSTATE TRANSPORTATION OF STOLEN PROPERTY)  
61 F (6) (a)

4. The original check or a copy should be forwarded to the Laboratory by registered mail using Form FD-196 incorporating the following information:

- a. Complete and accurate descriptions of checks.
- b. The circumstances surrounding the passing of the check, i.e., the modus operandi used should be set forth briefly.
- c. As complete a description as possible of the check passer should be included. This is particularly important in assisting the Identification Division in eliminating fingerprint cards of persons having the same name as that used by the check passer. In all unknown subject multiple check cases, the FBI Laboratory examines the handwriting on fingerprint cards containing signatures identical with that on the check. It is interesting to note that in 25 to 30% of the checks received in the Laboratory, the signatures are identified on comparison with fingerprint cards in the Identification Division. This comparison is an automatic procedure which is followed at the Bureau without a specific request being made by the field office.
- d. Any miscellaneous information which is available should be included in the cover letter. For example, if the signature on the check being transmitted is known to be a simulated forgery, genuine signatures of the individual whose name was forged should be submitted.
- e. A specific request should be made if any examination is desired in addition to search in the National Fraudulent Check File and comparison with signatures on fingerprint cards.
- f. The check itself should be enclosed in a cellophane envelope if a latent fingerprint examination is requested.
- g. A statement should be made as to the office of origin. In the absence of any information in the possession of the field office transmitting the check that another field division is office of origin, the division transmitting the check should consider itself office of origin until contrary advice is received from the Bureau.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/20/83 BY SP7

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

A copy of the cover letter transmitting the fraudulent check to the Laboratory should be designated for the field division in whose territory the bank upon which the check is drawn is located. That field division should be requested to contact the drawee bank to determine if checks

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ENCLOSURE

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AKP

February 11, 1953

(Manual of Instructions, Volume III, Section 69, LOYALTY OF GOVERNMENT EMPLOYEES, 69E (10), page 13)

...field office involved to submit to the FBI Laboratory for handwriting examination, photographic copies of the petition bearing the signature of the employee or appointee, together with the known handwriting specimens of the employee or appointee. Known handwriting specimens should be obtained from personnel records and other available sources but under no circumstances should an employee be interviewed for the purpose of obtaining handwriting specimens from him.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/27/87 BY [signature]

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

66-2554-10501

ENCLOSURE

[signature]

AKB:MEG

February 11, 1953

(Manual of Instructions, Volume III, Section 90. SELECTIVE SERVICE ACT OF 1948, 90F, 7, c, page 19)

c. Good photographic copies of subject's handwriting as it appears in the selective service file may be sent to the FBI Laboratory with a request that they be compared with material in the National Fraudulent Check File and, unless it is apparent subject did not use his true name in registering, with signatures on fingerprint cards on file in the Identification Division for persons with the same or similar names and descriptions. Original documents from the Selective Service file should not be used for this purpose. If the Laboratory feels, in specific instances, that the originals are essential for comparison, the Bureau will obtain the originals from the Director of Selective Service and return them to him upon completion of the Laboratory examination. Letters to the Laboratory requesting comparisons with signatures on fingerprint cards on file in the Identification Division should always include the description of the subject.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-6-92 BY SP5/STP

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

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ENCLOSURE

February 11, 1953

PROPOSED CHANGE IN F. B. I. HANDBOOK

(Part II, Chapter 4, page 28)

3. TRANSMITTAL OF EVIDENCE

Requests for examination of evidence in the FBI Laboratory shall be in letter form to the Director, marked for the attention of the FBI Laboratory. (See form FD-196 for transmitting fraudulent checks.) Information which at all times must accompany such request shall include: Title of case including names of victims and suspects; method of transmittal (registered mail, railway or air express, never parcel post); description of evidence; summary of background information; type of examination desired; and disposition of evidence. (See chart, page 32.) Packages containing undeveloped film for processing only should be clearly marked on the outside to this effect and marked for the attention of the Mechanical Section. Those packages containing undeveloped film and evidence or matters relating to the Laboratory should be marked to the effect that they contain undeveloped film and should be marked for the attention of the FBI Laboratory.

