

MR. TOLSON

6/2/53

EXECUTIVES CONFERENCE

TEN MOST WANTED FUGITIVES PROGRAM  
SUGGESTION #229-53

Present at the Executives Conference 6/2/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Holloman and Mason.

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The current policy of the Bureau is to advise all field offices by radio of any additions, deletions or changes in the list of the 10 most wanted fugitives. Mr. [redacted] Radio Communications Officer of the New York Division, suggested that a code be devised so that it would only be necessary for the Bureau to advise field offices by radio of the title and character of the case, the date of publication of the subject as one of the 10 most wanted individuals, the identity of the fugitive being removed from the list and all other background instructions could be eliminated by merely using a code term signifying that the normal handling should be given to the fugitive.

A survey of these radio instructions by Mr. [redacted] of the Records & Communications Division shows that while the wording in many of the messages is similar it is by no means identical. Apparently specific instructions are given relating to the specific fugitive involved. Consequently, in Mr. [redacted] opinion, it does not appear that a form would be practical. The Records & Communications Division and the Investigative Division point out that the 10 most wanted fugitives program involves extremely important cases, each of which should be given individual handling rather than permit the deterioration of this project into a form matter.

The entire Executives Conference agreed that an unfavorable recommendation should be given to this suggestion, and if you concur no further action need be taken inasmuch as Mr. [redacted] has already been thanked for his idea.

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

cc: Mr. Mohr  
Mr. Clegg

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5 cjk  
323,013

RECORDED - 112  
INDEXED - 112

ORIGINAL FILED IN 62-122-127

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*WMA*

106-2554-1045  
JUN 9 1953

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79 JUN 8 - 1953

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DR. G. A. TOLSON

June 3, 1953

EXECUTIVES CONFERENCE

PLANT INFORMANT PROGRAM

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP5 c/dcy  
323,013

The Executives Conference, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Tracy, Mohr, Holloman, Gearty and Belmont, on May 28, 1953, considered whether the moratorium on recontacts with plant informants should be lifted in July 1953.

This matter was considered at the Executives Conference on February 11, 1953, at which time it was recommended that it would be premature to then lift the moratorium and the Executives Conference recommended that the matter be again considered about June 1, 1953.

In March 1952, the field was instructed that recontacts with 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 security investigations at that time. As of March 20, 1953, the latest quarterly report, the field reported a total of 104,027 plant informants. The number of informants has increased considerably since the moratorium went into effect since such moratorium pertained to recontacts only and the field continued to develop sufficient informants to afford necessary coverage.

The Domestic Intelligence Division has pointed out that many of the plant informants listed by the field may not be active at the present time due to changes of employment; therefore, such files in the field cannot now be considered completely up to date.

Three possible lines of action were considered: (1) Continue the moratorium; (2) Require the field to check once each year at each plant to determine what the informants are still employed; (3) Reconstitute the informant recontact program.

It was the opinion of the Domestic Intelligence Division that the plant informant program should be an active

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

Attachment

cc - Mr. H. H. Clegg  
JUN 3 - 1953 hr

RDS:lrc:rmr

DEPT. OF JUSTICE  
RECORDED-102  
INDEXED-102  
66-2107-10452

program if it is to be retained and that the recontact program with individual informants should be reinstated at this time.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that the program of recontacting plant informants once each year be reinstated, effective July 1, 1953. It was agreed that the recontacts could be made either in person or by telephone as was the policy prior to the moratorium.

It was agreed that the plant informant files in the field should not be reopened or kept in a pending status merely for the purpose of these recontacts. The monthly administrative reports will, therefore, reflect as pending cases only those plant informant files in which adequate informant coverage has not yet been developed.

ACTION:

If you approve, there are attached a suggested SAC Letter reinstating this recontact program and appropriate Manual and Handbook changes.

*AS*      *Y*



MR. TOLSON

May 13, 1953

THE EXECUTIVES' CONFERENCE

EXECUTIVE ORDER 10450  
SECURITY REQUIREMENTS FOR GOVERNMENT EMPLOYMENT  
(SEARCHING OF SECURITY FORMS)

On May 13, 1953, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Clegg, Glavin, Parsons for Harbo, Rosen, Tracy, Mohr, Gearty and Belmont, considered the problem of handling derogatory information disclosed as a result of the search of our files, based on forms submitted to us under Executive Order 10450 covering Security Requirements for Government Employment.

It has previously been recommended and approved, in connection with these forms, that we will make a complete search of our files rather than limiting the search to subversive information. When the searches disclose derogatory information, such information will fall into three categories: (1) the search develops only information of a disloyal or subversive nature; (2) the search develops information of a disloyal or subversive nature and also derogatory information of a non-disloyal or non-subversive nature; and, (3) the search develops only derogatory information of a non-disloyal or non-subversive nature.

Inasmuch as it will be necessary to consider opening investigations when information is developed under (1) and (2), above, the results of the search should be forwarded to the Loyalty Section for handling.

Relative to number (3), however, investigations by the FBI under the Security Order will not be opened. Consequently, it is felt that the results of such searches should not be sent to the Loyalty Section.

It was suggested that information of a non-subversive and non-disloyal nature resulting from these searches could be handled by setting up a special unit of the Records Section to disseminate the information to the Civil Service Commission, or by sending the information to the Name Check Unit of the Liaison Section where the information would be handled the same as any other name check.

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

63 JUN 19 1953

RECORDED - 7

INDEXED - 7

CC - Mr. Clegg  
Mr. Mohr  
AHB:tlc

100-757-10450-3X1  
JUN 16 1953  
87  
ALL INFO CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY SP 26 JEF

ORIGINAL COPY FILED IN 66-6300-106-531

EXECUTIVES' CONFERENCE  
MEMORANDUM FOR MR. TOLSON

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that information resulting from searches disclosing non-subversive and non-disloyal information should be forwarded to the Name Check Unit of the Liaison Section for handling and dissemination to the Civil Service Commission.

*R*

MR. TOLSON

11195

4/7/53

EXECUTIVES CONFERENCE

Present at the Conference on 4/6/53, were Messrs. Glavin, Tamm, Harbo, Mohr, Belmont, Ladd, Winterrowd, Gearty, McGuire, Holloman and Mason.

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SUGGESTION #158-53

MADE BY

MISS [redacted]

INVESTIGATIVE DIVISION

DELINQUENCY LISTS -

CHECKING IN NUMBERING UNIT

~~CONFIDENTIAL~~  
323,013

The Conference considered a suggestion from Miss [redacted] a supervisory clerk attached to the Deserter-Fugitive Desk of the Investigative Division. Miss [redacted] suggests that, when bimonthly listings of delinquent cases are received from field offices, these lists be checked in the Numbering Unit of the Records Section to determine from the abstracts if the delinquency has been removed through the submission of an investigative report.

During a three-month period, 2,273 delinquent investigative matters were listed for the Deserter-Fugitive Desk alone. A test check was made of 298 delinquent case listings and it was found that 49.1% of the files involved need not be requested for it was readily determinable from perusal of the abstracts in the Numbering Unit that reports had been received from the field since the cases were initially listed as delinquent.

Thus, by checking the Numbering Unit abstracts the expense and time of pulling files, shipping them from the Identification Building and delivering them at the appropriate supervisory desk can be eliminated. Miss [redacted] suggested that the procedure be made applicable to certain other desks handling a volume of cases such as the desks of the Investigative Division which supervise Interstate Transportation of Stolen Motor Vehicles, Interstate Transportation of Stolen Property, Theft of Government Property, Theft From Interstate Shipment.

The Records Section agrees that the suggestion is a good one and deserving of a trial on the desks mentioned above before any complete application is made to the entire Staff of Government. A short period of training will be provided for the clerks of the Investigative Division who will be utilizing abstracts in the Numbering Unit of the Records Section when checking the delinquency lists, if the Director approves.

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- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment  
cc-Mr. Mohr  
Mr. Clegg

EDM:dmg

INDEXED - 101

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166-2551-10453  
JUN 4. 1953  
12

ORIGINAL COPY FILED IN 166-1977-54

63 AUG 18 1953

Memorandum for Mr. Tolson

H-198

There will be no additional cost at all, but there are indications that there might be a savings of employee time in the Records Section, such figures being at this time undeterminable.

The Conference recommends a 20-day trial of the proposal, following which a determination will be made as to whether the procedure should be continued, discontinued or further expanded. Following the trial period, consideration will be given as to whether any cash award or further recognition should be afforded Miss [redacted]. There is attached a letter to Miss [redacted] for signature.

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Mr. Tolson

May 1, 1953

The Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Holloman, Gearty, Mason, Laughlin, Ladd, Rosen, Mohr, Harbo, Tracy, Glavin and Nichols, considered the matter of file searches under the new Executive Order to insure national security in the Federal service.

It was pointed out under the Federal Employee Loyalty Order only subversive references were checked on the theory that previous arrest records would be developed by the fingerprint checks and the scope of the loyalty investigation did not go into matters bearing purely upon security. Under the new order, new standards have been established for Federal employees and will cover such matters as activities or associations which reflect the individual is not reliable or trustworthy, criminal, infamous, dishonest, immoral, notoriously disgraceful conduct, habitual use of intoxicants, drug addiction, sexual perversion, financial irresponsibility, etc.

The Loyalty Section feels that it will be necessary to extend our searches through the investigative files to cover all file references including criminal. In a survey on this matter, the Training Division had 100 forms checked. Forty-eight per cent of the file references checked were criminal in nature. Based on a check of the indices 59 of these forms were marked "No Record" and of the remaining 41, 15 contained no subversive references but did contain criminal references. An analysis of the 41 forms reflected a total of 161 references, of which 89 were subversive in nature and 79 were criminal. As a matter of interest all but two of the criminal references were eliminated in File Review as not being identical. In one case involving a deserter, this information would have been disclosed by a fingerprint check. In another case, involving the wife of a Selective Service violator on whom there was no prosecution, the information would not have been disclosed.

cc: Mr. Clegg  
Mr. Mohr

LBN:MP:rmb

50 JUN 19 1953

RECORDED - 7

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DATE 6/12/91 BY SP-5 a/bcy  
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166-1554-10453  
JUN 16 1953

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While the Records Section strongly recommended no change in the nature of the check of Federal Employee forms under the new Order, the Executives Conference unanimously recommended that we had no other choice except to extend our loyalty name check to include a review of so-called criminal data in our files. Based upon the receipt of 531,988 Loyalty forms from February, 1952, to January, 1953, it will require 70 additional employees in the Records Section at a cost of \$228,625 to handle the 48 per cent increase in work. The Conference was unanimous in recommending the extended search become effective on the effective date of the new Executive Order which becomes effective on May 27th.

The Conference also considered name checks handled by the Bureau on individuals who are also government employees but were not covered under the old Loyalty Order. For example, in the Applicant Section of the Investigative Division, 48,724 cases were handled last year. These included Special Inquiry, Departmental Applicant, Atomic Energy, etc. To make a full name check including criminal references on these will require 7 additional employees in the Records Section.

The Liaison Section estimates that some 300,000 name checks a year involve government personnel submitted by the intelligence agencies and military departments. A full name search of these names will require 40 additional employees.

In other words, a total of 117 additional trained employees will be required in the Records Section to handle the extended program under the new Presidential directive on the Security-Loyalty Program.

The matter of applying the extended search to all other name checks which are submitted to the Bureau for security reasons was also considered and the Conference was unanimous in recommending that the extended search not be applied inasmuch as to do so would require 93 more employees for a grand total of 210 additional employees at an estimated cost of \$686,335 a year.

In summary the Conference unanimously agrees that beginning May 27, 1953 (date Executive Order becomes effective) all name checks involving government personnel be extended to include a review of criminal data in our files as well as so-called subversive information. This will apply to all name

checks handled by the Loyalty and Applicant Section and approximately 25 per cent of the name checks handled by the Liaison Section. 117 additional employees will be needed in the Records Section to handle this additional work.

May 22, 1953

The Executives Conference

~~DISCONTINUANCE OF NOTATIONS UNSUPPORTED BY FINGERPRINTS~~

Present at the Executives Conference of May 19, 1953, were Messrs. Ladd, Nichols, Glavin, Parsons, Mohr, Laughlin, Tracy, Rosen, Gandy and Clegg.

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The Conference considered the suggestion of Mr. [redacted] that the Bureau discontinue including in identification records any information concerning arrests which is unsupported by fingerprints. The suggestion has been previously submitted and rejected.

The Bureau approved a new form for use by law enforcement agencies for the submission of additional arrests in all cases. This form provides for a single finger impression which will enable a positive identification to be made in subsequent arrests where there is going to be no prosecution and an up-to-date copy of the criminal record is not needed by the contributor. The use of this form is being pushed by all Bureau field offices and agents in charge have been instructed to discuss its use before all law enforcement conferences and all lecturers at police schools.

The suggestion contemplates the elimination from the Identification Division record of all notations unsupported by fingerprints regardless of the source from which they may be obtained. Such notations are received in the Identification Division by letter, by admitted arrests on the back of fingerprint cards and by lists from law enforcement agencies. The suggestion does not pertain to the posting of dispositions submitted in any manner whatsoever where the disposition can be identified with a record. Dispositions would still be placed in the record.

ADVA: PAF: [unclear]

*Converted by J. J. [unclear] 6/15/53*

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Boardman \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Rosen \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_
- Mr. [unclear] \_\_\_\_\_

1. Would eliminate a potential source of embarrassment to the Bureau brought about either by a mistake on the part of a contributor or an error on the part of the Identification Division in placing a notation on the wrong record.

2. Would encourage the use of the new approved Bureau form for submission of additional arrests supported by fingerprints.

- Mr. Clegg  
Mr. Mohr

RECORDED  
INDEXED

66-2554-10454  
JUN 15 1953

MAILED JUN 8 1953  
(107 rule)

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DATE 6/2/91 BY SP-2 [unclear]



Memorandum for The Director

May 22, 1953

3. Would reduce the amount of typing and the preparation of records in the Identification Division by almost 20 per cent.

4. Would expedite the preparation of records in the Identification Division and reduce the cost.

5. Would reduce the record as transmitted by the Bureau to that information which is definitely and positively identified by fingerprints.

DISADVANTAGES:

1. Where a person orally admits other offenses at the time of his arrest, such data not supported by fingerprints would not be recorded in the future.

2. Where a law enforcement agency furnishes additional data by letter without a fingerprint, such data would not be in the Bureau's record in the future even if the notation is supported by Bureau number, police number, name, and fingerprint classification.

3. It is felt that the recording of such notations, although taking time in the posting, and the subsequent transcribing of this information on the record were proper and furnished suitable investigative leads which the police should have and this is a service which the Bureau should continue to render.

Mr. Tracy favored the suggestion.

All other members of the Conference present were opposed.

Respectfully,  
For the Conference

Clyde Tolson

*Ishwe majority*  
*mev.*  
*H.*

*I agree with Tracy and Quinn Tamm. Her name, name, name is quoting data not supported by fingerprints 5/26/53*

THE DIRECTOR

May 23, 1953

The Executives Conference

SUGGESTION TO DISCONTINUANCE OF  
NOTATIONS UNSUPPORTED BY FINGERPRINTS

Present at the Executives Conference of May 13, 1953, were Messrs. Ladd, Nichols, Glavin, Parsons, Mohr, Laughlin, Tracy, Rosen, Carty and Clegg.

The Conference considered the suggestion of Mr. [redacted] that the Bureau discontinue including in identification records and information concerning arrests which is unsupported by fingerprints.

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The suggestion has been previously submitted by Mr. Tamm and has been rejected but in view of the fact that a new form has been adopted and placed in use by the Bureau which includes one fingerprint, he felt that this suggestion might be resubmitted.

The suggestion contemplates the elimination from the Identification Division record of all notations unsupported by fingerprints irregardless of the source from which they may be obtained. Such notations are received in the Identification Division by letter, by admitted arrests on the back of fingerprint cards and by lists from law enforcement agencies. The suggestion does not pertain to the posting of dispositions submitted in any manner whatsoever where the disposition can be identified with a record. Dispositions would still be placed in the record.

ADVANTAGES:

1. Would eliminate a potential source of embarrassment to the Bureau brought about either by a mistake on the part of a contributor or an error on the part of the Identification Division in placing a notation on the wrong record.
2. Would encourage the use of Form 1-1 (approved Bureau form for submission of additional arrests supported by fingerprints).

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

CC - Mr. Clegg  
Mr. Mohr

OT:ldk

66-2554  
JUN 12 1953

323,013  
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DATE 6/12/91 BY SP-1 a/dcg

16

MR. TOLSON

June 4, 1953

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
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DATE 6/21/01 BY SP-5/BJD  
323,013

The Executives Conference of May 28, 1953, consisting of Messrs. Tolson, Holloman, Gearty, Mohr, Ladd, Belmont, Tracy, Mason, Parsons, McGuire, and Glavin, considered a suggestion submitted by Special Agent Eli J. Rose of the Pittsburgh Office concerning a reunion for Special Agents who entered on duty with him.

Mr. Rose pointed out that there are a number of Agents still in the Bureau who entered on duty with him, Rose, on May 22, 1934.

Previous to this time he had suggested when the tenth anniversary was reached that these Agents be brought together in Washington for In-Service School at that time. Rose at this time points out that some of the Agents have not seen each other since they left for their first office of assignment and others have not met for upwards of ten and fifteen years. He suggests that the Bureau give consideration to holding an In-Service School and calling the remaining members of his class into this school during May, 1954 so that these men would be attending In-Service School upon their completion of twenty years of service. He further suggests that while attending In-Service a banquet could be arranged at which the Director could personally bestow upon them the twenty-year keys. Agent Rose feels that it would be a nice thing, to say nothing of a memorable occasion, to all concerned.

The Conference points out that it would be undesirable to establish such a precedent since other Agents would also wish to be given the same consideration and that the scheduling of In-Service in such a manner would not be to the best advantage of the Bureau. Men would be called in for In-Service primarily not in view of the needs of the Bureau but for reunion purposes. This is not the purpose of In-Service Training. It would further result in considerable work in maintaining records of the men by schools in an effort to have the men from the new Agents schools return to Washington at the expiration of a ten year of twenty year period for reunion purposes.

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

Should the Director agree with the Conference, the attached communication should go forward to Special Agent Rose.

66-2137-10455

CC: Mr. Mohr  
JUN 11 1953

INDEXED-101  
RECORDED-101  
JUN 5 1953

WRC:gt

MR. TOLSON

5/20/53

EXECUTIVES CONFERENCE

Present at the Conference on 5/15/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Laughlin, Ladd, Gearty, Nichols and Mason.

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The Conference was unanimously opposed to a suggestion made by SA [redacted] of the Baltimore Office that a code word be created for use in those communications entitled, "Communist Party, USA, Underground Operations." Mr. [redacted] has in mind that the creation of the code word "GOPUG" would result in a savings of work.

The Bureau does have a number of code words and, for example, has the code word "COMFUG" relating to the investigation to find certain Communist fugitives. Code words have been created for certain other investigative matters from time to time, but principally when these matters will result in a considerable amount of teletype or radio traffic. A code word utilized in a teletype results in a definite savings of time and, through saving time, in lower costs.

Communist Party underground operations for the most part are reported in letters or investigative reports. In addition, there are 32 different subfiles relating to the Communist Party and different facets of activity. Most of the captions are quite brief. To adopt a code word would make it necessary for all employees to learn an additional code word and, yet, it is not believed by the Domestic Intelligence Division that there would be any speed-up in the routing or handling of such correspondence. The views above were those expressed by the Domestic Intelligence Division and the Executives Conference unanimously agreed with those views, and submits an unfavorable recommendation concerning this proposal.

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

- Tolson \_\_\_\_\_
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- Clegg \_\_\_\_\_
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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc-Mr. Mohr  
Mr. Clegg  
KDM:DMC

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RECORDED - 44

INDEXED - 44

16-2554-10456  
NOT RECORDED  
141 JUN 5 1953

EX-102  
*[Handwritten signature]*

79 JUN 10 1953

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DATE 10/6/87 BY SP5CJ/DMS

3/12/91 Sp5ca/jcg  
323,013

ORIGINAL COPY FILED IN 100-2554-10456

Mr. Tolson

6/2/53

The Executives Conference

~~ISSUES OF INFORMATION~~  
SECTION 6, SUBSECTION K

Present at the Executives Conference of June 1, 1953, were Messrs: Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman, and Mason.

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The conference was unanimously opposed to a suggestion from Special Agent [redacted] that the Bureau change the manual to require that the name of an agent who first develops a source of information be included on the bottom of the 3x5 source of information index card. The suggestion was intended to help provide an easier approach to the source of information by subsequent agents. The conference unanimously saw no merit to the suggestion and recommends unfavorably.

If you agree, no further action need be taken inasmuch as the employee has already been thanked.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5 CJD/djg  
323,03

cc: Mr. Clegg  
Mr. Mohr

EDM:mew

RECORDED - 46  
INDEXED - 46

JUN 8 1953

66-2554-10457  
WAC

77 JUN 15 1953

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

ORIGINAL FILED IN 66-2554-10457-10457

MR. TOLSON

5/28/53

EXECUTIVES CONFERENCE

Dispatch from American Embassy

[Redacted]

b7D

The Executives Conference, 5/25/53, those present being Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, McGuire and Clegg, considered the dispatch from the American Embassy at [Redacted] advising that [Redacted] needs help in the way of technical assistance with a view to improving the techniques and methods of investigative procedures, including more effective anti-Communist measures. Inquiry was made as to whether two qualified technicians from the FBI could be made available to cooperate in such a program.

b7D

The Executives Conference unanimously recommended unfavorably due to the fact that the Bureau has no jurisdiction in [Redacted], due to the further fact that all personnel of the Bureau are badly needed and there is no surplus personnel for such a purpose.

If this is approved there is attached hereto a memorandum to Assistant Attorney General Olney, who transmitted this inquiry to the Bureau.

7

Attachment

cc: Mr. Mohr  
Mr. Clegg

HHC:ehw

~~RECORDED - 59~~

RECORDED - 59  
INDEXED - 59

166-7554 10458  
JUN 10 1953

EX - 104

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY sp-5/llj/plg

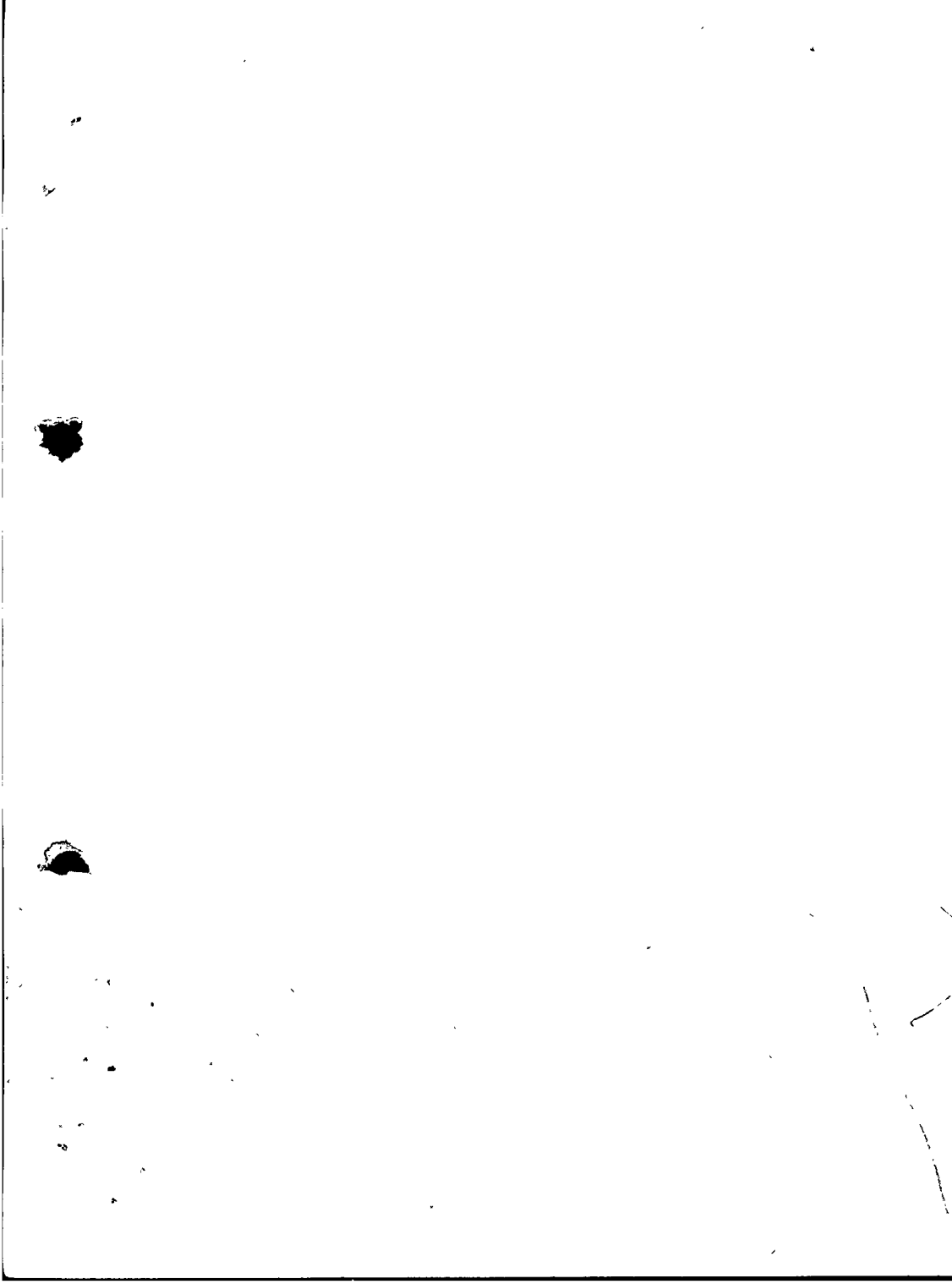
- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Laughlin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Handwritten initials

Handwritten signature

JUN 19 1953

ORIGINAL FILED IN



*BC*

62 JUN 15 1953

RECORDED - 59

INDEXED - 59

66-2557-10459

JUN 8 1953  
106

ORIGINAL FILED IN

*A*  
*102*



Office Memorandum • UNITED STATES GOVERNMENT

TO : R. T. Harbo

DATE: April 21, 1953

FROM : I. W. Conrad *IWC*

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/21/91 BY SP-5 CJD/deg

SUBJECT: SOUND SCHOOL TRAINING

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

SYNOPSIS:

All instructions covering sound and electrical equip-  
to the Bureau's new Agent and retraining classes have been  
banned since December 6, 1949. The Agents now attending Sound  
School No. 1 entered the Bureau since the ban went into effect  
and have had no previous knowledge of the Bureau's Manual of  
Technical Equipment nor of the Bureau's sound and electrical  
equipment. As a result, estimated class time found to be  
inadequate.

RECOMMENDATION:

It is recommended that four days be restored to the  
present twenty-day sound school schedule to make up for the  
necessary instruction and practical work formerly given as an  
indoctrination course during new Agent training to acquaint  
investigative personnel with the availability and applications  
of the Bureau's sound and electrical equipment, and to make up  
for the lack of subsequent training and experience on the part  
of the present class personnel.

Approved by Executives Conference, April 22, 1953, Messrs.  
Tracy, Belmont, Rosen, Mason, Gearty, Mohr, Callahan and  
Parsons. DJP:VH

DETAILS:

Reference is made to the memorandum of Mr. Clegg to  
Mr. Tolson dated December 6, 1949, relative to the Director's  
inquiry concerning instruction in wire taps. On the basis of  
this memorandum all instruction covering sound and electrical  
equipment to Bureau personnel was immediately discontinued.

RFP/IWC:kmb

*Memo to Harbo 4/22 IWC*

NOT RECORDED

STEVEN

Executives Conference memorandum to the Director dated June 15, 1951, approved a three-day refresher course for sound-trained Agents. This was the first special instruction given any Bureau personnel since the original ban.

Approval was given to my memorandum to you dated March 12, 1953, re "Sound Trained Agents" for the training of 36 additional Agents in sound, electrical, radio and lock work.

The first of four schools with 15 Special Agents in attendance began in Washington, D. C., on April 6 and is scheduled to end April 28. These Agents have had their new Agent and re-training classes since the ban on technical instruction and, accordingly, have not been aware of the Bureau's sound, electrical and telephone equipment, nor its application to field investigative work. This is the first sound school conducted since the ban went into effect, as the last sound schools were held in 1948, and for the first time it has been necessary to give additional instruction to these men to substitute for the instruction formerly given them during new Agent training and for the subsequent training and practical experience previously available to Agents.

In addition to the lower initial training, it is noted that the present class members were selected by the SAC's, rather than as in the past by the Laboratory following a study of the candidates' qualifications. Although some difficulty was anticipated as a combined result of such factors, in the interest of time and economy an effort was made to handle the present schools on the same progress rate as previous schools. However, the impact of the above factors has been found to be considerably greater than expected and the class members have not been able to progress as scheduled.

The regular sound school schedule calls for 24 days, but because of the practical work in telephone application being performed by the present sound school personnel when they return to their respective division offices, a total of 4 days was removed from the over-all schedule. Now with the lack of previous training in this material and the need for more practical experience with the equipment before being fully qualified in its operation, it is believed essential to restore these four days to the schedule, making a total of 24 actual working days at the Seat of Government, including Saturdays. The class members will still be expected to secure the practical telephone application work under supervision of a qualified sound man after their return to the field.

It is noted that restoration of four days to the sound schedule will permit the classes to finish on Saturday, ready for In-Service, if desired, the following Monday.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5-21-53

FROM : W.G. EAMES

SUBJECT: CHECKING FILES UP-TO-DATE--  
RECORDS SECTION

Executive Conference

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

Reference is made to a memorandum from Mr. Clegg to Mr. Tolson dated 3-10-53 and to subsequent memorandum to all Bureau Officials and Supervisors dated 3-16-53, indicating that for a 60-day period, the Records Section would conduct an experiment in connection with checking files up-to-date. If this service is specified, we bring the file up-to-date, otherwise, we do not.

This experiment has proven entirely satisfactory resulting in a savings in employee time and enabling us to provide more expeditious service. A survey conducted by the Records Section reflects that approximately 62 per cent of all main files are being requested up-to-date. As you know, prior to this experiment, we looked all main files up-to-date. On the basis of the results of the survey, the continuation of this procedure appears to be warranted; accordingly, we will follow this procedure.

It is also pointed out that in my memorandum dated 10-10-53, (66-818-3274), I informed you that Miss [redacted], a Filing Unit Coordinator, then serving on our Streamlining Committee, made a suggestion that main files not be looked up-to-date unless specified as such. At that time, we checked with the Investigative and Domestic Intelligence Divisions who advised that only a small percentage of their files would not have to be looked-up-to-date. Accordingly, the suggestion was not adopted. It is felt that consideration should be given to advising Miss Walp by letter that her original suggestion has now been placed into effect.

b6  
b7c

RECOMMENDATIONS:

1. That the procedure of not looking files up-to-date unless specifically requested, be adopted permanently. If approved, there is attached hereto a memorandum to all Bureau Officials and Supervisors advising them of the permanent adoption of this procedure.
2. That this matter be referred to the Training and Inspection Division and that consideration be given to advising Miss [redacted] by letter that the suggestion she previously made is now being placed into effect.

JWM: fkr  
Attachment

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY [signature]

RECORDED - 16

66-2554-10460

JUN 5 1953

78

INITIALS ON ORIGINAL

53 JUN 15 1953

ORIGINAL FILED IN 66-818-3274

EXECUTIVES CONFERENCE CONSIDERATION:

On 5-22-53, the Executives Conference, with Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Mason present, approved the attached Memorandum for All Bureau Officials and Supervisors. The Conference also recommended that a letter of appreciation be sent to Miss [redacted] of the Records Section for originating the idea, and an appropriate letter is attached hereto for signature.

b6  
b7c

EDM:DMG

Mr. Tolson

5/29/53

The Executives Conference

SECURITY INDEX - PREPARATION OF REPORTS

Present at the Executives Conference May 28, 1953, were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, Holloman, and Mason.

Special Agent Ralph G. Murdy, Baltimore, suggested that the rules for writing security reports be changed so that the relatives of the subject will appear in that section of the report entitled "Background" rather than in the section of the report containing the physical description of the subject.

The standard rule is that the names and whereabouts of relatives be shown as a part of the physical description of the subject. The suggesting employee felt that requiring such information under "Background" would result in more complete information being obtained and the location as to the identity of relatives would appear in a more convenient part of the report.

The Domestic Intelligence Division was opposed, as was the entire Executives Conference. If you agree, no further action need be taken inasmuch as the suggesting employee has already been thanked for his idea.

cc: Mr. Clegg  
Mr. Mohr

66-2554-10461

RECORDED-77

INDEXED-77

JUN 3 1953

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

EDM:mew

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP5CJ/deg

62 JUN 17 1953

ORIGINAL FILED IN

MR. TOLSON

June 1, 1953

THE EXECUTIVES' CONFERENCE

DISSEMINATION OF NON-SUBVERSIVE DEROGATORY INFORMATION UNDER EXECUTIVE ORDER 10450

On June 1, 1953, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason for Clegg, Callahan for Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Gearty and Belmont, considered the extent to which we should disseminate information to the Civil Service Commission or the employing agency of a non-subversive derogatory nature disclosed as a result of search of our files.

At present, in disseminating information from the Bureau's files in response to a name check request, basically we give out only the results of our own investigations, with the following exceptions:

- (1) Reliable information indicating membership in an organization cited by the Attorney General.
- (2) Information from public source.
- (3) Where good judgment and common sense dictate that the dissemination of information would be to the Bureau's best interests.

The question is whether we will follow these rules and not give out lead-type information, particularly in the nature of rumor and gossip, under the new security order whereby we are required to furnish non-subversive derogatory information to the Civil Service Commission, but will conduct no investigation.

Under the new security order the Civil Service Commission is charged with the duty of making an investigation of each applicant for government employment, the minimum of which will be a national agency check, including the FBI, to determine whether the "retention \* \* \* \* may not be clearly consistent with the interests of the national security." It also provides that whenever there is developed or received by any department or agency information indicating that the retention or employment of any officer or employee of the government may not be clearly consistent with the interests of national security, such information shall be forwarded to the head of the employing agency or department concerned, or his representative.

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

3  
 JUN 1 1953  
 Mr. Mohr  
 Mr. Clegg  
 Mr. [unclear]

323013  
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 DATE 6/21/91 BY 451/MS  
 RECORDED - 7  
 INDEXED - 7  
 166-2554-10462  
 JUN 10 1953  
 24

MR. TOLSON

4/30/53

EXECUTIVES CONFERENCE

Present at the Conference on 4/30/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Laughlin, Ladd, Rosen, Gearty, Nichols, Holloman and Mason.

~~Dating routing slips used to disseminate mail~~

The Conference was advised daily approximately 125 reports and other pieces of mail are forwarded to other agencies (principally Records Administrative Branch and military organizations) by means of routing slips bearing no dates. The question was raised to the Conference as to whether these routing slips should be dated in order to put other agencies on notice as to when the enclosures were transmitted from the FBI.

The Conference unanimously saw no need to date the routing slips and pointed out although no copies of these routing slips are kept in FBI files the original document, copies of which are being disseminated, contains a pencilled notation as to the date of dissemination so that at any future date questions can be answered as to when the communication was dispatched to another agency.

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

62 JUN 18 1953

RECORDED-55

INDEXED-55

66-2554-10463

JUN 4 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY SP-5/deg  
323,013

EX-123

ORIGINAL FILED IN 66-2554-10463

MR. TOLSON

May 4, 1953

THE EXECUTIVES CONFERENCE

*Suppl. #2-11-53*

The Executives Conference of April 29, 1953, consisting of Messrs. Tolson, Quinn Tamm, Harbo, Ladd, Mason, Mohr, Belmont, Gearty, and Glavin, considered a suggestion submitted by SAC Hood of the Washington Field Office that the Bureau conduct a survey to determine the feasibility of renting automobiles from fleet dealers. Mr. Hood pointed out that many business concerns and Municipal Governments are now doing this and claim that it is more economical than purchasing and maintaining their own automobiles. Mr. Hood further claims that it is entirely possible that such a practice might be more advantageous in one section of the country than in another, and he recommended that this phase of the situation be considered. He also stated that in addition to effecting savings in transportation costs, new automobiles are available each year under the usual type of contract.

The Conference was advised that this matter was considered by the Executives Conference of October 23, 1952, on a suggestion submitted by Assistant Special Agent in Charge E. F. Emrich and the matter was unfavorably considered. It was pointed out at that time that insofar as the Bureau obtaining automotive equipment under such a contract, the Bureau requires that its cars be equipped with alternators, heavy duty batteries and tubeless tires and other special equipment and the usual rental contract could not be entered into. Further that under present legislation, the Government spends no more than \$1400 per car when such is needed and at the present time we are securing \$300 to \$500 for a car when it is sold. We also keep cars from five to six years and the costs over that period of time would be less than the rental cost of cars which averages approximately \$500 a year.

The Conference recommends that SAC Hood be advised that his suggestion has been considered; however, it is not felt desirable for the Bureau to enter into such a contract.

Should you agree, the attached communication should go forward to the SAC of the Washington Field Office.

Attachment

CC: Mr. Mohr  
Mr. Clegg

LRG:gt

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

RECORDED

INDEXED - 59

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/12/91 BY Sp-Sci/dcg

106-2554-10464

JUN 10 1953

53 JUN 18 1953

ORIGINAL FILED IN 106-2554-10464



MR. TOLSON

4/27/53

~~EXECUTIVES CONFERENCE~~

~~RE: CHARGE IN OFFICE OF ORIGIN~~

The Executives Conference, 4/27/53, those present being Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Mohr, Belmont, Gandy, Rosen and Clegg, considered the suggestion that the Bureau discontinue the use of Form O-18 which notifies field offices that the office of origin is being changed. The present practice is for a field office to recommend that the office of origin be changed and when the Bureau agrees this form is used to notify the present and new office of origin and all auxiliary offices of the change.

