

FEDERAL BUREAU OF INVESTIGATION
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Mr. Tolson

10/21/53

The Executive Conference

18930

MEMORANDUM FOR THE EXECUTIVE CONFERENCE

Present at the Executive Conference 10/20/53
were Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen,
Belmont, Tracy and Nease.

The Denver Office recommends that whenever an auxiliary office apprehends a fugitive and sends the usual airtel to the office of origin advising of the apprehension that several carbon copies of the airtel be made available to the office of origin. The purpose of the suggestion is to possibly facilitate the office of origin notifying other auxiliary offices to discontinue investigation by sending one of the carbon copies of the apprehension airtel received by the office of origin.

The Executive Conference was unanimously opposed to this suggestion feeling that confusion would probably result in that the auxiliary office would have no way of knowing how many copies of an airtel to furnish the office of origin and if even one less copy was furnished than was actually needed, it would still be necessary for the office of origin to prepare a separate communication. If the auxiliary office furnishes too many copies, then paper waste will result.

The Conference can see no practical way to make the suggestion work.

If you agree, memo to attached communication to the Denver Office.

66-2554-10791

RECORDED - 54 186 OCT 30 1953

INDEXED - 54

W. Nease

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

CC: Mr. Tolson
Mr. Ladd

Assoc. Agents
KID: rgs ngr

63 NOV 6 1953

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/92 BY SP5/BJG

MR. TOLSON

10/20/53

EXECUTIVES CONFERENCE

SUGGESTION #501-53

MADE BY [REDACTED]

MOBILE DIVISION

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5/efj

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b7c

SUGGESTION:

At present a report is made monthly to the Bureau as to the number of credit reports obtained from Dun and Bradstreet. The suggesting employee proposed that reports only be submitted by the field when credit reports are secured from Dun and Bradstreet, inasmuch as some offices secure very few credit reports during the entire year.

ACTION TAKEN:

The Executives Conference on 9/23/53, recommended unanimously favorably as to the adoption of this suggestion and an appropriate SAC Letter has been sent to the field. A letter was also directed to [REDACTED] advising her of the adoption of her idea.

The savings effected through adoption of this suggestion are negligible, according to the Administrative Division. The Bureau had arranged a contract with Dun and Bradstreet which provided for handling a certain number of inquiries and if the Bureau exceeded that number payment was to be made at a certain rate. Of the 52 reports received, a tally would be made up to see if the number of reports obtained exceeded the figure contracted for. Administrative Division pointed out there are only 18 offices which use these services regularly.

RECOMMENDATION:

It is recommended that the Executives Conference consider whether [REDACTED] should be granted a cash award for her suggestion which has been adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

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

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Holloman, Nichols and Mason.

INDEXED - 54 / 66-2504-10792
RECORDED - 54
NOT RECORDED
141 NOV 2 1953

58 NOV 9 1953

INITIALS ON ORIGINAL

ORIGINAL COPY FILED
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The Conference unanimously recommended a \$10 cash award for [redacted] This is the minimum cash award and can be made for any suggestion which is adopted, regardless of savings. If approved, the Administrative Division will prepare an appropriate communication to the Department and a letter to [redacted]

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b7c

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY
FROM : [Redacted]
SUBJECT: [Redacted]

DATE: September 22, 1953

EXECUTIVE CONFERENCE

LATENT FINGERPRINTS - DADAP, NH

Tolson	_____
Ladd	_____ b6
Clegg	_____ b7C
Glavin	_____
Nichols	_____
Rosen	_____
Tracy	_____ ✓
Harbo	_____
Belmont	_____
Mohr	_____
Tele. Room	_____
Nease	_____
Gandy	_____

A teletype dated September 21, 1953, has been received from the Boston Office advising that latent fingerprints were developed by New Hampshire State Police and identified as those of one [Redacted]

Testimony was given before Dover Municipal Court and subject [Redacted] is being held for Strafford County Superior Court. Attorney [Redacted] appeared before Judge Robert F. Griffith and informed him that the FBI would not examine instant prints for him as defendant's Attorney [Redacted] requested court order which was granted, ordering clerk to deliver latent fingerprints to Attorney [Redacted] so that Chief John J. Murphy, Dover, New Hampshire Police, or some other law enforcement official, could submit latent fingerprints to FBI for examination. No record in Bureau of any request from Attorney [Redacted] for latent fingerprint examination.

Bufile 77-4927 reflects that individual of same name, [Redacted] at Dover, New Hampshire in 1949 and 1950, applied for position as Attorney in Criminal Division of the department. This individual described as incompetent, a publicity seeker and a "screwball."

RECOMMENDATIONS:

1. If latent prints received from law enforcement agency, that examination be made.
2. If latent prints received from Attorney [Redacted] that examination not be made and material returned to him.

ESD:bs. bs

RECORDED - 9
INDEXED - 9

NOV 2 1953

69

ADDENDUM: SJT:dph 9-25-53

The Executive's Conference consisting of Messrs. Ladd, Glavin, Harbo, Rosen, Hennrich, Mason, Holloman, Gearty, and Tracy on September 24 unanimously recommended that if the latent fingerprints are received from a law enforcement agency or official that the examination be made for the reason that this is consistent with the present and past Bureau policy in the examination of latent fingerprints.

SJT

ORIGINAL FILED IN 77-25270

M
M

2/21/92

303 013

304

NOV 6 1953

Mr. Tolson

10/14/53

The ⁰Executive Conference

Suggestion

X Bureau

RECORDS SECTION WAR PLANS OFFICE Administration General
ELIMINATION OF ORANGE BORDERED FILES

715-53

Those present at the Executive Conference of 10/13/53 were Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Rosen, Gearty, Holloman, Tracy and Mason.