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

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

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ENCLOSURE

AKB:MEG

*Auth*

MR. TOLSON

3/10/53

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/25/92 BY SP5/PA

The Executives Conference of March 5, 1953, consisting of Messrs. Tolson, Tracy, Laughlin, Parsons, Mason, Belmont, Glavin, Holloman, Gearty, McGuire and Mohr, considered the present Bureau rule with respect to the retention of ticklers by Bureau officials and supervisors and specifically the rule with respect to the retention of original memoranda prepared by the Director.

The Conference was advised that the present Bureau rule with respect to tickler copies of correspondence is that they shall not be retained in excess of 60 days and should be destroyed sooner if they have served their purpose. It is further provided that at least every 60 days each Assistant Director shall review the ticklers in the possession of the supervisors in his division to definitely determine whether the supervisors are abiding by the instructions. Should the Assistant Director determine that the ticklers in certain types of cases of a continuing nature should be retained for a longer period of time, the Assistant Director may so instruct the particular supervisory employee. However, the Assistant Director is instructed to submit a memorandum to Mr. Tolson advising him of the identity of the supervisor and the ticklers he has approved for retention beyond the 60-day period. Whenever a supervisor has been transferred from a division or has resigned, before such supervisor departs on transfer or ceases active duty, all ticklers in his possession shall be obtained by the Assistant Director for review to determine whether they should be destroyed or assigned to the supervisor's successor.

The Conference was advised that there was no instruction specifically covering original memoranda prepared by the Director for Mr. Tolson or some other Bureau officials and on which original memoranda a yellow copy has been prepared for file purposes. In other words, an Assistant Director could conceivably keep these original memoranda indefinitely, which some do.

The Conference was unanimously of the opinion that original memoranda prepared by the Director for which a yellow copy is prepared for the file should be retained for not more than six months, after which period of time they should be destroyed. The Conference felt that the six-month period should be utilized because these original memoranda are frequently referred to, particularly those which are received by Mr. Tolson, and it was felt that a 60-day period of time was too short but that six months would permit a sufficient period to retain such memoranda.

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

JPM:DW  
cc - Mr. Clegg

56 MAR 20 1953

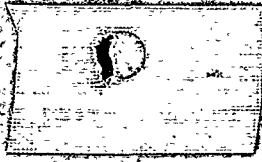
INDEXED - 113  
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66-2554-10302  
MAR 17 1953  
25



In the event the Director agrees with the unanimous views of the Conference, appropriate instructions will be issued to each Assistant Director and such memoranda prepared by the Director in the future will be destroyed at the end of six months.

Y  
D.H.



Mr. Tolson

3/3/53

Mr. Clegg

G. I. R. - 8  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7-6-87 BY SP5CJ/PT

SERGEANT WILLIAM P. BRITTON  
PHILADELPHIA, PENNSYLVANIA, POLICE DEPARTMENT  
APPLICANT, FBI NATIONAL ACADEMY  
51st SESSION

*Conference considered whether Britton be invited to attend  
FBI Nat. Acad. 51st Session*

Applicant born March 29, 1907, in New York City. He attended high school for two years. He was employed as a signal maintenance man by the Reading Railroad from 1927 to 1937, and has been with the Philadelphia Police Department since 1937.

This applicant has had an extensive military record. He served in the U. S. Army from July 1923 to May 1927; from October 1942 to April 1946; and from August 1950 to April 1952. In connection with his last tour of duty, his Army record reflects that his commanding officer, Lieutenant Colonel Joseph L. Salonick, made the following comments when rating applicant: He stated applicant was genial, pleasant, cooperative, and sincere; that he was intermittent in the application of his duties, did not use initiative in coordinating the work of staff members, did not follow through to completion of assigned tasks without constant pressure; that he lacked tact and good judgment and did not set a good example in conduct for his subordinates.

Colonel Salonick was interviewed by our Savannah Office. He stated applicant was his executive officer from October 1951 to July 1952, while both were assigned in Germany. He stated applicant's wife was not with him in Germany; that applicant associated with a German girl, which he, Salonick, did not feel was proper since applicant was married and a senior officer. Salonick did not know the extent of the relationship. He talked to applicant about the matter and that following this he believed applicant ceased associating with that woman. Applicant later associated with another German girl employed as a librarian by the Army. He learned on one occasion that applicant and this girl were alone in applicant's quarters, which was in violation of regulations. Upon investigating, it was found that the girl was in a closet in applicant's quarters dressed in applicant's pajamas. Applicant admitted having had the girl in his quarters for dinner but that he left her there in the early part of the evening and that he believed she had also left. He denied knowing that she had not left his room. Salonick stated no disciplinary

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

JSR:mjp

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52

68 MAR 23 1953

action was taken since applicant's tour of duty was nearly expired and no evidence of guilt was discovered. Salonick felt that the above incident was not a good example for the younger officers. He would not recommend applicant for recall in the military service.