The suggestion is that the form be dispensed with and that any field office which desires to recommend a change in the office of origin would prepare a letter to the Bureau and forward as many extra copies as there are auxiliary offices. The Bureau could then make the notation of approval by means of a rubber stamp on the copies for the field offices where the cases are pending and save typing this material.

During a test check there was an average of more than ten original communications of this type per day with the various copies involved and there was a time lapse of 10-20 days usually in handling these items of correspondence.

Due to the fact that it would save time and expedite the handling of routine procedure of changing the office of origin the Executives Conference unanimously recommended favorably.

b6  
b7c

There are attached hereto proposed SAC Letter along this line, and are appropriate manual change. Attached for signature are letters to Mr. [redacted] and Miss [redacted] advising of the adoption of this suggestion.

EEC:hc/cs  
Attachment

*W. C. Sullivan*

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

cc: Mr. Mohr  
Mr. Clegg

INDEXED - 72

RECORDED - 72

166-2554-10465

JUN 1 1953

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY SP5CJ/dcg

58 JUN 26 1953

Mr. Tolson

May 7, 1953

The Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-3/deg  
323,013

USE OF CW RADIO NETWORK FOR COMMUNICATION  
BETWEEN OFFICES IN CHECKING ON RECOVERED  
STOLEN INTERSTATE AUTOMOBILES

There is attached hereto a detailed memorandum recommending the use of the CW Radio Network for communication between offices in checking on recovered stolen interstate automobiles.

THE JUSTIFICATION FOR RECOMMENDATION IS AS FOLLOWS:

Automobile thefts represented an estimated value of \$190,000,000.00 in 1951. The estimated value in 1952 was \$228,000,000.00. Over 200,000 cars were stolen last year, approximately 17,000 of which were not recovered.

For the Fiscal Year 1952, the Bureau recovered 12,310 automobiles as against 10,581 during Fiscal Year 1950.

Prompt checking of the automobiles recovered is the essence of the detailed analysis attached hereto. In order to accomplish this, the full use of the CW network on a daily basis would materially assist in bringing about the proposed suggestion.

The Executives Conference on April 21, 1953, with Messrs. Callahan, Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, and McGuire in attendance, considered the proposal and recommended that consideration be given to trying the network on a limited basis west of the Mississippi in those offices having automatic decoding receivers.

In coordination with the Laboratory and the Communications Section, it has been ascertained that Kansas City, St. Louis, Los Angeles, San Francisco, Seattle, and San Antonio are the only offices which have automatic decoding machines other than Washington and San Diego. Consequently, Los Angeles, San Francisco, Seattle, and San Antonio would be able to communicate with San Diego at certain designated times during the day. Kansas City and St. Louis communicate through Washington, D. C.

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

Attachment

cc: Mr. Clegg

53 JUN 18 1953

EX-123

RECORDED 27

INDEXED-37

69-2554-104654  
69-2554-104654  
JUN 17 1953

ORIGINAL FILED IN 71-116

Memorandum for Mr. Tolson

Washington sends a general broadcast to all offices in the Washington network at a designated time. San Diego sends a general broadcast to all offices in the San Diego network at a designated time. The Washington and San Diego stations are in service continuously; the rest are not.

The Conference felt that full-time use of the CW network for such purposes would create additional costs and that the limited use as a test for a period of thirty to sixty days would give us a basis on which to judge the usefulness of the recommendation.

RECOMMENDATION:

After further checking with the Laboratory and the Communications Section, on the conference proposal that a limited use be tried, I do not feel that a limited use is justified. Consequently, no further action will be taken concerning the suggestion until such time as a full and complete use can be made of the CW Network. Obviously, such a use is not justified nor warranted at this time.

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

MR. TOLSON

5/20/53

EXECUTIVES CONFERENCE

Present at the Conference on 5/15/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Laughlin, Ladd, Gearty, Nichols and Mason.

The Conference unanimously opposed the suggestion of SA Jack M. Pelissier of the Denver Office that Charge-out Slips be prepared with a perforated bottom so that a clerk pulling a file in a field office can separate the Charge-out Slip at the perforation and put the top of the Charge-out Slip in the file drawer as a charge-out and attach the bottom of the Charge-out Slip to the file as a signal to whom the file should be delivered.

The present practice is to utilize a Charge-out Slip for recording the person who has custody of the file. Clerks then attach a slip of paper to a file with the Agent's name written on the slip in order to facilitate routing the file to the Agent, stenographer, or other employee.

The Conference took cognizance of the fact that over a period of years there have been many suggestions for the revision of Charge-out Slips, but also felt that the preparation of Charge-out Slips would be an unnecessary expense and inasmuch as slips of cheap paper are utilized as attachments to files to facilitate routing, the Bureau is currently exercising maximum economy in this procedure.

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

cc-Inspector B. C. Brown (sent separately)  
c/o San Francisco Office

cc-Mr. Clegg  
Mr. Mohr  
(SUGGESTION #218-53)

EDM:DLG

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

RECORDED-80  
INDEXED-80

106-2554-1046

JUN 10 1953

8

323 013  
[Handwritten signatures and stamps]

78 JUN 20

ORIGINAL FILED IN 100-7791-144

Mr. Tolson

5/13/53

The Executives Conference

SUGGESTED CHANGE  
SECTION 8, PAGE 3

Present at the Executives Conference of 5/11/53 were Messrs. Tolson, Ladd, Belmont, Glavin, Tracy, Harbo, Mohr, Winterrowd, Gearty and Clegg.

The Conference unanimously recommended favorably the suggestion of Inspector J. E. Largent that in field offices where there is a mailing machine with a postage meter and where stamps are used only occasionally, that the required daily tabulation and inventory of stamps be brought into balance on a biweekly basis instead of daily.

It was also approved that when the daily or biweekly balance is shown, that in order that uniformity might prevail, these balances be shown in cash value rather than in the number of each specific type of stamp.

If this is approved, an amendment in the Bureau's manual will be made accordingly.

RECORDED-38

66-7534-10467

NOT RECORDED

141 JUN 5 1953

cc - Mr. Clegg  
Mr. Mohr

INDEXED-38

RHC:os

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5/ldg

63 JUN 19 1953

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

ORIGINAL COPY FILED IN

Mr. Tolson

6/2/53

The Executives Conference

SUGGESTION RE WANTED NOTICES

Present at the Executives Conference of June 1, 1953, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Nichols, Holloman, and Mason.

The conference was unanimously opposed to a suggestion from Special Agent William O. Eradley, Jr. that when a wanted notice is prepared (FD-59) an extra copy be prepared for the field file as a constant flag that a wanted notice remains outstanding. At present, a notation is placed in the file. It is the intention of Agent Eradley that when it ultimately is necessary to remove the wanted notice from the files of the Identification Division the carbon copy appearing in the field file could be withdrawn and forwarded to the Bureau with a notation to cancel the wanted notice and without need of preparing a letter as at present.

Inspector Van Felt favored the suggestion and Inspector Williams was opposed. The conference saw in this proposal the opportunity for confusion and felt it highly undesirable to be sending carbon copies of communications to the Bureau informally requesting action.

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

cc: Mr. Clegg  
Mr. Mohr

INDEXED - 114

166-2557-10468  
NOT RECORDED  
141 JUN 10 1953

EX-127

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

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3 JUN 23 1953

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HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY SP5CJ/deg

ORIGINAL COPY FILED IN 100-4471-917

WAC

MR. TOLSON

6/2/53

EXECUTIVE CONFERENCE

SECURITY INVESTIGATIONS -  
PREPARATION OF DOCUMENTATION (CHARACTERIZATION)  
MEMORANDUM IN EACH CASE  
SUGGESTION #228-53

Present at the Executive Conference 6/2/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Holloman and Mason.

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b7c

SA [redacted], of the New York Division, suggested that whenever an Agent dictates a pending or closing security type report on an individual or organization that he dictate a documentation memorandum for the case file. From this memorandum clerks would prepare an index card reflecting the appropriate characterization of the individual or organization for future reference in the preparation of reports on other individuals or organizations who may subsequently be carried as subjects. Additional memoranda would be prepared from time to time to keep each such index card up to date.

The SAC at New York opposed the suggestion, as did the Domestic Intelligence Division, finding that the field already has a file for documentation and characterization of important individuals or organizations and adoption of the suggestion would result in considerable clerical and stenographic time far outweighing any benefits which might be derived, and further, because case files on security topics would have to be reviewed at a later date anyhow to determine if data is up to date. Adoption of the suggestion would result in the preparation of characterizations on thousands of routine individuals and most of these characterizations would never be used, or if used at all, the use would be infrequent.

Based upon the unfavorable recommendations and the disadvantages attached to this suggestion, the entire Executive Conference unanimously opposed the proposal. If you agree, no further action need be taken inasmuch as Agent [redacted] has already been thanked for his idea.

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- Tolson \_\_\_\_\_
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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

EDH:hc  
cc: Mr. Mohr  
Mr. Clegg

RECORDED - 75  
EX-131

66-2554-10469  
JUN 8 1953  
50

JUN 26 1953

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5/dep

ORIGINAL COPY FILED IN 66-2554-10469

MR. TOLSON

May 19, 1953

THE EXECUTIVES CONFERENCE

*Frank*

The Executives Conference of May 18, 1953, consisting of Messrs. Tolson, Nichols, Gearty, Clegg, Rosen, Ladd, Laughlin, Mohr, Parsons, Tracy, and Glavin, considered a memorandum from Mr. H. L. Edwards to Mr. Glavin concerning the Security of Bureau Field Offices wherein certain recommendations were made regarding the submission of daily reports by Security Patrol Clerks.

*Report*

The Conference unanimously approved the suggested report presently used at the Seat of Government and a copy of this report is attached hereto.

The Conference also unanimously approved the recommendation that reports be reviewed and initialed by the Special Agents in Charge who will take any action to correct any breaches of security found and reported; and also, that these reports be retained in the field offices for a period of six months.

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

CG: Mr. Mohr  
Mr. Clegg

NRG:gt

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HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5/edg

RECORDED - 67

- 1 ENCL. *filed with original*
- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Mohr \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Mohr \_\_\_\_\_
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- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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INDEXED - 67

66-2554-10470

JUN 10 1953

ORIGINAL COPY FILED IN 66-2225-765

JUN 23 1953



Mr. Clegg

5/26/53

C. L. Trotter

4

In-Service Classes

IN-SERVICE TRAINING CLASSES  
FROM 6/15/53 THROUGH 8/28/53

As you are aware the National Academy will graduate on June 12, 1953, and commencing the following Monday, June 15, the #1 Classroom in the Justice Building will be available until the next session of the Academy meets, which will be August 31, 1953.

We are presently having the In-Service Classes convene in the Old Post Office Building and with the approach of the hot weather season it is felt that better training results will inure to the Bureau if we can move the In-Service Training Classes from the Old Post Office Building to the Justice Building from June 15 through August 28. This will allow the class to be conducted in an air-conditioned room and will also be convenient for the instructors, most of whom are stationed in the Justice Building.

The new clerical classes will continue to meet in the Old Post Office Building on Monday and Tuesday of each week. Commencing June 4 new clerical employees will also be brought in on Thursday as well as Monday of each week. This means that one of the 2 classrooms in the Old Post Office Building will be occupied for 4 days each week and the other will be used as a stand-by for emergency purposes. With the In-Service Class meeting in the #1 Classroom in the Justice Building we still have the #2 Classroom to continue with the specialized training that is presently going on in the security and criminal fields.

X-127

RECOMMENDATION:

RECORDED-38

66-2554-10421  
RECORDED

Effective 6/15 it is recommended that In-Service Classes convene in Room 5231, Justice Building and that this program be followed through 8/28/53.

JUN 11 1953

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- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

ADDENDUM:

Executives Conference May 28, 1953, recommends unanimously favorable. Present were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearity, Holloman, and Mason.

78 JUN 22 1953

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DATE 6/2/91 BY SP-5/lyg

ORIGINAL COPY FILED IN 100-10421

MR. CLEGG

May 27, 1953

H. L. SLOAN

FIELD FIREARMS TRAINING  
FISCAL YEAR - 1954

SYNOPSIS:

Executive Conference

Submitting ~~schedule~~ schedule for Field Firearms Training Fiscal year 1954. Approximate ~~cost for ammunition and targets~~ cost for ammunition and targets \$60.00 per Agent. Five out-  
door and five indoor periods scheduled with approximately 60% training allotted to revolver. Balancing permits maximum training with reduction of one day on outdoor training, requiring qualification on four (4) PPC, four (4) DA, four (4) MG, one (1) Rifle and two (2) Shotgun courses.

RECOMMENDATIONS:

(1) That as soon as 1954 monies are available, ammunition and targets be purchased and delivery dates specified for each Field Office with SAC's responsible for strict accountability of ammunition inventory.

(2) That mid-range, wad cutter ammunition be provided for training to obtain better scores, confidence and less wear on revolvers, at additional annual cost of approximately \$1.80 per Agent over service ammunition.

(3) That the suggested questionnaire <sup>ye</sup> be obtained from each office at close of outdoor season to permit evaluation of shooting ability of Agents, better supervision of the organization of field training, frequency with which field instructors participate and ranges utilized.

ADDENDUM:

INDEXED-12  
RECORDED-12

66-2554-10472  
JUN 10 1953  
INITIALS ON ORIGINAL

Recommended unanimously favorable by Executives Conference 6/28/53. Present were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, Holloman and Mason.

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FIELD FIREARMS TRAINING  
Fiscal Year - 1954

DETAILS:

Attached hereto is a suggested SAC letter scheduling firearms training for the field during the 1954 fiscal year. The schedule calls for five outdoor and five indoor periods, a reduction of one day of outdoor training from the original 1953 schedule. By balancing hand gun and shoulder weapon training each day and adding additional courses each month, maximum training benefits are realized and approximately 6000 Agent days time saved.

The cost for required ammunition and targets to conduct this training is approximately \$60.00 per agent per year. This is less than the cost of training in 1952 and 1953 fiscal years due to a slight decrease in cost of ammunition and consolidation of courses.

The only change in training courses is in the double action course which will include point blank shooting (four rounds), previously approved by the Bureau. This requires no additional ammunition.

If the attached schedule is approved, knowing the ammunition and target requirements for each Agent and the number of Agents in each office, one order for the proper ammunition can be placed as soon as 1954 funds are available and delivery dates specified in the contract to insure availability of ammunition in each field office for training and deliveries may be readjusted with the fluxuation of Agents in the various offices before the end of the year. The volume of ammunition should lower the purchase and shipping price, and result in a savings. Ammunition inventories furnished by each office will control the amounts to be delivered and prevent unreasonable surpluses to accumulate in any office. The Special Agents in Charge, in attached letter are charged with proper maintenance of inventories and record of issuance.

SAC letter #134 dated December 23, 1952, instructs that service ammunition be used in field firearms training in place of mid-range ammunition due to slightly higher cost of mid-range. This was done strictly as an economy measure and the resulting savings very small. Prices on the last purchase order reflected a difference of only \$2.37 per thousand. I would like to point out that the difference in prices fluxuates, depending upon amount of service load in stock at the factory and the difference in price on the next order may be much less. Field firearms instructors and Special Agents in Charge attending In-Service Schools, since we reopened, and the entire firearms staff at the Academy, concur in that we should continue to train with mid-range ammunition in the field for the following reasons:

FIELD FIREARMS TRAINING  
Fiscal Year - 1954

(1) While the difference in recoil is not noticeable in the few rounds fired in combat, there are four outdoor training periods scheduled where practice and record runs are fired on the Practical Pistol Course and a record run is fired on the Double Action Course, 150 rounds total. This amount of service ammunition, particularly in the lighter weight Smith and Wesson Military and Police Revolvers, due to the recoil will cause flinching and bruised hands, resulting in lower scores and consequently less confidence so necessary to effective gun handling. Wear on the revolvers, with the additional gas pressure accompanying the use of service ammunition is another factor in equalizing the difference in price.

(2) Most of our newer Agents are equipped with these Smith and Wesson revolvers and inasmuch as newer Agents number a great portion of our investigative staff and have not reached peak effectiveness, they should use mid-range ammunition. It is to be noted that the In-Service classes presently receiving training at Quantico are averaging 87.3 on the Practical Pistol Course, compared to 89.9 a year ago.

(3) Training costs are otherwise and more materially reduced by eliminating one days field training in 1954 fiscal year. It should be noted that by rearranging field schedules and adding more work each day on the range, the same amount of training is afforded as in past years but at a savings of approximately 6000 Agent days.

At the present time no reports are made to the Bureau by the field to reflect the scores obtained by the Agents, or the averages on the various courses. The only report submitted is an annual report of training delinquencies. It is desirable to have the information called for each year on the questionnaire in the attached SAC letter. This will permit us to evaluate the shooting ability of the average agent in the field, supervise the organization of the programs in the various field offices, the proficiency of, and the frequency with which the firearms instructors are participating and ranges being utilized. The information requested is information that should be available to each Special Agent in Charge and requires very little time and effort to report.

HLS/ks

Mr. Tolson

6/9/53

The Executives Conference

SUGGESTED REVISION IN FORM FD-1

Present at the Executives Conference on June 8, 1953, were Messrs. Tracy, Callahan, Parsons, Mohr, Belmont, Ladd, Rosen, Nichols, Gearty, Holloman, and Mason.

The conference considered a suggestion from [redacted] Assistant Chief Clerk of the Milwaukee Office to the effect that the fanfold assignment cards consisting of an original and two copies complete with one-time-use carbon paper be printed in the future with the detachable portion at the bottom.

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At present these assignment cards have the detachable portion at the top. It was the views of [redacted] that the perforations are so tight that when the carbon is withdrawn portions of the original and duplicate assignment cards are mutilated. She believes that if the perforations were at the bottom of the assignment cards it would make a neater looking ~~Assignment Card Box~~ Assignment Card Box.

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The conference was of the unanimous opinion that when assignment cards, for the three-card system, are next prepared the perforation should be at the bottom. This suggestion has no bearing on the assignment cards under the four-card system inasmuch as those are prepared in long strips and it is necessary to have perforations at both the top and bottom. If you agree, there is attached a letter to Miss [redacted] advising her of the adoption of this suggestion.

EDM:mew

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

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 93  
INDEXED - 93

66-2554-10473

JUN 17 1953

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U.S. DEPT. OF JUSTICE

RECEIVED - DIRECTOR

JUN 23 1953

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DATE 6/2/91 BY SP5 e/ldg

THE DIRECTOR

5/20/53

EXECUTIVES CONFERENCE

Present at the Conference on 5/15/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Laughlin, Ladd, Gearty, Nichols and Mason.

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Approximately 150 pieces of signature mail are dispatched by the FBI daily through the medium of the FBI Courier Service to other agencies. There are two scheduled runs leaving the Justice Building, one at 9:30 a.m. and one at 2:30 p.m. daily and each run requires about 4 hours. A special courier may be dispatched at any time to take "hot" documents to the White House or Congress principally.

Daily we are holding a volume of mail in the Mail Room received after the 2:30 p.m. courier has departed and this mail is held overnight and until the 9:30 a.m. courier run the next day.

It was pointed out to the Executives Conference that, as a result of the findings of SA [redacted] as a part of the Investigative Division inspection, the U. S. Post Office has an organization entitled "U. S. Official Mail and Messenger Service," which is essentially a courier service serving all branches of the Federal Government in Washington.

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Mr. Mason expressed the view to the Conference that the FBI courier service is a duplication of the U. S. Official Mail and Messenger Service. Recognizing the need for speedy dispatch of communications to other Federal agencies in Washington, the Post Office created the U. S. Official Mail and Messenger Service several years ago. The FBI receives many dispatches daily from other agencies through the Post Office couriers. Normally, our mail to other agencies reaches the Post Office about 10 p.m. nightly and we have been assured that such mail if put into the courier service will be delivered by the special courier of the Post Office to other agencies in Washington, who leaves not later than 6:30 a.m. the following morning. The 6:30 a.m. run is completed by 8:15 a.m. Any mail designated for the Post Office courier service goes into a special pouch and does not go through the usual handling afforded regular mail at the Post Office.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

At present we pay FBI employees Grade GPC-3 and GS-8 for delivering courier mail and these employees utilize FBI automobiles except for certain trips of a "special" nature to the White House or Capitol when a streetcar pass is used.

cc - Mr. Mohr  
Mr. Clegg  
EDM:DMG

ENCLOSURE

RECORDED - 67

INDEXED - 67

EX - 121

162-2554-104

MAY 16 1953

62 JUN 29 1953

ORIGINAL COPY FILED IN 62-30662-710

Memorandum to the Director

There is no charge at all for the use of the U. S. Official Mail and Messenger Service and we can, if we wish, register such communications. The FBI has authority to register its own documents here at the Justice Building, whereas, as you know, many other agencies register theirs at the Post Office.

Mason expressed the view that our mail will be delivered more quickly if we utilize the Post Office couriers for that mail which comes to the FBI Mail Room subsequent to 2:30 p.m. because deliveries will have been completed by 8:15 a.m. the next morning, whereas our courier does not leave until 9:30 a.m. in the morning and gets back about 1:30 p.m.

It was Mason's view that the Bureau could be criticized for its present use of couriers duplicating runs set up by the Post Office.

The majority of the Conference, namely, Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Laughlin, Ladd, Gearty and Nichols, <sup>Clegg</sup> felt that the Post Office has demonstrated its inefficiency, that it has lost pouches of mail on occasion and from a security aspect alone the FBI should continue to utilize its own courier service and have nothing to do with the U. S. Official Mail and Messenger Service of the Post Office Department.

Mason, the minority, felt that the Bureau is not on sound ground in refraining from the use of U. S. Official Mail and Messenger Service, that we duplicate the service rendered by the Post Office and because the Post Office renders more rapid service than we are able to provide and, further, many of the communications now being delivered by FBI courier were formerly entrusted to the mails and, even now, a number of our communications result in having the originals delivered by courier to the addressees and carbon copies are sent by mail to some other Federal agency.

In the event the Director agrees with the majority, no further action need be taken as to this particular topic; however, a continuing survey of the Bureau's mailing procedures will be made.

Respectfully,  
For the Conference

Clyde A. Tolson



MR. TOLSON

5/28/53

H. H. CLEGG

U. S. OFFICIAL MAIL & MESSENGER SERVICE  
DEPARTMENT OF THE POST OFFICE

As per the attached Executives Conference memorandum of 5/20/53, containing recommendations of the Executives Conference of 5/15/53, the majority voted against use of the U. S. Official Mail & Messenger Service of the Post Office Department in favor of the continuance of the ~~FBI Courier Service~~ which makes two trips daily to various federal agencies. The majority group included Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Laughlin, Ladd, Gearty and Nichols. The minority, Mason, felt that the FBI Courier Service is a duplication of the U. S. Official Mail & Messenger Service and since the Post Office guarantees that our mail, given to the Post Office by 10 PM, will be handled by the Post Office courier not later than 8:15 AM the following morning, our present practice of holding mail overnight, for dispatch by an FBI Courier at 9:15 AM, actually results in delay.

The Director stated that before deciding whether FBI routing courier service to other agencies will be continued, he would like to know what certain other agencies do and how much the FBI Courier Service costs.

The FBI Courier Service costs \$7,820 per year and requires the use of one Bureau automobile. This figure does not include the cost of special couriers to deliver "hot" matters to the White House or Congress, inasmuch as that special and sporadic service should continue. The cost figure includes the daily courier service leaving at 9:30 AM and 2:30 PM enroute to other federal agencies in Washington.

The Liaison Section has determined that the following agencies utilize the U. S. Official Mail & Messenger Service of the Post Office, as follows:

- (1) Army - for all mail except "Top Secret".
- (2) State Department - for all unclassified and mail which is classified "Restricted" but not higher classification.

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

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 51 JUN 29 1953

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RECORDED - 91 100-2557-1047e

JUN 16 1953  
 127

ORIGINAL COPY FILED IN



- (3) Navy - for unclassified mail only.
- (4) Air Forces - for a limited amount of nonregistered and other mail which may be classified up through "Confidential".  
(Air Forces said they have lost some nonregistered mail).
- (5) Office of Special Investigations, Air Forces (OSI) - for mail up to and including that classified "Confidential".
- (6) CIA - for a limited amount of mail up to and including "Restricted."
- (7) Commerce Department - has used the service since 5/51 for all mail except "Top Secret."
- (8) Civil Service Commission - used official mail and messenger service until a few months ago, at which time discontinued it and set up its own messenger service, feeling that there were too many delays and misdirected mail.

About 150 pieces of signature mail are dispatched by FBI courier daily to other federal agencies in Washington.

Of the FBI courier mail, about three-quarters is classified and the greater bulk of this is classified as "Security Information - Confidential". About one-quarter of the mail is unclassified. The classifications which can be given security mail are Restricted, Confidential, Secret, and Top Secret. The Director has authority under Executive Order 10290 to dispatch mail, even tho classified, in any fashion he sees fit. The prevailing practice in Washington, however, is to deliver Top Secret mail by individual courier assigned to the sending Agency.

It will be of interest to know that during May 1953, there was a daily average of 4.7 pieces of secret mail delivered by courier and most of this went to the State Department with a carbon copy to CIA or the original went to CIA with a carbon copy to State. All of our secret mail to Army, Navy, and Air Force was sent through the Post Office and was not delivered by FBI courier.

Top Secret mail during May has averaged nine-tenths of a piece of mail per day. This mail was delivered with six pieces during the month to CIA, three pieces to State, four pieces to the Army, two to the Air Force, and one each to Mutual Security, Immigration &

**Naturalization Service and Joint Chiefs of Staff.**

The minority of the Executives Conference proposes that all mail, except Top Secret, go through the U. S. Official Mail and Messenger Service of the Post Office Department and that Top Secret mail, averaging less than 1 piece per day total for all of the federal agencies in Washington, can be handled by special FBI messenger, and frequently by using a street car pass without tying up an FBI automobile. Special messengers are currently used to deliver a piece of mail of a rather "hot" nature to the White House or Congress at any time.

A peculiar aspect of the handling of FBI mail at present is that we frequently dispatch to another agency, for example the State Department, a document entrusted to an FBI courier, and then we mail a carbon copy of the same document to Naval, military or Air Force Intelligence, via regular mail even though the document is classified as Security Information - Secret. Thus, we are entrusting classified mail to one branch of the Post Office Department which is notoriously inefficient and we are refusing to entrust the same documents to another branch of the Post Office which allegedly gives better protection and better handling of mail.

The minority wishes to point out that  of the Post Office assures us that mail received by the Post Office by 10 PM will be in the hands of the addressee by 9:15 AM the following morning and he points out this mail does not go through the usual channels but is handled separately by the Post Office Department. We are further assured by Wilson and by Instructions #16 and #17 of the Regulations for Using the U. S. Official Mail and Messenger Service, that registered and insured mail will be given preferential attention and will be transmitted in rotary locked pouches and that receipts will be obtained from the addressee for the pouch. As you know, the FBI can register its own mail here in the Justice Building without having to have such services performed by the Post Office Department and most other agencies do not have this authority. b6  
b7C

It is believed that the registering of mail would overcome the unfavorable experience of the Air Forces and Civil Service Commission relative to the use of this mail.

**RECOMMENDATION:** No recommendation is made at this time and this memorandum is informative in order that the Director may indicate his pleasure as to the previous recommendations of the Executives Conference as expressed by the Conference in the attached memorandum of 5/20/53. This memorandum is for the purpose

of providing additional information the Director desired.

Mr. Mason holds to his original view that we should give the Official Mail and Messenger Service of the Post Office Department a trial and if, after a reasonable period, we are dissatisfied with the service, we can always return to the FBI Courier and have convincing arguments which would prevent criticism of the FBI.

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SEARCHED  
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MAY 19 1964  
FBI - MEMPHIS

MR. TOLSON

6/18/53

THE EXECUTIVES CONFERENCE

The Executives Conference of June 18, 1953, consisting of Messrs. Tolson, Callahan, Tracy, Parsons, Laughlin, Ladd, Clegg, Gearty, McGuire, Holloman and Mohr, considered the question of whether female maintenance employee [redacted] at the Ninth and H Streets Building should be denied access to Bureau space based on the results of an investigation conducted on her.

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The Conference was advised that [redacted] aka [redacted] was presently assigned as a maintenance employee at the Ninth and H Streets Building, that she had been employed by the General Services Administration since October 1942 and her services have been satisfactory. During the investigation, however, many of her superiors at GSA made unfavorable comments about her to the effect she had a bad temper, an attitude of arrogance, a mean disposition, was not able to get along with fellow workers and that she was overly talkative. It was further developed that the employee gave as a reference Reverend T. Ewell Hopkins, who has known her for 35 years. Investigation at the Civil Service Commission reflects that Hopkins was a member of the Communist Party in Washington, D. C. in 1950; however, his Communist Party membership has not been substantiated by Bureau informants. Bureau informants have indicated he has been active in the Washington Bookshop Association, which has been cited by the Attorney General. He also has been active in other organizations including the Progressive Party and a rally to "combat Fascism" which was sponsored by 17 Communist controlled or infiltrated organizations. Records of the Metropolitan Police Department reflect that employee [redacted] was arrested in 1947 on complaint charging her with threats but this complaint was dismissed. It should be noted that Hopkins, according to the employee, has known her since her birth, that he first became acquainted with her in her home town [redacted].

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b7c

There was nothing developed indicating any unusual relationship between Hopkins and maintenance employee [redacted].

The Conference was unanimously of the opinion that [redacted] should not be denied access to the Bureau space at the Ninth and H Streets Building. However, if any difficulty develops in the future with her, [redacted], of course, can always take the necessary steps to have her removed at that time. If the unanimous recommendation of the Conference is followed, no further action is necessary at this time.

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

CC - Mr. Clegg

JUN 23 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/2/91 BY SP-5 c/dj

66-2554-10476

MR. TOLSON

6/11/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/9/53, were Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Rosen, Holloman, Gearty, Belmont, Tracy and Mason.

0051784

The Conference unanimously recommended no change in the present Bureau regulation that there be maintained in each field office two sets of the FBI Law Enforcement Bulletin. One set is thoroughly indexed as to topics and is normally kept in the Chief Clerk's Office. Thus it is available to any Agent who wishes a check of the indices made as to a particular topic in contemplation of a speech or a lecture before a police school. The other set of FBI Law Enforcement Bulletins is generally kept in a bookcase available to all Agents. No provision is made for the destruction of these Bulletins. [redacted] of the El Paso Office felt that FBI Law Enforcement Bulletins in one set should be destroyed after retention for 3 years.

b6  
b7c

Mr. M. A. Jones of the Crime Records Section points out that the Bulletins issued in one year take up 1 1/2" of space and these Bulletins are constantly used by Agents. Even the unindexed set may be utilized by Agents who are thumbing through them looking for a likely topic to be used in a short speech or lecture. The unindexed copy can be utilized also for loan to police. Mr. Jones felt that there should be no change in the maintenance of the two sets of Bulletins. The Conference unanimously agreed with this thinking and recommends no change.

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

b6  
b7c

323 013  
THIS INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 12/12/91 BY SP-5/BJG

cc-Mr. Mohr  
Mr. Clegg

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

*[Handwritten signature]*  
# 211-53

RECORDED-21  
INDEXED-21  
EX - 109

166-2557-10477  
JUN 18 1953  
61

JUN 24 1953

ORIGINAL COPY FILED IN 94-3-1-14639

May 18, 1953

PROPOSED CHANGE IN  
FBI HANDBOOK

Part 1, page 3 (7) of the FBI Handbook should  
be changed as follows:

The No. 3 register shall reflect the  
actual times of reporting for duty and departure  
of all investigative employes of the field  
office. This register shall show the time  
of reporting for duty in the morning (in addition  
to Register No. 1) as well as times of arrival  
from lunch and any other arrivals at the office  
throughout the day. This register shall also  
reflect the actual times of departure for lunch,  
the final departure from the field office in the  
evening and all other departures from the office  
throughout the day.

Employees signing Register No. 1 or  
Register No. 3 shall show the exact time of the  
registration, whether this be an arrival or  
departure time.

HHC:cs

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5 a/dq

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

66-2554-104-78

ENCLOSURE

May 18, 1953

PROPOSED CHANGES OF MANUAL  
OF RULES AND REGULATIONS

The following provisions of the Manual of Rules  
and Regulations should be changed as follows:

SECTION 2, (c) (14) (b) Page 10

- b. Upon reporting for duty at the field office,  
register No. 1 must be executed by starting  
and setting forth the actual time of  
registration.

SECTION 2, (c) (14) (d) Page 10

- d. Register No. 3 (Number 3 Card)

The second sentence should be changed as  
follows:

"The name, date, time out, probable return,  
file number, destination (name and address),  
phone numbers, calls, and time in, including  
reporting for duty, i.e. exact time of registration  
in the morning, shall be entered by employees  
using it."

SECTION 2 (c) (14) (e) Page 10

"It must be used when departures are made  
for lunch and dinner, and on final departure  
for the day. The actual ~~and~~ not contemplated  
line of departure is to be shown. The  
activities engaged in while in the office are  
not to be shown. Initial time of registration  
for work daily shall be shown."

SECTION 2 (d) (4) (b) (a) Page 14

- (a) Employees must sign in. Show actual time  
of registration opposite name.

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

MHS/HHC:rgw/cs

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/93 BY SP-5 a/dcg  
323,013

66-2554-10476  
ENCLOSURE

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Clegg

DATE: 5/12/53

FROM : E. D. Mason

SUBJECT: PROPOSED CHANGE OF MANUAL OF RULES AND REGULATIONS TO REQUIRE ACTUAL TIME OF REGISTRATION BE SHOWN ON REGISTER NO. 1 AND NO. 3

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Mohr	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

Current Bureau rules require all employees to sign Register #1 upon arrival at the field office and investigative employees to record on Register #3 their arrival in the morning and final departure for the day.

It is proposed the above rules be changed to require the actual time of signing be shown on the registers upon reporting for duty and departure at the end of the day.

ADVANTAGES:

Such a change will avoid any question arising as to the propriety of placing contemplated time of departure rather than actual time of departure on the #1 Register at the end of the day.

The change will permit personnel to sign Register #1 at the time they are ready to assume their official duties rather than the actual time they arrive at the office in the morning.

RECOMMENDATION:

It is recommended the above proposal be adopted. If approved, the attached manual change will be made.

MHS:rgw/ehw

Attachment

RECORDED - 41 116 10478

RECORDED

JUN 11 1953

ENCLOSURE

UNRECORDED COPY FILED IN 100-10478

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 6/12/91 BY SP-5 cidcy

See in 100-10478

100



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓  
FROM : The Executives Conference

DATE: 5/16/53

SUBJECT: PROPOSED CHANGE IN MANUAL OF RULES  
~~AND NOT CALLED TO REQUIRE ACTUAL TIME~~  
OF REGISTRATION BE SHOWN ON REGISTERS NOS. 1 & 3

*0 Expected to be...*

Present at the executives Conference of 5/14/53 were Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Parsons, Mohr, Belmont, Rosen, Gearty and Clegg.

The Executives Conference unanimously recommended that the attached proposed change in the FBI Handbook and Manual of Rules and Regulations concerning the registration of employees on the no. 1 and no. 3 Registers be approved. This will make clear that the employees are to register the exact time of registration and that they are to be on duty and on official business after the time of registration.