The Conference was informed that under the Bureau War Plans the Records Section had been identifying certain files marked for evacuation with an orange colored border in order to facilitate locating these files in the event of evacuation. At the present time approximately 32,000 files have been marked. During the past 7 months, 5,848 files were added to this category and 2,754 were deleted, which means that a total of 8,602 files required a change of covers during that period. It has been estimated that the labor cost alone to handle this project was approximately \$255.29 per month or a yearly estimate of \$3521.28. The Records Section also has in existence a numerical control index for all files marked for evacuation.

The Records Section recommended during the current inspection of that section that the Bureau discontinue the actual changing of file covers from the regular to the orange bordered cover and vice versa and that in the event of an emergency they use the control index to determine which files are to be evacuated. It was estimated that by the use of that index it would take approximately one-half day to pull the files and another half day to locate the files which were charged out.

This matter was considered in connection with the inspection and a survey indicated that it would require about 2 hours to pull and locate the files which have an orange colored marking for evacuation purposes. Inspector DeLoach recommended that the Records Section continue to use its present system of orange bordered file covers for the evacuation files. It was noted that a savings could be accomplished if the Records Section's recommendation was carried out.

The Conference was of the unanimous opinion that there was too much danger involved in following the recommendation of the Records Section because we might not have 8 hours available to pull and locate files in the event of evacuation, and thus there should be no change in the present system.

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- Tele. Room _____
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- Miss Gandy _____

cc - Mr. Mohr
Mr. Clegg

RECORDED-57 66-2554-10794
INDEXED-57 NOV 2 1953

56 NOV 6 1953

EX-9213

INITIALS ON ORIGINAL

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5/afj

ORIGINAL FILED IN 66-17386-

MR. TOLSON

10/23/53

EXECUTIVES CONFERENCE

SUGGESTION #609-53

MADE BY MRS. [REDACTED]

STREAMLINING PROGRAM

RECORDS & COMMUNICATIONS DIVISION

ROUTING STAMPS BE FURNISHED TO

CLASSIFIERS HANDLING SEMI-ANNUAL

CONFIDENTIAL REPORTS

b6
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323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5 w/dep

SUGGESTION:

That routing stamps be obtained for use by the Classifier when handling semiannual confidential informant reports. The employee felt savings in time could be effected through adoption of this idea since the Classifier would be able to stamp the routing rather than write out the necessary routing.

OBSERVATIONS:

Records and Communications Division recommends unfavorably as to the adoption of this suggestion because they feel that at least three routing stamps would be necessary and the semiannual confidential informant reports are received periodically over an extended period, and there never is a large volume to be handled. Records and Communications Division believes that arrangements can be worked out whereby a Classifier with a particularly voluminous report can secure appropriate stamps from the Routing Unit and, therefore, recommends against the suggestion. It was pointed out that it does not appear desirable to obtain the required stamps for all Classifiers who might use them only occasionally.

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. [REDACTED] at the Executives Conference on 10/22/53.

RECOMMENDATION:

In view of the opposition expressed by the Records and Communications Division it is recommended the suggestion not be adopted. If you concur, no further action is necessary as [REDACTED] has resigned since the submission of the suggestion.

Mr. Mohr
Mr. Clegg

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- Miss Gandy _____

RECORDED
INDEXED - 22

166-257-10795
NOV 2 1953

NOV 10 1953

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ORIGINAL COPY FILED IN

MR. TOLSON

September 3, 1953

THE EXECUTIVES CONFERENCE

323 D3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/93 BY SP-5 CWD/ky

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The Executives Conference of August 31, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Gearty, Belmont, Nichols, Tracy, Rosen, and Glavin, considered a suggestion submitted by Mrs. [redacted] Supervisor of the Personnel Records Section, that 325 index cards not utilized in the Applicant Office to reflect results of interviews with prospective employees not be retained beyond 90 days. Mrs. [redacted] points out that the cards are retained in the Administrative Division for 90 days before forwarding to the Records Section and it appeared that the usefulness of the card is served within 90 days and no reason for retention in file beyond that period is needed.

It was pointed out to the Conference that these cards, samples are attached, have been prepared in the Applicant Office so that we would have a ready reference to any appearance the applicant might have made in the Applicant Office. There are a certain number of applicants informally interviewed on whom memoranda do not appear warranted. The type of case in question would be where an applicant desired to be interviewed by an Agent Supervisor even though he did not possess the basic qualifications for the position he was seeking. It has not been considered necessary to prepare formal memoranda in these cases and a card was prepared. Other instances where a card is prepared is when an individual comes in seeking part-time or summer employment. It was pointed out to the Conference that until the inspection of the Administrative Division in August, 1951, the cards on these applicants were maintained in the Applicant Office for a period of 90 days and then destroyed. As a result of the inspection it was recommended that the cards continue to be maintained in the Applicant Office for a period of 90 days and thereafter, those cards representing interviews where no memorandum of the interview was prepared should be individually mounted and initialed for file rather than being destroyed. In this way there would be a record of the interview for future reference.

The Executives Conference was advised that the Personnel Section of the Administrative Division felt it would be desirable to retain these cards in the Personnel Records Section so that an

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- Tele. Room _____
- Holloman _____
- Miss Gandy _____

Mr. Mohr
Mr. Clegg
NOV 2 1953
MRG:gt

RECORDED - 50
INDEXED - 50
66-2554-10796
NOT RECORDED
141 NOV 2 1953

EX - 102

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-2554-10796

This is a copy of a letter from the Applicant Office to the Personnel Section of the Administrative Division.