Nothing derogatory was developed by the Philadelphia Office. Bureau files contain nothing derogatory. Applicant is reported capable of strenuous physical exertion.

The nomination of this applicant is a part of the program of Commissioner Thomas J. Gibbons of Philadelphia to send his ranking officers to the Academy. It is reported that applicant will be made a Captain upon graduation and placed in charge of a Division.

**RECOMMENDATION:** Unfavorable. If approved, the attached air-tel will be sent to Philadelphia.

**ADDENDUM 3/5/53 (JSR:mjp):** This matter was considered by the Executives Conference on 3/5/53, the following being present: Messrs. Tolson, Glavin, Tracy, Parsons, Laughlin, Mohr, Belmont, Gearty, Holloman, McGuire, Mason. The Conference unanimously recommended that Britton be invited to attend the March, 1953 Session of the Academy. If you approve, the attached letter of invitation will be sent.

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

MR. TOLSON

3/4/53

EXECUTIVES CONFERENCE

19219

SUGGESTION NO. 79-53

Present at the Executives Conference of March 2, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Belmont, Gearty and Mason.

The Conference unanimously recommends unfavorably as to a suggestion from Special Agent Martin Bender, Salt Lake City, that an auxiliary office reporting the apprehension of a deserter fugitive submit only one copy of the RUC report to the office of origin. The present rule is that two copies be submitted to the office of origin. The Conference saw no objection to the suggestion except that it is the type of suggestion which requires an exception to a general rule and would cost more to put into effect and to train all employees than would be saved through adopting the idea. Therefore the Conference regarded the suggestion as unanimously unfavorable. If you agree, no further action need be taken for Mr. Bender has already been thanked for his idea.

cc: Mr. Mohr  
Mr. Clegg

EDM:ca

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5-10-82 BY SP5/CP/64

EA-100

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

RECORDED - 18

166-2554-10309/MCM

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86 MAR 17 1953

INDEXED - 18

63 MAR 25 1953

329

ORIGINAL FILED IN 66-6800-22-94

THE DIRECTOR

February 3, 1953

The Executives Conference

BUREAU EMPLOYEE APPLICANT AND PERSONNEL  
FINGERPRINT CARDS

*Supp. 4-57-53*

*glm*

The Executives Conference on January 30, 1953, consisting of Messrs. Ladd, Glavin, Rosen, Harbo, Mohr, Mason, Gearty, McGuire, and Tracy considered a suggestion from the Identification Division that all Bureau employees be fingerprinted only at the time of entry on duty.

The present procedure is that Bureau applicants are fingerprinted and the fingerprints searched in the Identification Division. Subsequently, when an individual enters on duty, a personnel fingerprint card is taken and it is also searched in the Identification Division. Of those employees entering on duty in the Bureau, the applicant fingerprint card is filed in the Criminal file and the personnel fingerprint card is filed in a separate personnel fingerprint file maintained in the Single Fingerprint Section.

The following searches were made during the past fiscal year:

Bureau applicant cards	8,427
Bureau personnel cards	<u>4,430</u>
TOTAL	12,857
Cost of fingerprint search	\$ .51
Savings per annum	\$4,297.77

423115

It is the experience of the Identification Division that very few criminal records are disclosed by a search of the Bureau applicant fingerprint cards, further, that the investigation of favorably recommended applicants almost without exception discloses the criminal record, if any, inasmuch as routine inquiries are made of local law enforcement agencies during the applicant investigation.

Mr. Tracy recommended the adoption of the suggestion of the Identification Division. The remainder of the Conference

cc - Mr. Clegg  
Mr. Mohr

INDEXED-60

166-2554-10305  
MAR 19 1953

EX-115

ALL INFORMATION CONTAINED  
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DATE 6-20-80 BY JSC/pt

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

ORIGINAL FILED IN 62-70542-32

Memorandum for the Director

February 3, 1953

recommended the adoption of Mr. Glavin's views that the Bureau applicant fingerprint card be held in the Chief Clerk's Office until the letter of appointment is to be sent out, that it then be searched in the Identification Division prior to mailing the letter of appointment, and that the personnel fingerprints taken at the time the applicant enters on duty also be searched. In the event Mr. Glavin's suggestion is approved, the net savings would be \$2,038.47.