- Tolson \_\_\_\_\_
  - Ladd ✓
  - Clegg ✓
  - Glavin \_\_\_\_\_
  - Nichols \_\_\_\_\_
  - Rosen \_\_\_\_\_
  - Tracy \_\_\_\_\_
  - Harbo \_\_\_\_\_
  - Belmont \_\_\_\_\_
  - Mohr \_\_\_\_\_
  - Tele. Room \_\_\_\_\_
  - Nease \_\_\_\_\_
  - Sandy \_\_\_\_\_
- Mrs. Wood

ORIGINAL COPY FILED

Attachments

cc - Mr. Clegg  
Mr. [unclear]

dhj:cs

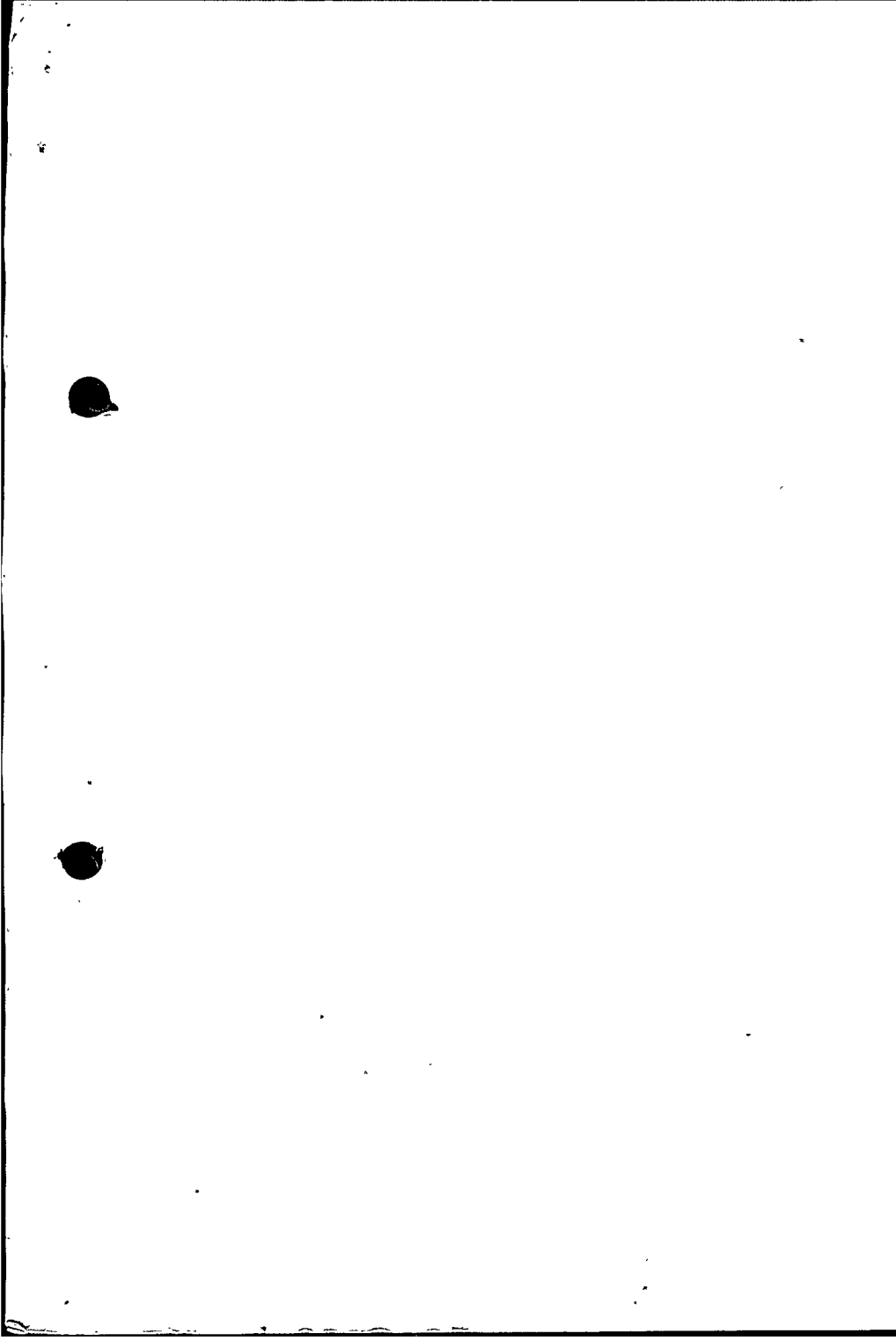
RECORDED - 41  
INDEXED - 41

RECORDED  
141 JUN 11 1953

104/79

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP5/ldg

162



Exemptions Enforcement

phi

INDEXED - 161

RECORDED - 161

JUN 15 1954  
61

66-2534-10479X

JUN 21 1954

ORIGINAL FILED IN

66-2534-3452

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

FROM : W. G. EAMES *E*

SUBJECT: "SEE CARDS" TYPED IN RED

DATE: 5/19/53

Tolson \_\_\_\_\_  
 Ladd \_\_\_\_\_  
 Nichols \_\_\_\_\_  
 Belmont \_\_\_\_\_  
*W. G. Eames*  
 Glavin \_\_\_\_\_  
 Harbo \_\_\_\_\_  
 Rosen \_\_\_\_\_  
 Tracy \_\_\_\_\_  
 Mohr \_\_\_\_\_  
 Tele. Rm. \_\_\_\_\_  
 Nease \_\_\_\_\_  
 Gandy \_\_\_\_\_

*W*

SYNOPSIS:

To report the results of a 60-day trial whereby all "See Cards" were prepared entirely in red type. Some scattered opposition expressed at first by employees filing and searching in the index to the effect that all red type was hard on their eyes. This complaint or observation was not general, however, and it is well to point out at this time that this suggestion changes only the typing on the top line of all cards, the body of each has always been prepared in red. Ribbons, typing time, cards and machine wear and tear saved in Recording Unit where cards are prepared. Recommendations being submitted that suggestion be permanently adopted, also that Mrs. [redacted] be advised of this action. Cash award being recommended based on estimated savings of \$856 per year.

b6  
b7C

RECOMMENDATION:

(1) It is recommended that Mrs. [redacted] suggestion be adopted and that she receive a cash award for her efforts based on an estimated savings of \$856 yearly.

(2) That instant memorandum be referred to the Training and Inspection Division for their attention and acknowledgment to Mrs. Venable for her interest in submitting this suggestion.

(See Executives Conference recommendation on page 4)

Attachment

323,013  
 ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 6/12/91 BY SP-5 CJD/eg  
 RECORDED - 2  
 INDEXED 9

343

OGM:wab

13 1953

MAY 20 1953

*2-21*

Memo to Mr. Nichols  
Re: "See Cards" Typed In Red

5/19/53

BACKGROUND:

By letter dated 3/12/53, the Director acknowledged Mrs. [ ] suggestion of 2/20/53, which suggested that "See Cards" be typed entirely in red as a means of eliminating one typing operation and at the same time correcting mechanical difficulty in connection with the actual card preparation. At that time Mrs. [ ] was advised that the suggestion would be given a trial for 60 days in order that it could be evaluated accurately. The Training and Inspection Division requested that the results of this trial be submitted by 5/10/53.

b6  
b7C

DETAILS:

Mrs. [ ], the supervisor of the Recording Unit in the Records Section where "See Cards" are prepared, suggested that we discontinue typing the subject of the card in black and in the future reflect such information in red. The results of this idea would mean that the complete card would be typed entirely in red.

The primary reason for the preparation of the "See Card" in red was to differentiate between the "Main Card" which is prepared entirely in black type. Formerly the "See Card" had the top line or subject matter of the card prepared in black type and the body of same typed in red. Obviously in searches against the index the color scheme is helpful in quickly distinguishing between a "Main Card" and "See Card." This demarcation is still highly desirable.

b6  
b7C

Mrs. [ ] over the past six months has, like other units of the Records Section, experienced considerable difficulty because of a rapidly decreasing personnel figure which added necessarily to the job of keeping the work in an up-to-date condition. She met this challenge quite well and in so doing has come up with some very valuable and worthwhile suggestions pointed at streamlining overall operations in the Recording Unit. Her idea in connection with instant suggestion was to first save the typist the operation of switching from black to red and vice versa in connection with

Memo to Mr. Nichols  
Re: "See Cards" Typed in Red

5/19/53

CARDS:

Based on known production figures, each employee's average output is 141 cards per day.

141 cards X 70 machines = 9,870 cards

By use of black and red ribbons the typist is required to "switch" the color indicator twice during the preparation of the old type card. Thus, 19740 possible strokes.

To reduce strokes to words, it is necessary to divide this figure by 5 which results in 3,948 words (average 5 strokes per word). Again reducing this figure to min. you divide by 45 (wpm) which equals 87.7 minutes and by projecting this into man hours you arrive at 1½ hrs. per day. This multiplies by 5 days (the regular work week) you arrive at 7½ man hours per week. The hourly wage of a GS3 employee which is \$1.42 reduces this to \$10.75 per week for 70 machines and by further projecting this over a year you arrive at cost of \$559.

Savings = \$559.

Total savings = \$856.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:DMF 5/26/53

b6  
b7c

Present at the Executives Conference on 5/22/53, were Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Winterrowd, Nearty and Mason. The Conference unanimously recommended continuation of the proposed procedure and felt that Mrs. [redacted] should not receive a cash award inasmuch as she is a supervisory employee; however, a letter of commendation should be addressed to her. Such a letter has been prepared and is attached.

MR. TOLSON

5/26/53

EXECUTIVES CONFERENCE

Present at the Conference on 5/22/53, were Messrs. Tolson, Tracy, Parsons, Mohr, Laughlin, Ladd, Winterrowd, Gearty and Mason.

*Book*

The Conference considered the suggestion received from William C. Rey of the Identification Division that since certain small red tags are needed for flags on certain types of fingerprint cards the large 8" x 8" red charge cards could be cut up after they have been completely filled out as charge cards and converted to use as the flag tags for fingerprint cards.

Up until now, we have been using thin red paper for flags. Mr. Quinn Tamm felt that perhaps the old red charge cards would not be as satisfactory as red tags; however, he suggested that the Mechanical Section see if it would be any easier to cut up the charge cards than to use the present red paper. The Mechanical Section reports it makes no difference to them, that one type of paper can be cut as easily as another.

The Conference unanimously felt that the suggestion should be tried in the Identification Division and after a suitable trial period if it does not work the Identification Division can make any necessary adjustment.

If approved, the attached letter should go forth to Mr. Rey.

Attachment  
cc-Mr. Mohr  
Mr. Clegg

EDM:DMC

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP5CJ/dcg  
323,013

*Handwritten initials*

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

RECORDED - 79

INDEXED - 79

66-2534-10480

JUN 12 1953

61

50 JUN 30 1953

ORIGINAL COPY FILED IN 66-1631-57

Mr. Tolson

5/21/53

The Executives Conference

INDEXING PROCEDURES  
SECURITY MATTER CASES

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 1/1/91 BY [signature]

Present at the Executives Conference of 5/19/53 were Messrs. Ladd, Nichols, Glavin, Parsons, Mohr, Laughlin, Tracy, Egan, Gandy and Clegg.

b6  
b7c

The Conference considered the suggestion of Mr. [redacted] submitted 5/7/53 to Mr. Nichols that a form which has been used by the Washington Field Office on an experimental basis be adopted on a Bureau-wide basis. This form (copy attached) is used by the Agent dictating the report to indicate whether names mentioned in the body of the report should be indexed at the Seat of Government. The form is submitted with the report and is used as a guide in the Records Section in indexing material in summary reports in Security cases.

The form provides a checkmark to show that no additional indexing is required, or that the only additional indexing would be those names checked in blue pencil, or whether the normal indexing procedure should be employed. The use at the Washington Field Office and a review of 200 communications received from that office disclosed that 25.2% of the indexing in the 100 classification was eliminated. Of summary reports submitted, 60.6% of indexing was eliminated and there was a high degree of accuracy reflected in the use of the form in such summary Security reports.

EXECUTIVES CONFERENCE CONSIDERATION:

It was unanimously agreed that this form be adopted on a Bureau-wide basis for use in the submission of summary reports in Security cases. After a period of six months, consideration could then be given to the question as to whether it is advisable to extend the use of this form to all Security Matter and Internal Security communications. The survey conducted in the Records Section indicated on an annual basis the adoption of this suggestion would result in a saving of approximately \$4,000.

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

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

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

INDEXED 68  
RECORDED - 68  
66-2554-1048  
JUN 22 1953  
78  
63 JUL 1 1953

ORIGINAL FILED IN 66-5487



TO: MR. GLAVIN

May 13, 1953

FROM: N. P. CALLAHAN

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/2/91 BY SP-2/dct  
323,013

Reference is made to the attached memorandum from Mr. Sloan to Mr. Glegg concerning the relocation of ranges at Quantico. Pursuant to your request, the writer contacted Mr. Elmo Coons, Assistant General Counsel, General Accounting Office, who specializes in contract matters and inquired of Mr. Coons if it would be legal and proper for this Bureau at this time to solicit invitations to bid in connection with the actual construction work with reference to the relocation of our ranges even though at this time our appropriation for the fiscal year 1954, which provides funds for handling this project, had not been approved by Congress.

Mr. Coons advised the writer that it would be perfectly proper for this Bureau at this time to send out the invitations to bid to prospective contractors in connection with this proposed work provided that no actual contract were entered into by the Bureau until its 1954 appropriation had been enacted into law.

b6  
b7c

The writer then contacted Mr. [redacted] at the Bureau of Yards and Docks, Navy Department, with whom the writer had dealt on matters of this nature in the past, and Mr. [redacted] likewise advised along the same lines as Mr. Coons.

Mr. [redacted] further pointed out that in the event we were interested in having the solicitations made at this time we should direct a communication to the Public Works Officer at Quantico making our desires known and requesting that he forward the necessary plans and specifications to the District Public Works Officer at the Bureau of Yards and Docks, United States Navy Annex, and suggested that we give the bidders until June 23, 1953, to draw up their estimates and establish this as the date for opening the bids; thereby, obtaining, in all probability, a much better price than if a shorter period for estimating is utilized. Mr. [redacted] stated that in the invitations to bid there will be a proviso that the Government will reserve the right to accept the lowest bidder within sixty days after the date of the opening and this surely would allow sufficient time for our appropriation to be enacted into law. If this procedure is approved, it is recommended that plans and specifications be returned to SAC Sloan and advised that he should address a communication to the Public Works Officer at the Marine Barracks along the lines indicated above in order that this solicitation can go forward at the earliest possible date.

ENCL  
58

Yes and Promptly  
H.

66-2554 10482

NOT RECORDED

136 JUN 15 1953

NPC:gt

RECORDED - 58

INDEXED - 58

MR. CLEGG

April 29, 1953

H. L. SLOAN

RELOCATION OF FBI RANGES  
QUANTICO, VIRGINIA

SYNOPSIS:

*Operative Conference*

Plans and specifications for relocated ranges submitted for tentative Bureau approval. Ranges basically same as present facilities with expansion and modification to accomodate present and contemplated schedules with all known safety features incorporated. Schematic layout and design of ranges recommended by Quantico Firearms Staff and approved by the United States Marine Corps for location, number of ranges, buildings and safety. Adjacent areas reserved by the United States Marine Corps for FBI future expansion. Public Works Office, Quantico, Virginia, reviewing specifications for errors and omissions.

RECOMMENDATIONS:

- (1) That the general design, location and arrangement of the ranges and related buildings as shown on the attached plans and specifications be tentatively approved by the Bureau.
  
- (2) That if it is possible to do so, the Bureau ascertain when money will be available for this project in order that bids can be solicited for opening at that time. It should be noted that the Public Works Officer advises that the longer a contractor has to study plans and specifications the lower the cost price will be.

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5cc/dcg

RECORDED - 53  
INDEXED - 53

ENCLOSURE  
66-2554-111  
RECORDED  
105 JUN 18 1953

ORIGINAL COPY FILED IN

171-377

RELOCATION OF FBI RANGES  
QUANTICO, VIRGINIA

DETAILS:

I am attaching hereto the following material submitted by Whitman, Requardt and Associates, Engineers of Baltimore, Maryland, under contract #J-37723, for tentative approval by the Bureau:

- (1) "Advance Planning for Relocation of Small Arms Ranges, Marine Corps Schools and FBI, Quantico, Virginia" (A study of the problem which pertains to the site selection and preliminary estimates.)
- (2) 1 Set of Prints - FBI Ranges
- (3) 1 Set of Specifications - FBI Ranges
- (4) 1 Aerial Photograph of the site with the FBI Ranges marked in yellow.

It will be noted that the estimated cost of the entire project is \$566,500, but that this includes a deductible item of \$23,000. This item, a Gun Cleaning Building is desirable and the Public Works Officer advises that the estimated cost is very liberal and that it is believed that the total project will be below the \$550,000 included in our 1954 Appropriation Bill. It will be recalled that the low bid on the third story addition at the Academy was considerably less than the estimated cost.

Briefly, the plans call for basically the same facilities as on our present ranges at Quantico but with certain modifications and extensions that our experience has shown to be more economical, efficient and safe. All ranges will operate independently of each other and with utmost safety.

The buildings have been arranged and enlarged to accommodate 100 men. (Present classrooms on range will only handle 40 men). The buildings specified are classified "temporary construction" and are constructed of cinder block with sprayed cement finish, concrete floors covered with asphalt tile and a central boiler heating the three buildings by radiant heat for economy, cleanliness and compactness. There is nothing elaborate planned for the range and all buildings are as fire-proof as can be constructed economically.

RELOCATION OF FBI RANGES  
QUANTICO, VIRGINIA

The Gun Cleaning Building, in place of a Supply Building was included to serve as such and also to serve as a mess hall for range classes. You will note that the travel time from the Academy to the range area is approximately 35 minutes over the route that will have to be travelled until such time the new access road is constructed. (New access road can not be constructed until we cease firing on present range.) From 30 to 100 man hours a day will be saved by serving the noon meal on the range to Agents receiving firearms training. Colonel W. B. Cleaves, our caterer, advises that he can serve meals on the range identical with those at the Academy by preparing them at the Academy, carrying to the range in thermos containers, serving on plastic trays and after serving, returning all equipment to the Academy for cleaning. No additional accounts or bookkeeping will be necessary.

The rifle range will have manually operated targets in both 100 and 200 yard butts and it has been increased to accommodate 24 firing points. With increasing difficulty in locating safe rifle ranges in the field, it appears that all rifle training will have to be conducted at In-Service schools. The rifle course at the present time, with only 12 firing points is a "bottle neck" in our In-Service firearms training program.

The electronic target range combines 2 sets of dueling, 2 running man and 2 banks of multiple target courses. The speed of recording scores and the practical training makes this an important range.

The false front buildings on the "Hogan's Alley" or surprise target range gives a practical approach to the surprise target course and permit movements of the targets more realistic than the present "pop-up" course.

Four skeet fields will permit more shotgun training in less time than the present arrangement of our skeet fields.

For your information Colonel O. M. Conoley, Assistant Chief of Staff G-4 (Plans and Operations) Marine Corps Schools Quantico, Virginia, advises that they have no plans for development of the area across the road south of our range site or west of our range site and that he was marking their master plans to reserve these areas for future FBI development.

RELOCATION OF FBI RANGES  
QUANTICO, VIRGINIA

Colonel Conoley further advised that the Marine Corps approved the location, number and design of ranges and related buildings as shown and that our ranges meet the safety requirements of the Marine Corps.

The Firearms Instructors' Staff at Quantico, Virginia, namely Assistant Special Agent in Charge G. Pershing Bell, Special Agents Edward H. Bahlow, William M. Boardman, Joel R. Hitt, Basil G. L. Pettit, James A. McBride and Robert W. Evans, concur in the writers recommendation that the designs and relative location of the ranges be approved.

Copies of the plans and specifications are presently under study by the Public Works Office, Quantico, Virginia, for possible errors and omissions. The writer is in close contact with Mr. H. L. Jones and Commander Burke of that office.

As soon as the Bureau approves the tentative plans, the final plans will be submitted and proper invitations to bid will be prepared in order that bids may be solicited and accepted by the time the money is available for the project.

Attachments: (4)

HLS/ks

ADDENDUM : 5-11-53

The Executives Conference of May 4, 1953, consisting of Messrs. Tolson, Nichols, Holloman, Gearty, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, was advised that plans of the relocation of ranges at Quantico, Virginia had been furnished to the Administrative Division and they were drawn up by qualified architects working on the Quantico reservation and approved by the Public Works Officer who has responsibility for the construction on the reservation, and were further approved by SAC Sloan who is in charge of firearms at Quantico. Mr. Clegg advised the Conference that construction going up under these plans is most economical, nothing fancy, and all the construction is utilitarian. The Conference therefore approves the plans as submitted.

WRG:gt

THE DIRECTOR

June 8, 1953

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5 a/deg

The Executives Conference of June 4, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, Gearty, McGuire, Holloman, and Glavin considered a suggestion submitted by Special Agent Leo J. Gauthier of the Administrative Division concerning the Bureau's War Plans.

It was pointed out in Mr. Gauthier's memorandum that our emergency evacuation plans call for 519 employees to evacuate Washington for the relocation site to provide for continuity of essential activities of the Bureau in the event of attack or anticipation of attack upon the Washington, D. C. area. He further points out that the President desires that emergency planning provide for staffing the relocation site with alternates living outside the Washington area. Mr. Gauthier pointed out in this regard the Bureau has notified Assistant Director Connelley, SAC Boardman and SAC Hood concerning the chain of command responsibilities in the event the relocation headquarters cannot be staffed by any of the members of the chain of command presently located at Washington. The chain of command is the Director, Associate Director, Assistant to the Director and Assistant Directors. The field chain of command officials would necessarily have to draw upon field personnel to assist in the staffing of the relocation site if Washington personnel were completely annihilated due to a sneak attack, bombing, or other catastrophe.

Mr. Gauthier in his memorandum states that in order to facilitate requests that may be made of the field for specialized personnel, it is highly desirable each field office have in its war plans a ready reference list of key employees having prior experience of the duties normally performed at the Seat of Government. He suggests that an SAC Letter go forward to the field instructing that each field division institute and keep current a list reflecting names of employees in their division having prior experience at headquarters which will serve as a ready reference in the event requests are made of them for specialized employees to be assigned to the relocation site. A suggested communication to the field was attached and is attached hereto.

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

cc: Mr. Mohr  
Mr. Clegg

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5 JUN 30 1953

104

Memo to the Director (continued)

The Conference with the exception of Messrs. Harbo and Glavin felt that no additional instructions need go forward to the field at this time. They pointed out that in the event officials and employes in Washington cannot man the relocation site, the appropriate officials in the field have been advised of the responsibilities of manning the relocation site and these officials, Messrs. Connelley, Boardman, and Hood, in that order are all familiar with the duties which necessarily would have to be performed and they could call upon the various divisional offices for assistance which is necessary at that time. The majority of the Conference which voted against the transmission of the suggested letter to all SACs concerning this particular matter felt that there would be a considerable waste of time and effort in keeping such a list up-to-date in the various divisional offices when in an emergency appropriately qualified persons could be secured with a minimum of difficulty from the various divisions.

I concur.

Messrs. Harbo and Glavin are of the opinion that some communication comparable to the one suggested should go forward to the field at this time. They point out that in their opinion this is a weak link in our war plans and that if every person in Washington were completely disabled through a sneak attack or bombing or otherwise, and the communications facilities in the field were disrupted, we could not conduct business as usual. These members feel that some staff should be available in the various divisional offices and the identities of those employes who could handle specialized tasks and would be urgently needed in the relocation site should be known to the Bureau. This would include Agent personnel having laboratory experience, radio technicians and operators, and other Agent and clerical personnel who have had experience at the Seat of Government and could handle work at the relocation site from the Seat of Government's point of view. Messrs. Harbo and Glavin feel that the various SACs could be advised that in case of an emergency necessitating evacuation from Washington and where the field chain of command would have to take over the relocation site, that these qualified employes be instructed to report to the official in charge of the relocation site as promptly as possible and by the quickest means of transportation then available.

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

Respectfully,  
For the Conference

Clyde Tolson



MR. TOLSON

6/16/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/15/53, were Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

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DATE 6/12/91 BY SP-5 JJA  
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The Conference considered a proposal made by [redacted] of the Records and Communications Division to the effect that Statistics Record Changes and Payroll Fanfolds be combined into one form incorporating the essential features of the present forms. Attached are copies of the work sheet utilized by the Administrative Division, Payroll Change Slip and Notification of Personnel Action, which is Standard Form #50, utilized by the entire U. S. Government.

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b7c

The Administrative Division is opposed to the elimination of the Statistics Record Change (work sheet) because such a sheet is utilized to check off action taken as a means of assuring accuracy, as a positive means of knowing what has been done and what is desired to be done even though an employee may be interrupted in the process. This document is utilized as a basis for the changing of all records, including payroll cards, Uniform Promotion cards; raises are figured on work sheets, as are resignations, and typists follow the work sheets in preparing correspondence. There is no duplicate typing involved. There is a difference of from five to ten days between the time the Budget Unit of the Administrative Division receives the Statistics Record Change and the date when the copy of the Payroll Fanfold is delivered. Consequently, the work sheet enables the Budget Unit to have promptly necessary budgetary and accounting information.

The number of copies of the fanfold has been prescribed by the Civil Service Commission, Budget Bureau, General Accounting Office and Department of Justice.

Standard Form #1126, which is a half-sheet-size form and is entitled Payroll Change Slip, is prescribed by the General Accounting Office under Regulation #102 on a Government-wide basis. The Bureau objected strenuously to the proposal that this form be utilized, but the Bureau was overruled.

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Therefore, it does not appear to be possible to put into effect the suggestion of Mr. [redacted]. Consequently, the Executives Conference was unanimously opposed. If you agree, no further action need be taken inasmuch as Mr. [redacted] has already been thanked for his suggestion.

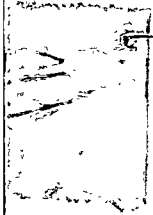
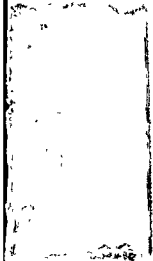
- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Gearty
- Mohr
- Winterrowd
- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

cc-Mr. Mohr  
cc-Mr. Clegg  
Attachments  
DDH:DMG

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO *RH*

FROM : D. J. PARSONS *DJP*

SUBJECT: ~~SECROMAT~~  
Shredding Equipment for Office Use

DATE: May 29, 1953

*[Handwritten signatures and initials]*

On Monday afternoon, May 26, 1953, Supervisor  attended a demonstration in the Dupont Plaza Hotel of a small, office-type shredding machine known as the "Secromat." This equipment is built into a two-drawer filing cabinet. The upper drawer is slotted in the front and contains an electrically operated paper shredder. The shredded material drops into a container in the bottom drawer.

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b7c

*[Handwritten signature]*

Depending upon design variations in the equipment, confidential material of letter size may be cut into 1/16, 1/8 or 1/4 of an inch strips, or 1/16, 1/8 or 1/4 of an inch square confetti.

The primary use for such equipment is "on the spot" destruction of small quantities of confidential material in offices or conference rooms.

This equipment is manufactured by the Shredmaster Corporation, 205 Willoughby Avenue, Brooklyn 5, New York. The local representatives are McGregor & Werner, Inc., 1640 Connecticut Avenue, N. W. Present costs vary from \$775 to \$1255 depending upon the type of equipment selected. Descriptive information is attached.

ACTION: For information only.

MEW/mek

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 DATE 6/12/91 BY SP5 udcg

Attachment

ADDENDUM - 6/11/53

The Executives Conference of June 10, 1953 consisting of Messrs. Tolson, Tracy, Harbo, Ladd, Clegg, Gearty, Holloman, Mohr, Belmont, Rosen, and Glavin, was advised concerning this device and none felt that it would be to any particular advantage to the Bureau to secure such a device in connection with our present operations.

*[Handwritten notes:]*  
 6-9-53 -  
 Mr. Parsons advised that  
 machine is definitely inadequate  
 for use in the laboratory and  
 further investment in the same is  
 not warranted.

*[Handwritten initials and stamps]*

JUN 19 1953

ELEVEN

MR. TOLSON

May 8, 1953

THE EXECUTIVES CONFERENCE

SUGGESTION SUBMITTED BY  
SPECIAL AGENT [REDACTED]

*John*

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Belmont, Winterrowd, Gearty, Mohr, and Tracy considered a suggestion submitted by Special Agent [REDACTED] of the Identification Division.

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b7C

Disposition of ARRESTS

The Streamlining Committee of the Identification Division studied a suggestion submitted by SA R. C. Anderson that interim or pending dispositions not be entered in the identification record since such information adds but little or nothing of value to the record and results in additional work when the final disposition is received.

The Identification Division recommended that the suggestion be adopted for the reason that there would be a definite savings involved of approximately \$1450. a year.

The Executives Conference unanimously recommends approval of the suggestion. If approved by the Director, a form letter notice will be prepared for distribution to all contributors advising that other than final dispositions not be forwarded. There is attached a proposed letter to the employee thanking him for his suggestion.

- Mr. Tolson \_\_\_\_\_
- Mr. Ladd \_\_\_\_\_
- Mr. Nichols \_\_\_\_\_
- Mr. Belmont \_\_\_\_\_
- Mr. Clegg \_\_\_\_\_
- Mr. Glavin \_\_\_\_\_
- Mr. Harbo \_\_\_\_\_
- Mr. Mohr \_\_\_\_\_
- Mr. Winterrowd \_\_\_\_\_
- Mr. Gearty \_\_\_\_\_
- Mr. Tracy \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

SJT:ldk

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DATE 4/2/91 BY SP-5 CJD/df

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66-2554-10486  
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51

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62 JUL 2 1953

ORIGINAL FILED IN 62-24795-407

MR. TOLSON

May 29, 1953

THE EXECUTIVES CONFERENCE

SPECIAL AGENTS' MUTUAL BENEFIT ASSOCIATION

The Executives Conference consisting of Messrs. Tolson, Ladd, Belmont, Mohr, Rosen, Mason, McGuire, Gearty, Parsons, Glavin, and Tracy on May 28, 1953, considered the matter of extending the benefits of membership in the Special Agents' Mutual Benefit Association (SAMBA) to other male employees.

The Conference was advised by Mr. Tracy of the receipt of additional letters from the field concerning the possibility of extending membership in SAMBA to Special Employees and other male clerical employees of the Bureau.

For the Director's information, during the time negotiations were being made with the Equitable Life Assurance Society in 1948, all employees in the Bureau were given consideration; however, Equitable withdrew as underwriters due to the fact that there was not wide enough participation and the Prudential Insurance Company considered only Special Agents.

The Conference was unanimously of the opinion that no change should be made in the membership of SAMBA, for the reason that this is a select group from the standpoint of health and for other reasons.

The Conference was unanimously of the opinion that the Bureau should not undertake to organize another health and insurance group for male or female clerical employees, for the reason that the turnover of clerical employees would create a definite problem and, further, that it would take a considerable amount of time to handle the many details in connection with a group of this type. There are adequate group insurance and health organizations to which clerical employees might subscribe.

The Executives Conference unanimously recommends that a letter be sent to all Agents in Charge over the signature of the President of SAMBA advising that it is not contemplated that male employees of the Bureau will be included in the membership of SAMBA.

cc - Mr. Clegg  
Mr. Mohr

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56 JUN 5 1953  
8 OCT 26 1953

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DATE 6/2/91 BY SP5 EJA/dep

Mr. Clegg

6/2/53

E. D. Mason

*Executive Conference*

BIMONTHLY DELINQUENCY REPORTS

SYNOPSIS:

Mr. Tolson has requested certain information for use in connection with a study of the Bimonthly Delinquency Reporting system as follows: (1) Case classifications that might be excluded from the reports - nine classifications involving 8 desks, namely, Selective Service (25); Interstate Transportation of Stolen Motor Vehicle or Stolen Aircraft (26); Deserter Fugitives (42); White Slave (31); Interstate Transportation of Stolen Property (87); Theft of Government Property (52); Crimes on Government Reservations (70); Thefts From Interstate Shipment (15); Impersonation (47); due to voluminous listings, could be eliminated from the current listing requirement. Delinquencies in these classifications represent approximately 40 per cent of all delinquent matters listed on the April 30, 1953, Monthly Administrative Report. (2) How many letters are prepared monthly based solely upon the Bimonthly Delinquency Report - Accurate figures are not available although number is relatively small, probably approximating 25 to 30 per month. Most letters prepared on individual cases based upon tickler systems or review of current investigative reports. General letters concerning delinquency trends prepared from review of Monthly Administrative Report. (3) What action is taken by the supervisor with respect to a review of the Bimonthly Delinquency Report - Volume desks listed above, with one exception, the Deserter Fugitive Desk, have found it impossible to check these lists item for item due to personnel limitations. Lists on some desks are reviewed for outstanding delinquencies. These are followed by O-1 forms. Deserter Desk, with ample personnel, finds approximately 49% of delinquencies removed by time of review. Excellent use made of Monthly Administrative Report on several desks to detect delinquency trends and recognize outstanding accomplishments. Additional administrative devices set out for control of delinquencies consisting of Agent, Field Supervisor, and Office of Origin responsibilities plus control through Monthly Administrative report, Regular and Self-inspections and individual case ticklers maintained by substantive Supervisors at the Seat of Government. Cost to prepare Bimonthly Delinquency Report in field estimated at \$4,409 per month. File pulling and review of 9 volume classifications if accomplished estimated at \$5,950.93 per month. Other general conclusions and observations set forth.

ADDENDUM:

(This was fully considered by the Exec. Conf. in early June, 1953, and it was decided at that time to continue the submission of bimonthly delinquency reports for an additional 6 months. The Director approved. No further action necessary.)

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

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9 JUL 1 - 1953  
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166-2534-104  
JUN 21 1953  
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DETAILS:

You requested the following information pursuant to Mr. Tolson's inquiry regarding the bimonthly delinquency report.

1. Case Classifications that might be excluded from the reports. In an addendum to the Investigative Division inspection report, Mr. Rosen suggested that cases in the following classifications be eliminated from the bimonthly delinquency report and listed on a semiannual basis. The total pending cases and total delinquency figures were obtained from the Administrative Division as reflected on the April 30, 1953 monthly administrative report.

<u>Violation</u>	<u>Total Pending</u>	<u>Total Del.</u>
Selective Service Act	12,261	2,694
Interstate Transportation of Stolen Motor Vehicle or Stolen Aircraft	8,324	1,902
Deserters	7,390	1,015
White Slave Traffic Act	2,377	742
Interstate Transportation of Stolen Property	3,748	822
Theft, Embezzlement, Government Property	1,354	372
Crimes on Government Reservations	820	184
Thefts from Interstate Shipment	2,074	516
Impersonation	936	184

This list reflects a total of 8,431 delinquent matters in these nine classifications. A total of 20,766 delinquent matters were listed in all classifications, therefore, these specific listings represent approximately 40% of the total field delinquency.

Under the present system of delinquency reporting approximately one half of this number would be reported per month or a total of 4,215 delinquent matters per month.

2. How many letters are prepared monthly based solely upon the bimonthly delinquency report. Accurate figures concerning this question are not available since many letters are prepared monthly probably exceeding 150 concerning delinquent matters. These letters are based upon (1) individual case ticklers, (2) review of investigative reports, (3) monthly administrative reports, (4) bimonthly delinquency reports. The letters based solely upon the bimonthly delinquency report probably approximate 25 to 30 and these for the most part are "follow-up" letters based upon unreturned O-1 forms.

3. What action is taken by the supervisor with regard to a review of the Bimonthly Delinquency Report. Review of item for item listings on a Bimonthly Delinquency Report has not been possible on the volume desks with one exception, the Deserter Fugitive Desk. These reviews have not been possible because of (1) voluminous listings, (2) personnel limitations.

To illustrate, the Criminal Section of the Investigative Division estimates approximately 15 minutes per case listing for file review. Estimating a listing of one half or all of the delinquency matters reported above on the Interstate Transportation of Stolen Property Desk, this supervisor would devote 14 working days to the review of this report exclusive of the regular supervisory requirements of his desk. Obviously, he cannot divert his attention from his current work load for this extended period of time. Therefore, he has reviewed these listings on a selective basis and concentrated his efforts on a detailed analysis of statistics obtained from the Monthly Administrative Report. His efforts in this regard have been very productive, resulting in constructive suggestions to relieve delinquencies in the field. Letters recognizing outstanding investigative work in various field offices where accomplishments warrant such communications have also been prepared.

This activity is duplicated on other volume desks throughout the Division. In some instances, due to current work load requirements and inadequate personnel to handle these reviews, work is still being performed on one report when the second, from the same office, is received.

On the Deserter Fugitive Desk, where adequate personnel is available to make possible a complete review of all items listed, approximately 49 per cent of the delinquencies are found to have been removed prior to review at the Seat of Government. In almost every instance, O-1 forms are forwarded to the field based upon the remaining listings. The reviews on this desk require approximately 12 days and the time of 2 supervisory clerks.

In addition to the foregoing information, the following observations would appear to be pertinent to the over-all considerations of the value of Bimonthly Delinquency Reports.



Administrative Devices Presently in Operation to Control Delinquency

1. Agent - The Manual of Rules and Regulations, Section 3, Paragraph 10 A, states "The Agent to whom a case is assigned in the office of origin is personally responsible for supervising the handling of leads by others in his office and the entire investigation in all other offices."
2. Field Supervisor - The Manual of Rules and Regulations, Section 3, Paragraph 10B, requires "The SAC, ASAC, or supervisors to review cases with employees to whom assigned each 30 days."
3. Office of Origin - The Manual of Rules and Regulations, Section 3, Paragraph 10 A, states "The office of origin is responsible for the proper supervision of cases by auxiliary offices."
4. Monthly Administrative Reports - The monthly administrative report informs the SAC and staff concerning the delinquency trends in his office. These reports are effectively used on some desks in the Bureau to follow field delinquency trends.
5. Regular and Self-Inspections - All pending cases are reviewed at the time of an inspection. Individual case delinquencies receive detailed study and corrective action is initiated.
6. Individual Tickler Systems Maintained by Seat of Government Supervisors - Important cases and policy matters demand and receive close supervision by the substantive case supervisors.

Cost Estimates Associated with Preparation and Review of the Bimonthly Delinquency Report

1. Cost of preparation in the Field - The New York Office has advised that approximately 252 agent hours and 269 clerical hours are required to prepare one bimonthly listing at a total cost of approximately \$1,168. The Minneapolis Office advised that 362 agent hours and 49 clerical hours were required in the preparation of the last report submitted by that office. This cost of preparation would approximate \$185. This estimate does not include the clerical time required to search for and pull the various files prior to examination by field supervisors to determine case status.

Although an accurate cost figure is not available, the over-all field average would probably approximate \$150 per report per office exclusive of the New York Office; therefore, the total cost for the preparation of one bimonthly report, field-wide, would approximate \$8,818, one half (\$4,409) of which would be incurred each month.

No value can be assigned to the delays and interruptions to other field office procedures which result from tie-up of personnel, files, and other office records required to prepare these reports.

2. Cost to the Bureau for complete review of the bimonthly report in the nine classifications listed above - Based upon the monthly administrative report for April 30, 1953, 8,431 delinquent matters were reported as being delinquent in the nine volume classifications listed above. Approximately one half of this number, or 4,215, would be reported monthly. The criminal section of the Investigative Division estimates an average of 15 minutes review time per item listed or a total of 1054 hours for the review of 4215 listings. The average salary rate for agent personnel in the criminal section is \$4.12 per hour, making a total of \$4,342.48 per review.

3. Cost to Records Section to pull and locate files - The cost to pull and locate 4215 files and "look them up to date" should likewise be included in the cost estimate. The Records Section indicates that 12 per cent of all files requested result in "locate." The cost to pull and "look up to date" one file is approximately \$.2986. To locate a file and "look it up to date" approximates \$.99; hence, this cost would approximate \$1,608.45 per month.

Total cost per month to Bureau to list and review cases listed in 9 classifications on the bimonthly delinquency report:

Field (Preparation total cost)	\$ 4,409.00
Records Section (to pull files)	1,608.45
Review Criminal Section, Division 6	4,342.48
Estimated Total Cost Per Month	\$10,359.93

It is pointed out that these figures with regard to review reflected only those delinquencies reported to the volume desks in the Criminal Section of the Investigative Division plus the Selective Service Desk and do not reflect the listings reported to other desks within the division or those reported to Division 5.

CONCLUSIONS:

Delinquency is primarily a field problem within each field division the SAC and his administrative assistants are solely responsible for the direction and co-ordination of the investigative efforts of the employees assigned to that division.

Investigative activity within the division is the only way in which the delinquencies of that office can be reduced. These problems are viewed from the over-all office standpoint and at this level can properly be evaluated, co-ordinated, and controlled. Frequent preparation of delinquency reports in the field and numerous requests in the form of O-1 slips from the Seat of Government contribute nothing to the investigation of the particular case but tends to disrupt the investigative plan of the office. Where many O-1 forms are received in an office, the administrative control of that office could conceivably be lifted from the shoulders of the SAC and placed on the desks of the Bureau supervisors. They cannot intelligently demand action on numerous cases in keeping with the efficient over-all operation of a particular field office.