Memo to Mr. Tolson (continued)

appropriate check could be made against them in the event any individual at any future time made the statement he had been interviewed in the Applicant Office of the Bureau.

The Conference was unanimously opposed to the continuance of filing these cards.

As the samples attached reflect, they contain no information of permanent value and the purpose for which they are prepared would be served within a period of 90 days. It is pointed out that there may be rare instances where an individual might state that he was interviewed in the Applicant Office where no information would be reflected in our personnel files. However, it is felt that such inquiries would be few and far between and it is recommended that these cards not be filed in the future in the Personnel Records Section. The Conference further does not feel that it should be necessary to prepare memoranda on all such interviews to be included in our personnel files.

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Miss Gandy _____

MR. TOLSON

10/15/53

EXECUTIVES CONFERENCE

SUGGESTION #540-53

MADE BY SA [REDACTED]

MEMPHIS OFFICE

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323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP-5C/dj

~~FILES~~

SUGGESTION:

That the Bureau at the Seat of Government and in its field divisions adopt the policy of starting a new series of numbers for files when the numbers reach five digits. The suggested procedure would be similar to that being followed by the Identification Division in assigning FBI numbers. For example, when file number 9999 has been reached, instead of assigning the next file number 10,000, A1 would be assigned.

The suggesting employee has in mind the reduction in length of file numbers which in turn would bring about a decrease in clerical errors.

OBSERVATIONS:

This procedure has been used very successfully in the Identification Division in connection with the assignment of FBI numbers.

The Records Section, Records and Communications Division, sees no real advantage to the proposed system. It is believed that very few field offices will ever have more than 100,000 cases in a classification. At the Bureau there are in excess of 400,000 cases in the "100" classification and nearly 400,000 cases in the "116" classification. Under the proposed system, over and above 260,000 the case numbers will consist of four digits and two letters, or the same as six digits under the present system.

There would be a greater possibility of misfiling mail under the suggested procedure. For example, 100-G10 mail may be misfiled in 100-G10 or 100-N345 mail might be misfiled in 100-N345. The filing system would be confusing inasmuch as 100-N9999 would be filed in front of 100-N1. Telephonic requests for files would be subject to misinterpretation. Many letters of the alphabet are similar and a request for 100-F11 might result in 100-S11 being sent to the requestor.

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Mr. Mohr
Mr. Clegg
EDH:rgw

RECORDED - 50
INDEXED - 50
NOV 2 1953

10797
M

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at the Executives Conference 10/6/53.

RECOMMENDATION:

In view of the opposition to the suggestion expressed by the Records and Communications Division, its adoption is not recommended. If you concur, no further action is necessary inasmuch as Mr. [redacted] already has been thanked for his idea.

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18929

Mr. Tolson

10/26/53

H. H. Clegg

SUGGESTION #629-53

Per presentation by Mr. Mason at the Executives Conference of 10/22/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

Mrs. [redacted] Records and Communications Division.

b6
b7C

SUGGESTION:

That letters acknowledging receipt of reports from the Bureau by other agencies be destroyed and not recorded.

OBSERVATIONS:

The Special Inquiry Section, Investigative Division, points out that in certain instances, such as bribery, theft or chicanery on the part of an employee of another government agency, the receipt of our reports by the other agency might become a prime concern. Since the letter acknowledging the receipt of such a report is the best evidence of its receipt, the Investigative Division feels such letters of acknowledgement should not be destroyed.

RECOMMENDATION:

In view of the opposition expressed by the Investigative Division, adoption of the suggestion is not recommended. No acknowledgment to Mrs. [redacted] is necessary inasmuch as she is a member of the Streamlining Committee, Records Section.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5 EJP/deg

RECORDED-29

INDEXED-29

EX-104

66-2554-10798

NOV 2 1953

52 NOV 9 1953

ORIGINAL FILED IN 66-818-

TO: Mr. Harbo

October 15, 1953

FROM: W. Conrad

SUBJECT: TWO-WAY FM CARS
BODY LOADING TECHNIQUE

M

You will recall that the Laboratory developed a method by which certain portions of an automobile body can be caused to efficiently act as an antenna for use on 40 mc frequencies. Five special surveillance cars, 2 in WFO and 3 in New York were so outfitted by the Laboratory. No additional requests are pending.

Two factors, I believe, dictate that the Laboratory, as a research and development organization, should explore the possibilities of developing such a technique, if possible, for use in the 162-174 mc band. These factors are as follows; (1) recently Minneapolis, now a 250-watt station operating in the 162-174 mc band, requested consideration for such a technique for surveillance work and was turned down because we had not done any work in this frequency range toward the solution of this problem and (2) as a part of the program to be basically prepared to handle any problem in the 162-174 mc band which we are now prepared to handle in the 40 mc band. In other words we should have the technical answer as to whether or not it can be done rather than to say we have not explored the possibility.

RECOMMENDATION:

Accordingly, it is recommended that the Radio and Electrical Section be premitted to apply 10 man days to the 162-174 mc phase of this problem when and if other more pressing matters permit.

RLM:vrh

ADDENDUM October 22, 1953

Favorably recommended by Executives Conference 10-22-53
Messrs. Ladd, Calahan, Mohr, Mason, Belmont, Tracy and Harbo. HTH:VH

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5 c/dep

RECORDED : 82
INDEXED : 82

66-2554-10799
RECORDED
107 NOV 8 1953

~~ENTIRE ON ORIGINAL~~

38 NOV 5 1953

EX-110

ORIGINAL FILED IN 80-750-1374A

Mr. Tolson

10/26/53

H. H. Clegg

SUGGESTION #660-53

Per presentation by Mr. Mason at the Executives Conference 10/22/53, the following is being submitted for the record:

SUGGESTING EMPLOYEE:

Division.