There is attached hereto a letter to Special Agent [redacted] and Supervisor [redacted] of the Single Fingerprint Section thanking them for their suggestion.

Respectfully,  
For the Conference,

b6  
b7c

Clyde Tolson

MR. TOLSON

3/12/53

EXECUTIVES CONFERENCE

Present at the Conference on 3/10/53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Rosen, Nichols and Mason.

SUGGESTION #125-53

AGENTS' TRAINING

To Chief Clerk's Office

Chief Clerk's Office

The Conference considered the suggestions submitted by Special Agent Daryl C. Pattison at the time he ceased duty on 2/24/53, while assigned to the Philadelphia Office.

87452

I. Pattison suggested that Agent personnel should spend at least one week of uninterrupted service in the Chief Clerk's Office in the first field division of assignment after completing training school. The current rule is that new agents be afforded detailed descriptive tour of the Chief Clerk's Office, generally consisting of spending from one-half to one day in the Chief Clerk's Office, depending upon the size of the field division of assignment. This rule applies only to new agents first reporting to the field from training school.

The Conference unanimously felt that it would not be economical for Agent personnel to spend any longer period in the Chief Clerk's Office. The Conference feels that from one-half to one day is adequate service in the Chief Clerk's Office, it being noted that there is considerable training in new agents' courses at the Bureau as to the operations of the Chief Clerk's Office and the functions thereof, and the current tour results in letting the new agent actually see in operation the functions that he has studied in class and that he saw during training school in his tour of the Washington Field Office Chief Clerk's establishment.

II. Pattison also feels that a new agent should work with an experienced Agent for a longer period of time when he reports to his first office. Present rule is that a new agent spend two weeks with an experienced agent immediately upon reporting to the field. It is felt that an Agent has not progressed satisfactorily in the field if the SAC may order him to spend an additional period of time with an experienced agent, depending upon circumstances, with an experienced Agent. If this was adequate, then the new agent commences handling cases on his own.

The Conference felt that no change should be made in this rule.

If you agree, no further action need be taken.

ALL INFORMATION CONTAINED

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DATE 6-10-80 BY SP5CJ

FOIA # 323,013 PT

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MAR 18 1953

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100-2504-10506

ORIGINAL FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Ladd

DATE: February 5, 1953

FROM : Mr. Rosen

SUBJECT: APPLICANT INVESTIGATIONS - DEADLINES

PURPOSE

To advise the field of the urgency for completing all phases of applicant investigations conducted for other Government agencies as expeditiously as possible and the necessity for following certain procedures in order to reduce the present average handling time of applicant matters.

DETAILS

The problem of handling applicant investigations in a shorter period of time than heretofore was rediscussed thoroughly at the Executives Conference. It was pointed out that a plan must be formulated to get all applicant investigations handled as nearly as it was physically possible within thirty days, and that in doing so, no additional costs were to be assumed in connection with any program which was suggested.

The Conference was advised that they had previously been told that this program had to be done within our budget with no additional money or personnel available and that a workable plan had to be formulated.

The Conference was also advised that in preparing the program, the field would be told of the urgency for completing all phases of applicant investigations conducted for other Governmental agencies as expeditiously as possible and of the necessity for following certain suggested procedures in order to reduce the present average handling time of applicant matters.

The Conference was advised that with our present-day deadline of thirty days within which time the field must complete its investigation, that the over-all handling time for these investigations was approximately 45.2 days. It was noted that we had been able to get this over-all time down to approximately 42 days but that even this figure was unsatisfactory and that we had to approach the over-all time of thirty days.

The Conference was advised that if any delay in handling the cases was attributable to the FBI that inevitable criticism of the Bureau would be forthcoming and that this must be prevented and that it was now going to be necessary to establish procedures which will give the applicant work a higher priority.

Attachment  
cc: Training Division  
70 FEB 20 1953  
AR:dwl

66-2531  
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FEB 17 1953

ORIGINAL FILED IN



Memorandum to Mr. Ladd.