It would appear, therefore, that sound administrative procedure would dictate that Seat of Government control and direction should be confined to important matters based upon tickler systems already established by Bureau supervisors and upon detailed review and analysis of general case trends as reflected by the monthly administrative report. From such an analysis, the efforts of a particular field office to correct a situation with respect to certain case classifications can be followed on a periodic basis and general instructions issued

to accomplish the desired results. The implementation of these instructions and the results obtained would reflect the over-all ability of the administrative and supervisory heads of any given office.

Due to the tremendous burden placed upon the volume desks by the initiation of the bimonthly delinquency reports, with no increase in personnel, the attempts made to follow the field in delinquency matters are by necessity, perfunctory, and the total end result, to the over-all efficient and economical operation of the Bureau is questionable for the following reasons.

1. The field is already aware of the delinquencies listed because of having prepared the report.
2. The delinquencies can only be removed by investigative activity in the field which must be supervised there.
3. The submission of an O-1 form in a particular case simply puts the field office on notice that the Bureau is aware of the delinquency which has been reported.
4. A satisfactory review of a particular file cannot be accomplished in a matter of minutes nor does the review of a particular case by Seat of Government clerical personnel without investigative experience constitute a desirable supervisory situation.

Theoretically, with sufficient personnel to complete a review of a delinquency report in a reasonable time following its submission the following advantages might result:

1. Close supervision of all investigative matters by Seat of Government personnel.
2. Ultimate elimination of field delinquency or its reduction to a bare minimum.
3. More efficient investigations, therefore, possible reductions in personnel and equipment costs.

This close "supervision" theory, however, is not borne out by past experience on desks where each case is

carefully followed and short deadlines exist. Situations potentially difficult or embarrassing should be anticipated by thorough field supervision where corrective measures can be taken immediately. Specific matters requiring policy or co-ordinating decisions should be brought immediately to the Bureau's attention. These supervisory procedures go to the heart of efficient and thorough administrative control.

If a review of the bimonthly report as presently constituted is to be effective and economically sound, certain changes in the system should be effected.

1. The assignment of one and in some instances two employees to the volume desks whose principle duty is to review the bimonthly delinquency reports.
2. Arrange to put in the hands of these employees the delinquency listings at the earliest possible time following their preparation. Lists are received on some desks as much as 20 days following their preparation in the field.
3. By placing all listings on 3x5 cards, file reviews and records section searches can be expedited.
4. Eliminate those matters which would fall in the category of "in dictation" since these matters are usually cleared prior to review at the Seat of Government.

Some difficulty has been experienced in the past in the maintaining of adequate control over unassigned cases. Cases in this category are listed on the monthly administrative report by classification number and total. Closer supervision might be maintained on these matters if the field was required to fully identify those cases still unassigned which had been listed on a prior administrative report. These listings should be separated by case classifications so that they may be detached from the administrative report and forwarded directly to the substantive case supervisor. When the reporting office is an auxiliary office, the office of origin should be indicated on these listings.

Mr. Tolson

June 10, 1953

Executives Conference

0051777

NATIONAL FRAUDULENT CHECK FILE

On June 10 the Conference, composed of Messrs. Tolson, Ladd, Clegg, Holloman, Glavin, Tracy, Gearty, Mohr, Belmont, Rosen, McGuire and Harbo, considered a suggestion by SA S. T. Holland of the Document Section that a separate section be established in the National Fraudulent Check File containing specimens of checks passed by all subjects of cases designated by the Bureau as Master Check Cases under a program adopted in April, 1953. The objective is to increase the possibility of identifying checks currently received in the Laboratory as the work of subjects of Bureau master check cases. Under existing procedures only selected checks are searched through the file of specimen checks in the event preliminary steps in our processing of checks fail to result in an identification. Under the proposal all checks currently received for examination will be searched through the section representing master check cases unless the examiner can eliminate it as obviously not related to a master check case.

The Conference was opposed to an additional suggestion that the proposed new section of the check file include specimens of professional check passers even though no Federal violation exists. It was felt that consideration to any possible extension along this line should be deferred until the results of a 90-day test period covering specimens in Bureau cases are reviewed and evaluated.

The Conference unanimously recommends a 90-day trial of the proposed procedure whereby checks passed by subjects of Bureau master check cases are maintained in a separate group and all currently received checks will be searched through this section with a view to furnishing the field up-to-date information of investigative value.

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

Mr. Clegg

Mr. Mohr

JUL 11 1953

RECORDED - 91

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141 JUN. 25 1953

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MR. TOLSON

6/9/53

**EXECUTIVES CONFERENCE**

Present at the Conference 6/4/53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Holloman, Gearty and Mason.

**SUGGESTION #239-53  
MADE BY SA RALPH H. JONES  
SALT LAKE CITY OFFICE  
FORM FD-125 (REQUEST FOR CREDIT OR  
CRIMINAL RECORD)**

The Conference unanimously rejected a suggestion from Special Agent Ralph H. Jones, Salt Lake City, that Form FD-125 (Request for Credit or Criminal Record) be filed as a serial in the case file in those files relating to Potential Criminal Informants, Criminal Informants, Potential Security Informants and Security Informants.

The Conference felt that it is more practical to continue the present system of recording the results of credit or criminal checks in the next report or other communication which will be placed in the pertinent file.

If you agree, no further action need be taken inasmuch as the employee has already been thanked.

cc - Mr. Mohr  
Mr. Clegg

EDW:DMC

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INDEXED - 85  
166-2554-1048  
JUN 25 1953  
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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

62 JUL 14 1953

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MCM

THE DIRECTOR

June 15, 1953

The Executives Conference

AIR CONDITIONING ONE WING  
IDENTIFICATION BUILDING

The Executives Conference on June 15, 1953, consisting of Messrs. Tolson, Ladd, Holloman, McGuire, Gearty, Laughlin, Rosen, Parsons, Mohr, Callahan, and Tracy, considered a proposal to air condition one wing on one floor in the Identification Building.

The Conference was advised by Mr. Tracy that the General Services Administration in September, 1952, advised it might be possible to air condition one wing on each floor above the first floor as an experiment to determine whether employees working under air conditioning will produce more work than under ordinary conditions.

The General Services air conditioning engineer on June 4, 1953, advised that they were still interested in the experiment; however, they would like to air condition the third wing of the Technical Section on the fourth floor only, that it would cost approximately \$50,000. Mr. J. C. Strusch, the air conditioning engineer, stated he would like to compare the production and accuracy of the work of persons assigned to an air conditioned area and he requested advice as to whether the Bureau would be able to furnish production records individually on employees (without names) working in both the air conditioned and non-air conditioned areas.

The fourth floor contains the criminal files and the third wing contains employees only. No offices of supervisory personnel are located in this wing. It would be possible to furnish comparable individual daily production records.

Messrs. Mason and Rosen were of the opinion that no records at all should be furnished, giving as a reason that the General Services Administration would use this information to secure additional appropriations from the Bureau of the Budget, that the result would also be a cut in personnel for the Bureau. Mr. Mason did not feel that the General Services Administration

cc - Mr. Clegg  
Mr. Mohr

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83

INITIALS ON ORIGINAL

JUL 29 1953

ORIGINAL FILED IN 66-15723-549



Memorandum for the Director

June 15, 1953

should be given an opportunity to utilize the name of the FBI in securing its appropriations.

Messrs. Tolson, Ladd, Holloman, McGuire, Gearty, Laughlin, Parsons, Mohr, Callahan, and Tracy were of the opinion there will be no objection to furnishing the results of production studies made by the Bureau and therefore recommend that General Services be advised the Bureau will furnish final production figures but not individual production reports. Those in favor pointed out that the Bureau has officially requested through the Department of Justice several years ago that the entire Identification Building be air conditioned and that this request was made of the General Services Administration by the Department of Justice; therefore, there would appear to be no objection on the part of the General Services Administration requesting funds from the Bureau of the Budget for air conditioning the Identification Building.

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

6/19/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/15/53, were Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

The Detroit Office suggested that a ~~form~~ be devised for use in contacting Security Informants. A tentative form was designed to furnish pertinent data to the Agent who handles the Security Informant. This form was to be utilized by the Agent in recording the results of his contact with the Security Informant, following which the form was to be routed back to the Agent who will prepare the report in the matter under investigation.

The Bureau authorized trial in several field offices for a period of 60 days. The Washington Field Office, Chicago and Detroit advised that the form is of little value. Newark and New York believe that the form has some merit, but they recommend considerable modification. San Juan felt that the form could be used.

In view of the objections expressed, and particularly in view of the fact that contacts with Security Informants differ in nature from contacts with Criminal Informants, the Conference was unanimously opposed to the adoption of such a form. The Conference recognized that, while a Criminal Informant might be contacted with regard to a specific fugitive or a particular case, a Security Informant generally furnishes information concerning many people who were present at a meeting or concerning various organizations, and this type of information must be channeled to many files and under such circumstances one form loses much of its merit.

Supervisor [redacted] of the Security Informant Desk, Domestic Intelligence Division, felt that it was impossible to devise a form which would cover all of the situations and he recommended against the form. In this view the Conference unanimously concurred. If you agree, no further action need be taken.

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

cc-Mr. Mohr  
Mr. Clegg

EDM:DMG

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EX-128

66-2554-1049

JUN 25 1953

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DATE 6/12/91 BY SP-50/ply

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JUL 3 - 1953

EX-128

ORIGINAL FILED IN 66-600-121-14

Mr. Tolson

6/29/53

The Executives Conference

CIVIL RIGHTS MATTERS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY SP-5 CJD/dg

Present at the Executives Conference of 6/26/53 were Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg.

The Conference considered the suggestion that the procedure be modified for discussing "Civil Rights Matters" before police training schools.

Present Policy

SAC Letter 105 dated 10/10/52 requires that discussions of "Civil Rights" must appear on the program under the title "Law Enforcement As A Profession" or "Ethics in Law Enforcement."

An outline of the scope of the coverage of the Civil Rights statutes was then furnished to the field and only the SAC was authorized to discuss this matter under the above titles.

During the course of the recent special conference on Civil Rights matters, a majority of the Agents attending this conference felt that since there was nationwide interest and publicity, the Bureau should face the problem squarely and give the lectures before the police departments under the heading "Civil Rights" and should discuss pertinent statutes and decisions relative to Civil Rights matters. It was felt this would be in the interest of good police relations, would do much to dispell any animosity the police might feel toward the Bureau when the police understand what the law is and that the Bureau is to enforce it. This would permit Special Agents who are qualified police instructors to handle the subject.

The October 10, 1952, SAC Letter was based upon the fear that in question and answer periods some Special Agent might give an erroneous answer and a police officer would quote the Special Agent in court in the event such police officer were a defendant in a Civil Rights case. It is now felt that to be realistic Special Agents undoubtedly do discuss the Civil Rights laws with local policemen in personal conversations. To bring it out in the open as a regular part of police training schools, whenever that subject is desired on the program, it would appear to be realistic and may be, in fact, very helpful to the Bureau.

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

cc - Mr. Clegg  
Mr. Tolson  
JHC:es  
78

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66-2534-10492  
JUL 1 1953

The Conference unanimously recommended approval of the suggestion authorizing qualified police instructors to discuss the subject and the subject will be listed as "Civil Rights."

4

Rgt

The conference unanimously recommended approval of the suggestion authorizing qualified police instructors to discuss the subject and the subject will be listed as "Civil Rights."

OK  
H

Mr. Tolson

6-29-53

The Executives Conference

**CIVIL RIGHTS MATTERS**

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cc - Mr. Clegg  
Mr. Mohr

HHC:cs

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DATE 6/12/91 BY SP-5 c/dg  
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SAC, BALTIMORE (94-262)

6/4/53

DIRECTOR, FBI

G-2 CENTRAL RECORDS FACILITY  
AIRPORT HOBABIRD, MARYLAND

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DATE 6/12/91 BY SP5 cid/eg  
323013

Reurlet 5/26/53.

The Bureau approves the five forms listed in your letter. A requisition has been submitted for the preparation of 10,000 of the "No Record" and "Favorable" insert forms which are listed as Items 3 and 4 of your communication. A requisition has been submitted for 3,000 copies of Forms 1, 2 and 5 contained in your letter. The Bureau did not feel that 10,000 copies of these three latter forms should be prepared for it is entirely possible that you might desire to make changes in these forms and a subsequent printing would make possible any adjustment which you wish.

You are not authorized to further adjust these forms without prior Bureau approval and if any of these forms become obsolete you are forthwith to advise the Bureau, attention Training and Inspection Division.

HBM:hc

SA G. C. Callan, Investigative Division, and C. R. Davidson, Administrative Division, have no objections to the proposed forms.

The Executive Conference, 6/2/53, unanimously recommended adoption of the forms. Present at the 6/2/53 Executive Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, Holloman, and Mason.

These reports are similar to those utilized in other field divisions and in record check matters.

RECORDED - 9  
INDEXED - 9

66-2554-10493

JUN 19 1953

65

EX-128

79 JUL 13 1953

ORIGINAL COPY FILED IN 66-3442-1571

MR. TOLSON

6/16/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/15/53, were Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

C

The Conference considered a suggestion by SA [redacted] of the Domestic Intelligence Division that certain information now appearing at the top of Forms 4-22, 4-22a and 4-22c be placed at the bottom of these forms inasmuch as these forms (Search Slips) are often stapled to the top of memoranda and letters and when so affixed it is difficult to determine the subject of the Search Slip without detaching the forms.

The Records and Communications Division believed the suggestion would result in some confusion in that references are listed immediately after the exact name on the Search Slip. In other words, the complete name is listed at the top of the Search Slip and variations of the name are listed at intervals along the length of the Search Slip.

The Domestic Intelligence Division offered an alternative suggestion to the effect that the top one and one-half inches of each Search Slip should be left blank in order to make it possible to still read the subject of a Search Slip even though it may be stapled to a memorandum and be placed in file. The Records and Communications Division favored the alternative suggestion and, consequently, the entire Executives Conference unanimously agreed. When Forms 4-22, 4-22a and 4-22c are next reprinted an appropriate margin will be left at the top.

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DATE 12/9/91 BY Sp-5 e/hg

cc-Mr. Mohr  
Mr. Clegg  
EDM:DMG

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

JUL 6 1953

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INDEXED - 83

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JUN 29 1953  
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MR. TOLSON

June 16, 1953

THE EXECUTIVES CONFERENCE

*John*

The Executives Conference of June 15, 1953, consisting of Messrs. Tolson, Holloman, McGuire, Gearty, Rosen, Ladd, Laughlin, Mohr, Tracy, Parsons, and Callahan, considered the question raised by the Special Agent in Charge at Kansas City in a communication to the Bureau dated June 5, 1953, as to whether or not after June 30, 1953, it would be necessary to continue forwarding the monthly letter to the Bureau reporting information as to the amount of bills outstanding and not yet forwarded to the Bureau on a monthly basis.

It was recommended to the Conference that in view of the fact that the Bureau's funds for the fiscal year 1954 in the amount of \$77,000,000 are inadequate, this Bureau should continue to exercise every possible economy and require the field to continue to operate on an economy-minded basis during the fiscal year 1954 as they have done during the fiscal year 1953.

Accordingly, if you approve, there is attached a suggested letter to all SACs instructing that they continue to submit these monthly reports to the Bureau.

Attachment

cc: Mr. Mohr  
Mr. Clegg

HPC:gt

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DATE 6/12/91 BY SP-5 a/dcg

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

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66-2554-104/95  
JUL 1 1953

50 JUL 2 1953

*aw*  
*Paul*

THE DIRECTOR

May 18, 1953

THE EXECUTIVES CONFERENCE

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HEREIN IS UNCLASSIFIED  
DATE 6/12/91 BY Sp-5 a/cg

The Executives Conference of May 7, 1953, consisting of Messrs. Tolson, Nichols, Gearty, Mason, Rosen, Ladd, Laughlin, Harbo, Mohr, Holloman, Tracy, and Glavin, considered the present Bureau policy of permitting Bureau employees to be carried on the rolls in a leave without pay status. This matter was again considered by the Conference on May 15, 1953.

The discussion was had as to whether it would be desirable to permit both Special Agents and clerical employees to be continued on the rolls in a leave without pay status for limited periods of time. It was pointed out that insofar as Special Agents are concerned, they are the recipients of benefits of the Special Agents Insurance Plan and of SAMBA and it is entirely possible that an Agent could be carried on leave without pay for a number of years and still have the benefit of the insurance provisions of the two above-mentioned plans as long as premiums and assessments were paid as they became due. Insofar as clerical employees on leave without pay are concerned, they receive no such benefits.

In cases of all employees on leave without pay so long as they have not reached the mandatory retirement age, they are given credit for six months to retirement in each calendar year they are in a leave without pay status. This is not true if the employee is carried on leave without pay while receiving benefits under the Employees' Compensation Act or while serving with the armed forces since under such instances the entire period of leave without pay is credited toward retirement.

Also given consideration was the fact that certain employees who have reached the mandatory retirement age and have been continued on active duty are being carried in a leave without pay status on our rolls at the present time. Two employees are so affected at this time, Special Agent [redacted] of the New York Office who has been in a leave without pay status since December 11, 1952 with a respiratory infection. Previous to this time he had been placed in a sick leave status since November 5, 1951. The other instance is that of Mrs. [redacted] Clerk in the Identification Division who entered on duty in the Bureau [redacted] went on sick leave November 16, 1951, and was placed on leave without pay February 5, 1952. She is suffering from paralytic [redacted] is not known when and if she can return to active duty.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
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EX-100  
Mr. Mohr  
Mr. Clegg  
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Memo to the Director (continued)

For the Director's information, there are attached hereto two lists, one showing Special Agents presently on leave without pay and reason therefor, and the other showing the clerical employees on leave without pay and the reason therefor. It will be noted therefore, that there are 10 Special Agents in a leave without pay status and 27 clerks being carried in a leave without pay status.

Of the Special Agents on leave without pay, three Special Agents, [redacted] of the Knoxville Office who is suffering from tuberculosis; Nicholas M. Kalmes of the New York Office suffering from injuries incurred in an automobile accident; [redacted] of the El Paso Office, suffering from a mental illness, are all receiving benefits of the Employees' Compensation Act and ailments being approved by the Bureau as service-connected. Of the remaining Agents in a leave without pay status we requested that the Bureau of Employees' Compensation give consideration to the cases of [redacted] of the Minneapolis Office suffering from tuberculosis; [redacted] of the Little Rock Office who suffered injuries in an automobile accident on official business; and [redacted] of the Mobile Office who is suffering from tuberculosis, be placed under the benefits of the Employees' Compensation Act due to injuries or ailments suffered as a result of their performance of official duties. These cases have not yet been decided.

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The Conference was divided in its recommendation as to the policy to be followed by the Bureau in the future. Messrs. Tolson, Ladd, Tracy, Harbo and Glavin recommended that in every instance where an employee is carried on leave without pay for a period of one year and the illness, ailment, or injury is not service-connected, that is, the result of performance of official duties, that such employee be dropped from the rolls at the expiration of that period of time with the understanding that if he recovers good health and can be appropriately certified for proper physical exertion for the position, he be given consideration for reappointment in the active service. These members of the Conference further recommend that insofar as service-connected disability is concerned that this determination be made by the Bureau rather than relying on the final decision of the Employees' Compensation Bureau. This recommendation is made since on several occasions in the past when the Bureau has felt that the disability was service-connected, the Employees' Compensation Commission, in its findings, did not agree to place the employee under the benefits of the Employees' Compensation Act.

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

These members of the Conference further recommend that in the event the employee qualifies for disability retirement (5 years of service) that he be given the opportunity to so retire. Disability does not have to be service-connected.

Memo to the Director (continued)

The remaining members of the Conference, Messrs. Nichols, Mason, Rosen, Laughlin, Mohr, and Holloman, recommend that the Bureau continue its present leave without pay policy in permitting employees to be carried on leave without pay as long as they have not reached the automatic retirement age. These members of the Conference recommend that employees who have passed the automatic retirement age be carried for a maximum period of one year in a leave without pay status at the expiration of which time they be dropped from the rolls.

These members of the Conference make the above recommendations since they feel that employees who have not yet reached a compulsory retirement age and who are on leave without pay for various and sundry reasons have the possibility of recovering their health and returning to active duty. They further point out that an employee carried on leave without pay earns 6 months toward retirement for every 12 months he is carried in a leave without pay status. These members also point out that in some instances employees have not had 5 years of Government service - that they are young in years, it would be a disadvantage to the Bureau and to the employee to drop such employee from the roll when there is no expense to the Bureau to continue them on the roll and if they could not return to active duty within a reasonable period of time there is a possibility that through carrying such employees on leave without pay status, that they may qualify for disability retirement. These members felt that such would be the humane approach for the Bureau to take on this particular subject.

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

Respectfully,  
For the Conference

Clyde Tolson

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

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON *[Handwritten initials]*

DATE: May 21, 1953

FROM : W. R. GLAVIN

SUBJECT: EXECUTIVES CONFERENCE OF MAY 7th  
CONSIDERED ESTABLISHMENT OF BUREAU  
POLICY PERMITTING EMPLOYEES TO BE  
CARRIED ON ROLLS IN LEAVE WITHOUT  
PAY STATUS

Tolson	✓
Ladd	✓
Nichols	✓
Belmont	✓
Clegg	✓
Glavin	✓
Harbo	✓
Rosen	✓
Tracy	✓
Laughlin	✓
Nease	✓
Winterrowd	✓
Tele. Rm.	✓
Holloman	✓
Malone	✓
McGuire	✓
Tele. Room	✓
Holloman	✓
Malone	✓
McGuire	✓

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DATE 6/2/91 BY SP-5 a/bag

To clarify the recommendations made by the various members of the Executives Conference of May 7, 1953, concerning the above, I submit the following:

The Conference was split as to the policy which the Bureau should follow in the future concerning this matter.

### PRESENT BUREAU POLICY

At the present time there is no limit as to the length of time an employee may be carried in a leave without pay status resulting from an accident or illness.

Executive Conference Considerations  
Recommendations by the following members of the Executives Conference, Messrs. Tolson, Ladd, Tracy, Harbo, and Glavin were:

1. These members of the Conference recommend that in every instance where a Bureau employee finds it necessary to be in a leave without pay status because of an injury or illness sustained in the performance of his duties, that such employee be carried in a leave without pay status for an indefinite period until such time as he finds it possible to return to an active duty status or until such time as he may desire to be separated from the service or to be placed on physical disability retirement.

a) These members of the Conference feel that the Bureau's determination of service-connected disability or sickness should be used as a criterion for the decision as to whether an employee should be retained on the rolls indefinitely in a leave without pay status.

2. These members further recommend that in every instance where an employee is in a leave without pay status for a period of one year as the result of an accident or illness which is not service-connected, that such employee be advised that

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APR 21 1953  
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6-4-53

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Memo to Mr. Tolson (continued)

he will be dropped from the rolls at the expiration of that period of time, i.e. one year of leave without pay; however, with the understanding that upon recovery of his health he would be given consideration for reinstatement upon request. These members of the Conference recommend that at the time an employee is placed on leave without pay due to an accident or illness not service-connected that such employee be advised of the fact that he will be continued on the rolls in a leave without pay status for a maximum period of one year.

(a) These members of the Conference concurring in the above recommendation are of the opinion that this procedure should be followed in the case of all employees, those below the statutory retirement age of 70 years and those above the statutory age of 70 years who are still on active duty.

The remaining members of the Conference consisting of Messrs. Nichols, Mason, Rosen, Laughlin, Mohr, Gearty, and Holloman recommend that the following leave without pay policy be adopted by the Bureau:

1. In every instance where an employee on active duty has reached the automatic retirement age of 70 years and thereafter finds it necessary to take leave without pay due to an accident or illness, that such employee be advised that he will be carried in a leave without pay status for a period not to exceed one year at the end of which time he will be dropped from the rolls.

2. These members further recommend that in every instance where an employee is forced to go on leave without pay due to an accident or illness before reaching the automatic retirement age of 70 years, that such employee be retained in a leave without pay status for an indefinite period of time regardless of the fact that the accident or illness which makes the leave without pay necessary may not be service-connected. In other words they recommend leave without pay for any employee who may find it necessary to take leave without pay due to an accident or illness regardless of the fact that such accident or illness may not have arisen out of the employee's performance of his official duties.

(a) These members point out that employees below the automatic retirement age who are being carried in a leave without pay status at the present time are for the most part, employees not old in years and these members feel that it would be unfair and undesirable to drop such employees from the rolls when there is an excellent chance that they will fully recover their health and be able to return to an active duty status within a reasonable period of time.

Memo to Mr. Tolson (continued)

(b) They further point out that it is a humane policy to follow since many employees on leave without pay have not been in the Government service a sufficient period of time to be placed on physical disability retirement. In such cases there would be no livelihood for such employees.

For the Director's information, the employee must have at least five years of accredited Government service before he can receive the benefits of physical disability retirement. While a Government employee is carried in a leave without pay status because of an injury or illness not connected with his duties, he is given credit for six months of Government service for every year he is carried on the rolls in a leave without pay status.

The members of the Conference point out that it would be possible to carry Bureau employees in a leave without pay status for a sufficient period of time to permit such employees to receive benefits of physical disability retirement.

MR. TOLSON

July 1, 1953

The Executive Conference

~~IDENTIFICATION DIVISION~~  
~~CHANGES OF BYEMER EMPLOYEES~~

The Executive Conference, Messrs. Tolson, Nease, Holliman, Dearty, Eason, Ladd, Belmont, Clayton, Parsons, Glavin, Nichols, and Starr being present, considered a suggestion submitted by the Identification Division that in the future a name check of the spouses be made in the Identification Division when an employee marries, based upon the information furnished by the employee on the change in marital status form.

The Conference was unanimously of the opinion that such a name check should be made based upon the fact that a possibility exists that a criminal record will be located in some cases pertaining to the spouses. It was pointed out that under the present procedure the Bureau indices are searched but a search of the Identification Division files is not made.

If you approve, appropriate instructions will be issued.

07/31

I agree  
7-1  
/

cc: Mr. Clegg  
Mr. Mohr

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- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

102  
JUL 3 - 1953



Mr. Tolson

6/29/53

The Executives Conference

NAMES OF SEAT OF GOVERNMENT OFFICIALS ON SAC LETTERS

The Executives Conference of 6/26/53 with Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg present, unanimously approved the suggestion of Mr. Mason that the list of 60 or more names which appear on the first page of SAC Letters be discontinued and that SAC Letters be distributed as are Bureau Bulletins, namely, by furnishing each Seat of Government Division with an adequate number of copies and the distribution takes place within each division.

At present the SAC Letters bear the names of Bureau officials. There is also added "And Supervisors," thus the routing processes have to be followed anyway. The advantage is that this will save time in the Mechanical Section which will no longer be required to keep the list of names current, and the preparation of this list as a part of each SAC Letter will result in a saving of time and paper.

cc - Mr. Clegg  
Mr. Mohr

HHC:cs

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- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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EX-126

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JUL 3 1953  
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134  
JUL 10 1953

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THE DIRECTOR

6/11/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/9/53, were Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Rosen, Holloman, Gearty, Belmont, Tracy and Mason.

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The Conference considered the question of under what circumstances search slips should be initialled in order to fix responsibility. This has been a recurring problem at the Seat of Government. Instructions were issued 3/16/53, that whenever an Agent reviews a file listed on a search slip he should initial opposite the file so that if an error was made it can be squarely placed on the shoulders of the reviewing Agent. Subsequently, the Executives Conference on 3/31/53, felt that the rules should be modified to provide that it was unnecessary to initial search slips where more than one Supervisor was involved in the handling of special file reviews. Various studies have been made and it has been found that in the Name Check Unit of the Liaison Section 98% of the name check requests are negative and, if it should be required that an Agent who reviews the pertinent files initial the search slip, then it would be logical to cause the search slip to be filed (which is not now done), with the net result that a great many additional documents would be filed in the Records Section with concurrent expense. Since only 2% of the name checks result in the preparation of memoranda and search slips are filed only when memoranda are prepared, it does not appear that the initialling of these search slips does more than partially fix responsibility. In other words, responsibility would be fixed in only 2% of the file reviews.

Another problem was found in extensive file reviews where several Agents are involved. Under these circumstances hundreds of files are delivered to a supervisory desk where a clerk checks the search slip against the file to make certain that all files listed have been delivered. Very often these files are stacked up and 5 or 6 Supervisors remove files from the stack for the purpose of reviewing them. To cause these Supervisors to go back and review the slips for the purpose of initialling them would result in considerable expenditure of time. An illustration is the fact that the Liaison Section found it necessary to review approximately 2,300 files in one night for the purpose of preparing an expedite memorandum. Thirteen people were involved in this project which required all night long. To cause these 13 people to find the list of files they had reviewed on the search slip and initial opposite each file would result in the expenditure of additional time estimated at 4 hours.

(This is the result of a continuing survey by the Domestic Intelligence Division and the Training & Inspection Div. and incorporates all previous findings and earlier Exec. Conf. consideration) ~~XXXXXXXXXX~~

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- Winterrowd
- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

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53 JUL 9 1953 RECORDED - 75  
53 OCT 9 1953 INDEXED - 75

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JUL 6 1953  
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Memorandum to the Director

The majority of the Conference, Messrs. Ladd, Harbo, Glavin, Holloman, Rosen, Nichols, Gearty, Belmont, Tracy and Mason, felt that the Bureau should adopt the following regulations:

1. When one Supervisor conducts a file review and prepares a memorandum or letter, he need not initial the search slip for his initials on the memorandum or letter are adequate proof that he reviewed the files.
2. When two or more Supervisors review files, the Supervisor should not be required to initial the search slips inasmuch as the Bureau should not be put to the expense of an additional administrative procedure for the sole purpose of fixing responsibility.
3. When a search is conducted and files are reviewed and no memorandum or letter is prepared, the search slip shall be destroyed after it has served its purpose and it will be unnecessary for employees to initial the search slip which will be destroyed.
4. The Records Section will continue its present procedure of marking search slips so that responsibility can be fixed concerning the searching of the Bureau's indices.

In expressing its opinion the majority has in mind the tremendous volume of file reviews conducted at the Seat of Government and the need for streamlining the handling of these reviews to the greatest possible degree.

The minority, Mr. Mohr, felt that the recommendations of the majority were entirely satisfactory except that responsibility must be fixed in those instances where two or more individuals review files and prepare memoranda. In other words, Mr. Mohr feels that search slips should be initialled whenever two or more people review files listed on those search slips which result in the preparation of a memorandum. Mr. Mohr has no objection to the destruction of search slips, even though two or more people participate in the file review, in those instances where no memorandum or other document will be filed.

Based on the Director's decision, appropriate instructions will be issued.

Respectfully,  
for the Conference

Clyde A. Tolson

Mr. Tolson

April 1, 1953

The Executives Conference

FILE REVIEWS

MAIL

At the Executives Conference on March 31, 1953, consisting of Messrs. Ladd, Belmont, Clegg, Tracy, Harbo, McGuire, Gearty, and Holloman, the question came up concerning the desirability of modifying Section C of the Memorandum for All Bureau Officials and Supervisors dated March 16, 1953, which provides, "It will be the responsibility of each person reviewing file references listed on file search slips to indicate appropriately that the reference was reviewed by placing his or her initials on the search slip after the particular file reference."

It was pointed out that strict interpretation of this rule would increase the work in handling extensive file reviews and would tend to cause delays in handling "specials" although it was recognized that the rule was set up to fix responsibility in connection with file reviews. An example was given wherein a number of employees reviewed approximately 2,300 references in connection with an all-night special, and it was pointed out that to initial the search slips for each reference would have resulted in confusion and delay, thus hindering the meeting of the deadline for the special.

The Conference unanimously approved that in those instances where the handling of a special file review involves more than one Supervisor, it will not be necessary for the search slips to be initialed by the reviewing employees.

AHB:mls

- 1 - Mr. Clegg
- 1 - Mr. Mohr

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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MR. TOLSON

JULY 8, 1953

THE EXECUTIVE CONFERENCE

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ALL INFORMATION CONTAINED  
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DATE 6/12/91 BY SP5 eij/dag

The Executive Conference of July 1, 1953, consisting of Messrs. Tolson, Holloman, Gearty, Clayton, Nichols, Tamm, Ladd, Belmont, Parsons, Rosen, Mason, and Glavin, considered the desirability of awarding service award keys to temporary or part-time employees. It was pointed out to the Conference that this matter came up due to the fact that a present temporary employee, a translator in the Philadelphia Office, has completed ten years of service. The employee in question, [redacted] entered on duty in the Bureau on August 31, 1942 and resigned on August 1, 1952, at which time she had nine years, eleven months and one day of service in the Bureau. Her services were needed in the Philadelphia Office to handle certain translation matters and she was offered a temporary appointment as a translator to be paid for days employed. She is not placed on the regular Bureau's payroll but is paid by temporary pay voucher. She first worked as a temporary employee for a period of 5 hours and 27 minutes on May 19, 1953, and she has worked part days since that time. On June 23, 1953, she had completed enough temporary work to complete ten years of service.

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It was pointed out to the Conference that we have 12 additional temporary employees, 10 of whom are translators who are employed as their services are needed in the field and 2 who are instructors before the National Academy. One of these employees is, as I recall, [redacted] State Police, and he appears before National Academy classes as a traffic instructor about 3 days each session. The other employee is [redacted] who appears before National Academy classes as a Traffic Instructor and has been appearing before such classes since January, 1942. In no instance is the service continuous for any of the above employees and it is pointed out that if such employees were to be considered for service award keys, a tremendous amount of book-keeping would necessarily have to be performed and in many instances, according to our present records, long periods of time would elapse before any of these temporary employees would be eligible for service award keys. For instance, it might take as long as twenty to twenty-five years for a temporary employee to "log" enough service to be considered for a ten-year service award key.

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- Tolson
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- Gearty
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- Winterrowd
- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 44

106-2537-10502

JUL 21 1953

7-8-1953

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Memo to Mr. Tolson (continued)

The Conference was of the unanimous opinion that service award keys should not be given to such temporary employees since service award keys were made for the regular employees of the Bureau who are in continuous day-to-day employment over the years.

In the event you are in agreement with the Conference's recommendation, the Administrative Division will be so guided in the future.

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- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Miss Gandy \_\_\_\_\_

MR. TOLSON

7/1/53

EXECUTIVES CONFERENCE

Present at the Conference on 7/1/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Clayton, Belmont, Ladd, Nichols, Gearty, Holloman and Mason.

FIRST AID TRAINING

The Conference was advised that the question of First Aid Training had been considered by the Executives Conference on April 23, 1953, at which time it was recommended that the matter be reconsidered July 1, 1953. The July 1, 1953, Conference unanimously recommended as to First Aid Training as follows:

- (1) 25% of field personnel be trained in First Aid by the Red Cross. More than 25% have now been trained in First Aid and this practice will continue.
- (2) At the present time 15% of Seat of Government employees have been trained in First Aid. Our initial goal was 25%. Inasmuch as a percentage of employees have been trained in First Aid in each Seat of Government division and in view of the fact that the Bureau has a Health Service staffed by registered nurses, the Conference recommends that in the future the goal be 15% at the Seat of Government.
- (3) The Conference recommends that 15% of the Justice Building personnel, 15% of the Redskin Building personnel, 15% of the Old Post Office Building personnel and 15% of the Identification Building personnel be trained in First Aid, without endeavoring to insist that a minimum of 15% of personnel in each Seat of Government division be qualified in First Aid.

For record purposes it is reported that the percentage of personnel in various Seat of Government divisions which have been trained in First Aid is currently:

<u>Division</u>	<u>Trained in First Aid</u>
Identification	17.1%
Training and Inspection	22.2%
Administrative	15.7%
Records and Communications	12.96%
Domestic Intelligence	14.53%
Investigative	11.98%
Laboratory	20.8%

Over-all Percentage of Employees  
Trained at Seat of Government 15.14%

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

*Handwritten initials*

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RECORDED - 44 166-2554-10503

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INDEXED - 44 12

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Memorandum to Mr. Tolson

(4) The Conference recommended that the Training and Inspection Division advise when the percentage of employees trained in First Aid drops below 15% in any one of the buildings occupied in Washington by the FBI, in order that the Conference may consider at that time whether to resume First Aid Training.

✓

OK  
H



MR. TOLSON

6/11/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/8/53 were Messrs. Tracy, Parsons, Mohr, Belmont, Ladd, Rosen, Nichols, Gearty, Holloman and Mason.

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The Conference was unanimously opposed to a suggestion that the field be authorized to prepare a form to be utilized as the top serial in the file of a criminal informant, which form will give a quick picture of payments made to the informant in the past. It was suggested that the form show the name of the informant, his symbol number, the number of any check given him, the authority for paying the informant, the date of payment, the amount of payment, the name of the Agent making the payment, the file number and the period of activity covered by the payment.

From time to time the field suggests that such a form be carried as the top serial of an informant's file, inasmuch as a maximum of \$100 can be paid to any informant without Bureau authority, and in reporting on informants it is necessary to show the extent of payment made. An SAC in authorizing payments to an informant will want to know how much has already been paid to the informant.

The New York Office was opposed to the proposed form inasmuch as New York keeps a set of 3" x 5" index cards recording payments made to informants and the use of the form would not be of assistance to the New York Office. The Savannah Division felt that the form would be desirable in that it would probably eliminate the necessity of preparing certain memoranda recording payments to informants. The Richmond Office felt that the form would make it easier to supervise payments to informants and might result in a savings of both time and money. The Miami and Newark Offices felt that the form was desirable. The Charlotte Office felt that the form would facilitate certain administrative operations and so did the Baltimore Office.