[Redacted]

Mechanical Section, Administrative

b6
b7C

SUGGESTION:

That a chemical wood index paper be used in place of the 50 per cent rag index paper presently used for the printing of Identification Orders and Apprehension Orders since the chemical wood index paper is cheaper.

OBSERVATIONS:

The Administrative Division is opposed to the suggestion inasmuch as the Identification Orders are maintained as permanent records in many police departments and it is felt that they should be printed on a grade of paper such as the 50 per cent rag index paper which has a greater degree of permanency than the chemical index paper.

RECOMMENDATION:

In view of the opposition expressed by the Administrative Division, adoption of the suggestion is not recommended. If you concur, no further action is necessary inasmuch as Mr. [Redacted] already has been thanked for his idea.

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53 NOV 9 1953

RECORDED - 82

NOV 3 1953

90

INDEXED - 82

EX-124

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5C/afj

ORIGINAL FILED IN 66-2271-516

MR. TOLSON

10/26/53

EXECUTIVES CONFERENCE

SUGGESTION #632-53

MADE BY [REDACTED]

ALBANY OFFICE

SECURITY INDEX CARDS BE FURNISHED
TO FIELD OFFICES IN TRIPPLICATE
UPON REQUEST

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b7c

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5/cid/gy

SUGGESTION:

Since Security Index cards are made at the Bureau by machine, it is suggested they be forwarded in triplicate to the field when a request is made by the field office on Form FD-122 recommending the subject for inclusion on the Security Index or when submitting a change for the Security Index cards.

A card would be requested in triplicate when the subject resides in a territory covered by a resident agency and where it is presently necessary for a third card to be typed in the field for the resident agency this would be eliminated through adoption of the suggestion. The notation "Triplicate Copies Requested" could be typed in the upper right-hand corner of Form FD-122 (the form for recommendation for Security Index and/or reflecting changes in Security Index subject's status).

The suggesting employee had in mind that this suggestion would effect a saving in typing time and would insure that resident agency copies of Security Index cards would contain the most current data on the Security Index subject.

OBSERVATIONS:

RECORDED-383
INDEXED-383
EX-115 90

66-2554-10801
NOV 3 1953

SAC D. K. Brown of Albany believes the adoption of this idea would save considerable work in the field and would more than offset the additional burden placed on the Bureau.

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- Miss Gandy

The Domestic Intelligence Division pointed out that by No Number SAC Letter dated 4/4/51, all offices were instructed to prepare 5" x 8" cards for each Security Index subject residing in a resident agency territory. Each card would contain the name of the subject, priority designation tabbings for DETCOM and COMSAB of "DC" and "CS" description, residence address, business address and a

cc-Mr. Mohr
Mr. Clegg
77 NOV 9 - 1953

WAC

155-11
155-11

Memorandum to Mr. Tolson

photograph, if available, to be stapled to the card. Under the present procedure two Security Index cards are prepared in the Statistical Section whenever a new card is added or changes are made to existing cards, and field offices prepare a 5" x 8", as indicated above if the subject resides in a territory covered by a resident agency.

The Domestic Intelligence Division does not believe this suggestion should be adopted. They feel that the number of Security Index subjects residing in a resident agency territory is very limited as compared to the total Index of approximately 22,925 cards. The volume of new cards and changes handled per week varies from approximately 450 to 500 items and Bureau supervision necessary to afford special attention to the limited number of cards in which three copies are requested far out weighs the typing time required in the field to type the name of the subject, priority tabbing initials, business and residence addresses on a 5" x 8" card to be placed in resident agencies. The Domestic Intelligence Division is of the opinion that the number of cards prepared at the Bureau should be uniform if we are to handle the volume with a minimum of clerical and supervisory time.

EXECUTIVES CONFERENCE CONSIDERATION:

Per presentation by Mr. Mason at the Executives Conference on 10/22/53.

RECOMMENDATION:

In view of the opposition expressed by the Domestic Intelligence Division and inasmuch as the suggesting employee has already been thanked for her idea, no further action is recommended.

MR. TOLSON

November 3, 1953

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5a/dy

The Executives Conference of November 2, 1953, consisting of Messrs. Ladd, Harbo, Tracy, Mohr, Belmont, Rosen, Mason, Nichols, and Glavin, was advised that we have gone over the top in our consolidated charity drive.

It will be recalled that the Community Chest has been set up to participate in the Bureau's Consolidated Charity Fund Drive in the amount of 60.93% of the funds collected and pledged.

The quota assigned to and approved by the Bureau for the Community Chest during the current drive is \$19,500.

Collections up to the close of business Friday, October 30, 1953, totaled \$33,666.24 subdivided as follows:

Cash collected	\$17,649.99
Donations pledged but not yet paid	16,016.25
Total	\$33,666.24

It was further pointed out that a request has been made of the Training and Inspection Division that an interim audit of the fund be made on Wednesday, November 4, 1953.

It was recommended to the Conference that immediately thereafter 60.93% of the funds already collected (\$17,649.99) or \$10,754.14 be delivered to the Community Chest organization and that a pledge card in the name of the FBI Employees' Consolidated Charity Fund in the amount of \$8,745.86 be also delivered to the Community Chest at that time. When this is done, the Bureau will be recorded as meeting its quota for the Community Chest in the amount of \$19,500.