In order to effect a program whereby all applicant investigations will be completed as near to thirty days as possible, without additional expenditure of funds, it is going to be necessary to advise the field of the need for tightening up all procedures and of the need to adopt certain practices which will give all applicant cases a higher priority and a more preferential treatment than has heretofore been given. This, of course, will not apply to the Eisenhower investigations or the special inquiries which are being handled and will continue to be handled in a complete, more expeditious manner than the thirty-day deadline.

In order to reduce the over-all handling time of applicant matters, the following procedures will be necessary:

1. The immediate institution of investigation upon receipt of the case in the field to insure that new leads will be set out for auxiliary offices in time to be handled so that all offices will be able to meet the deadline. Leads are to be set out for auxiliary offices by air-tel. It is also stressed that there cannot be any lapse of time between assigning the case and getting the work started. Also, it will be necessary to transmit the leads to the auxiliary offices as developed before a report is written. The field will have to anticipate that the auxiliary offices will need time to cover these leads. Obviously, there can be no delay in preparing a report. Consequently, a lead will have to be set out to the auxiliary office by air-tel.
2. The SACs will have to give closer attention than they now are to arranging the clerical and stenographic assignments in order to avoid delays in typing deadline reports. This means that these reports will have to get preferential treatment at the time of dictation and stenographers and clerical employees will have to push these things through on a "come-first basis."
3. In order to further avoid any delay in the handling of applicant mail, recognizing that the deadline has been shortened and that the field will not be able to lay these cases aside for even a two or three day period, the field will have to give these cases a "come-first handling" in processing the mail and forwarding it to other field offices and the Bureau.

Memorandum to Mr. Lead

with the field deadlines and, therefore, we have shortened the follow-up routine at the Seat of Government to more efficiently meet the shorter deadlines in the field and in such a manner as to not require additional costs. This will eliminate most crossing in the mail of follow-ups.

It was also the opinion of the Conference that the inspectors should be advised to determine during field inspections whether applicant investigations are being properly handled upon receipt so that there is no waiting period before actual investigation begins. With a shorter deadline, it will be imperative that these investigations be started at once.

In line with the above program, there is attached a proposed SAC Letter to the field outlining what must be done and also alerting the field to the facts that they will not have as much time to complete these investigations. As a result, it will be necessary to not only immediately assign cases but to actually get them under way without any waiting period.

RECOMMENDATION:

*sent* | If you approve of the above program, there is attached an SAC Letter setting forth appropriate instructions.

The foregoing was unanimously approved by the Executives Conference on February 5, 1953, those in attendance being Messrs. Lead, Glavin, Harbo, Mohr, Gearty, Holloman, Rosen, Tracy and Clegg.

*W.M.*

*oh.*

*h.*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *[Handwritten initials]*

FROM : The Executives Conference

SUBJECT: DISCONTINUANCE OF WIRE CONFIRMATIONS

DATE: February 3, 1953

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Clegg \_\_\_\_\_  
 Glavin \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Room \_\_\_\_\_  
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The Executives Conference on January 30, 1953, consisting of Messrs. Ladd, Glavin, Rosen, Harbo, Mohr, Mason, Gearty, McGuire, and Tracy considered a suggestion from the Streamlining Committee of the Identification Division.

It is the present procedure to mail confirmation copies on each criminal record sent out by telegram or teletype in the following instances, which comprise the majority of the teletype and telegraphic replies:

1. Notification of the receipt of current information when a wanted notice is on record.
2. Where the contributor requests a telegraphic reply as to a criminal record.
3. Telegraphic replies on unknown deceased and amnesia victims.

It is proposed that no follow-up copies of criminal records be mailed in all cases where complete information is furnished by wire. There will be one exception and that is where the fingerprint records indicate an unknown deceased or amnesia victim served in the armed forces, a follow-up copy would continue to be sent to the Veterans Administration.

It is estimated that the savings involved would be between \$4,500 and \$6,000 per annum.

The Executives Conference unanimously recommends adoption of the suggestion, pointing out that in the event this procedure is not satisfactory, contributors will communicate their desires to the Bureau and the subject matter can be re-evaluated.

cc Mr. Clegg  
 Mr. Mohr

SJT:edm

*[Handwritten notes and stamps]*  
 FEB 10 1953  
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128 FEB 18 1953

79 FEB 24 1953

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