Mr. Price of the Investigative Division was opposed to the suggested form, feeling that it represented an unnecessary step of bookkeeping since other records in the file would show payments which were already made. The Administrative Division pointed out that, while there is no regulation in the law prohibiting the use of the form, there is nevertheless no new information being presented to the Bureau which would overcome the fact that on December 5, 1952, the Executives Conference recommended unfavorably an identical suggestion. The Conference was unanimously opposed to

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- Holloman
- Sizoo
- Miss Gandy

Attachment  
cc-Messrs. Mohr and Clegg  
EDM:DMG

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JUN 24 1953  
61

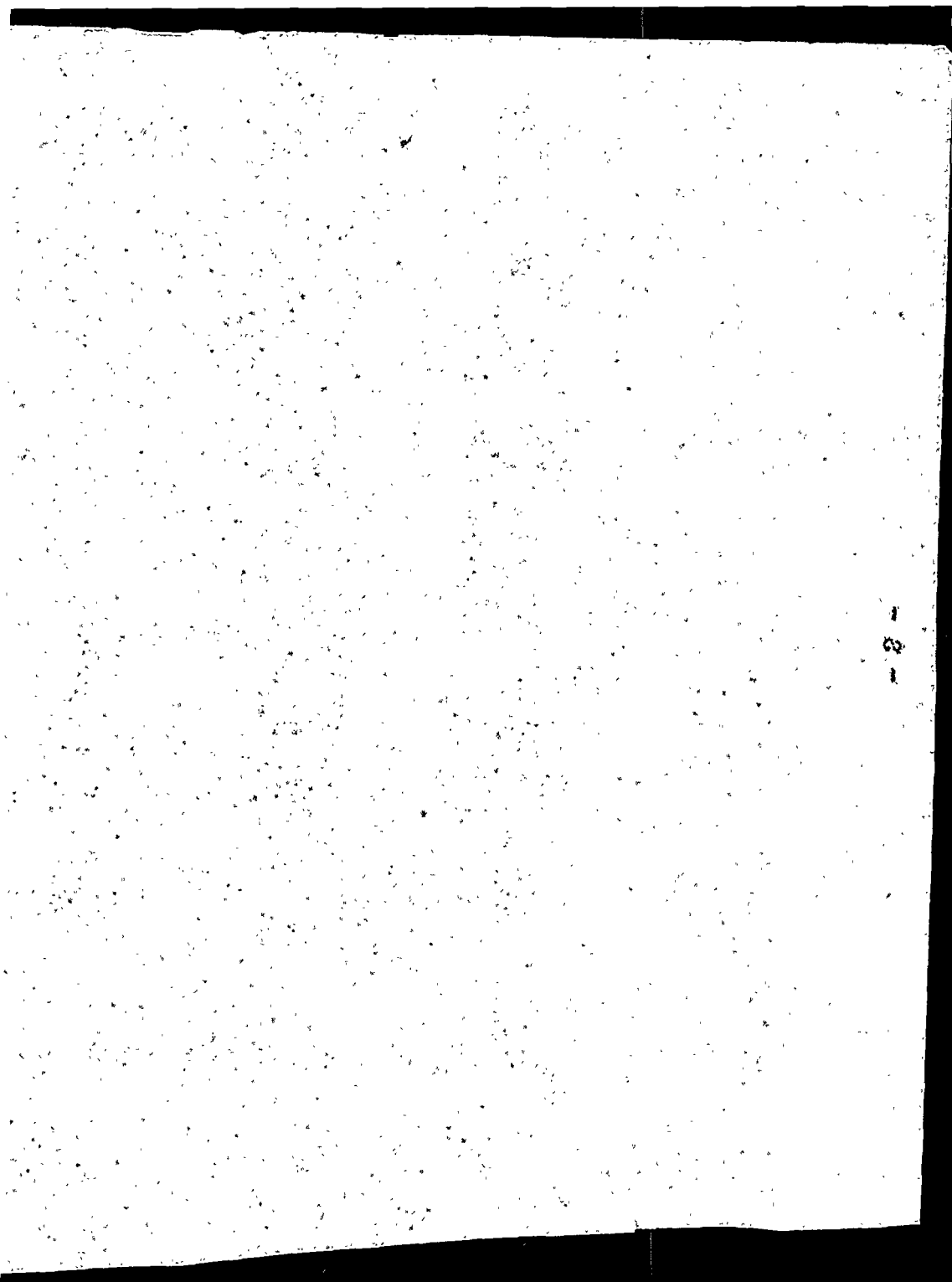
62 JUL 13 1953

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Memorandum to Mr. Tolson

the form, feeling that it was undesirable to have as the top serial of the file a document showing the extent of payments to informants for this would immediately attract the attention of clerical and other employees and might even reveal the extent of certain payments which the Bureau would much prefer to have kept confidential.

If you agree, it is recommended that the attached letter go forth to the New York, Charlotte, Savannah, Richmond, Baltimore, Miami and Newark Offices, advising them of the outcome of consideration.



Mr. Tolson

6/29/53

The Executives Conference

SUGGESTION NO. 254-53

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Present at the Executives Conference of 6/24/53 were Messrs. Tolson, Ladd, Callahan, Tamm, Harbo, Clayton, Laughlin, Gearty, Holloman, Nichols and Clegg.

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The Conference unanimously recommended unfavorably the suggestion of the Chief Clerk of the Portland Office, [redacted] that in addition to furnishing a semiannual tabulation of active IO's, there also be included a list of the active outstanding wanted Flyers.

NOTICES

An examination of the current outstanding wanted Flyers shows that on all but two of the subjects an I.O. had been issued and in those two cases there was either a lack of a photograph or fingerprints. Thus there appears to be no need for the list of current wanted Flyers since the current list of I.O.'s serves the needed purpose in all but two instances which are most unusual.

66-2554-10505

RECOMMENDATION: Unanimously unfavorable.

cc - Mr. Clegg  
Mr. Mohr

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
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EX-120

62 JUL 15 1953

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THE DIRECTOR

June 10, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of June 9, 1953, consisting of Messrs. Ladd, Harbo, Holloman, Gearty, Mason, Belmont, Tracy, Mohr, Rosen, and Glavin, considered the problem of installing bars or grillwork on windows of resident agencies occupied by the Bureau throughout the country in resident agency cities.

It was pointed out to the Conference that under present Bureau regulations in the event space which is occupied by the Bureau is so located that unauthorized individuals can gain access to the space through the windows from adjoining roofs, ledges, or other places. Such windows should be protected with grillwork or steel mesh.

It was further pointed out to the Conference that in certain inspections the inspectors have instructed that such protective devices be installed. In the present instance, the inspectors instructed that such devices be installed on the windows of the Fresno, California, Resident Agency. Information has been received from the Special Agent in Charge at Los Angeles that the building superintendent has no funds with which to make this installation and it would cost approximately \$420.00 to make such an installation which cost would have to be defrayed by the Bureau.

The entire problem was considered by the Conference since at the present time we have 186 resident agency cities where we have no space allocated to us. In addition, we have a number of resident agency cities where space is made available to us by the United States Attorneys or by the courts, this space being assigned to the courts or the United States Attorneys but utilized by them only a day or two each year. In such instances when the court is in session the Agents vacate the space taking what Bureau material is located in the space with them. In those instances where we do not have any space in resident agency cities, the Agents work out of their homes, apartments, or hotels where protective devices are not installed and where Bureau documents, et cetera, are kept in cabinets or desks.

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

The Conference was divided in its opinion concerning the installation of protective devices such as previously mentioned for resident agency cities.

CC: Mr. Clegg  
Mr. Mohr

WEG: jmr

63 JUL 14 1953

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Memorandum to The Director from  
The Executives Conference

The majority of the Conference, Messrs. Holloman, <sup>Tolson</sup> Mohr, Nichols, Gearty, Tracy, Harbo, Ladd, and Glavin, was of the opinion that the Bureau should revise its regulations making it unnecessary to install protective devices such as grillwork or steel mesh on windows of space occupied by resident agencies throughout the country. They pointed out that appropriate cabinets are located in such resident agency space and Bureau serials, equipment, etc., are kept in such cabinets when a resident agent is not physically present in the resident agency space. In those resident agencies having firearms assigned, appropriate safes have been installed in which to maintain these firearms. These members of the Conference also pointed out that in many instances barring of the windows of resident agency space would not afford necessary extra protection since it is entirely possible that windows in space not occupied by the Bureau can be utilized by unauthorized outsiders to enter the building and in the majority of instances hallway doors to the space in the Federal buildings are of glass and wood or of glass and metal construction. Any person desiring to surreptitiously enter Bureau resident agency space could undoubtedly do so through such a

Also, these members point out that it is relatively easy for unauthorized individuals to enter Federal buildings/post office buildings and proceed to any floor they desire and even though the majority of these buildings are closed during the evening hours, individuals could gain entrance into the building during the regular business day if they so desired, secreting themselves in the building until such time as they felt they could enter the space through the door either by breaking the glass or by means of a skeleton key.

Messrs. Rosen, Mason, and Belmont were of the opinion that the Bureau should continue its present regulation of installing protective devices on windows which can be entered from the outside in all space occupied by Bureau resident agencies; that in those instances where office space is not available to resident agents or where space is occupied on a cooperative loan basis, that appropriate steps be taken to insure the safety of the Bureau material in possession of the resident agency in question.

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

Respectfully,  
For the Conference

Clyde Tolson

Mr. Tolson

6/29/53

The Executives Conference

SECURITY OF COMMUNICATIONS

Present at the Executives Conference of 6/26/53 were Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg.

The Conference gave consideration to the program which was instituted in March, 1953, for a trial period for the purpose of improving the security of communications and effecting economy in Post Office return receipt fees.

The system involved including a 3 x 5 card with each batch of mail to the Bureau or to a field office. On the card would be the number appearing on the log which was retained by the sending office. The return of this card by the receiving office caused additional notations to be made in the log, thus accounting for the receipt of the mail which accompanied this card. The use of Post Office return receipts was to be limited to mail containing evidence, valuables and classified information.

As a result of the survey, 34 SACs believe that the system does not provide adequate security; 4 felt that it did nothing to improve security; 14 SACs believe that the security was adequate by this system. There was widespread objection, however, to the increased cost due to clerical time and the fact that security was not improved sufficiently to make up for this increased cost. The estimated savings in the Post Office fees was only about \$225.00 and the increased costs of operating the system by the Bureau was appreciably greater when considering the time of clerical employees and the cost of supplies necessary.

EXECUTIVES CONFERENCE CONSIDERATION:

Recommended that the practice which was previously tried experimentally be discontinued and that the regular postal fees for return receipts be paid when it is necessary, and that the attached SAC Letter be approved advising the field to this effect.

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- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_ Attachment
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_ cc - Mr. Clegg
- Mohr \_\_\_\_\_ Mr. Mohr
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_ HEC:cs
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- Miss Gandy \_\_\_\_\_

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159  
JUL 30 1953

ORIGINAL COPY FILED IN 65-47647

MR. TOLSON

June 2, 1953

THE EXECUTIVES' CONFERENCE

REVIEW OF TRANSCRIPTS OF TESTIMONY BEFORE  
CONGRESSIONAL COMMITTEES

On June 1, 1953, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason for Clegg, Callahan for Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Gearty and Belmont, considered the extent to which we should establish liaison with Congressional Committees to obtain transcripts of testimony which may be of interest to the Bureau.

There are a number of Congressional Committees which conduct inquiries into matters which may affect the Bureau's jurisdiction or be of interest to the Bureau, such as the Senate Subcommittee on Internal Security; now under Senator Jenner, the Senate Committee on Government Operations under Senator McCarthy; the Senate Subcommittee on Immigration; the House Committee on Un-American Activities; and the House Committee on the Judiciary (Keating Committee).

These Committees and others have conducted numerous hearings, some of which are of interest to the Bureau and some of which are not. If we obtain copies of all transcripts of testimony before these Committees, the review of the transcripts will pose a definite problem requiring additional Supervisors at the Seat of Government. On the average it has taken one Supervisor two days to review a volume of testimony and run the necessary checks and counter-checks.

Our liaison with these Committees at the present time is as follows:

Senate Subcommittee on Internal Security (Jenner Committee)

Mr. Nichols maintains close liaison with both members of the Staff and the Committee. Mr. Laughlin has liaison with members of the Staff and handles requests for name checks. We have an understanding with the Committee whereby they furnish to us transcripts of all testimony. These are furnished either through Mr. Nichols or Mr. Laughlin. We request transcripts of testimony where from publicity, requests

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/81 BY SP-2/ML

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

CC - Mr. Clegg  
Mr. Mohr

63 JUL 15 1953

RECORDED - 41  
INDEXED - 41

100-2557-10508  
NOT RECORDED  
141 JUL 6 1953

AHB:tlc

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MEMORANDUM FOR MR. POLSON

from the field, or through our liaison we are cognizant of witnesses of interest to us. Otherwise, we depend on the Committee to furnish all testimony to us.

Senate Subcommittee on Immigration of the Senate Judiciary Committee (Richard Arens, Chief Counsel)

We do not deal directly with this Committee unless necessary. Mr. Nichols is in contact with Arens from time to time. Arens has made available to us some testimony for review.

Senate Committee on Government Operations (Senator McCarthy)

Mr. Nichols maintains close liaison with this Committee through Senator McCarthy, Roy John and Lon Surine. Through this liaison, or as a result of publicity or requests from the field, we request transcripts of testimony on matters of interest to us. We perform name checks for the Committee through liaison by Mr. Nichols. We do not request or receive all transcripts of testimony, as many matters handled by the Committee are not of interest to us.

House Committee on Un-American Activities (Congressman Velde)

Mr. Nichols maintains contact with Congressman Velde. We have a contact arrangement through the Washington Field Office with members of the Staff, Lou Russell and Ray Dixon. When a hearing is scheduled we furnish detailed instructions to the field regarding the handling of liaison with the HCUA to ensure that we protect the interests of the Bureau. Restrictive temporary liaison has been set up by field offices in areas where the Committee is handling hearings in order that we may determine if the HCUA anticipates calling any of our informants and so we may secure and review Executive Session testimony as well as the results of interviews with anticipated "friendly witnesses" to preclude the possibility of our informants being publicly named. We receive transcripts of testimony through the Washington Field Office, upon request, on hearings of interest to the Bureau. Transcripts are sent to the field and reviewed in order that appropriate action may be taken in accordance with existing instructions. This includes protection of informants, giving consideration to conducting interviews with all "friendly witnesses" and persons named in the testimony, and taking additional appropriate action as may be dictated by the testimony to ensure the protection of the Bureau's interest. We do not make name checks for HCUA but do give very limited assistance in the field to locate the addresses of witnesses in return for information which enables us to protect our informants.

MEMORANDUM FOR MR. TOLSON

House Committee on the Judiciary (Congressman Keating)

This Committee has held extensive hearings on varied subjects including the GI and the alleged employment in the GI and State Department of disloyal persons. Counsel Robert Collier has maintained contact with the Bureau, principally through Mr. Holloman and has furnished to us transcripts of testimony of interest to the Bureau. We have done some name checks for Collier. We do not receive nor request transcripts of all testimony.

As will be noted from the above, our liaison with these Committees varies from almost complete liaison to infrequent contacts. Inevitably, under this system of liaison, we will miss some of the testimony which would be of interest to us. The alternative would seem to be for us to establish a continuing periodic liaison with the Committees to ascertain all witnesses and whether their testimony would be of interest to us. This would have definite disadvantages, chiefly, three:

(1) Such liaison would require reciprocity and we would be asked to furnish information from our files where we do not now do so.

(2) While we could currently maintain friendly relations, it is always possible that a Committee will become unfriendly and will criticize the Bureau for attempting to check on or interfere with the activities of Congress.

(3) Extending liaison with the above Committees would, of course, result in such liaison becoming known and would probably result in our receiving requests from additional Committees in the future.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that we continue our present arrangements with Congressional Committees in the belief that additional and closer liaison would not be in the best interests of the Bureau. We will continue to be alert to get and take appropriate action on such testimony as may be of interest to the Bureau.

Mr. Tolson

June 29, 1953

The Executives Conference

CRIMINAL INFORMANTS

The Executives Conference, with Messrs. Tolson, Nichols, Gearty, Clegg, Callahan, Tracy, Harbo, Clayton, Laughlin, and Rosen in attendance, unanimously approved authorizing the Special Agent in Charge to make advances for c.o.d. payments to Criminal Informants up to \$200.00. This was suggested by Agents attending the recent Criminal Informant School, and all Agents attending the School were unanimously in favor of this suggestion.

Section 108 - J, Manual of Instructions, and Part I, Section 26 - B (7), FBI Handbook, provide for the expenditure of \$100.00 on the SAC's authority for payments to Criminal Informants on a c.o.d. basis. Heretofore, the amount set by the Bureau was \$200.00 and due to economies which had to be effected, the amount was reduced to \$100.00. However, this has caused considerable correspondence in view of the numerous instances wherein funds up to \$200.00 are necessary in connection with the development of Criminal Informants. There has also been an increase in the number of Criminal Informants which has also resulted in numerous correspondence.

The recommended change to \$200.00 will facilitate our present procedures and will cut down on correspondence and administrative handling in such cases.

If approved, the attached SAC Letter and manual and handbook changes should be forwarded to the Training and Inspection Division for dissemination to the field.

Attachments (3)

cc: Mr. Clegg  
Mr. Glavin  
Mr. Mohr

RECORDED-52

66-2554-10509  
NOT RECORDED  
138 JUL 19 1953

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

AR: JMT

53 JUL 13 1953

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HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-5 cjd/deg

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INDEXED - 16

16-253-10510

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141 JUL 8 1953

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16-253-99821

79 JUL 20 1953

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: June 23, 1953

FROM : The Executives Conference

SUBJECT: DELINQUENCY IN THE IDENTIFICATION DIVISION

Tolson	_____
Ladd	_____
Nichols	_____
Belmont	_____
Clegg	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tracy	_____
Gearty	_____
Nease	_____
Winterrowd	_____
Tele. Room	_____
Holloman	_____
Sizoo	_____
Miss Gandy	_____

*Identification Division*

The Executives Conference consisting of Messrs. Tolson, Ladd, Harbo, Clegg, Holloman, Gearty, Belmont, Clayton, and Tracy, on June 23, 1953, considered the matter of the current delinquency in the Identification Division.

The delinquency of the Identification Division, as of June 18, 1953, was:

168,497 fingerprint cards. Of this total, 44,587 were priority fingerprint cards receiving a fingerprint search in the Technical Section.

The priority fingerprints were delinquent in the Technical and Typing Sections primarily. Priority fingerprints are searched in the Technical Section in the following order:

- Priority 1 - United Nations employees (for FBI use). Maintenance employees (for FBI use). Central Intelligence Agency. Metropolitan Police Department, D. C. Applicants, Bureau.
- Priority 2 - Criminal. United Nations employees (for Civil Service Commission use). Atomic Energy Commission.
- Priority 3 - Law Enforcement applicants. Civil Defense Officers only (Police departments or Sheriff's office). Alien or Alien applicants with Form G-58. Sensitive Loyalty *66-1621*
- Priority 4 - Form 87 Loyalty *13*

cc - Mr. Clegg  
Mr. Mohr  
SJT:fl

JUL 1 1953

*3/W R 6/7*

MEMORANDUM FOR MR. TOLSON

June 23, 1953

The following non-priority fingerprints are given a name search only:

Service prints.  
Aliens from Eastern Hemisphere.  
Applicants for taxi drivers,  
peddlers licenses,  
railroad employees,  
pistol permits,  
licenses in connection with city  
and ordinances.

The delinquent fingerprints as of June 18, 1953, by Sections, in the order of handling, were as follows:

	<u>Section</u>	<u>Delinquency</u>	<u>Oldest date</u>
Priority 1.	Recording	0	---
	Card Index	0	---
	Technical	0	---
	Assembly	135	June 8 (locates)
	Typing	1,146	June 8
Priority 2.	Recording	0	---
	Card Index	80	June 15
	Technical	231	June 15
	Assembly	1,774	June 1 (locates)
	Typing	20,351	June 8
Priority 3.	Recording	0	---
	Card Index	36	June 15
	Technical	3,828	June 2
	Assembly	11	June 1 (locates)
	Typing	669	May 12

MEMORANDUM FOR MR. TOLSON

June 23, 1953.

Priority

4.

Recording	0	---
Card Index	80	June 10
Technical	9,832	May 20
Assembly	52	May 13 (locates)
Typing	6,369	May 13

Non-Priority

Recording	0	---
Technical -		
Classifying	101,300	May 11
Card Index	17,073	May 11
Technical	Not searched in this Section	
Assembly	363	May 5 (locates)
Typing	5,174	May 1.

The daily average receipts, January through May, 1953, are 20,282. Of these, 5,982 are criminal and are handled as priority 2. Approximately, 2,400 are miscellaneous applicants handled on a priority basis; 1,400 are Security (Loyalty), and 1,300 are Aliens (Western Hemisphere and those for naturalization).

The production of the Technical Section has been curtailed due to separations. The following shows the employees on duty in the Technical Section and the total separations July 1, 1952, to May 31, 1953:

<u>Month</u>	<u>Employees on Duty</u>	<u>Separations</u>
July, 1952	946	44
August, 1952	964	75
September, 1952	933	52
October, 1952	887	29
November, 1952	855	29
December, 1952	827	36
January, 1953	789	32
February, 1953	764	33
March, 1953	731	30
April, 1953	717	33
May, 1953	688	28.

New employees currently entering on duty will not be trained in classifying and searching to the point of production until approximately the last of September. In the meantime, separations will further curtail the production of the Technical Section.

The Executives Conference unanimously recommends that the Alien fingerprint cards receive a name search only until such time as new personnel are trained to permit the resumption of a technical fingerprint search.

For the Director's information, Alien fingerprints, by agreement with Immigration Service, are not searched unless they come from the Western Hemisphere. Fingerprints submitted by the Immigration and Naturalization Service, when aliens apply for naturalization, are given a technical fingerprint search. The receipts are as follows:

Daily average Alien fingerprints from Western Hemisphere.....	837
Daily average Alien fingerprints for naturalization.....	465
TOTAL DAILY AVERAGE.....	1,302

Percentage of identifications..... 3.82  
(less than 1% identifications are made in the Technical Section following the Card Index search).

Approximately 51 identifications are made per day, of which less than 1% or approximately 13 are made in the Technical Section.

If the Alien fingerprint search is temporarily discontinued, it will make available 51 fingerprint searchers to clear up the current delinquencies in that Section, and, in addition, classify the delinquency of approximately 160,666 non-priority fingerprint cards which were delinquent as of June 19, 1953. Assistance could also be rendered to cleaning up the delinquency in the Card Index and Typing Sections in order that the work in the Identification Division might be maintained on a more current basis.

OR.  
From  
bring  
this  
matter to  
my  
attention  
again on  
October  
first  
6/24 ✓



MR. TOLSON

July 3, 1953

*John*

The Executives Conference

\* LETTER TO ALL FINGERPRINT CONTRIBUTORS

The Executives Conference, Messrs. Parsons, Glavin, Holliman, Clegg, Clayton, Lantry, Belmont, and Tamm being present, considered a letter prepared by the Identification Division to all fingerprint contributors concerning the submission of fingerprints and dispositions.

The Conference unanimously recommended that the letter be transmitted to all fingerprint contributors. The letter is attached with appropriate requisition, if you approve.

07/11

CC: Mr. Clegg  
Mr. Mohr

Attachments

223,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-5C/dcg

RECORDED - 95 | 66-2554-10511  
INDEXED - 95 | JUL 9 1953

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

JUL 20 1953

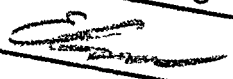
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66-2554-105/2

**CHANGED TO**

67-80010-1921

SEP 3 1953



323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY Sp-5ci/dcg

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI / ATTENTION FBI LABORATORY

DATE: June 15, 1953

FROM : SAC, San Francisco (66-1746)

SUBJECT: TWO-WAY AIR RADIO EQUIPMENT

The Monterey County Sheriff's office has offered to make available without charge ~~two-way radio~~ two-way radio equipment for two Bureau cars operating on the frequency of the Monterey County Sheriff's office. The equipment will be maintained at no cost to the Bureau. This office does not have coverage in that territory and the use of the two-way equipment would make it possible to contact our agents while they are operating in the area in Bureau autos.

Accordingly, the offer will be accepted UACB.

On June 26, 1953, the Executives Conference composed of Messrs. Tolson, Nichols, Tracy, Clayton, Laughlin, Clegg, Gearty, Rosen, Callahan and Harbo unanimously approved acceptance of the equipment per San Francisco letter 6-15-53. RTH:VH

RWB:wm  
cc - 80-84

VIA AIR MAIL

*Handwritten notes:*  
70K 12 11 30 AM '53  
10/12/53  
10/12/53

JUL 25 1953

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY Sp-5ca/dag

JUL 15 1953

ORIGINAL FILED IN

Mr. Tolson

7/8/53

The Executives Conference

POLICE TRAINING  
LOS ANGELES DIVISION

323 012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-5 CJD/deg

Present at the Executives Conference of 7/7/53 were Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Belmont, Gearty, Winterrowd, Holloman and Clegg. The Conference considered the suggestion of the Los Angeles Office that a Bureau Agent be authorized to participate in a police training school for the Los Angeles Police Department in-service course so that a Special Agent could appear before each in-service training program of the Los Angeles Police Department and discuss the jurisdiction of the Bureau, the Unlawful Flight Statutes, and other related statutes over which the Bureau has jurisdiction. The request was made by Captain [redacted] in charge of the Los Angeles Police Department training school, who has personally been cooperative and helpful on many occasions.

b6  
b7c

The Bureau had difficulty with the Los Angeles Police Department a few years ago over the radio program "Dragnet" when W. A. Fortson was Chief of Police, and similarly has had some difficulties with Chief of Police Parker due to some of his ideas, particularly with reference to establishing a national clearing house of gossip and information relative to criminals.

Recently a new Mayor has been elected for Los Angeles and there is some indication that Chief Parker may be removed by the new Mayor.

The Conference felt that no action should be taken which would indicate the Bureau's desire to retain or continue the present administration of the Los Angeles Police Department and unanimously recommended that the Los Angeles Office be advised that due to the heavy volume of work it would be impossible for the Los Angeles Office to take on these added duties at this time.

If approved, there is attached hereto a letter to the Los Angeles Office to that effect.

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

Attachment  
cc - Mr. Clegg  
Mr. Mohr

HHC:cs  
102 JUL 15 1953

166-2554-  
JUL 13 1953  
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RECEIVED - DIRECTOR  
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U. S. DEPT. OF JUSTICE  
JUL 9 10 55 AM '53

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. HARBO *RTH*

FROM : I. W. *WWB* CONRAD

SUBJECT: TWO-WAY FM RADIO EQUIPMENT

DATE: June 24, 1953

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY SP-5 *scd/sg*  
523,613

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

Reference is made to the attached letter from the San Francisco office dated 6/15/53. This letter states that the Monterey County Sheriff's Office has offered to install without charge two-way radio equipment in two Bureau cars for operation on the Sheriff's Office frequency. The SAC, San Francisco, indicates the equipment would be helpful in contacting Agents in that area and he states the offer will be accepted unless advised to the contrary by the Bureau.

It is noted that the San Francisco office requested a two-way radio on the Monterey County Sheriff's Office frequency by letter dated 12/7/51. At that time a request for 27 two-way units was made under the policy set forth in SAC Letter #111 dated 11/16/51. However, the number of radio units requested exceeded the number of new cars assigned. Therefore, the San Francisco office was advised that if units ~~on~~ on police frequency were believed necessary prior to the time new cars were assigned, the request should be resubmitted setting forth justification and other information in accordance with existing instructions. No subsequent request for police radios has been received from the San Francisco office. In connection with the request submitted in 1951, the San Francisco office obtained a letter from the Monterey County Sheriff's Office indicating their willingness for Bureau equipment to operate on the Sheriff's Office frequency.

At the present time an order is being placed for two-way units on Bureau frequency for installation in 1952 cars assigned to the San Francisco office. It is possible two of these radios could be obtained on police frequency instead of Bureau frequency if the San Francisco office desires this change. It is believed undesirable for the Bureau to accept the offer of the Monterey County Sheriff's Office to install their equipment in Bureau cars. The Bureau, being the principal investigative agency in the U. S., should not have to depend on local police agencies for radio equipment. If the need for this particular equipment is such that its purchase can be justified, then the Laboratory feels that the Bureau should purchase the necessary units.

RECORDED - 3  
INDEXED - 3  
JUL 2 1953  
1054

RECOMMENDATION: It is recommended that the Bureau decline the offer of the Monterey County Sheriff's Office to install their radio equipment in Bureau cars. A suggested letter is attached which points out the possibility of obtaining two two-way units on the Sheriff's Office frequency instead of on Bureau frequency as originally requested by San Francisco.

On June 26, 1953, Executives Conference composed of Messrs. Tolson, Nichols, Tracy, Clayton, Laughlin, Clegg, Gearty, Rosen, Callahan and Harbo unanimously approved acceptance of the equipment per San Francisco letter 6-15-53. RTH:VH

Attachment

ORIGINAL FILED IN

62 JUL 15 1953

MR. TOLSON

JULY 9, 1953

THE EXECUTIVES CONFERENCE

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5CJ/deg

The Executives Conference of July 7, 1953, consisting of Messrs. Tolson, Holloman, Gearty, Clegg, Belmont, Nichols, Winterrowd, Clayton, Harbo, Tamm, and Glavin, considered the desirability of opening a field office at Hartford, Connecticut, in view of the fact at the present time due to the work load in the Hartford Resident Agency it is necessary that 12 Agents be assigned there.

BACKGROUND

Hartford, Connecticut is 37 miles from New Haven, the present headquarters of the New Haven Division. It can be reached very rapidly over a network of good roads and transportation facilities.

CASE LOAD

At the close of business June 26, 1953, 1,255 cases were pending in the New Haven Division. Of this number, 260 are pending in the Hartford Resident Agency subdivided as follows:

Internal Security	58
Security, Plant, & Criminal Informants	62
Atomic Energy	18
General criminal matters	122
	<u>260</u>

POPULATION

The population of the city of Hartford is 177,397. It should be pointed out that Hartford is the capitol of the State of Connecticut and as such, headquarters for the office of the Secretary of State, State Motor Vehicle Commission, State Bureau of Vital Statistics, and State Police. There are a number of major industrial installations and a number of educational institutions in the area of the Hartford Resident Agency.

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

RECOMMENDATIONS

The Conference points out that at one time the Bureau had its headquarters at Hartford, Connecticut but due to the bulk of work

cc: Mr. Clegg  
Mr. Mohr

RECORDED - 53

INDEXED - 53

JUL 21 1953

16-554-10515  
JUL 10 1953  
12  
B

Memo to Mr. Tolson (continued)

in the New Haven area the headquarters office was moved to New Haven.

The Conference is opposed to opening another divisional office at Hartford, Connecticut for the following reasons:

1. Sufficient pending work is not available in that area, it being noted that the Hartford Resident Agency at the present time has only 260 cases pending and of that number 62 are Security, Plant, and Criminal Informant matters.

2. Hartford is close by to New Haven, being only 37 miles distant and can be reached without any delay from ~~Hartford~~ New Haven

3. It would be necessary to secure additional space if a field office is opened and since the General Services Administration does not have available funds for the payment of additional rent unless such funds are included in its appropriation, it undoubtedly would be necessary for the Bureau to pay such costs. Our present appropriation contains no funds for such increased costs of operations.

4. It would be necessary to increase administrative expenses in that an additional SAC and ASAC and clerical, stenographic, and typist employees would have to be appointed.

5. Additional expenses would be incurred through the necessary purchase of furniture, files, equipment, and material to establish such an office.

*QZ*

*4*

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

MR. TOLSON

7/2/53

EXECUTIVES CONFERENCE

Present at the Conference on 7/1/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Clayton, Belmont, Ladd, Nichols, Gearty, Holloman and Mason.

SUGGESTION #276-53  
MADE BY  
SA [REDACTED]  
NEWARK OFFICE  
SECURITY OF FILES

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP5CJ/OCG

b6  
b7c

The Conference unanimously recommended unfavorably as to a suggestion by SA [REDACTED] of the Newark Office. Mr. [REDACTED] proposal was that certain files, principally Security Informant files, maintained under the supervision of the Security Supervisor in the Newark Office, be marked with a red tape along the bottom edge. The purpose of the red tape is to signal that the file is confidential so that if it gets into the general routing processes of the office, messengers and other employees can quickly arrange for the return of the file to the Security Supervisor.

Security Supervisor [REDACTED] and ASAG Commons of the Newark Office state that no problem exists at the present time. Each of the files which Mr. [REDACTED] has in mind is already stamped on the cover to "Return to the Security Supervisor." In addition, the classification number appears on the file cover showing the general nature of the file and it is well known in the Newark Division that Security Informant files are retained by the Security Supervisor. According to ASAG Commons, Mr. [REDACTED] suggestion was prompted by an occasion some months ago when a particular file he desired was put on locate. His suggestion would not change the situation and it is often necessary for individual Agents on the Security Squad to utilize the files of informants and these files must accompany dictation to the Supervisor's desk after typing.

b6  
b7c

To ascertain whether a problem existed elsewhere, contact was made with Mr. Stein who inspected the Newark Office some months ago and with Mr. B. C. Brown who more recently inspected it, with SAC Hood of the Washington Field Office, SAC Poster of Denver and SAC Weeks of the Memphis Office. The consensus was the present marking of files should be adequate without any additional signal; that no problem exists field-wide as to affording adequate security for the files; that the additional marking of the files will be an unnecessary administrative step and unless the markings are uniform throughout the field, confusion will result when Agents are transferred.

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

RECORDED-48

INDEXED-48

63 JUL 23 1953

166-2554-10516  
JUL 10 1953  
50

ORIGINAL COPY FILED IN 66-16263-957



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

Memorandum for Mr. Tolson

Mr. Walkart of the Records Section does not favor the idea and sees no need for any extension of the proposal to Seat of Government practices.

SAC Weeks of Memphis sees no harm in the proposal and feels that it might facilitate the routing of files by clerks during rush periods.

Consideration was also given to the fact that the retention of files by a Security Supervisor is not a widespread practice and has been approved by the Bureau only for those offices handling a considerable volume of Security work.

It was pointed out to the Conference that certain highly important and delicate files, such as those relating to technical surveillances and those containing communications of a "Personal and Confidential" nature are retained exclusively by the SAC under lock and key and are never permitted to float around the office in the general routing. Such files are made available to individuals on a limited basis and personally, and are promptly returned.

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After analyzing the above thoughts, the Executives Conference unanimously recommended unfavorably as to the suggestion of Agent [redacted]. If you agree, there is attached hereto a letter to Agent [redacted], acknowledging receipt of his idea.

Mr. Tolson

7/7/53

The Executives Conference

NICHOLAS JOSEPH JANISE  
NATIONAL ACADEMY APPLICANT

Present at the Executives Conference of 7/6/53 were Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Laughlin, Winterrowd, Gearty, Holloman, Nichols and Clegg.

The Conference unanimously recommended favorably the request of the Los Angeles Office that Captain of Police Nicholas Joseph Janise, who is in charge of all police activity at the University of California at Los Angeles, be considered for attendance at the FBI National Academy. The Bureau has previously accepted the head of the police force of the University of California at Berkeley. Janise has charge of 32 regular police, 31 reserve police and 15 reserve police women, for a grand total of 78 officers.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable that Janise be considered eligible to attend the Academy. If approved, there is attached a letter to the Los Angeles Office accordingly.

Attachment

cc - Mr. Clegg  
Mr. Mohr

HHC:cs

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DATE 10/11/91 BY SP5C/dg

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

63 JUL 16 1953

79

Mr. Tolson

6/11/53

The Executives Conference

SHORTHAND CLASSES

Present at the Executives Conference of 6/11/53 were Messrs. Ladd, Harbo, Callahan, Mohr, Laughlin, Gearty, Holloman and Clegg.

The Conference considered the suggestion that the future stenographic courses of the Bureau follow the procedures and teaching methods of the "Gregg Simplified Shorthand" system. At present the teaching has been following the "Gregg Anniversary Type Shorthand" system.

The reasons for the change are: (1) numerous secretarial schools and business colleges now teach the Gregg Simplified Shorthand system, (2) the Gregg Anniversary type is considered out of date, (3) the Gregg Simplified system has proved easier for students to learn as it requires less training to progress to acceptable speed and there are fewer symbols to memorize, (4) the majority of the students now attending these classes are exponents of the Gregg Simplified Shorthand system, and (5) Bureau personnel associating with the students and classes are in agreement that the Gregg Simplified method would be of benefit to the students and the Bureau.

If this is approved it will require an expenditure of approximately \$520.00 for books. There are four types of books which will be needed by the students, one is a Shorthand Manual, second is Gregg Dictation Simplified, the third is Gregg Transcription Simplified and the fourth is Gregg Speed Building Simplified. These 200 books at an average cost of \$2.50 for a total expenditure of \$500.00 and two instructor's books at \$10.00 each costing \$20.00, make a total expenditure of \$520.00. The present instructional staff is becoming familiar with the Simplified system and state they will experience no difficulty in teaching the new method.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously favorable.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr

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THE DIRECTOR

July 9, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of July 9, 1953, consisting of Messrs. Tolson, Holloman, Gearty, Clegg, Ladd, Laughlin, Clayton, Harbo, Quinn Tamm and Callahan considered the advisability of calling for another assessment on the Agents' Insurance Fund at this time.

It was pointed out to the Conference that the present total balance in the Agents' Insurance Fund is \$250,993.83, of which \$128,897.83 is cash, the balance being in United States Savings Bonds. It was further pointed out that the last assessment on this Fund closed December 15, 1952, and since that date there have been 4 payments of \$10,000 each to beneficiaries.

Messrs. Tolson, Holloman, Gearty, Clayton and Quinn Tamm were opposed to an assessment going forward at this time. Mr. Tolson pointed out that he felt that a reserve of \$250,000 was quite sufficient at this time. Messrs. Clegg, Ladd, Laughlin, Harbo and Callahan recommended that an assessment be made at this time.

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

Respectfully,  
For the Conference

Glyde Tolson

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JUL 13 1953

*I am against another assessment at this time*

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

CC: Mr. Clegg

Mr. Mohr

NPC:us

56 JUL 21 1953

Mr. Tolson

6/26/53

The Executives Conference

SUGGESTION 4,259-53

Present at the Executives Conference of 6/24/53 were Messrs. Tolson, Ladd, Callahan, Tamm, Harbo, Clayton, Laughlin, Gearty, Holloman, Nichols and Clegg.