As additional collections are made on outstanding pledges, there will be delivered to the officials of the Community Chest Federation additional funds in proportion to the total amount collected until such time as the entire quota of \$19,500 is paid to the Community Chest; for example, if by November 16 an additional \$5,000 is collected on outstanding pledges, 60.93% of that amount would be

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- Holloman

Mr. Clegg
Mr. Mohr

RECORDED - 9
INDEXED - 9

66-2554-10802

NOV 7 1953

Handwritten initials

Handwritten initials: jmr

Memorandum to Mr. Tolson from
The Executives Conference

forwarded to the Community Chest to apply against the outstanding
pledge of the FBI Employees' Consolidated Charity Fund. The full
quota, i.e. \$18,500, would not be paid to the Community Chest until
such time as collections of the FBI Employees' Consolidated Charity
Fund reach our 100% goal of \$22,000.

The Conference unanimously recommended that the Community
Chest contribution be handled as above.

[Handwritten signature] *4*

The Director

10/21/53

The Executive Conference

18926

REQUEST FOR TRAINING TO ~~INTOXICATION~~ ~~TESTS~~
PLATTSBURG POLICE DEPARTMENT
PLATTSBURG, NEW YORK

Present at the Executive Conference 10/20/53 were
Nazars, Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Belmont,
Tracy and Mason.

Chief of Police Clifford Fleming, SA, Plattsburg,
New York, requested that the Bureau furnish practical
demonstrations to members of his department in the uses of
the ~~drunkometer~~ and other types of apparatus used to determine
the amount of alcohol in the body of a person.

A recently enacted law in New York State requires the
operators of motor vehicles to submit to a chemical test of
blood, urine, saliva or breath whenever suspected of
intoxication or have their license forfeited. Only a licensed
physician is permitted to take blood from a person for
examination purposes. There are no limitations as to who may
conduct tests on saliva, urine, or breath.

There are several chemical tests and various
devices now being sold on the commercial market for the testing
of breath, or saliva to determine the alcohol which might be in
a persons system.

It is, of course, the Bureau's desire to have a
firm hold on police training in New York State. Mr. Clegg
felt that the Bureau should properly offer training as to
how to operate the various commercial devices for determining
alcohol content except blood. It was Mr. Clegg's belief that
representatives of the Bureau should not comment as to the
merits of any particular commercial apparatus or endeavor to
compare the advantages of one piece of apparatus against a
competitive apparatus. He currently, under existing policy,
wishes to make known the fact that there are certain tests for alcohol
determination and that there are various devices on the market
although we do not recommend any particular device.

Mr. Clegg feels that the FBI should provide instruction in
whatever law enforcement duties police call upon us to teach.

CC: Mr. Mohr
Mr. Clegg

RECORDED - 9

INDEXED - 9

66-2554-10803

EDM:rgg

NOV 6 1953

2923 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/12/92 BY SP5/ky

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

18927

The Police Training School Desk points out that we have no Agents in New York State at this time who are properly equipped to provide training to law enforcement as to how to operate the various devices which will determine the amount of alcohol in a persons system. Mr. Harbo of the Laboratory felt that it would be necessary to provide at least a week of training at the Dept of Government for any Agent selected to give instruction to police of the type mentioned above.

Magara, Ladd, Harbo, Glavin, Holliman, Trotter, Rosen, Belmont, Tracy and Mason felt that it would be undesirable for the Bureau to endeavor to provide instruction of this type and that the Bureau should not go to the expense of calling agents in for a week of instruction in order to equip them to conduct such police schools.

Based on the Director's instructions, the Albany, Buffalo and New York Offices will be advised of the Bureau's future plans with regard to the type of instruction mentioned.

I agree with
majority view
11-3 1

yes
H.

Mr. Tolson

November 2, 1953

Executives Conference

18921

SPECIAL ADMINISTRATIVE SCHOOL

Present at the Executives Conference on October 29, 1953, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen and Mason.

The Conference unanimously recommends that the Bureau hold a Special Administrative School, commencing 9:00 AM, Monday, November 30, 1953. The school will last for one week. The Conference recommends that an identical school be held, commencing Monday, January 11. It is proposed that there be in attendance at one of the two schools, present ASAC's who have been ASAC's for less than one year and such other Agents as may be designated by the Associate Director for attendance. It was thought that it might be desirable to have present Special Agents who might shortly be appointed to the position of ASAC. Seventeen ASAC's would be eligible.

The school will run, if approved, from 9:00 AM until 8:00 PM, Monday through Thursday, and from 9:00 AM until 4:30 PM on Friday.

The course will include approximately three days of practical work in the Administrative Division and one full day of practical work in the WFO.

There is attached for approval a proposed work sheet showing the amount of time allotted to the various instructors and it will be noted that the schedule deals rather completely with such topics as Field Office administration, evaluation training and advancement of personnel, relations with the press and public, budgets, finances, expenditures, acquisition and disposition of property, procurement of employees, supervision and operation of a field Chief Clerk's Office, and supervisory problems experienced by the Field in various categories and inspection matters.

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

EDH:jaw

cc: Mr. Mohr
Mr. Clegg

Attachment

RECORDED-48

INDEXED-48

766-2554-19804

NOV 6 1953

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP-5 C/PJG

If the above recommendations are all approved, there will be submitted for the Director's further approval a list of employees who are proposed for attendance. It is contemplated that each session will have roughly twelve students present. After the first school, any necessary changes in the agenda will be submitted for approval and after the second school, the whole matter will be reexamined to determine whether such schools should be held periodically.

It was not thought advisable to have all ASAC's attend inasmuch as some are so experienced that they would get little benefit from the school, and others will, in all probability, never be SAC's. The principal purpose of the school is to provide basic training for top Field leaders.

RH 4

15323

PROPOSED WORK SHEET FOR
SPECIAL ADMINISTRATIVE SCHOOL

<u>Time</u>	<u>Subject</u>	<u>Instructor</u>
10 minutes	Roll call and administrative instructions	Mr. Gearty or Mr. Rogers
1 hour 20 minutes	Current problems in field office administration	Mr. Clegg or Mr. Mason
1 1/2 hours	Tour of Records Section	Mr. Wolkart or Mr. Eames
1 hour	Identification Division administrative problems of interest to field divisions	Mr. Tracy
1 hour	Relations with press, radio, and television	Mr. Nichols
3 hours	Policies and procedures; supervisory techniques; applicant, special inquiry, and noncriminal matters; accomplishments and statistics in criminal cases; informant matters	Mr. Rosen and Staff
1 1/2 hours	Inspections and self inspections	Mr. Mason or Mr. Clegg
3/4 hour	Training and development of personnel	Mr. Gearty or Mr. Rogers
1 1/2 hours	Assignment of personnel; administrative action; policies and procedures	Mr. Mohr or Mr. Trotter
6 1/2 hours	Budget and Finances 1. The preparation of the budget 2. Estimating expenditures 3. Preparation of testimony 4. Securing justification for funds 5. Interesting cases 6. Payrolls 7. Vouchers, all types including confidential vouchers	Mr. Ahvin and Staff*

* This work will be done in the Administrative Division

F495
79 FEB 4 - 1954

66-2554-10804

ENCLOSURE 323 013
ALL INFORMATION CONTAINED
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DATE 2/24/92 BY SP-3/BJG

Time
8 hours

Subject

Instructor

Procurement

1. Spot contracts
2. Annual contracts
3. Solicitation of bids
4. Acceptance of bids
5. Quarterly orders of supplies
6. Handling of surplus equipment
7. Disposition of obsolete or outmoded equipment, supplies and materials

18924

Exhibits Section

1. Preparation of maps and charts
2. Assists the field investigative staff
3. Photographing, photostats, duplicating work

Mr. Glavin and Staff *

8 hours

Personnel

1. Procurement of employees
2. Qualifications of employees
3. Percentage of clerks to Agents on field-wide basis
4. Classification of employees
5. Consideration of employees for advancement
6. Maintenance of outstanding employee lists
7. Transfers of employees
8. Reallocations of employees
9. Health Service
10. Personnel services
11. Personnel counselling
12. Housing employees

Mr. Glavin and Staff *

4 hours

Supervision and operation of Chief Clerk's Office, including practical application

Mr. H. B. Fletcher **

2 hours

Field administrative devices, tickler systems, registers, informant indices, road work box, personnel matters, office organization

Mr. L. L. Laughlin **

3 hours

Current supervisory problems in security field - policies and procedures, weaknesses and objectives

Mr. Belmont and Staff

- * This work will be done in the Administrative Division
** This work will be done in the Washington Field Office with the regular Bureau instructor in charge.

66-2554-10804

Time
1 hour

Subject
Bureau policies concerning
speeches, research matters,
and Bureau publications

Instructor
Mr. M. A. Jones

1 hour

Field administrative problems
-- Laboratory matters

Mr. Harbo
or Mr. Parsons

$\frac{1}{2}$ hour

Suggestions in the field of
investigations

Mr. Ladd

1 hour

Question forum on general
Bureau problems

Mr. Clegg
or Mr. Mason

18925

66-2554-1D804

Mr. Tolson

10/15/53

Executives Conference

PPG POSSIBLE CLUB PLAQUE
FBI ACADEMY

18920

The Executives Conference on 10/14/53, Messrs. Ladd, Harbo, Gearty, Belmont, Glavin, Nichols, Holloman, Tracy and Clegg being present, unanimously recommended favorably the suggestion of SAC Sloan that an additional wall plaque be prepared in the Administrative Division on which to list the names of Special Agents who are members of the FBIRA Possible Club.

The names of Agents who make a perfect score on the Practical Pistol Course are listed on this plaque, which, when it was originally designed, it was estimated it might last until 1965 before it would be filled with the names of Agents who had fired perfect scores on this course. The present plaque, which is mounted in the recreation room of the Academy Building in Quantico, is now filled. The recommendation of SAC Sloan is that an additional plaque be prepared and mounted at the opposite end of the recreation room to contain the names of additional Agents who qualify by firing a perfect score on the Practical Pistol Course at Quantico under supervision of a regular firearms instructor at Quantico.

RECORDED-19

166-7554-10806

INDEXED-19

RECORDED

14 NOV 4 1953

HHC:nd

CC-Mr. Mohr
Mr. Glegg
Mr. Glavin
Mr. Sloan

EX-125

[Handwritten signature]

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

323 213
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5 C/ky

53 NOV 9 1953

ORIGINAL COPY FILED IN 26176

Mr. Tolson

10/26/53

H. H. Clegg

18919

SUGGESTION #541-53

Per presentation by Mr. Mason at the Executives Conference on 10/22/53, the following is submitted for the record.

SUGGESTING EMPLOYEE

Mrs.
Division.

Identification

b6
b7c

SUGGESTION

(A) A special file be set up in Card Index for the collection of prints that come in on intoxication. After the fifth arrest for intoxication a card would be placed in this file. This would avoid searching through the master file in Card Index, since so many prints for intoxication are sent in on the same person.

(B) Pull all cards in the Card Index Section having incomplete classifications and place the complete classification thereon which would save time for the searchers.

OBSERVATION

(A) The Identification Division is opposed to the suggestion stating it would involve examining every jacket to ascertain if five drunk arrests appear and, in addition, would cause double searching.