The conference unanimously recommended unfavorably the suggestion of Special Agent Loring J. McGee of Salt Lake City that field offices be furnished miniature identification orders of a size not larger than 3 x 5 or, as an alternative, to revise the make-up of the present I.O. so that the full photograph, description, statement as to dangerousness, name and principal aliases, I.O. number and charge could be grouped so that it could be removed from the I.O., and then the remainder of the I.O. could be retained and folded.

The purpose of the suggestion is to provide Agents with a smaller sized photograph and description of such subjects and to provide the smaller sized copies to confidential informants.

The Conference pointed out that the format for the I.O. was approved as recently as 5/30/52, the size of the I.O. should be of a type that would fit into the fingerprint identification files of police departments, Special Agents who need a photograph of the subject could take a knife or scissors and cut out the photograph or the field office could request the Bureau to furnish some special photographs over and beyond those already furnished, if necessary. There appears to be no justifiable reason for changing the form or for printing a miniature type of I. O.

EXECUTIVES CONFERENCE CONSIDERATION: Unanimously unfavorable.

cc - Mr. Clegg  
Mr. Mohr

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

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THE DIRECTOR

6/11/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/9/53, were Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Rosen, Holloman, Gearty, Belmont, Tracy and Mason.

It was pointed out to the Conference that the Records and Communications Division, during the course of its current self-inspection, has recommended adoption by the Bureau in intra-Bureau memoranda at the Seat of Government of the practice currently followed by the field of capitalizing the names of persons and organizations.

For many years the field in memoranda and in investigative reports has capitalized the names of persons and organizations as a means of facilitating indexing in the field and at the Seat of Government. Names prepared entirely in capital letters are quickly spotted and save the time of file clerks who are looking for names which need indexing.

Memoranda at the Seat of Government do not have names of persons and organizations capitalized. It is this practice which the Records and Communications Division wishes to adjust.

The majority of the Conference, Messrs. Ladd, Glavin, Mohr, Rosen, Belmont and Tracy, were opposed to capitalizing the names of persons and organizations in memoranda at the Seat of Government, feeling that it would be undesirable to capitalize the names of persons and organizations in memoranda to the Department, in blind memoranda which are to be disseminated or in any other memoranda which will go outside of the Bureau. The majority recognized that investigative reports are disseminated with the names of persons and organizations being capitalized, but the majority felt that these reports do not come to the attention of high-level officials in other agencies. The majority also felt that some confusion might result, in that stenographers who are in the habit of capitalizing the names of persons and organizations in memoranda for Seat of Government use might forget and capitalize those items submitted for dissemination, with the net result that the memorandum might have to be retyped.

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

The minority, Messrs. Harbo, Holloman, Nichols, Gearty and Mason, felt that having the names of persons and organizations capitalized facilitates a review of memoranda by any reader and is of great help to clerks in the Records Section, and that the Bureau should

Attachments

Mr. Mohr  
Mr. Clegg 1 1953

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JUL 13 1953

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## Memorandum for the Director

avail itself of anything which will help speed up the reading and processing of documents. Consequently, the minority very much favors the suggestion.

The field inspectors considered the matter on 6/23 during the Inspectors' Conference.

Inspectors favoring the proposal were Nugent, Van Felt, Stein, Williams, and Mason. They favored the proposal because (1) No objection is seen to capitalizing names of persons, places and things whether a document is intended for use inside the Bureau or whether it will be disseminated to some official outside the Bureau; (2) Capitalizing facilitates reading and helps impress the reader with certain proper names; (3) Capitalization will help speed up the indexing of documents and perusal by clerical employees in the Records Section.

Inspector B. C. Brown was opposed to the suggestion because (1) He felt that the Bureau should follow standard newspaper reporting procedures without exception; (2) Brown felt that the Bureau should discontinue capitalization of names even in field memoranda or reports from the field.

Based upon the Director's approval, appropriate action will be taken.

Respectfully,  
For the Conference

Clyde A. Tolson

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

Mr. Tolson

6/29/53

The ~~Executive~~

SUGGESTION

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The Executive Conference of 6/24/53, with Messrs. Tolson, Ladd, Callahan, Tamm, Harbo, Clayton, Laughlin, Garity, Holloman, Nichols and Clegg present, unanimously recommended unfavorably the suggestion that old firearms score cards be retained in field office personnel files. Since SAC Letter 127 issued 9/28/48, it has been the practice of keeping in the personnel file the most recent completed firearms score card. This carries the scores for a total of 25 firearms training periods which covers approximately four years. It is a present practice also that when one score card has been completed, it is placed in the personnel file and the older one is removed.

The Conference unanimously recommended since it would be of little or no benefit in making current assignments of Agents on raids and arrest problems to know the scores made more than four years ago but rather the most recent scores were desirable, it would be unwise and unnecessary to retain the older score cards, which are removed when the newer one is placed in the personnel file. No change is recommended.

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

cc - Mr. Clegg  
Mr. Mohr

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JUL 13 1953

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H. A. [Signature]  
[Signature]

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THE DIRECTOR.

6/18/53

THE EXECUTIVES CONFERENCE

~~CLASSIFIED - RESTRICTED  
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DATE~~

The Executives Conference of June 18, 1953, consisting of Messrs. Tolson, Callahan, Tracy, Parsons, Laughlin, Ladd, Clegg, Gearty, McGuire, Holloman and Mohr, considered the question of whether Vincent Frank Lauria, a maintenance employe of the New York Office, should be denied access to Bureau space based on investigation recently conducted concerning him.

Lauria is 44 years of age, a veteran and is presently employed by the General Services Administration as a guard. The investigation reflected that Lauria in 1939-1940 signed a Communist Party nominating petition for state and city elections for five boroughs of New York City. Lauria when interviewed claimed he did not know the petition he signed in 1939 was a Communist Party nominating petition and he said he signed the papers because he felt sorry for the party trying to get signatures. When asked if he would have signed it if he had known what it was, he advised that he guessed he would have because Communists at that time "were being wined and dined in Washington and were not considered the same as they are now." He further stated that he would do no such thing today, however.

Election records reflect that [redacted] registered with the American Labor Party in 1938. Lauria also advised that his [redacted] was a member of the Communist Party. [redacted] when interviewed denied such membership. It should be noted that [redacted] have been separated since 1940 and the sister has since remarried. Lauria and [redacted] both advised they have had no contact with [redacted] since 1940. Lauria and [redacted] both advised no one in their family has ever been connected with the Communist Party.

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A check of the New York City Police Department files reflects Lauria was arrested in 1930 and 1948 for disorderly conduct. He was tried by court martial while in the armed services in 1945 for being drunk and disorderly. The reputation of Lauria among employers, neighbors and references is generally favorable.

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

The SAC at New York recommended that Lauria be permitted continued access to Bureau space.

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The Conference was divided in its vote on this matter. The minority consisting of Messrs. Tolson, Ladd and Holloman recommended that Lauria be permitted access to Bureau space since they did not feel the information developed on Lauria was of sufficient significance to bar him from access to Bureau space and if the Bureau were challenged by a veterans organization or group, we would be in a difficult position to sustain our position in refusing Lauria access to Bureau space on security grounds.

The majority of the Conference, consisting of Messrs. Callahan, Tracy, Parsons, Laughlin, Clegg, Gearty, McGuire and Mohr, was of the opinion that Lauria should be denied access to Bureau space, pointing out that Lauria is a guard and in that position he would have ready access to any and all space in the New York Office. Furthermore, they felt that Lauria's action in signing the nominating petition in 1939-1940 makes him a security risk and for that reason feel he should be denied access to Bureau space.

In the event the Director agrees with the majority views of the Conference, there is attached a letter to the SAC at New York advising him to take the necessary steps to see that Lauria is denied access to Bureau space.

Respectfully,  
For the Conference

Glyde Tolson

I share the minority view

A.

MR. TOLSON

June 10, 1953

THE EXECUTIVES CONFERENCE

Bureau War Plans Miscellaneous Equipment

The Executives Conference of <sup>General</sup> June 9, 1953, consisting of Messrs. Ladd, Harbo, Holloman, Gearty, Mason, Belmont, Tracy, Mohr, Rosen, and Glavin, considered the desirability of stocking the various divisional offices with tear gas grenades and projectiles.

It was pointed out to the Conference that at the present time the Bureau's regulations instruct that at least a minimum of 20 grenades and 20 projectiles be on hand in the various field offices at all times, and that these grenades and projectiles be replaced as they become over-age. The Conference was advised that grenades and projectiles are considered over-age when six months have elapsed after the expiration date on the grenade or projectile, and these grenades and projectiles have not been utilized for other than practice purposes. It was pointed out to the Conference that very few of these grenades and projectiles are ever used and since grenades cost us \$9.32 each and projectiles cost \$8.82 each, there appears to be a considerable expenditure of funds which could be saved. It was recommended to the Conference by Mr. Glavin that all offices, with the exception of the New York City, Washington, Los Angeles, San Francisco, Chicago, Philadelphia, Detroit, Newark, Baltimore, and Cleveland Offices, be instructed to have in stock a maximum of 5 grenades and 5 projectiles which have not reached the expiration date and that grenades and projectiles which have already reached the expiration date should be retained in those offices for practice use during future firearms training sessions. The Conference feels the offices above-mentioned should maintain a maximum of 20 grenades and 20 projectiles and out-of-date grenades and projectiles in those offices should be held for practice use the same as in other divisional offices.

Should you agree with the above recommendation, an appropriate change in instructions will be issued to the Field.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont CC: Mr. Mohr
- Clegg \_\_\_\_\_ Mr. Clegg
- Glavin \_\_\_\_\_
- Harbo cc:gt
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Mohr \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Nease \_\_\_\_\_
- Gandy \_\_\_\_\_

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U.S. DEPT. OF JUSTICE  
NEW YORK OFFICE

66-2554-10525

June 18, 1953

MEMORANDUM FOR ALL EMPLOYEES

RE: SUGGESTIONS

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DATE 6/11/91 BY SP-5ca/dg

At this time I wish to express my appreciation and gratification to all in the FBI for the splendid spirit of teamwork and unity of purpose that has made the Bureau such a highly respected and efficient organization. As each of you may know, I have always maintained that no one individual is responsible for the tremendous successes that we have achieved over the years. The FBI is a "we" organization made up of the individual efforts, loyalty, enthusiasm, hard work, and ideas of the finest group of folks I have ever known.

In voicing my feelings at this time I would like to again remind you of the Bureau's suggestion program which is one of the reasons for the success we have enjoyed. When our organization was smaller and our responsibilities lighter, I deemed it one of my privileges to be able to personally meet and talk with each of you and solicit firsthand your ideas and suggestions for improvements. Due to our tremendous growth and expansion, I no longer find it humanly possible to continue with this practice and I am, therefore, taking this means of alerting and encouraging you to come forth with your thoughts for improvement in our day-to-day functions, responsibilities, and policies.

I am firmly convinced that complacency and self-satisfaction are our worst enemies. We must be constantly seeking our vulnerable points, analyzing them, and suggesting improvements to insure the maximum in efficiency and economy. It is for this reason that I am now writing you.

Let me at this time ask each of you to personally survey with a critical eye your individual daily tasks as well as the Bureau's over-all operating procedures with the objective thought in mind of finding new and better ways of performing our delegated tasks. Following this self-analysis, please feel free to write and let me know of your suggestions for improvement. I assure you that every idea, no matter how inconsequential it may seem at first to you, will be welcomed, and if your way is a better way, it certainly will be adopted and placed into operation.

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

The idea of a letter was approved by Executive Conference on 6/12/53 with Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, McGuire, Holloman, and Clegg ATTENDING)

Sincerely yours,  
John Edgar Hoover  
Director

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TO: COMMUNICATIONS SECTION JULY 3, 1953 URGENT RADIOGRAM

TO ALL SAC'S

*W.B. 7/3/53*

LEAVE D.C.

IMMEDIATELY ADVISE ALL EMPLOYEES THAT THE THOMAS LEAVE RIDER HAS BEEN REPEALED AND CONSEQUENTLY NO EMPLOYEE WILL LOSE UNUSED LEAVE ON JUNE THIRTY AS THE RIDER PROVIDED. DETAILED EXPLANATION OF NEW LEGISLATION WILL FOLLOW IN MEMORANDUM TO ALL EMPLOYEES. FOR GUIDANCE OF TIME AND ATTENDANCE CLERKS, REPORTS COMMENCING WITH FIFTEENTH PAY PERIOD ARE TO BE EXECUTED AS HERETOFORE EXCEPT IN THOSE CASES WHERE THE ACCUMULATION AS OF DECEMBER TWENTY FIRST NINETEEN FIFTY TWO, SHOWS A PLUS AMOUNT IN WHICH CASE THE FIGURES SHOULD BE TOTALED. FOR EXAMPLE, FOUR HUNDRED HOURS PLUS EIGHTY HOURS WILL BE INDICATED AS FOUR HUNDRED EIGHTY HOURS. THIS MEANS THAT INSTRUCTIONS ON PAGES FORTY FOUR THROUGH FORTY SIX OF LEAVE MANUAL BE DISREGARDED.

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HLE:cmw  
jmr

(NOTE: The executives Conference of July 3, 1953, consisting of Messrs. Ladd, Holloman, Gearty, Clegg, Belmont, Clayton, Parsons, Quinn Tamm, and Glavin, recommended approval of above communication. WRG)

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Mr. Tolson

7/7/53

The Executives Conference

0051750

SUGGESTION #279-53

Present at the Executives Conference of 7/6/53 were Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Laughlin, Winterrowd, Gearty, Holloman, Nichols and Glegg.

*Jm*

The Conference considered the suggestion of Special Agent [redacted] of the Newark Office that the Bureau, before initiating investigations in loyalty type cases for employees of United Nations and other public international organizations, arrange to obtain copies of the applicant-type investigations which may have previously been conducted by the Civil Service Commission on the individual. It was suggested that the copies of these Civil Service Commission investigative reports be submitted as enclosures to the field with the Bureau letter requesting the opening of the investigation.

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The Domestic Intelligence Division points out that already the Bureau has initiated investigations on a majority of the cases under the United Nations loyalty order, that is on incumbent employees, and that in the future these cases will be limited to applicants, which should be considerably less in number than the recent volume. It is also pointed out that when the Civil Service Commission under the United Nations loyalty program refers a matter to the Bureau, they do furnish their reports which are in turn furnished with the Bureau letter to the field and the field has been so advised. This represents, however, only about 10% of the total cases handled by the Civil Service Commission under the United Nations program.

It was unanimously recommended that no further action be taken in this regard.

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

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MR. TOLSON

6/18/53

EXECUTIVES CONFERENCE

Present at the Conference on 6/15/53, were Messrs. Tolson, Callahan, Tracy, Parsons, Mohr, Laughlin, Ladd, Rosen, Gearty, McGuire, Holloman and Mason.

The Conference considered a suggestion to the effect that an Agent desiring that contact be made with a criminal informant prepare a longhand form setting forth the necessary background information and route this form to the Agent who is charged with the responsibility of handling the criminal informant. The proposal further contemplated that the Agent handling the informant would write the results of his interview with the informant on the back of the form and return the form to the requesting Agent. The form itself would be destroyed after information contained on the form had been subsequently incorporated into an investigative report. The purpose of the idea was to reduce the number of documents being filed and to avoid the necessity of serializing and otherwise handling various forms. Under the suggestion it was intended that a memorandum reflecting the informant's contact would still be prepared for inclusion in the file of the informant. Contacts with informants are always recorded in the file showing negative results or the nature of information obtained if the result was positive.

Several offices were solicited as to their views concerning the advantages and disadvantages of the proposal. The Miami Office was opposed to the suggested plan. The Knoxville Office was in favor of one memorandum being prepared by the Agent contacting the informant and the original of this memorandum being filed with copies being routed to the appropriate Agents and the destruction of these copies after the information was included in a report. Baltimore recommended that only memoranda reflecting negative contacts with criminal informants be routed to the appropriate Agent without serializing and that memoranda showing positive contacts with criminal informants be treated as at present. The Philadelphia Office recommended approval of the form, as did Richmond, Louisville and Charlotte.

The Investigative Division expressed the opinion that the request for contact with a criminal informant should be handled in any manner most convenient to the Agent and the particular field office, but the routing of information resulting from the contact directly to the requesting Agent and its subsequent destruction after the information had been incorporated in a report would avoid a waste of time in serializing and filing.

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

cc - Mr. Mohr  
Mr. Clegg  
EDM:DMG

JUL 28 1953

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HEREIN IS UNCLASSIFIED  
DATE 11/19/91 BY SP-5/ldg

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Memorandum for Mr. Tolson

Disadvantages

1. Agent contacting informant would have to prepare a memorandum for the informant's file reporting information received and then prepare in longhand the results of the contact on the form. If the information was lengthy, considerable Agent time would be devoted to this clerical pursuit.
2. Where numerous informants are to be contacted in one case, the process of filling out separate forms in longhand the results of the contact would consume a considerable amount of Agent time.
3. Information would be passed from Agent to Agent within the field office with no really effective control over this information and without assurance that the information is properly recorded.

Advantages

1. Savings of supervisory time in connection with channelizing pertinent information.
2. Would avoid cluttering up files with numerous reports and, in turn, would save certain filing space.
3. Would save clerical time in the pulling of files, serializing, routing and filing information.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended that requests for contact with criminal informants be made in any manner deemed practicable by the Special Agent in Charge of the field office and this recommendation was made because of the variance in the size of field offices, variance in the number of criminal informants being handled by an office and other variables which, in the opinion of the Conference, made it desirable to not set up a specific administrative procedure which might result in unnecessary expense in some offices having no need for such a procedure.

The Conference recognized that the customary procedure at the present time is to prepare a memorandum requesting that an informant be contacted and the results of the contact will be reflected as an addendum to this memorandum or in a separate memorandum if lengthy findings have been obtained from the informant.

The Conference further recommended unanimously that memoranda reflecting negative informant contacts be routed to the Agent who requested the contact, and who will ultimately prepare the investigative report, in order that such memoranda may be destroyed after a report



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

Memorandum for Mr. Tolson

has been prepared. However, the informant's file should show, of course, the fact that contact has been made.

If approved, there is attached an appropriate SAC Letter.

Mr. Tolson

7/2/53

The Executives Conference

[redacted] POLICE DEPARTMENT  
POLICE TRAINING

b7D

Present at the Executives Conference of 7/2/53 were Messrs. Parsons, Glavin, Clayton, Belmont, Tamm, Gearty, Holloman and Clegg. The Conference considered the inquiry of SAC Santoiana of the San Diego Office concerning police training for the [redacted] Police Department.

Santoiana states that he has received a request from the Inspector General of Police for the northern territory of Lower California and also from the Chief of Police at [redacted] for a police training school of a recruit type for the police officers at [redacted] and also a request for a firearms school.

The classroom sessions would be from 7:00 to 9:00 p.m. It would be necessary to use Spanish speaking Agents and with one exception, the Spanish speaking Agents at San Diego are not qualified police instructors. This matter was discussed with Santoiana in Washington earlier this week and he stated that his office would be able to handle all these assignments and he would not assign any Agent to handle a subject who was not qualified from a standpoint of knowledge and language ability to handle it. He describes the Chief of Police and the Inspector General as friendly and cooperative and he stated he had had no "border-type incident" in the San Diego division since he had been there. He stated that Lower California is now a Mexican territory and it is to become a Mexican state within the next six to twelve months and they desire to improve the efficiency of their law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION:

66-2554-10529

In view of the friendly relationship with the [redacted] Police Department, the Executives Conference recommended that Santoiana be authorized with the use of personnel presently

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

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DATE 10-28-91 BY SP5 scj/dcy

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assigned to his office to handle these two schools, but that no Bureau firearms or ammunition would be used and that the [redacted] police would be required to use their own firearms and ammunition. It would also be required that the range on which the training is given be examined and found to be safe. It was also believed desirable that the schools be given in [redacted] rather than requiring the [redacted] police to come across the border to Calexico for this training.

If this is approved, there is attached hereto a letter to SAC Santoiana accordingly.

MR. TOLSON

7/2/53

EXECUTIVES CONFERENCE

Present at the Conference on 7/1/53, were Messrs. Tolson, Glavin, Tamm, Parsons, Clayton, Belmont, Ladd, Nichols, Gearty, Holloman and Mason.

SUGGESTION #274-53  
MADE BY

SA [redacted]  
NEW YORK OFFICE  
ADMINISTRATIVE PAGES OF REPORTS

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HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-Sci/deg

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The Conference considered and recommends unfavorably a suggestion from Special Agent [redacted] has in mind that administrative pages of reports be submitted by field offices to the Bureau only for those reports which will be retained in Seat of Government files. In other words, if five copies of a certain report are being sent to the Bureau and one copy will be disseminated to Military Intelligence, another copy to Naval Intelligence and another copy to the Department, no administrative pages should be attached to those three copies of reports, but administrative pages should be attached to the two copies which will be retained in Bureau files. At present the number of copies of reports submitted to the Bureau varies from two to seven, depending upon the type of case and the need for dissemination.

The Executives Conference saw in this proposal a real administrative problem in that the field would not know when the Seat of Government was planning to disseminate certain reports or how many copies would be disseminated to other agencies, with the net result that there would be occasions when an insufficient number of administrative pages would be provided.

Administrative pages are pages affixed to the end of reports containing information of a purely administrative nature which is of interest only to the Bureau and may contain the identity of informants, or other confidential data. At present all copies of reports received at the Seat of Government have the administrative pages affixed when necessary and prior to dissemination these administrative pages are removed at the Bureau.

In the absence of any practical way to avoid confusion in the event the suggestion is adopted and bearing in mind the thought that more time and effort might be expended than at present, the Conference decided to unanimously present an unfavorable recommendation to the proposal.

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Gearty
- Nohr
- Winterrowd
- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

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63 JUL 21 1953

166-2554-10530  
RECORDED  
148 JUL 15 1953

66-2435-  
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Mr. Tolson

7/8/53

The Executives Conference

SUGGLSTION #294-53

The Executives Conference of 7/7/53 with Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Belmont, Gearty, Winterrowd, Holloman and Clegg present recommended unani-  
 mously unfavorably the suggestion of Chief Clerk [redacted]  
 [redacted] of the Mobile Office that for smaller offices of  
 the Bureau of 75 Agents or less material for the Investigator  
 be submitted monthly instead of weekly.

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The Conference was opposed due to the fact that  
 rejections of material submitted are very low, that timeliness  
 is important in submitting such material and the frequency  
 which has already been established in submitting such material  
 should not be interrupted.

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 DATE 6/11/91 BY SP-3/ldg

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

cc - Mr. Clegg  
Mr. Mohr

HHC:cs

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166-2554-10531

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85 JUL 15 1953

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Mr. Tolson

7/7/53

The Executives Conference

SUGGESTION #272-53

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DATE 6-11-91 BY sp-5c/dcg

*gln*  
The suggestion of Special Agent Leo K. Cook of Detroit was considered by the Executives Conference of 7/6/53, the following being present, Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Laughlin, Winterrowd, Gearty, Holloman, Nichols and Clegg. The suggestion was that hereafter when an investigative report has been submitted in a security case and all the contents of the channelizing memo that were pertinent to that case have been reported, that the channelizing memo then be removed from its file and destroyed.

Present Procedure

When information is received from a security informant either his report or a memo on information furnished is prepared and it is placed in a subfile relating to that informant. A memo is then prepared setting forth the various items of information furnished and copies of this memo are placed in each file to which the contents of the memo relate. The original memo furnished by the informant is placed in the subfile of the informant and also any memo prepared therefrom or any memo which is prepared on the basis of oral information is likewise placed in this file and referred to as a channelizing memo.

The suggestion calls for the ~~removal and destruction~~ of this channelizing memo after the reports have been prepared incorporating the pertinent contents.

The Conference was unanimously opposed. The Domestic Intelligence Division recommended unfavorably. This suggestion, if adopted, would involve considerable additional work on the part of Agents and clerks in removing the channelizing memo from the file and then destroying it, and these memos, usually one page in length, do not pose a problem of considerable bulk which would justify this additional work. It was also believed advantageous that this channelizing memo remain in the file for purposes of future reference.

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

RECOMMENDATION: Unanimously unfavorable.

cc - Mr. Clegg  
Mr. Mohr

HHC:cs

67 JUL 23 1953

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51

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-25-10532

Mr. Tolson

6/29/53

The Executives Conference

SUGGESTION #140-53

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DATE 10/11/91 BY SP5 CJD/gh

Present at the Executives Conference of 6/26/53 were Messrs. Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg.

The Conference unanimously recommended favorably the continuation of the procedure which has been used for 90 days in the Identification Division whereby index cards are no longer being charged out of file when "return applicant prints" are identified with index cards. It has been found that this practice makes it unnecessary to alphabetize, sequence and refile approximately 125,000 index cards per year. This suggestion has been tried for 90 days. It has represented an improvement in the procedure and it does result in savings estimated to be \$1250 per annum.

RECOMMENDATIONS:

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

1. That this procedure be continued as recommended by the Identification Division.

2. That \_\_\_\_\_ of the Technical Section, who made the suggestion, be awarded a \$60.00 cash award for the suggestion.

cc - Mr. Clegg; Mr. Mohr  
HHC:cs

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JUL 16 1953

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July 2, 1953

Mr. S. A. Andretta  
Secretary of the Committee on Awards  
Director, FBI  
Suggestion under Cash Awards Program

RECORDED - 51

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The following suggestion submitted by [redacted] an employee of the Federal Bureau of Investigation, is forwarded to you in order that consideration may be given for an appropriate cash award to Mr. [redacted] under the Employees Suggestion Program.

The adopted suggestion submitted by Mr. [redacted] is not an outgrowth of the normal requirements expected of one in his position.

He suggested that in the Identification Division, when return applicant fingerprints are tentatively identified with index cards in the Card Index Section of the division and are to be forwarded directly to another section where all the information on the index cards is not needed, the index cards not be charged out and sent through with the prints. He suggested instead that 3" x 5" cards be utilized containing only the required information of name and FBI number when sending through the prints. Formerly, the original index card was charged out and clipped to the prints. When the prints were handled, the cards were returned to Card Index Section for re-filing.

The adoption of this suggestion will result in the elimination of alphabetizing, sequencing and re-filing of approximately 125,000 index cards per year. Annual savings are estimated at \$1,250.00.

It is noted that in accordance with the scale as set forth in Executive Order No. 9817, Mr. [redacted] is entitled to a cash award of \$60.00.

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

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June 29, 1953

PROPOSED CHANGE IN  
FBI HANDBOOK

PART I, SECTION 26 b 7, Page 20c

The first paragraph of this Section should be changed to read as follows:

7. PAID CRIMINAL INFORMANTS

The SAC may approve advances to an individual for expenses in obtaining information, for the performance of services, or for information on a C.O.D. basis, up to \$200. Several payments on advances may be made under this general authority until the sum of such payments or advances aggregated \$200. Thereafter, Bureau authority must be obtained before further payments or advances may be made.

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Unanimously approved by  
Executive's Conference 6/26/53

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

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Mr. Tolson

6/29/53

The Executives Conference

SUGGESTION #712-52

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DATE 6-11-91 BY SP-5 CJA/AG

Present at the Executives Conference of 6/26/53 were Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg.

COMMUNICATIONS

On 11/7/52 SAC Auerbach of Seattle advised that a survey of postage costs conducted by that office resulted in effecting savings. The suggestion was that the Bureau have a similar survey conducted throughout the field and as a result the Communications Section advises that there were savings of \$10,080 per year by adjusting mailing procedures and eliminating the use of airmail and special delivery where not clearly necessary. The Conference considered whether SAC Auerbach should be given a cash award and it was recommended and approved that he be sent a letter of thanks, which was done. By letter dated 6/4/53 the SAC has now advised that the suggestion was initiated by Special Employee [redacted]. The question now arises as to whether [redacted] should be given an award.

The Executives Conference recommended unanimously unfavorably. Particularly in view of the fact that frequent communications to the field and instructions given orally to SACs, at In-Service and New Agents Classes are to reduce costs and keep at a minimum the expenses of communications and to watch very carefully the special fees paid to the Post Office Departments for special delivery and airmail services, it thus appeared that the suggestion was one emanating from the Bureau and this was merely the enforcement of the Bureau's instructions rather than a suggestion initiated by an individual employee. A letter of appreciation has already been sent to [redacted].

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b7c

cc - Mr. Clegg RECORDED-42  
Mr. Mohr

66-2554-10535X

66-2554-10500

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149 JUL 3 1953

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EX-126

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

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Mr. Tolson

6/29/53

The Executives Conference

SUGGESTION 266-53

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The Executives Conference of 6/26/53 with Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg present, unanimously recommended unfavorably the suggestion of [redacted] of the Identification Division that the Assembly Section be divided into units and that on the back of each identification jacket the number of the unit be marked to show in which unit the jacket is filed. He felt this would be helpful as an initial breakdown for filing the jackets and to aid in the sorting.

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The Identification Division is opposed because it would require additional work to mark the jackets, to place additional numbers on the jacket will lead to the possibility of error in misfiling, this would likely require additional supervisory personnel to handle the smaller units, and it would interfere with the present program of having employees take their turns on the more difficult cabinets in order to fairly distribute both the hard and easy filing jobs.

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

RECOMMENDATION: Unanimously unfavorable.

cc: Mr. Clegg  
Mr. Mohr  
INDEXED-42  
EX-126

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RECORDED  
148 JUL 8 1953  
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EXEMPT FROM AUTOMATIC  
DECLASSIFICATION

ORIGINAL FILED IN 66-2554-10535

June 29, 1953

PROPOSED CHANGE IN THE  
MANUAL OF INSTRUCTIONS

ARTICLE 3, SECTION 108 - 3

*Payments of Advances*

The first paragraph of this section should  
be changed to read as follows:

"The SAC may approve advances to an  
individual for expenses in obtaining information,  
for the performance of services, or for information  
on a C.I.O.D. basis, up to \$200. Several payments  
or advances may be made under this general authority  
until the sum of such payments or advances aggre-  
gates \$200. Thereafter, Bureau authority must be  
obtained before further payments or advances may be  
made."

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CLG:dwl

*AWZ*

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EX-124

66-753-10535  
NOT RECORDED  
141 JUL 16 1953

INITIALS ON ORIGINAL

Unanimously approved by Executives  
Conference 6/26/53

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ST. DEPT. OF JUSTICE  
FIELD DIRECTOR

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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Mr. Tolson

July 6, 1953

The Executives Conference

FUGITIVES - THIRTY-DAY  
DEADLINE REPORTING

323,013  
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DATE 6/11/91 BY SP-5/ldj

At the Conference of July 6, 1953, it was proposed that in order that fugitive cases having a thirty-day deadline in which to cover leads could be more efficiently supervised in the field, and in order to prevent the submission of negative or "status" type reports, it was recommended that the field be required to have something in the file showing that necessary action had been taken. This would be required to be placed in the file within two weeks after the expiration of the thirty-day deadline. Reporting on Fugitives.

An SAC Letter submitted for approval is attached to the effect that the present rule requires that a report be submitted within a reasonable time reflecting investigation conducted following the thirty-day period. It does not, however, set a definite time. It can be seen that some field supervisors will have difficulty determining whether investigation has been handled in the required thirty-day period unless the file contains a report, memorandum, dictation slip, letter, or other communication indicating the necessary action has been taken. This SAC Letter points out that "status" reports are not desired but that when a report is not submitted within two weeks after the thirty-day period, the file must contain a memorandum, dictation slip, etc., indicating necessary action has been taken.

The Conference, consisting of Messrs. Tolson, Ladd, Nichols, Holloman, Gearty, Clegg, Harbo, Glavin, Laughlin, Clayton, Tamm, and Winterrowd, unanimously recommended the approval of this SAC Letter.

BACKGROUND:

This matter originally arose out of a suggestion that reports be prepared within forty-five days after a lead was received in connection with all fugitive cases, which leads are required to be covered within thirty days. Previously, the majority of the Conference saw no need to make an exception by requiring that reports be prepared within forty-five days since such a requirement

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Rm. \_\_\_\_\_
- Holloman \_\_\_\_\_
- Gandy \_\_\_\_\_

Attachment

cc: Mr. Clegg

51 JUL 21 1953

RECORDED - 61

INDEXED - 61

88-166-2554-10536  
JUL 17 1953

Memorandum for Mr. Tolson

would result in the submission of "status" or negative type reports. It is to be pointed out that there are many, many leads in fugitive cases which result in negative information.

The minority felt that the Bureau should require the submission of investigative results within two weeks after the thirty-day deadline in the coverage of fugitive leads. This would enable field supervisors and field inspectors to determine if the leads had been covered within the required period without a search of daily reports or making inquiries.

This matter was jointly worked out by representatives of the Investigative Division and the Training and Inspection Division and the recommendation as contained in the attached SAC Letter was arrived at with the total approval of both Divisions.

ACTION:

It is recommended that the attached SAC Letter be approved.

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

Mr. Tolson

7/7/53

The Executives Conference

SUGGESTION OF SAC FOSTER  
TEN MOST IMPORTANT FUGITIVES PROGRAM  
FURNISHING PHOTOGRAPHS TO ALL  
INVESTIGATIVE PERSONNEL

*Suggested*  
#312-25

The Executives Conference of 7/6/53 with Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Laughlin, Winterrowd, Gearty, Holloman, Nichols and Clegg present, considered the suggestion of SAC Foster that a photograph of the subject be included in the memo sent to all investigative employees concerning replacements on the list of the Ten Most Important Fugitives. The photograph, Foster suggested, could be placed on the memo just as it is placed on the Wanted Flyer.

Advantages:

1. In view of the great interest in the program, it is believed all Agents should have a photograph in their possession of each of the Ten Most Wanted Fugitives.

2. It would help the Agents answer the questions that the Inspectors are asking during inspections as to the identity and description of the Top Ten Fugitives.

3. It would provide a better and quicker means of remembering the appearance of the fugitive and answering detailed questions.

Disadvantages:

1. The Identification Order and the Wanted Flyer both have photographs. An additional photograph appears to be unnecessary in most instances; however, an Agent handling leads could obtain a copy of the Identification Order which would serve all practical purposes.

2. It would cost 250.00 plus 48 man-hours work for each fugitive to supply each Special Agent with a photograph of the type suggested.

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

cc - Mr. Clegg  
Mr. Mohr

RECORDED - 91  
INDEXED - 91

166-2554

JUL 7 1953

50

INITIALS OF ORIGINAL

WNC:cs  
JUL 23 1953

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-1-91 BY SP5 E/lyg

ORIGINAL COPY FILED IN 62-122

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. It is felt that the preparation of the Identification Order and the Wanted Flyer at present was sufficient and that no additional or supplemental system should be devised for furnishing Agents photographs individually on each of the Top Ten Fugitives.

*Handwritten:*  
#312-52

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...gent  
...gal  
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Suggestion 238-52  
Form Letters for Communications

This suggestion as it relates to the Ten Most Important Fugitive program was submitted previously by the New York Office, considered and recommended unfavorably by the Executives Conference June 2, 1953 (Suggestion # 229-53).

While certain sentences in the radiogram to the field are the same in each case, others vary depending on whether there is an I.O. or Wanted Flyer or both outstanding.

In view of this such a form is not practical, there is a danger of error if used and because of importance of this program it is felt each communication should be considered and sent separately.

J. T. Hilsbos

*JTH*  
Investigation Division

*JTH*

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-5CJ/dcg

7/8, 1953

- |                          |                           |
|--------------------------|---------------------------|
| <u>Director</u>          | <u>Mr. Mason</u>          |
| <u>Mr. Tolson</u>        | <u>Mr. Brown, B.C.</u>    |
| <u>Mr. Ladd</u>          | <u>Mr. DeLoach</u>        |
| <u>Mr. Nichols</u>       | <u>Mr. McArdle</u>        |
| <u>Mr. Belmont</u>       | <u>Mr. Nugent</u>         |
| <u>Mr. Clegg</u>         | <u>Mr. Scovell</u>        |
| <u>Mr. Glavin</u>        | <u>Mr. Stein</u>          |
| <u>Mr. Harbo</u>         | <u>Mr. Strong</u>         |
| <u>Mr. Rosen</u>         | <u>Mr. Van Pelt</u>       |
| <u>Mr. Tracy</u>         | <u>Mr. Williams</u>       |
| <u>Mr. Holloman</u>      |                           |
| <u>Mr. Sizoo</u>         | <u>Mr. Trotter</u>        |
| <u>Miss Gandy</u>        | <u>Mr. Rogers</u>         |
| <u>Mr. H.L. Edwards</u>  | <u>Mr. Donelan</u>        |
| <u>Mr. Gearty</u>        | <u>Miss Doohan</u>        |
| <u>Mr. McGuire</u>       | <u>Mr. Francisco</u>      |
| <u>Mr. Mohr</u>          | <u>Mr. Meyers</u>         |
| <u>Mr. Jones, M.A.</u>   | <u>Mr. Noble</u>          |
| <u>Mr. Renneberger</u>   | <u>Miss Polly</u>         |
| <u>Records Section</u>   | <u>Mr. Rumans</u>         |
| <u>Mail Room</u>         | <u>Mr. Stoddard</u>       |
| <u>Mechanical Sec.</u>   | <u>Mr. Watson</u>         |
| <u>Personnel Files</u>   |                           |
| <u>Washington Field</u>  | <u>Mr. Newby</u>          |
| <u>Information Desk</u>  | <u>Mr. Sloan</u>          |
|                          | <u>Miss <i>Barker</i></u> |
| <u>O.P.O. Bldg.</u>      | <u>Mr. <i>6524</i></u>    |
| <u>Ident. Bldg.</u>      | <u>Miss Dunaway</u>       |
| <u>Quantico</u>          | <u>Mrs. Buchanan</u>      |
| <u>Justice Bldg.</u>     | <u>Miss Buso</u>          |
|                          | <u>Miss Clemont</u>       |
| <u>Room _____</u>        | <u>Mr. Gaus</u>           |
| <u>Send File</u>         | <u>Miss Gray</u>          |
| <u>Place on Record</u>   | <u>Mr. Hall</u>           |
| <u>and Return</u>        | <u>Miss Maddox</u>        |
| <u>Phone Me. Pls.</u>    | <u>Miss Mueller</u>       |
| <u>Note &amp; Return</u> | <u>Miss Paul</u>          |
| <u>Please Handle</u>     | <u>Mrs. Peters</u>        |
| <u>File Our Files</u>    | <u>Miss Preast</u>        |
| <u>See Me, Pls.</u>      | <u>Miss Preston</u>       |
|                          | <u>Miss Rung</u>          |
| <u>Mr. Mann</u>          | <u>Miss Scarborough</u>   |
|                          | <u>Miss Shupe</u>         |
| <u>Counselor,</u>        | <u>Miss Steele</u>        |
| <u>Class # _____</u>     | <u>Miss Wable</u>         |
|                          | <u>Mrs. Whitley</u>       |
|                          | <u>Miss Williams</u>      |

*Original of Top Training*

323 p13  
 ALL INFORMATION CONTAINED  
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TRAINING AND INSPECTION DIV.