(B) The Identification Division is opposed since the suggestion would require a complete check of the Card Index to locate such incomplete cards and then an extended search to locate the fingerprint cards, a majority of which are comparatively inactive.

RECOMMENDATION

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

In view of the fact the Identification Division is opposed to the suggestions and since the suggesting employee has already been thanked for her ideas, it is recommended that no further action be taken.

66-5557-10807

RECORDED - 94

189 NOV 4 1953

INDEXED - 94

EDM: dmb

33 NOV 12 1953

33 03
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/2/92 BY SP5 GJK/ky

ORIGINAL COPY FILED IN

Mr. Tolson

10/19/53

The Executives Conference

SUGGESTION OF MISS MARY WOLFE, SUBMITTED THROUGH
RECORDS SECTION STREAMLINING COMMITTEE
SUGGESTION #508-53

Present at the Executives Conference on 10/15/53
were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd,
Gearty and Mason.

The Executives Conference was advised of the suggestion
of Miss Mary Wolfe, Clerical Supervisor, Routing Unit, that the
Routing Unit of the Records Section discontinue placing the
Director's block on mail marked "personal and confidential" or
"confidential" unless it is sent directly to the Director's office.

A two-day survey of such mail, handled in the Routing
Unit indicated a total of 180 items were block stamped which
did not go directly to the Director's office or a daily average
of 90 pieces. It was estimated approximately ten minutes per
day of a GS - 5 employee's time was involved in handling the mail
under the current procedure.

The Records Section noted that some time could be
saved in the Routing Unit if this suggestion were adopted. The
Administrative, Investigative, Identification, and Laboratory
Divisions offered no objections to the suggestion. The Domestic
Intelligence Division recommended no change in present procedure,
noting that GS - 8 and 9 secretaries might subsequently have to
stamp this mail.

The Executives Conference was unanimously opposed to
the adoption of suggestion because there is no clear-cut
showing that a saving would be accomplished if the suggestion
was adopted. There would be a savings of employees in the
Records Section but this might result in the expenditure of time
by higher paid employees in other divisions. It was also pointed
out that even though the Director does not see the particular piece
of mail that contains the routing block, the block is available to
Assistant Directors and to the Bureau officials for the necessary
routing of the piece of mail. The suggestion has previously
been acknowledged and, therefore, no further action is necessary.

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

CC: Mr. Nichols
Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP-5 vld/jf
323,013

RECORDED - 26

INDEXED - 26

NOV 3 1953

62 NOV 12 1953

ALL COPY FILED IN

Mr. Mason

10-20-53

J. S. Rogers
EXECUTIVES CONFERENCE
FBI NATIONAL ACADEMY DIRECTORY

Present at the Executives Conference of October 22, 1953, were Messrs. Tracy, Ladd, Harbo, Belmont, Callahan, Mohr, Holloman and Mason.

Mr. Tolson has requested information regarding the manner in which National Academy graduates now out of law enforcement will be listed in the Directory of Graduates. Mr. Tolson has expressed the view that it appears to him that it may be awkward to list a graduate according to his last position in law enforcement work and indicating by an asterisk that such graduate is out of law enforcement. He suggests that we look into the matter of perhaps listing such out-of-law-enforcement graduates according to home address.

Up through the October 1950 Directory of Graduates we listed all graduates, whether in or out of law enforcement (except, of course, those whose misconduct resulted in their complete removal from the Directory). We placed opposite the names of those no longer in law enforcement an asterisk and placed a statement in the Directory at the beginning of the state listing and again at the beginning of the alphabetical listing to the effect that an asterisk indicated such graduate was no longer in law enforcement and that the agency listed was the agency with which last employed.

I think that we should follow that same procedure in publishing the Directory of January 1954, which Directory will include the names of all graduates, whether in or out of law enforcement. I have given this matter a great deal of thought and am recommending the above procedure for the following reasons:

- 1) The listing by last place of employment will be of considerable assistance in identifying a graduate since it will set forth his rank, department and city. A listing by street address and city would not so identify a graduate.

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

RECORDED-99

INDEXED-99

RECORDED

OCT 23 1953

EXECUTIVES CONFERENCE ACTION ON

323.013

pg. 3

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/2/98 BY SP-5/dep

62 NOV 10 1953

EX-115

ORIGINAL FILED IN 1-35-5321

Memorandum for Mr. Mason

- 2) Should it become necessary to identify some graduate who was formerly connected with a certain named law enforcement agency, we could do so very easily by checking the state listings and thereby finding the name of such graduate listed under the city and law enforcement agency named. We could not do so if the listing was merely by street address and city unless, of course, the graduate had remained in that same city after leaving law enforcement.
- 3) When a graduate now leaves law enforcement, we can place an asterisk opposite his name and so far as the Directory is concerned it is not necessary to attempt thereafter to keep a current record of his address or activities. Of course, if a graduate who has left law enforcement re-enters law enforcement, then we must make the necessary change in the Directory. If we attempt to list the graduates by address it will result in a very great amount of administrative detail. The field offices are not required to maintain contact with graduates out of law enforcement and, therefore, such a graduate may move and the Bureau not be aware of it until mail addressed to him at his old address is returned to the Bureau. If we list by address, it would then be necessary to have the field office check as to the present whereabouts of such graduate.
- 4) The Directory is used extensively by Special Agents in the field in determining whether there are or whether there have been representatives from local law enforcement agencies attend the National Academy. There is of course no problem regarding those still in law enforcement but there would be no way of knowing what agencies had been represented by graduates out of law enforcement if the address was used instead of the agency with which previously connected. This becomes particularly pertinent in those cities where there may be headquarters for two, three or even four different law enforcement agencies.