INVESTIGATIVE DIVISION  
SPECIAL INQUIRY SECTION

6-9

, 1953

- |                             |                             |
|-----------------------------|-----------------------------|
| <u>Mr. D. M. Ladd</u>       | <u>Mr. Armstrong 4740</u>   |
| <u>Mr. A. Rosen</u>         | <u>Mr. Brooking 4742</u>    |
| <u>Mr. Callan</u>           | <u>Mr. Carter 4651</u>      |
| <u>Mr. Winterrowd</u>       | <u>Mr. Connell 3706</u>     |
| <u>Mr. Malley</u>           | <u>Mr. Dalness 4740</u>     |
| <u>Mr. Scatterday</u>       | <u>Mr. Davidson 4643</u>    |
| <u>Mr. Price</u>            | <u>Mr. Eberle 4643</u>      |
|                             | <u>Mr. Estep 4740</u>       |
| <u>Mr. Keay 7641</u>        | <u>Mr. Flanagan 4738</u>    |
| <u>Mr. Bates 7647</u>       | <u>Mr. Foree 4647</u>       |
| <u>Mr. Baumgardner 1244</u> | <u>Mr. Giovannetti 4651</u> |
| <u>Mr. Dissly 3708</u>      | <u>Mr. Hartley 4637</u>     |
| <u>Mr. Leonard 6221 IB</u>  | <u>Mr. Holroyd 4637</u>     |
| <u>Mr. Sullivan 7645</u>    | <u>Mr. Innes 4738</u>       |
| <u>Mr. Roach 7649</u>       | <u>Mr. Jahn 4639</u>        |
| <u>Mr. Stanley 2254</u>     | <u>Mr. Kitchens 4645</u>    |
|                             | <u>Mr. Morris 4746</u>      |
| <u>Mrs. Brockway 4746</u>   | <u>Mr. Nichols 4651</u>     |
| <u>Miss Wright 5706</u>     | <u>Mr. Nickols 4740</u>     |
| <u>Miss Walsh 4261</u>      | <u>Mr. O'Brien 4641</u>     |
| <u>Mrs. Zimmerman 4746</u>  | <u>Mr. Pearson 4647</u>     |
| <u>Miss Beard 4649</u>      | <u>Mr. Pitzer 4742</u>      |
| <u>Mrs. Gray 4738</u>       | <u>Mr. Rushing 4742</u>     |
| <u>Mr. Anderson 6133 IB</u> | <u>Mr. Schafer 4651</u>     |
| <u>Mrs. Enright 6710</u>    | <u>Mr. Sorensen</u>         |
|                             | <u>Mr. Splendore 4651</u>   |
|                             | <u>Mr. Stousland 4643</u>   |
|                             | <u>Mr. Webster 4637</u>     |
| <u>Call me</u>              | <u>Miss Askew 4647</u>      |
| <u>See me</u>               | <u>Mr. Dennis 4651</u>      |
| <u>Correct</u>              | <u>Miss Fentress 4639</u>   |
| <u>Note &amp; Return</u>    | <u>Mr. Harkin 4641</u>      |
| <u>Reading Room</u>         | <u>Miss Lahm 3706</u>       |
|                             | <u>Miss Legore 4738</u>     |
| <u>Records Section</u>      | <u>Miss Shirey 3704</u>     |
| <u>Record &amp; Return</u>  | <u>Mr. Smith 4645</u>       |
| <u>Special Handling</u>     | <u>Miss Wilson 4641</u>     |
| <u>Call file</u>            | <u>Mrs. Wolf 3704</u>       |
| <u>Room 4738 4742</u>       |                             |

*Plates to Bureau*  
*Applications and out*  
*Special Inquiries etc.*

*Horton*

323,013  
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SUPERVISOR

6/29, 1953

EMPLOYEES SECURITY SECTION

- Mr. Ladd
- Mr. Belmont
- Mr. Laughlin
- Mr. Scatterday
- Mr. Keay
- Mr. Baumgardner
- Mr. Branigan
- Mr. Hennrich
- Mr. Gregg
- Mr. E. D. Mason
- Room 5252
- Miss Atkinson
- Miss Carlisle
- Miss Cobb
- Mrs. Dowell
- Mrs. Farley
- Miss Isernio
- Miss Naugle
- Mr. O'Connell
- Mrs. Sarrell
- Miss Slusher
- Mrs. Smith
- Proofreaders
- Miss Wolfe, 7720
- Miss \_\_\_\_\_
- Room \_\_\_\_\_
- Mail Room, 2256
- Note and Return
- Please initial
- Please correct
- Per Call
- See Me \_\_\_ Call Me
- Place on Record and return
- Statistical Sec.
- Records Section
- Mechanical Sec.
- Miss Murphy, 6523
- Mr. Stanley
- Mr. Coleman
- Mr. Auerswald
- Mr. Brown
- Mr. Callaghan
- Mr. Carson
- Mr. Cole
- Mr. Egan
- Mr. Ferrara
- Mr. Geiermann
- Mr. Leonard
- Mr. McDonough
- Mr. Mull
- Mr. Odgen
- Mr. Porter
- Mr. Rasmussen
- Mr. Ratcliff
- Mr. Reed
- Mr. Reilly
- Mr. Rothfuss
- Mr. Smith
- Mr. Spillers
- Mr. Stanton
- Mr. Steele
- Mr. Sutthoff
- Mr. Walsh
- Mr. Warren
- Mr. Walters
- Mr. Welke
- Mr. Young
- Ident Bldg.
- Open 121 file
- Re-Charge File

Re attached suggestion #238-53.

Neither of the proposed forms would be applicable to the work of the Employees Security Section. "Form Able" would have no relation to our work. "Form Baker" could not be applied to loyalty-type cases, inasmuch as such cases must be prepared in report form for dissemination to other agencies.

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SUPERVISOR

DIRECTOR, FBI

6/23/53

SAC, KNOXVILLE (67-2462)

~~CONFIDENTIAL~~

[Redacted]

SUGGESTION

*Supervisor's Report # 100-100*

*66-3482-1589*

5/29/53.

Re mylet 5/14/53, captioned as above, and Bulet

Amplification of the suggestion submitted by  
[Redacted] is submitted herewith.

b6  
b7C

EAS:at  
Enclosures (4).

*To Wilson  
7-10-53  
[Signature]*

~~323,013~~  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY SP-5 ci/dcg

323,013  
DECLASSIFIED BY SP-5 ci/dcg  
ON 6-11-91

66-3482-1599,

NOV 10 1953

SAC

b6  
b7c

6/23/53

RTO

*Suggestion*  
*#238-13*

SUGGESTION - FORM-LETTERS FOR COMMUNICATIONS

Pursuant to your instructions and Bulet of 5/29/53, I have prepared the attached sample forms. It can be seen that the saving in time would start with the Agent, who, having completed his investigation, would not have to dictate a teletype to the Bureau but would simply fill in the blanks on "Form Baker" and indicate by what method and to which office it should be sent. Supposing it was to be a teletype to the Bureau, it would only be necessary for the teletype operator to send the words "Form Baker 1. John Dow, Buap Clerk. 2. 6/15/53 3. 6/18/53". If it were to be sent as a radiogram, it can easily be seen how much time it would save both the encoding clerk and the decoding clerk.

No attempt is being made to suggest which communications would lend themselves to this type of form, as this would require a statistical evaluation at the Seat of Government, but the attached forms are prepared merely to show the details of possible applications.

It is noted that the Bureau uses a number of forms such as the O-1 and the 6-1. It is realized that with these forms a more expeditious type of transmittal is not necessary, but in any other cases where the intelligence can be reduced to a form with short variable portions, it is thought that the suggestion might be worthy of the Bureau's consideration.

LJB:at

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY sp-5 ci/dcg

FORM ABLE

TO \_\_\_\_\_

FROM \_\_\_\_\_

1. \_\_\_\_\_ . Photo, descriptive data and narrative relative to subject is being furnished to press services as one of the Bureau's 10 most important fugitives. This information will be released for publication on 2. \_\_\_\_\_. No release is to be made by your office prior to publication by the wire services. You should be alert for appearance of article in papers your Division and all leads received subsequently, including those resulting from the publication, must receive preferred attention and be pursued promptly and vigorously. In the event of imminent apprehension, you should assume personal charge of the investigation to apprehend and in event of apprehension or immediate possibilities of same, the Bureau must be furnished complete details by telephone immediately. Subject is replacement on the 10 most important fugitives list for 3. \_\_\_\_\_. Copies of background data on the subject are being forwarded to you. Wanted Flyers are being prepared and will be forwarded to your office in time for you to effect distribution on or before the above publication date.

1. Subject's name and character of case.
2. Date of publication.
3. Name of former subject and place and date of apprehension.

Method of transmittal:

Radiogram  Teletype  Telegram  Air Mail  Letter

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY Sp-56/dsg

SAC KNOXVILLE

DIRECTOR

FORM ABLE. 1. JOHN DOE, WAS., FUG., IO 1000, UFAP - ROBBERY.

2. 6/20/53. 3. RICHARD ROE, KNOXVILLE, TENN., 6/14/53.

SOUCY



FORM BAKER

TO \_\_\_\_\_

FROM \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Investigation this office reveals no derogatory information as to character, loyalty, or associations concerning the applicant or family.

1. Name and character of case.
2. Reference letter date.
3. Buded.

Method of transmittal:

\_\_\_ Radiogram \_\_\_ Teletype \_\_\_ Telegram \_\_\_ Air Mail \_\_\_ Letter

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY SP-5 e/dcy

COPY

FORM ABL

TO \_\_\_\_\_

FROM \_\_\_\_\_

1. \_\_\_\_\_ Photo, descriptive data and narrative relative to subject is being furnished to press services as one of the Bureau's 10 most important fugitives. This information will be released for publication on 2. \_\_\_\_\_. No release is to be made by your office prior to publication by the wire services. You should be alert for appearance of article in papers your Division and all leads received subsequently, including those resulting from the publication, must receive preferred attention and be pursued promptly and vigorously. In the event of imminent apprehension, you should assume personal charge of the investigation to apprehend and in event of apprehension or immediate possibilities of same, the Bureau must be furnished complete details by telephone immediately. Subject is replacement on the 10 most important fugitives list for 3. \_\_\_\_\_. Copies of background data on the subject are being forwarded to you. Wanted Flyers are being prepared and will be forwarded to your office in time for you to effect distribution on or before the above publication date.

1. Subject's name and character of case.
2. Date of publication.
3. Name of former subject and place and date of apprehension.

Method of transmittal:

\_\_\_ Radiogram \_\_\_ Teletype \_\_\_ Telegram \_\_\_ Air Mail \_\_\_ Letter

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY sp-Sci/dag

COPY

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

Transmit the following Teletype message to:

SAC KNOXVILLE

DIRECTOR

FORM ABL. 1. JOHN DOE, WAS., FUG., IO 1000, UFAP - ROBBERY.  
2. 6/20/53. 3. RICHARD ROE, KNOXVILLE, TENN., 6/14/53.

SOUCY

COPY

FORM BAKER

TO \_\_\_\_\_

FROM \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Investigation of this office reveals no derogatory information as to character, loyalty, or associations concerning the applicant or family.

1. Name and character of case.

2. Reference letter date.

3. Buded.

Method of transmittal:

       Radiogram        Teletype        Telegram        Air Mail        Letter

523,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-11-91 BY SP5CJ/ajg

Mr. Tolson

July 6, 1953

The Executives Conference

FM RADIO STATION  
DALLAS FIELD DIVISION

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/11/91 BY SP-5 EJC/dep

On July 3 the Conference consisting of Messrs. Ladd, Glavin, Tamm, Clayton, Belmont, Clegg, Gearty, McGuire and Parsons considered the request of the Dallas Division for a 250-watt radio station to permit voice communications with cars operating in Dallas and Tarrant Counties in which Dallas and Fort Worth are located.

By letter of May 19, 1953, Dallas renewed the request originally made in January of 1952 for a 250-watt FM station similar to those installed in other larger offices which would permit voice communication with radio equipped cars and other Bureau radio equipment. Dallas proposed that the radio be installed in a 600 foot radio tower owned by the Southern Baptist Convention located between Dallas and Fort Worth. The installation as proposed by Dallas would cost approximately \$7,500 plus a \$1,200 per year rental on the tower. The Laboratory feels that to properly install a 250-watt station on this tower comparable to that in other offices would cost \$11,000 plus the tower rental. Recently, while a radio engineer was in Dallas, a test was made from this tower which indicated that a 250-watt station would cover the area desired by Dallas except for an area in downtown Fort Worth. The Laboratory recommends against the installation proposed by Dallas because of the expense involved and because it would not cover a part of the city of Fort Worth where there would be a frequent need for radio communication.

The Dallas Office has a 60-watt station unit installed which gives good coverage of the city of Dallas and it is felt that a similar 60-watt transmitter installed in a high building in Fort Worth would give better coverage in the city of Fort Worth than the 250-watt station as proposed by Dallas. The station unit in Fort Worth would be remotely controlled by the Dallas Office, would not require personnel in the Fort Worth Resident Agency to operate it but would permit communication between the Fort Worth Resident Agency and the Dallas Office when needed. Although this radio installation would not cover far out into the two adjoining counties as requested by Dallas it would cover a substantial part of the area which the office desires to cover. Since the Fort Worth unit would be remotely controlled by radio there would be no leased telephone line charge. The cost of this installation would be approximately \$4,700.

The Conference unanimously recommends approval of a 60-watt transmitter in Fort Worth remotely controlled from the Dallas Office at a cost of \$4,700.

Tolson  
Ladd  
Nichols  
Belmont  
Clegg  
Glavin  
Hobby  
Rosen  
Tamm  
Tracy  
Gearty  
Mohr  
Winterrowd  
Tele. Room  
Holloman  
Sizoo  
Miss Gandy

JUL 16 1953  
cc Clegg  
Mr. Mohr  
DJP:VH

RECORDED - 117  
INDEXED - 117  
66-2554-10538  
JUL 17 1953  
RECEIVED - 117  
RAID

ORIGINAL COPY FILED IN 88-648-12

Mr. Tolson

7/9/53

The Executives Conference

DEPUTY SHERIFF [redacted]  
TULSA, OK ANGLA  
FBI LA APPLICANT

The Executives Conference of 7/9/53, Messrs. Tolson, Callahan, Harbo, Tamm, Belmont, Holloman, Gearty, Ladd, Winterrowd and Clegg being present, considered the matter of the application of Deputy Sheriff [redacted] of Tulsa County, Oklahoma, to attend the FBI National Academy. Congressman Edmond A. Edmondson, Jr., a former special agent, has expressed an interest in this application and felt that the allegations that applicant [redacted] had participated in assisting a convict to escape from the Muskogee County Jail was a complete fabrication stemming from political motives. An earlier investigation developed enough derogatory information to warrant discontinuing the investigation. Congressman Edmondson asked that the investigation be reopened in order to ascertain if the charges were not false and politically inspired as he believed that they were.

b6  
b7C

Background

[redacted] escaped from the County Jail in Muskogee, Oklahoma, in 1949. He was captured shortly after and gave a signed statement in which he charged [redacted] and another officer with having assisted him in escaping. When it was learned in 1951 that the Chief of Police at Muskogee planned to retire, [redacted] was a candidate for the position and he personally obtained a retraction of the allegations from convict [redacted] who had been serving time for burglary at the time of escape. The campaign ended, the matter was dropped but the Chief did not retire. Later when the Chief did retire, the question as to applicant [redacted] again arose and the Mayor of Muskogee interviewed convict [redacted] who again repeated the allegation that [redacted] and the other officer had assisted in the jail break and that he had discussed the matter at the time with his cell-mate. The cell-mate also confirmed convict [redacted] statement when the Mayor interviewed him.

b6  
b7C

523 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/11/91 BY SP-5 C/BJG

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

cc - Mr. Clegg  
Mr. Mohr

HHC:cs

RECORDED - 30

INDEXED - 30

166-2554-10539

JULY 20 1953

66 INITIALS ON ORIGINAL

50 JUL 28 1953

ORIGINAL FILED IN 166-2554-10539

The City Manager, the Mayor and the Chief of Police at Muskogee believe [redacted] guilty of participating in the jail break and the convict's whereabouts is not now known.

b6  
b7c

Endorsement of this applicant came from Congressman Edmondson; an impersonal inquiry came from Senator Kerr; District Judge Burners, Muskogee County, Former U. S. Attorney Clean A. Burners, and the father of a former special Agent, the father's name being Kelly Brown, an attorney in Muskogee likewise endorsed the applicant. During the controversy over the position of Chief, prominent persons in Muskogee aligned themselves on one side or the other. Many believed the allegation to be false.

Information obtained from the Dupont Company employment records indicated applicant to have a bad credit record. Bureau investigation revealed nothing derogatory of this type.

EXECUTIVE CONFERENCE CONSIDERATION:

Unanimously unfavorable. There is a doubt; it is believed that the doubt should be resolved in favor of the Bureau. It is noted that the applicant is now in the Sheriff's Office as a Deputy.

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... 1002  
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SAC, SAN DIEGO (80-230-Sub A)

7/6/53

DIRECTOR, FBI

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/10/91 BY SP-5C/dcf

BUREAU TRAINING FILMS  
CALIFORNIA PEACE OFFICERS' ASSOCIATION

Reurlet 6/19/53, advising of the desirability of including in the "California Peace Officer" magazine a listing of films used by the Bureau in the field of Police Training.

You may make available for use in the "California Peace Officer" magazine those films prepared by the FBI, as mentioned in SAC Letter #53-41.

The Bureau does not desire to recommend, publicize, or offer an evaluation of any film not initially prepared by the FBI.

The Bureau does not desire to publish an evaluation of those films prepared by the FBI. There is no objection to synopsising the contents of official FBI films for use in the "California Police Officer." SAC Letter #53-41 will be helpful in providing such a synopsis.

cc-Los Angeles  
San Francisco

EDM:DMG

(Recommended favorably by the Executives Conference 7/1/53 at which time the following were in attendance: Messrs. Tolson, Glavin, Tamm, Parsons, Clayton, Belmont, Ladd, Nichols, Nearty, Holloman and Mason. The Conference had no objection if the Training and Inspection Division felt that there was an adequate number of films on hand to take care of any requests which might result from additional publicity in the "California Peace Officer" magazine. Inspector C. L. Trotter, in charge of training, points out that the three California offices have already widely publicized FBI training films. The appearance of the titles of these films in the "California Peace Officer" magazine will merely provide a handy reference for police chiefs and training officers of the various law enforcement agencies.)

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

63 JUL 29 1953

RECORDED-12

JUL 16 1953  
129

COMM - FBI  
JUL 7 1953  
MAILED 30

ORIGINAL COPY FILED IN



The Director

July 21, 1953

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Hennrich, Ladd, Rosen, Mason, Clayton, Holloman and Nichols considered the recommendation of the Los Angeles Office that some kind of an award or certificate of service be given to Claude P. Peters, Chief Special Agent of the Pacific Telephone and Telegraph Company, Los Angeles, on the celebration of his 25th anniversary with the company on August 20, 1953. It is pointed out Peters has been extremely helpful to the Bureau over the years.

*CALIF*

The Bureau has issued ten Distinguished Service Awards. This is the hand-painted Seal carrying the notation "Distinguished Service Award to John Doe in appreciation of his helpful assistance to the FBI." A specimen is attached. No awards have been issued since 1947. Following the end of World War I, it was contemplated a Special Service Certificate would be awarded Special Service Contacts. In view of complications, however, occasioned by the fear of publicity on the part of recipients, fear of missing some individual who had been helpful and stirring up rivalries and jealousies and bringing on an avalanche of questions, the project of granting Special Service Certificates was abandoned. The only other certificate, excepting war service certificates issued to FBI personnel, was a Special Service Certificate awarded to American Legion Posts who cooperated. A specimen of this is attached, along with specimens of other certificates which were considered at the time.

Messrs. Tolson, Glavin, Tracy, Parsons, Rosen, Mason, Clayton, Nichols and Holloman recommended against the issuance of a Distinguished Service Award to Claude P. Peters on the ground this would create a precedent; there are other Special Agents of telephone companies who have been exceedingly cooperative; if any publicity is given to giving Peters an award, this could very well be seized upon and speculation made that the award was for assistance in telephone taps and securing confidential information which would be exceedingly embarrassing.

cc: Mr. Clegg  
Mr. Mohr

LBN:MP

*[Handwritten initials and signatures]*

RECORDED - 58

INDEXED - 58

JUL 22 1953

323012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/01 BY SP-5cc/dg

66-2354-10841

Messrs. Mohr, Hennrich and Ladd were in favor of granting the Distinguished Service Award to Peters on the ground there would be few Special Agents of the telephone company celebrating their 25th anniversary.

The Director has previously signed the letter suggested under date of August 20th and if the Director approves the majority decision, this letter should be returned to Mr. Nichols' office in order that it may be transmitted by letter to the Los Angeles Office for presentation to Claude Peters.

Respectfully,  
For the Conference

*I concur*  
*H.*

*Y*  
Clyde Tolson

Mr. Tolson

6/30/53

The Executives Conference

~~CONFIDENTIAL~~

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

b7D

~~EXCHANGE OF INSTRUCTORS~~

~~WITH~~

Present at the Executives Conference of 6/29/53 were Messrs. Tolson, Ladd, Glavin, Tamm, Parsons, Clayton, Belmont, Rosen, Gearty, Holloman and Glegg.

The Conference considered a letter dated 6/15/53 from the Legal Attache in London. He points out that in 1948 there was an exchange of correspondence between the Bureau and the Legal Attache's Office with a view to arranging for a qualified instructor from [redacted] serving as a visiting instructor before the then current session of the FBI National Academy and to remain over for the retraining school for the National Academy Graduates. In turn the Bureau would be pleased to accept an invitation for a qualified instructor to appear for a short period before the training schools of the [redacted]. Due to the devaluation in [redacted] currency, [redacted] were unable to comply and the project was abandoned. (X)

b7D

Recently Mr. Cimperman saw [redacted] at a social gathering arranged by [redacted] who brought up the subject. He indicated that if this suggestion is reopened, he would like to consider it favorably and he even suggested that it be presented to him on a diplomatic level. Mr. Cimperman inquired if the Bureau was interested in reopening this negotiation. (X)

The Executives Conference was unanimously opposed. The [redacted] instructor was to be used primarily in the retraining course for the FBI National Academy Graduates in 1948; there is no such retraining course presently planned. Further, [redacted] is one of the officials who interfered with and delayed the interview with Fuchs in England. In spite of the fact that [redacted] has been highly cooperative over a period of [redacted] years and the fact that this might present an opportunity to further cement liaison, there was no disposition on the part of anybody in the Executives Conference to consider this matter favorably. (X)

There is attached hereto a letter to Mr. Cimperman accordingly for approval.

Attachment  
cc - Mr. Glegg  
Mr. Mohr

HHC:cs

RECORDED - 87  
INDEXED - 87

2554-105-4/2  
JUL 17 1953

~~CONFIDENTIAL~~

63 JUL 30 1953

32308  
CLASSIFIED BY 5529/LL  
DECLASSIFY ON OADR

ORIGINAL FILED IN 100-17687-503

The Director

6/30/53

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/19/91 BY SP-5C/dfg

CAPITALIZATION OF PROPER NAMES  
IN SEAT OF GOVERNMENT CORRESPONDENCE

Present at the Executives Conference of 6/29/53 were Messrs. Tolson, Ladd, Glavin, Tamm, Parsons, Clayton, Belmont, Rosen, Gearty, Holloman and Glegg.

*Glegg*

The Conference considered a question as to whether proper names should be capitalized in correspondence at the Seat of Government.

Background:

On March 30, 1938, the Director approved a Bureau Bulletin calling for the capitalization of proper names appearing in investigative reports in both the Synopsis and Details. This requirement further applied to all correspondence between field offices and in letters addressed by field offices to the bureau. The Executives Conference memorandum pointed out that this capitalization is to expedite and facilitate the indexing of proper names appearing in investigative reports and letters from field offices.

On June 9, 1953, this matter was given consideration by the Executives Conference with a view to applying the capitalization of proper names to Bureau memoranda and intra-Bureau correspondence originating at the Seat of Government. Eight members of the Conference were opposed, five members of the Conference favored the suggestion of capitalizing at the Seat of Government.

66-2554-10542X

The matter was submitted to the Inspectors Conference and of the Field Inspectors, Messrs. Nugent, Van Pelt, Stein and Williams favored the suggestion of capitalizing at the Seat of Government. Inspector B. C. Brown was opposed and even felt that the process should be discontinued in reports and letters from the field.

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

cc - Mr. Glegg  
Mr. Mohr

HEG:cs

JUL 17 1953

OCT 12 1953

RECORDED - 40

INDEXED

66-2554-10542X

JUL 13 1953

51

*WAC:m*

ORIGINAL FILED IN 66-2554-10542X

Advantages of Capitalizing at Seat of Government:

1. Facilitates the indexing of proper names in reports and correspondence.
2. Names which are capitalized are quickly spotted and it saves the time of file clerks who are looking for names which need indexing.
3. Facilitates review of memoranda by a reader and helps impress names in the reader's mind.
4. Will provide uniformity in field and Seat of Government memoranda and letters.

Disadvantages:

1. Recently issued Bureau instructions call for the indexing only of names in the title of reports in criminal cases and of names in the synopsis of facts.
2. To require stenographers and typists to capitalize in certain types of correspondence, such as memoranda to the Director and letters to the field offices, and then not to capitalize in memoranda to the Attorney General, to the State Department or to the White House, leads to confusion, would be expensive in that undoubtedly a large number of memoranda would have to be retyped due to this lack of uniformity at the Seat of Government.
3. It would be highly undesirable to capitalize names in correspondence addressed to outside sources, including sources outside the Government, which would still set another exception to the rule.
4. The focusing of attention upon a name of a minor participant in a situation is frequently far less important than the date or the facts, and certainly to capitalize the dates or the facts would be ridiculous. This practice would cause attention to be focused on names of individuals who are neither important nor significant.
5. It would make the memoranda and correspondence more difficult to read in that it would focus attention on names instead of facts.

EXECUTIVES CONFERENCE CONSIDERATION:

On 6/29/53 Messrs. Tolson, Glavin, Tamm, Parsons, Clayton, Belmont, Ladd, Rosen and Clegg were opposed to capitalizing at the Seat of Government.

Messrs. Gearty and Holloman favored capitalization of proper names at the Seat of Government in all correspondence except letters prepared on letterhead paper for the Director's signature. In other words, Gearty and Holloman favor capitalization of proper names in all memoranda for use at the Seat of Government and all memoranda dispatched to field offices.

Respectfully,  
For the Conference

Clyde Tolson

HR 70250X

June 20, 1953

The Executive Conference

0051779

REVIEW OF SAFEGUARD TECHNICAL SECTION  
RED CHARGE CARDS

The Executive Conference of June 20, 1953, consisting of Messrs. Tolson, Glavin, Nichols, Ladd, Gandy, Rosen, Laughlin, Clegg, Callahan, and Tracy, considered a suggestion placed in effect on a trial basis in the Identification Division.

The original suggestion was that since certain small red tags are needed for flags on certain types of fingerprint cards that the use of red charge cards could be cut up after they had been used as charge cards and converted to use as flags for the fingerprint cards. The procedure being followed was to use a plain tag and it was felt that by using the charge cards there would be a slight savings. The suggestion was placed in effect on a trial basis.

After a trial it was ascertained that many portions of a used charge card had fingerprint patterns, the charge, and other entries with the result that it has been necessary to erase portions of these in order to place on the tag routing designations, for example, on a reference search as to the procedure to route the prints to another unit by making a notation on the red tag attached to the fingerprint card. In view of the number of erasures that had to be made plus the confusion arising from so much writing on the charge cards, it is felt by the Identification that the suggestion is not practical.

The Executive Conference unanimously recommended the suggestion not be adopted and that employee [redacted] be informed. A proposed letter to Mr. [redacted] is attached.

W. Clegg  
W. Mohr

W.C.

302243  
[Handwritten notes and signatures]

Mr. Tolson	cc
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Callahan	
Mr. Mohr	
Mr. Nease	
Mr. Pennington	
Mr. Quinn	
Mr. Nease	
Miss Gandy	

53 AUG 5 1953

RECORDED-60  
INDEXED-60  
61  
166-2554-10543  
JUL 20 1953

63 AUG 7 1953

333

INDEXED-124  
RECORDED-124  
607-103

JUL 23 1953  
50

166-2554-105-44

K



# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: June 30, 1953

FROM : L. B. Nichols

SUBJECT: HANDLING OF PRESS IN THE FIELD  
Executive Conference

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

We have surveyed our existing regulations as they relate to the general subject matter of freedom of information and I think that our position is sound. A detailed summary memorandum is attached.

I think, however, that there are two difficulties in our existing practice and policy which we have gotten by on, but I think now is the time to change the rule. They are related as follows:

1. SAC authority to make releases without clearance from Washington. At the present time, SAC's are authorized to make the following releases in the following classifications without authority from Washington with the additional proviso that releases even in these cases must be cleared with the Bureau when other field offices are involved, when the case is of national interest, or when other factors exist which would necessitate its being called to the Bureau's attention.

- a. Selective Service cases, except when a draft board is involved.
- b. Interstate Transportation of Stolen Motor Vehicle, except where rings are involved.
- c. White Slave Traffic Act
- d. Deserter cases, except harboring deserters.
- e. Illegal Wearing of a Uniform.
- f. Impersonation cases.

I think that if we were called upon to list the cases wherein the field could make releases without authority that this list would not be too imposing. I therefore propose the adoption of a new rule authorizing SAC's to make releases in routine cases without clearance from the Bureau, that releases can be made in such routine cases wherein the case is strictly local in nature and does not involve national policy, national interest, other field divisions, other Federal agencies, state, county or municipal employees or persons of prominence whose names would be news worthy or so.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 4/10/81 BY SP-5/SL/ky

ORIGINAL COPY FILED IN 94-83-727

Attachment  
SAC letter  
know this

JUL 10 1953  
CRIM

7/10/53

Memorandum to Mr. Tolson from L. B. Nichols  
Re: HANDLING OF PRESS IN THE FIELD

It is also proposed that it would be the requirement that the release be made only after process had been filed with the authority of the appropriate United States Attorney and in instances wherein the disclosure of the facts will not prejudice the Government, the public, the investigation or the defendant, in the following types of cases in addition to the six already mentioned.

National Firearms Act  
Federal Firearms Act  
~~Kidnaping~~  
Extortion  
Red Cross Act  
Theft From Interstate Shipment  
May Act  
Patent Matters  
Copyright Matters  
Federal Reserve Act  
Mail Fraud  
Falsely Claiming Citizenship  
Illegal Manufacture, Possession or Wearing of  
Civil Defense Insignia  
Illegal Manufacture, Sale or Use of Military  
Cremation Urn  
All Crimes on the High Seas  
National Bankruptcy Act  
Theft, Embezzlement, Robbery, Illegal Possession  
of, or Destruction of Government Property  
Crimes on Indian Reservation  
Crimes on Government Reservation  
Bills of Lading Act  
False Entries in Records of Interstate Carriers  
Illegal Use of a Railroad Pass  
Interstate Transportation of Gambling Devices  
Interstate Transportation of Lottery Tickets  
Interstate Transportation of Obscene Matter  
Escaped Federal Prisoner, Escape and Rescue, Parole  
Violator or Conditional Release Violator or  
Probation Violator  
Interstate Transportation of Stolen Property  
Unlawful Flight to Avoid Prosecution, Unlawful  
Flight to Avoid Confinement, Unlawful Flight to  
Avoid Giving Testimony (See Still to be  
Bank Robbery **Promptly Advised**  
Interstate Transportation of Stolen Cattle  
Migratory Game Bird Act

Memorandum to Mr. Tolson from L. B. Nichols  
Re: HANDLING OF PRESS IN THE FIELD

2. I think one of our weakest links in our press relations as set up has to do with newspapers located in other than headquarter cities, and more particularly in cities wherein we maintain resident agencies. I have gone over the list of resident agencies and have given consideration of trying on an experimental basis the matter of letting resident agents make releases in the name of the SAC with SAC approval and answering inquiries. I do not think, however, that this is satisfactory and I therefore propose that our rule be amended to provide as follows:

a. Resident Agents participating in an arrest should secure SAC authority in advance to make local releases in the name of the SAC. In many instances, the time factor enters into the matter and once an arrest is made, events move so rapidly that the Resident Agent may have difficulty in calling his office and checking on matters at that point, whereas if a time lag intervenes, deadlines will be missed, the police and other agencies have time to make the releases.

b. Authorize the Resident Agent to answer inquiries under the following circumstances:

(1) If they receive a call from a news reporter who inquires whether any arrests are expected that morning or whether the reporter should keep in touch with the Resident Agent's office, when no arrests are expected, he can answer in the negative. If anything is imminent, they could reply with no comment but to keep in touch.

(2) If an arrest is made on the authority of the United States Attorney, purely local in nature, fitting into the above-mentioned categories, the Resident Agent does not have time to call the SAC, he would be authorized to make the release and call the SAC at the earliest practical moment.

(3) If he receives inquiries about arrest wherein other offices are involved, he should reply that he will check into the matter and let the reporter know. He should then check with his office and ascertain the fact and advise the reporter with the SAC's authority

Memorandum to Mr. Tolson from L. B. Nichols  
Re: HANDLING OF PRESS IN THE FIELD

(4) The Resident Agent should be authorized to furnish background and old case information, such as when arrest made, the charge, and so forth.

(5) In the event an arrest is made, the hearing is had before the United States Commissioner, the Resident Agent should be authorized to furnish the substance of the complaint, the details of the arrest, in the name of the SAC.

(6) If inquiries are received in pending investigations, normally there would be no comment. However, in such a situation, the Resident Agent should promptly notify the SAC to see if the SAC might desire to make a comment. In this way we would keep a channel of communication open with the press. Generally speaking, we no comment all inquiries on pending investigations and do not even acknowledge the fact we are making an investigation. If, however, we are conducting widespread interviews, the incidents giving rise to the investigation are in the news, we should then state we are making an inquiry to determine if there is any violation within our jurisdiction.

(7) We have already authorized every Agent in the service to answer inquiries on the spot wherein a fact has been disclosed by incidents. We should apply this same rule to Resident Agent situations, such as the commission of a bank robbery, the Resident Agent obviously should state that we are working on it.

3. Reiterate our old rule that an SAC should call papers wherein the action took place.

3. A C K e r A t t a c h e d

ADDENDUM: LBN:arm 7/1/53. The foregoing was presented and unanimously approved by the Executives Conference attended by Messrs. Tolson, Holloman, Gearty, Mason, Ladd, Belmont, Clayton, Parsons, Quinn Tamm, Glavin, Rosen and Nichols.

OK  
K

V

ES  
J

MR. TOLSON

July 21, 1953

THE EXECUTIVE CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/10/91 BY Sp-5 C/dcg

The Executive Conference of July 16, 1953, consisting of Messrs. Tolson, Holloman, Clayton, Clegg, Winterrowd, Ladd, Belmont, Mohr, Parsons, Tracy, Nichols, and Glavin, considered the request of the Records Section for the purchase of 40 electric typewriters for that section. The Conference was advised that statistical data which had been gathered by the Files Section of the Records & Communications Division, it is definitely shown that through the procurement of 40 additional electric typewriters for the Recording Section of the Files Section, there will be an actual savings of \$30,536.60 a year or a savings of 11 employees on the full year basis in the Files Section. The studies made by the Files Section show that production has been increased by 6 units a year by the use of electric typewriters.

The Conference was further advised that the Records and Communications Division is in agreement that the personnel quota which has been approved for the division may be reduced by 11 employees if the typewriters in question are furnished.

Electric typewriters cost on an average of \$320 and the cost of 40 machines therefore will be approximately \$12,800.

Glavin further pointed out that the Conference that a number of requests are being continuously received from the field for replacement typewriters and additional typewriters and if the 40 electric typewriters are furnished to the Recording Section of the Files Section, the 40 regular typewriters presently being utilized there can be transferred to other offices where the need exists for additional machines at this time. We have utilized our stock of typewriters and when available machines are no longer at hand, additional regular typewriters would necessarily have to be purchased at a cost of approximately \$115 each. As a matter of fact, therefore, if we are able to utilize 40 typewriters from the Records Section to fill the needs of the various divisional offices, we would not have to purchase machines at \$115 each, concerning approximately \$1,000 of the Bureau's appropriation.

RECORDED - 61 66-257-10545  
INDEXED - 61

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

cc: Mr. Mohr  
Mr. Clegg

63 JUL 28 1953

JUL 24 1953  
WINTERROWD  
MAY 1953  
AMP

Memorandum to Mr. Tolson (Cont'd)

The Conference, in view of the above, unanimously recommended that the machines in question be purchased for the Files Section of the Records and Communications Division.

OK

✓

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

Mr. Tolson

July 21, 1953

The Executive Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/10/91 BY SP-3 W/dj

The Executive Conference of July 16, 1953, consisting of Messrs. Tolson, Holloman, Clayton, Clegg, Winterrowd, Ladd, Belmont, Mohr, Parsons, Tracy, Nichols, and Glavin, considered the moving of the pneumatic tube system in the Records Section in this building to the Records Section now housed in the Identification Division building.

It was pointed out to the Conference that in 1950, a pneumatic tube system was installed in the Records Section space in the Justice building for the purpose of transmitting material between the central Telephone Request Desk and the three units of the Filing Unit. In addition, stations were installed in the Messenger Service Unit and the Service Unit. These stations are connected with the Telephone Request Desk.

The installation of this system made possible rapid handling of requests for files and also saved the Records Section the services of two employees who would otherwise have had to perform messenger duties in the handling of this files work.

The Records and Communications Division further points out that the files are now located in the Identification Division building and the pneumatic tube installation in the Justice building is idle. They feel that the pneumatic tube is very essential to the efficient operation of the filing unit and would continue to result in a savings of 2 GS-5 employees at \$2700 per annum in the Identification Division building. This savings would be approximately \$5500 a year according to information furnished to the Conference. A check has been made as to the cost of removing the system from the Justice building and transferring and installing it to the Identification Division building, and we have been advised by the Central Services Administration that this work would cost a total of \$5000.

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

The Conference feels that the removal and installation of this system in the Identification building will save the services of two employees, that the system which is not being utilized today should be removed and reinstalled in the files section presently located in the Identification Division building.

RECORDED - 61

JUL 24 1953

10-546

cc: Mr. Mohr  
Mr. Parsons  
Mr. Glavin  
Mr. Ladd  
Mr. Clegg  
Mr. Winterrowd  
Mr. Nichols  
Mr. Tracy  
Mr. Belmont  
Mr. Holloman  
Miss Gandy

*[Handwritten signatures and initials]*

Ko

RECORDED-105  
INDEXED-105

106-2551-10547

JUL 22 1953  
106 INITIALS ON ORIGINAL

ORIGINAL FILED IN

58  
60 JUL 28 1953





# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: June 12, 1953

FROM : L. J. GANTHER

323,03  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/10/91 BY SP-5C/MS

SUBJECT: AUTOMOTIVE POOL  
SEPT. OF GOVERNMENT

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

*[Handwritten signatures and initials]*

## SYNOPSIS

Recent approval of procedure of maintaining registration cards at Justice Building ~~with equipment~~ is stored at contract garage has been enforced for a period of one week. At the time the present procedure was submitted for consideration it was realized some inconvenience to employees would result; however, no exceptions recommended until new procedure was given a trial procedure. As you know, previous practice permitted registration cards to be maintained at garage when vehicle stored which facilitated time required to obtain and store equipment. Appreciable inconvenience exists among three groups of employees that are required to use equipment on an off-hour basis regularly through the week, namely:

### A. Bus-Truck Assignments

Employees required to operate busses and trucks generally before 9:00 A.M. and upon completing Quantico runs, equipment often times stored very late in evening. At present 2 busses and 2 trucks are in operation.

### B. Waldorf-Clinton Radio Assignments

Employees required to obtain cars at garage at 6:30 A.M., 2:30 P.M. and 10:30 P.M. daily throughout week for transportation to radio stations. Three hours each day required for round trip which is in addition to their 8 hour tour of duty. Five vehicles are assigned for the use of these employees.

### C. Walter Reed-Naval Hospital Assignments

Employees required to obtain cars from contract garage before 8:00 A.M. and return cars after 5:00 P.M. daily in order to carry out their assignments. Two vehicles are assigned to the "Physical" runs.

We operate on an average 26 cars out of the Government. The 12 vehicles mentioned in the above groups are permanently stored at the contract garage; the balance of the 26 are at times parked in Court A, Justice Building and at the garage. It is felt an exception can be made for the above-mentioned groups in order to facilitate the work of employees using automotive equipment during off hours. Mr. R. T. Haslarn, Manager, Esso Garage, agreeable to Bureau installing combination lock key cabinet in his office to maintain registration

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Memo to Mr. Glavin (continued)

cards while cars are stored. Only Bureau employees will know combination which can be changed once each year.

RECOMMENDATION

It is recommended that:

1. Registration cards for all vehicles used in Group A, B, and C be maintained in tel-key cabinet locked in office of Manager, Esso Garage.
2. Registration cards for all remaining cars used by other Bureau employees be maintained in the Justice Building as is the present practice.

ADDENDUM - 6/26/53

The Executives Conference of June 19, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Gearty, Laughlin, Holloman, Tracy, and Callahan, unanimously approved the adoption of the above recommendations which will permit exceptions made in the categories enumerated above as to the handling of registration cards for automobiles utilized by these employees.

*[Handwritten signature]*  
MRC:gt

Memo to Mr. Glavin (continued)

DETAILS

The recent approved procedure of maintaining registration cards for automobiles operated out of the Car Pool at the Justice Building while the equipment is stored at the contract garage has been enforced for a period of one week. At the time the present procedure for maintaining registration cards at the Justice Building was submitted for consideration it was realized that some inconvenience would result from having employees obtain the registration from the Justice Building first before going to the garage. However, no exceptions were recommended until the new procedure was first given a trial test.

The following situations exist among three groups of employees that are required to use equipment on an off-hour basis regularly throughout the week:

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b7c

A. Bus-Truck Assignments

[redacted] and [redacted] spoke to me about how much time is being consumed by having to obtain and return registration cards to the Justice Building every time they are scheduled to operate heavy equipment. These employees perform much of their driving during off-hours and the former practice of keeping registration cards in the custody of Esso officials greatly facilitated the chauffeurs' work. These employees are required to operate busses and trucks generally before 9:00 A.M. and on completing the Quantico runs, the equipment oftentimes is stored very late in the evening. All our chauffeurs are well known to the Esso officials and it is unlikely that any unauthorized person would attempt to use our heavy equipment. It is realized that the general practice throughout the Bureau is to maintain registration cards in the possession of the Bureau while equipment is stored; however, nowhere do we have a situation where heavy equipment is being used by employees on odd-hour shifts such as at the Seat of Government. At present 3 Bureau busses and 2 trucks are in operation.

B. Waldorf - Clinton Radio Runs

Five automobiles are permanently assigned to radio work at these stations. These cars are signed out daily, seven days out of seven, at 6:30 A.M., 2:30 P.M. and 10:30 P.M. The radio employees do an eight-hour tour of duty at the station. They travel to and from the stations on their own time, which requires two hours for a round trip plus an additional thirty minutes to service the equipment with gas and oil at the GSA station about one mile from the contract garage. The necessity of obtaining and returning

Memo to Mr. Glavin (continued)

the registration card from and to the Justice Building adds about another thirty minutes each day, making a total of three hours each day to be added to the eight-hour tour of duty for the radio employee responsible for operating the car at the time. In this connection it is understood that no record is made of the travel overtime performed by these employees. It appears that any procedure which can be adopted to cut down this time required to get these employees to and from their stations of assignments will be a helpful morale builder.

C. Walter Reed- Naval Hospital Assignments

Two cars are used on this "physical" assignment for transportation of Agent personnel to and from the hospitals in the mornings and afternoons. The morning runs require employees operating these "physical" cars to get in before 8:30 A.M. in order to obtain the cars from the contract garage and to service them at the GSA service garage and be back at the Bureau by 9 A.M. to check out Agent personnel scheduled for physical checkups. The afternoon trips are usually completed about 5:00 P.M. at the Justice Building, and before the cars are stored at the contract garage it is well after 5:30 P.M.

It is felt that exceptions can be made for the above-mentioned groups in order to facilitate the work of those employees using automotive equipment during off hours. I spoke to Mr. [redacted] of Esso Service Center, about the possibility of the Bureau installing a Tel-key cabinet with a combination lock in his office where registration cards can be securely maintained. He was in agreement with the suggestion, stating his company desired to cooperate in connection with assuring maximum security of registration cards to cars stored at the garage.

RECOMMENDATION

As set forth above.

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b7c

Mr. Tolson

6/29/53

The Executives Conference

SUGGESTION #265-53

Present at the Executives Conference of 6/26/53 were Messrs. Tolson, Callahan, Tracy, Harbo, Clayton, Laughlin, Rosen, Gearty, Nichols and Clegg.

The Conference considered a suggestion of SA [redacted] of the Buffalo Division that consideration be given to circularizing barbers and having notices published in barber trade journals concerning the Top Ten Fugitives list and the Communist Fugitives list. He pointed out there were 75 barber shops in Buffalo with a population of half a million.

There are at least 92,000 barber shops in the U. S. and at the present time material on one fugitive per month (one of the top 10) is furnished to the magazine "Journeyman Barber" which has a circulation of 35,000.

EXECUTIVES CONFERENCE CONSIDERATION:

It was not felt that there should be issued any specific policy that all barber shops and barber publications should be circularized in connection with each I.O. but in order to experiment, it was felt that there should be a distribution through field offices to barber shops and to barber magazines of the Identification Order on [redacted]

Based upon the results of this circularization it can be determined if there should be any additional circularization of barber shops practiced routinely.

cc - Mr. Clegg  
Mr. Mohr

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

HHC:cs

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July 3, 1953

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b7C

[Redacted]

Kear Engineering Corporation  
Post Office Box 1330  
Palo Alto, California

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/9/91 BY SP5ci/dcg

Dear Mr. [Redacted]

I am in receipt of your letter of June 28, 1953, concerning possible additional production of models 993-A and 993-B radiotelephone units by your corporation for other prospective users.

Inasmuch as no restriction regarding production of these portable station units was set forth in connection with orders numbered 7557 and 7558 to your corporation and since, as you stated, the basic radio engineering design is straightforward and conventional, this Bureau will interpose no objection to reproduction of either of the above-stated models.

Your statement advising that no reference would be made to the fact that the original units were supplied to the Federal Bureau of Investigation is indeed appreciated. You will understand, I am sure, the position of this Bureau with regard to the general undesirability of any publicity which would tend to endorse any commercial product.

I do wish to take this opportunity to thank you for your thoughtfulness in writing to me as you did prior to initiating any action with regard to further production of these radiotelephone units. E B I

Very sincerely yours,  
J. Edgar Hoover

cc - Mr. Newman

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

MAILED 3  
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Approved by Executive Conference 7-3-53, Messrs. Ladd, Glavin, Tamm, Clayton, Belmont, Clegg, Gearty, McGuire and Parsons. DJP:VH

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*lf*

TO: Mr. Tolson  
FROM: The Executives Conference  
SUBJECT: WESTERN UNION TIE LINE

May 29, 1953

11828

Present at the Executives Conference May 28, 1953, were Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Gearty, Holloman, and Mason.

It was pointed out to the conference that the mailing list of field divisions circulated throughout the service contains the letter "B" opposite the names of those field divisions who have Western Union Lines. The Chief Clerk of the Los Angeles Office suggested to Inspector B.C. Brown that no useful purpose is seen in identifying those offices which have a Western Union Tie Line. The Chief Clerk at Los Angeles did not feel that the presence or absence of a tie line would have any effect upon an agent or other field office who desired to send a telegram to a field office. Telegrams are very seldom used between the Bureau and field divisions these days.

Section Chief Wherry of the Communications unanimously concurred. If you agree, the Administrative Division will in the future refrain from printing the data indicating which offices have Western Union Tie Lines. Also attached for signature is an appropriate letter to [redacted] [redacted] advising that his suggestion has been adopted.

cc: Mr. Clegg  
Mr. Mohr

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EDM:mew  
Attachment

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TELETYPE UNIT

JUN 21 1953

MR. TOLSON

July 16, 1953

THE EXECUTIVES CONFERENCE

323,013

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DATE 6/10/91 BY SP-5/BJL

The Executives Conference of July 14, 1953, consisting of Messrs. Tolson, Nichols, Clayton, Clegg, Ladd, Holloman, Glavin, Mohr, Parsons, Tracy and Glavin, considered a memorandum submitted to the Director by W. P. Rogers, Deputy Attorney General, under date of July 9, 1953, concerning proposed bill S-2191, in which the Bureau's comments are requested.

It was pointed out to the conference that S-2191, a copy of which is attached hereto, is a bill introduced by Senator Carlson to authorize the withholding upon request from compensation of federal employees of amounts for the payment of rates and premiums of voluntary proper ent plans and insurance for hospital and medical care.

Briefly, this suggested bill would permit payroll deductions for hospitalization and medical care from salaries of Government employees who are members of hospitalization and medical groups.

The bill does not specifically state what groups would be covered and although it can be presumed that it would cover Group Hospitalization, of which many Government employees in Washington are members, it might include other hospitalization groups. If it did include other hospitalization groups, such as the Blue Cross, the Blue Cross, or our own group for agents, Special Agents' Mutual Benefit Association, the work entailed in making these payroll deductions and the proper keeping of accounts would be a big job and would necessitate considerable additional employee time to properly handle it.

The Conference does not feel that we should make any definite recommendation concerning this bill to the Deputy Attorney General but that we should point out to the Deputy Attorney General that many hospitalization plans may be involved; that we should also point out to the Deputy Attorney General that Special Agents of the Bureau have their own hospitalization and medical plan; that since this is a matter of Government-wide interest, it must necessarily be decided upon at the highest administrative level; that the Bureau will defer to the desires of the Department concerning this particular legislation. Should you agree, the attached communication should go forward to the Deputy Attorney General.

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harris
- Rosen
- Tracy
- Gandy
- Mohr
- Winkler
- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

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JUL 24 1953  
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INITIALS ON ORIGINAL  
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cc: Mr. Mohr

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MR. TOLSON

July 23, 1953

EXECUTIVE CONFERENCE

The Executive Conference of July 22, 1953, consisting of Messrs. Tolson, Nichols, Clayton, Mason, Rosen, Ladd, Belmont, Mohr, Parsons, Tracy and Glavin, considered a memorandum received from Deputy Attorney General William J. Rogers under date of July 15, 1953, with which he forwarded a copy of Senate Bill 1065, a bill introduced to prevent payment of Civil Service or foreign service retirement annuities to persons convicted of certain crimes involving disloyalty to the United States.

For the Director's information, the suggested legislation if passed would prohibit the payment of any annuity to any employee of the Civil Service or foreign service who has been convicted of crimes involving disloyalty to the United States, which include espionage, censorship, treason, sedition and subversive activities, and in addition thereto, perjury committed in falsely denying the commission of any act made unlawful by any provision of the above-mentioned acts.

The Conference is of the definite opinion that this is a matter which should be decided upon at Departmental level and recommend that Mr. Rogers be advised that the Bureau defers to the Department's judgment in this particular matter.

Should you agree, the attached memorandum should go forward to Mr. Rogers at this time.

Attachment  
CC: Mr. Mohr  
Mr. Clegg

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

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Mr. Tolson

7/17/53

The Executives Conference

SUGGESTION #292-53

The Executives Conference on 7/14/53, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Clayton, Nichols, Holloman and Clegg being present, recommended unanimously unfavorably the suggestion of Special Agent Joseph J. Pieper of the Butte Office that the metal film holders in which the film for each film pack is contained should be saved, salvaged and sold to Eastman Kodak Company. During World War II when metal was scarce the Eastman and the Ansco Companies would pay 4¢ or 5¢ for each empty film holder.

Inquiries disclosed that at present it is cheaper for the companies to buy and manufacture new film packs than it is to repair old film packs and they do not desire old film packs. Thus there appears to be no need for retaining these film packs.

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

CC - Mr. Clegg  
Mr. Mohr

HHC:cs

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JUL 27 1953

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MR. TOLSON

July 22, 1953

THE EXECUTIVES CONFERENCE

FLASH FORMS TO BE USED IN CASES INVOLVING THE APPLICATION FOR PARDON AFTER COMPLETION OF SENTENCE

The Executives Conference on July 20, 1953, consisting of Messrs. Tolson, Ladd, Nichols, Rosen, Parsons, Holloman, Mason, Hennrich, Clayton, Mohr, and Tracy, considered a suggestion from the Posting Section of the Identification Division.

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Employee Mrs. [redacted] of the Posting Section of the Identification Division suggested a new form to be used by Bureau Field Offices in the placing of flash notices in the Identification Division in cases involving the application for pardon after completion of sentence.

There are between 400 and 500 new pardon cases annually and in each of these cases a flash notice is posted in the Identification Division on request of the Field. At the present time, dictated requests are sent in from the Field for placing of the flash notices and in the majority of instances no identifying data is given. The Field merely gives the title of the case and the field office file number. Additional identifying data is necessary to properly identify the case in the Identification Division Card Index Section. In other instances the Field is making the request for a flash notice as an addendum to the form used to request a copy of the criminal record. This latter procedure results in duplicate handling in the Identification Division, for the reason that the posting of the flash notices is not handled in the same section that sends out a copy of the criminal record.

The Identification Division recommends the attached new form be sent to the Field for use in this particular type case. There is also attached a suggested letter to all Special Agents in Charge and a suggested revision for the Manual of Rules and Regulations.

The Executives Conference unanimously recommended the approval of the new form together with the suggested letter to all Special Agents in Charge and the suggested revision for the Manual of Rules and Regulations.

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DATE 5/6/91 BY SP5 C/KG

- 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 \_\_\_\_\_
- Miss Holloman \_\_\_\_\_
- Miss Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc - Mr. Clegg  
Mr. Mohr  
Attachment:  
BUT:ude

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JUL 27 1953

MR. TOLSON

July 23, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of July 20, 1953, consisting of Messrs. Tolson, Clayton, Clegg, Ladd, Belmont, Mohr, Parsons, Tracy, Rosen, Nichols, and Glavin, considered the attached suggested letter to all Special Agents in Charge concerning available appropriations for the fiscal year 1954, and recommended its approval.

Attachment

CC: Mr. Mohr  
Mr. Clegg

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

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166-2554-10553  
JUL 27 1953

57 JUL 31 1953

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: July 15, 1953

FROM : Quinn Tamm

SUBJECT: TECHNICAL SECTION FINGERPRINT CLASSES

There are assigned to the Identification Division at the present time four GS-7 Training Officers (Technical Fields); three on the Day Force and one on the Night Force. The one assigned to the Night Force is necessary in the handling of new students after they complete their classroom instruction on the Day Force and are transferred to the Night Force. They still receive additional on-the-job training.

We presently have in session in the Technical Section two classes. A class will be started on July 20, 1953, which will then exhaust the available Training Officers on the Day Force. The size of the classes are limited by Bureau approval of a recommendation of the last inspection that no class should exceed 25. We have 20 additional employees who are ready for training in the Technical Section. The only available Training Officer is on the Night Force.

Permission is requested to start a class in the Technical Section on the Night Force on July 20, 1953.

QT/jll

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DATE 6/6/91 BY SP5 li/dcy

ADDENDUM: SJT:ude (7-17-53)

On July 16, 1953, the Executives Conference, consisting of Messrs. Tolson, Ladd, Clegg, Nichols, Parsons, Belmont, Winterrowd, Holloman, Clayton, and Tracy, approved the suggestion to start a fingerprint class on the night force. Permission is being requested of the Bureau to increase the number of instructors on the day force in order that any additional classes which may be necessary may be conducted on the day force in order to avoid the 10% night differential pay.

S. J. Tracy

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105 JUL 23 1953

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Mr. Tolson

7/21/53

The Executives Conference

USE AIR-TELS INSTEAD OF TELETYPE  
IN ISSUING INSTRUCTIONS TO DISCONTINUE  
INVESTIGATIONS

Present at the Executives Conference of July 20, 1953, were Messrs. Tolson, Tracy, Parsons, Mohr, Hennrich, Ladd, Rosen, Clayton, Holloman, Nichols, and Mason.

It was reported to the conference that air-TELS were established last year as a means of reducing the number of teletypes and instructions sent to the field to submit views at the end of the 1952 fiscal year. All field offices, except Savannah, recommended the continued use of air-TELS. All offices report substantial savings from the use of air-TELS and advise that the amount of unnecessary investigation resulting from the use of air-TELS (as distinguished from more rapid notification by teletypes) has been negligible. The Savannah Office felt that air-TELS should be utilized only in criminal cases where prosecution has been declined and in deserter fugitive apprehensions.

The conference unanimously recommended the continuation of air-TELS without any modification of the existing rules.

The field has already been notified that all economy measures of last fiscal year continue through this fiscal year. Consequently, if approved, no further notification to the field is necessary.

cc: Mr. Clegg  
Mr. Mohr

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JUL 27 1953

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

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*WAC*  
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JUL 28 1953  
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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo ✓

DATE: July 3, 1953

FROM : A. K. Bowles, SA ✓

SUBJECT: ~~BULKY ENCLOSURES~~ IN BUREAU FILES

There are many files containing bulky enclosures which are occupying badly needed file space in the Bureau. The General Investigative Division is reviewing the exhibits except those containing material pertaining to laboratory examinations. The majority of the bulky exhibits, however, consists of material that was maintained in the Laboratory when the cases were active.

The Laboratory returns evidence to the field immediately after examination unless it should be kept for future examinations that are anticipated. The Bureau files contain some original evidence as bulky exhibits in hundreds of cases including some of the major cases, such as the Bremer, Robles, Stoll, Weyerhaeuser, Mattson, Ross, and Levine kidnappings. In instances where no examinations have been made in the Laboratory for several years original evidence should be returned to the field. The files also contain many positive prints of evidence photographed in the Bureau. The negatives are on file in the Mechanical Section. In addition, the files contain extra copies of correspondence helpful in connection with laboratory examinations while the cases were active.

Our present practice when closing out laboratory files in which there has been no laboratory activity within a year is to return any original evidence to the field, destroy photographic prints made at the Bureau (except in fraudulent check cases), and destroy laboratory file copies of correspondence, retaining the laboratory worksheets. In this manner, most of the bulky enclosures are removed from Bureau files. If it is necessary to have in connection with a later laboratory examination photographs of evidence previously received, new photographic prints are made from the negatives on file in the Mechanical Section.

Mr. Frank Price, Chief of the Criminal Section, General Investigative Division, has no objection to returning evidence from bulky exhibits to the field in the old cases in which bulky exhibits are filed in the Records Section. Mr. E. C. Renneberger of the Mechanical Section said approximately 90% of the negatives filed in that section are connected with laboratory cases so it appears to be a matter of concern mainly to the Laboratory whether the negatives are to be retained or the photographic prints. There are very few occasions in which it would be necessary to make additional photographic prints from the negatives for future examinations if the prints in closed laboratory cases were destroyed.

1-cc: Mr. Nichols  
Mr. Rosen  
Mr. Glavin

(Cont'd. next page)

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DATE 6/6/91 BY SP-5 cld/cg  
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**RECOMMENDATIONS:** That agents of the Laboratory in reviewing bulky enclosures in the Records Section pertaining to laboratory matters (1) return all original evidence to field office which transmitted it.

(2) Destroy prints of photographs made at Bureau because negatives will be available for possible future use.

(3) Destroy former laboratory file copies of correspondence in all except few major cases in which laboratory correspondence in one place might save valuable time in event of future laboratory examinations.

ADDENDUM: (R. T. Harbo, 7-6-53) Executives Conference recommended favorably concerning all three above recommendations, 7-6-53, Messrs. Tolson, Ladd, Nichols, Glavin, Tamm, Clayton, Laughlin, Winterrowd, Clegg, Gearty, Holloman and Harbo.

RTH:kmb  
/

RL

OP  
1-11-53

Mr. Tolson

7/16/53

H. H. Clegg

SUGGESTION #293-53  
SUGGESTED FORM FOR PREPARATION OF  
COMMUNIST INDEX CARDS

SA Paul G. Taylor of the New Orleans Division suggested the use of a form for the preparation of Communist Index cards throughout the field. The form, prepared by the Agent to whom the case is assigned, would set forth the required data for the Communist Index card. A designated employee in the Chief Clerk's Office would then prepare the card from the form which would then be destroyed. SA Taylor stated the use of the form would insure a high degree of uniformity and that the clerk who prepares the card would receive full and complete information in addition to facilitating the preparation of the cards on a current basis without using a stenographer.

VIEWS OF WASHINGTON FIELD OFFICE

The Washington Field Office uses a blank index card containing the same printed headings as the suggested form. The Agent either fills out the card himself or dictates it to a stenographer with his other work. The Washington Field Office system is superior to the suggested form in that it eliminates the additional step of preparing the form and transferring the information therefrom to the card.

VIEWS OF DOMESTIC INTELLIGENCE DIVISION

The Domestic Intelligence Division expressed the opinion the proposed form would facilitate the preparation of Communist Index cards in the field and would standardize the form in which Agents will submit the required data for Communist Index cards.

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DATE 07/09/01 BY SP5/BJG

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

SEE BOTTOM OF PAGE 2 FOR EXECUTIVES CONFERENCE ACTION

MHS:mew

111  
AUG 3 - 1953

RECORDED - 95

INDEXED - 95

EX-103

66-2557-10557  
JUL 27 1953

COMMENTS OF INSPECTOR B. C. BROWN

Mr. Brown stated the proposed form would serve no useful purpose; that Section 87, Page 28 B of the Manual of Instructions already sets forth that the Communist Index card must contain the same information as proposed for the suggested form thus assuring uniformity and that it is a simple matter for the Agent to either make out the card himself or dictate it to a stenographer.

ADVANTAGES OF PROPOSED FORM

None.

DISADVANTAGES

1. Would require the preparation and stocking of an additional field form.
2. Requires an additional step in the preparation of the Communist Index card in that the information on the forms must be transferred to the card thus consuming unproductive clerical time.
3. Section 87, Page 28 B of the Manual of Instruction already provides for the uniform listing of information on the Communist Index card.

RECOMMENDATION

It is recommended the proposed form not be adopted.

EXECUTIVES CONFERENCE ACTION

The Executives Conference of July 22 recommended unanimously unfavorably as to the creation of the proposed form. Present at the Conference were Messrs. Tolson, Glavin, Tracy, Parsons, Belmont, Ladd, Mohr, Clayton, Nichols and Mason. No further action necessary.

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100-100000-20

DETAILS:

SA Paul G. Taylor of the New Orleans Division submitted a suggestion to the effect that a form with headings (1. name and aliases, 2. file number, 3. position in party, 4. place of residence, 5. place of employment, 6. citizenship, 7. source and date information received, 8. general statement re dangerousness, potential or actual) should be used in the preparation of Communist Index cards throughout the field; that the form would be submitted by the individual Agent to whom the case is assigned as soon as it becomes apparent from investigation that the subject qualifies for inclusion in the Communist Index and that a designated employee in the Chief Clerk's Office will then prepare a Communist Index card from the form which will thereafter be destroyed.

SA Taylor stated the proposed form would be advantageous in that all Communist Index cards would be prepared by one employee thus insuring a high degree of uniformity and that the clerk who prepares the cards would receive full and complete information in addition to facilitating the preparation of the cards on a current basis without using a stenographer.

[redacted] Supervisor, Security Squad, Washington Field Office, advised that Washington Field Office uses a blank index card containing the same printed headings as the suggested form. The Agent either fills out the card himself or dictates it to a stenographer with his other work. Mr. Crawford stated the Washington Field Office system is superior to the proposed form in that it eliminates the additional step of preparing the form and transferring the information therefrom to the card. Mr. Crawford further advised the Washington Field Office had used a form similar to that now suggested some time ago.

By memorandum dated July 7, 1953, from Mr. F. J. Baumgardner to Mr. Belmont the Domestic Intelligence Division expressed the opinion the proposed form would facilitate the preparation of Communist Index cards in the field and would standardize the form in which Agents would submit the required data for Communist Index cards.

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b7c

SEARCHED  
SERIALIZED  
INDEXED  
FILED  
JUL 10 1953  
FBI - WASH DC



Mr. Tolson

7/17/53

The Executives Conference

SUGGESTION RE EMPLOYEE  
SUGGESTIONS FILE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 10/6/91 BY SP5/BJG

The Executives Conference on 7/15/53, Messrs. Tolson, Glavin, Tracy, Parsons, Mohr, Belmont, Ladd, Winterrowd, Clayton, Nichols, Holloman and Clegg being present, unanimously recommended unfavorably the suggestion prepared by supervisor [redacted] of the Training and Inspection Division (1) that a dead administrative file entitled "Employees Suggestions" be maintained in each field office in which copies of all suggestion letters from that office would be placed. The purpose was to permit a determination as to the number of suggestions emanating from that office over a specified period and it would permit an examination of the Inspectors similarly. There is presently placed in the personnel file of the employee making the suggestion an acknowledgment of his suggestion.

b6  
b7c

(2) It opposed the suggestion that an AQ Letter be sent to the field listing all field offices and the number of suggestions submitted by employees of such field offices during the past fiscal year.

The Conference opposed the above two suggestions on the basis that any artificial stimulation of suggestions or "forced suggestions" would not likely be productive of helpful suggestions. Employees now know that suggestions can be submitted whenever they have an idea. They are encouraged during New Agents and In-Service schools to submit their suggestions and there is an annual letter from the Director to the employees inviting these suggestions. It is believed that the Bureau should continue its present practice of letting all employees know that their suggestions are welcome and desired but any indication of competition between offices in the number of suggestions and "forced stimulation" is believed to be unwise and unnecessary.

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

RECORDED - 83  
INDEXED - 95

166-2554-10558  
JUL 27 1953  
52

EX-103

111  
AUG 3 - 1953

RECORDED-88

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JUL 15, 1953

323,03

WASH DC  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON FIELD OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/6/91 BY SP5/dfj

Reference is made to your communication of June 21, 1953, concerning the above-mentioned matter.

With reference to the space previously occupied at Aberdeen, Washington, in the quarters of the Aberdeen Police Department, it is noted that this space has been surrendered by you. The Bureau does not desire that you reoccupy this space at any future time.

With reference to the space occupied by the Renton Resident Agency, this is to advise that the Bureau has no objection to continued occupancy of this space by this resident agency.

With reference to space occupied at Olympia, Washington, it is noted that you have available for use a small room in the Olympia Police Department which can be utilized for interview purposes if you have joint custody for this purpose. The Bureau does not feel such space should be utilized since it is felt embarrassing in the event to the Bureau at some future date through utilization of space which is the property of a local police department.

With reference to space made available to Resident Agency at Wenatchee, Washington, in the Chelan County Courthouse, which occupancy is approved by the Bureau June 16, 1953, this is to advise that the Bureau feels this space should be released at this time. The Bureau further feels that in view of the many investigative matters which must be handled by the Bureau, some of which will involve local law enforcement officers, that it would be undesirable to occupy a local county courthouse building or police space.

The same is true insofar as the space occupied by the Renton Resident Agency at Vancouver, Washington, in the Clark County Sheriff's Office is concerned. It is felt that this space should be released at the earliest possible date.

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

With reference to space at Everett, Washington, the Bureau feels that the space in the Everett Police Department County Courthouse should be released at this time since those enumerated heretofore in this communication, the pertinent officials of the Federal Bureau of Investigation should be advised that the Bureau is not desirous of continuing its occupancy of space in the Everett County Courthouse. You should refer through to see if appropriate space can be secured in the local police building in that city.

53 AUG 21 1953

(over)

The Executive Conference of July 10, 1953, consisting of Messrs. Harbo, Clayton, Flegg, Fearty, Holloman, Quinn Tamm, Ladd, Winterrowd, Belmont, and Flavin, felt that the above matter should be handled as set forth.



Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI (66-57)

DATE: June 25, 1953

FROM : SAC, SEATTLE

SUBJECT: OFFICE SPACE  
RESIDENT AGENCIES  
SEATTLE DIVISION

~~MASS~~

INSPECTION MATTER

Reference is made to Bulet 6/11/53 concerning the resident agencies' office space phase of the Inspection Report of this office and dealing particularly with the resident agencies at Aberdeen, Bremerton, Olympia, Wenatchee, Everett and Vancouver, where no federal space is assigned.

Following the inspection of this office in March 1953 a survey was made in each of the above-listed resident agencies for the purpose of determining the availability of suitable federal space with the following results:

ABERDEEN, WASHINGTON

As the Bureau was informed by mylet of 6/22/53, the resident agency at Aberdeen is temporarily vacated, the situation to be re-evaluated in 45 days to determine whether a continuance of a resident agency there is warranted at that time. The space we had in the Aberdeen Police Department on a loan basis is being surrendered, and even if a resident agency there is continued this space will not be used.

BREMERTON, WASHINGTON

The Bremerton Resident Agency space is located in the Navy Yard and the full details concerning this space were furnished to the Bureau by my letter of 7/29/52, captioned "Office Space, Bremerton Resident Agency." Bureau authority was granted for the continued use of this space by letter of August 19, 1952. No circumstance has arisen since that time which affects the continued use of this space, which has proved very satisfactory. There is no office space of any kind in the Post Office Building at Bremerton, which building is used only by the Post Office Department. No other federal building exists in Bremerton.

JAH:eon  
66-1202  
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323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/6/91 BY SP3 CID/df

7-15-53  
27  
7-29-52  
C. B. [Signature]

0 EXECUTIVE CONFERENCE

44

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RECORDED-53

66-2554-10559

JUL 29 1953

55 INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-57

Director, FBI

June 25, 1953

Re: Office Space  
Resident Agencies, Seattle Division

EVERETT, WASHINGTON

In connection with the resident agency at Everett, reference is also made to Bulet of June 3, 1953, captioned "Office Space, Everett, Washington Resident Agency", desiring to be informed as to the present status of our efforts to obtain office space there.

It was indicated by mylet of September 26, 1952, captioned "Office Space, Everett, Washington" that negotiations were under way to make available for our use space in the Snohomish County Court House. GSA is maintaining contact with the County Commissioner in this regard but the addition to the Court House where we would have our space is not yet completed. It is anticipated that several months will pass before it is completed.

In the meanwhile it is possible that we may be able to get federal space now occupied by the Internal Revenue Agent at Everett in the Post Office Building. The Collector's Office and the Internal Revenue Agent will occupy the same space as a result of a reorganization program under way in that department. The federal space occupied by the Agent would not be suitable for this purpose and if and when the reorganization is effected, they will of necessity be forced to acquire other space, making Post Office Building space available for us. We seem to be in line for favorable consideration in this eventuality and I will closely follow this matter to insure that if this space becomes available, we obtain it for our use. The reorganization in the Internal Revenue Bureau is apparently dependent upon their being able to acquire suitable space outside the Federal Building.

At the present time there does not seem to be any other space available, nor other possibilities of space becoming available.

Director, FBI

June 25, 1953

Re: Office Space  
Resident Agencies, Seattle Division

OLYMPIA, WASHINGTON

The Post Office Building is completely full and there is no other federal building in the area. GSA has at the present time need for 5,000 square feet of office space in Olympia, with no prospect of fulfilling this need. The Post Office Department itself is going to require outside space during the current year. The prospect of securing federal space in Olympia seems non-existent at this time.

We do have available to us a small room in the Olympia Police Department which can be used for interview purposes and which I have examined and found adequate for this purpose. A  
H

WENATCHEE, WASHINGTON

The Wenatchee Post Office and Post Office Annex are the only federal buildings. At the present time there is no space available in either building. The Department of Agriculture has some space in this area and the Postmaster has indicated that there may be some consolidation within the Agriculture Department in the future which will make some of the space they now hold available for other occupancy. I will closely follow this matter to insure that we are given due consideration if and when space opens up in either of the above buildings.

At the present time we have a small office in the Chelan County Court House, which was approved by the Bureau on July 16, 1952. Full details regarding this space were set out in mylet of June 27, 1952, and no situation has arisen since that time effecting the desirability of continuing to use that space until federal space becomes available. (7)

VANCOUVER, WASHINGTON

A survey was made in Vancouver, and although a new Post Office has been planned for some time there is no definite indication as to when it will be constructed. There is no space in the present Post Office, which is the only federal building in the city. Other federal agencies rent private space.

As pointed out in my letter of January 28, 1952, captioned "Resident Agency at Vancouver", we have a room set aside for exclusive use by the Clark County Sheriff's Office. The Bureau by letter of February 12, 1952, authorized the installation of a telephone in this space and we are continuing to use this room, which is entirely adequate as far as security and any equipment is concerned.

0051725

Mr. Tolson

7/7/53

The Executives Conference

323 013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/9/81 BY SP5/BJG

SUGGESTION #238-53

REPLACEMENTS TO BE MADE PRIOR TO WHEN FUGITIVE IS ADDED  
TO TOP TEN FUGITIVES LIST AS A REPLACEMENT

The following were present at the Executives Conference of 7/7/53, Messrs. Tolson, Ladd, Glavin, Tamm, Harbo, Clayton, Belmont, Winterrowd, Gearty, Holloman and Clegg, and considered the rather lengthy teletype or radiogram message that is sent to field offices whenever a new subject's name is being added to the Top Ten Fugitives List as a replacement.

It was believed by the Conference that there had been enough experience and interest in this matter so that it is unnecessary to repeat the detailed instructions but rather in the future in notifying field offices of replacements on this program, that a brief statement showing the name of the new subject with the character of case, the date the release will be made for publication, and the name of the former fugitive who is being replaced in this program, would be sufficient. Thus it would eliminate the detailed instructions to have the SAC assume personal charge of the investigation to apprehend, to notify the Bureau of details by telephone when there is immediate possibility of apprehension, and to give preferred attention to leads which arise in this case.

There is attached hereto an SAC Letter which will advise that in the future there will by a brief message transmitted to the field about the replacement and that the usual instructions which have heretofore been issued should continue to apply without their repetition in each message.

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b7c

This recommendation was based upon the suggestion of Radio Operator [redacted] of the Knoxville Office who had suggested a code word to replace the lengthy phraseology, and merely the insertion of the name of the new fugitive, the character of the case, the date of the release and the name of the fugitive to be replaced.

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Holloman \_\_\_\_\_
- Moynihan \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

If this is approved, there is attached hereto an letter accordingly.

The Conference also unanimously opposed a suggestion for a code arrangement for advising the Bureau or other offices

Attachment  
cc - Mr. Clegg  
Mr. Mohr

RECORDED  
INDEXED  
JUL 28 1953  
68

ORIGINAL FILED IN 62-10560-105

0051796

~~MODE ARRANGEMENT FOR~~  
by radiograms or teletype that a name check or investigation  
had revealed no derogatory information as to character, loyalty  
or associations. This was opposed unanimously by the Conference  
in view of the necessity of such information being incorporated  
in reports which are disseminated to agencies of the government.