Memorandum for Mr. Mason

- 5) A listing by agency would be of benefit to the Special Agent in Charge in knowing by examining the Directory what agencies in his territory had never sent representatives to the Academy or what agencies had sent several representatives.

I know of the great benefit of the National Academy Directory to supervisors at the Seat of Government as well as to Field personnel. I personally find it very helpful to refer back to the October 1950 Directory when I need information as to whether a certain person is a graduate and, if so, the agency connected with when he attended the Academy. I know that this old Directory is likewise very helpful to the Crime Records Section in answering correspondence to persons who state they are graduates of the Academy but no longer in law enforcement.

RECOMMENDATION:

I therefore respectfully recommend that the next Directory list those graduates out of law enforcement according to the agency with which employed at the time they left law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 10-31-53

The Conference unanimously recommends the adoption of the above recommendation that graduates of the National Academy who have left law enforcement be listed in the Directory of Graduates under the agency which employed the graduate at the time he left law enforcement and that an asterisk will call attention to the fact that the graduate is no longer engaged in law enforcement work.

OFFICE MEMORANDUM . UNITED STATES GOVERNMENT

18918

TO : Mr. Tolson

Date: 10/23/53

FROM : H.H. Clegg

SUBJECT: SUGGESTION #613-53

Per presentation by Mr. Mason at the Executives Conference 10/22/53 the following is submitted for the record.

SUGGESTING EMPLOYEE:

Mrs. [redacted] Records and Communications Division.

b6
b7C

SUGGESTION:

That the Laboratory discontinue the use of Form 7-68 which is used to return evidence to the field offices when no recent submissions had been made to the Laboratory.

OBSERVATIONS:

The Laboratory opposes. As in most instances, Form 7-68 is used in closing out the Laboratory file when there has been no recent Laboratory activity in the case and, therefore, no permanent record would remain in the Laboratory on which to make notations. The Laboratory also believes the information pertaining to the returned evidence should be recorded and that any time saved by the suggestion would be more than offset by the additional time required to secure the desired information from the Bureau file.

RECOMMENDATION:

In view of the opposition by the Laboratory and since [redacted] has already been thanked for her idea, no further action is recommended.

b6
b7C

EDM:rgw

RECORDED - 28

61-2554-10810

RECORDED
189 NOV 5 1953

INITIALS ON ORIGINAL

EX-110

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP-5 w/dy

52 NOV 9 1953

ORIGINAL COPY FILED IN 61-2554-10810

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin ✓

DATE: October 28, 1953

FROM : C. J. Smith

SUBJECT: TWENTY-SEVEN PAY PERIODS - 1953 CALENDAR YEAR

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

C. J. Smith

CONFIDENTIAL

January 1, 1954, would normally be a payday; however, as you know the Treasury Department distributes salary checks on the preceding day when a payday falls on a holiday.

Mr. [redacted] Regional Disbursing Office, Treasury Department, advised that where payday falls on New Year's Day, the Treasury Department distributes the checks December 31, unless the agency involved makes a request in writing that the checks be dated the following work day, (in this case, January 4, 1954). Payment on December 31 will cause 27 paydays within the 1953 calendar year. If the checks were dated January 4, 1954, 27 paydays would fall in the 1954 calendar year.)

b6
b7c

RECOMMENDATION

(1) I recommend that checks be dated December 31, 1953.

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/21/92 BY SP5ci/dy

(2) That I prepare a Bureau Bulletin setting forth the information concerning 27 pay periods in order to cut down the number of inquiries that will be received concerning the amount which will appear on the W-2 Withholding Tax Form furnished to employees.

cc: Mr. A. E. Leonard
Mr. W. C. Jackson

RECORDED - 58

66-2554-10811

NOV 15 1953
INITIALS ON ORIGINAL

ADDENDUM: (ARG:mfs) November 2, 1953

The Executives Conference of November 2, 1953, consisting of Messrs. Ladd, Harbo, Tracy, Mohr, Belmont, Mason, Nichols and Glavin, considered the above recommendation and recommended approval thereof.

CJS:us

53 NOV 9 1953

ORIGINAL FILED IN 66-2167-220

Memorandum for Mr. Mason

- 2) Should it become necessary to identify some graduate who was formerly connected with a certain named law enforcement agency, we could do so very easily by checking the state listings and thereby finding the name of such graduate listed under the city and law enforcement agency named. We could not do so if the listing was merely by street address and city unless, of course, the graduate had remained in that same city after leaving law enforcement.
- 3) When a graduate now leaves law enforcement, we can place an asterisk opposite his name and so far as the Directory is concerned it is not necessary to attempt thereafter to keep a current record of his address or activities. Of course, if a graduate who has left law enforcement re-enters law enforcement, then we must make the necessary change in the Directory. If we attempt to list the graduates by address it will result in a very great amount of administrative detail. The field offices are not required to maintain contact with graduates out of law enforcement and, therefore, such a graduate may move and the Bureau not be aware of it until mail addressed to him at his old address is returned to the Bureau. If we list by address, it would then be necessary to have the field office check as to the present whereabouts of such graduate.
- 4) The Directory is used extensively by Special Agents in the field in determining whether there are or whether there have been representatives from local law enforcement agencies attend the National Academy. There is of course no problem regarding those still in law enforcement but there would be no way of knowing what agencies had been represented by graduates out of law enforcement if the address was used instead of the agency with which previously connected. This becomes particularly pertinent in those cities where there may be headquarters for two, three or even four different law enforcement agencies.

Memorandum for Mr. Mason

- 5) A listing by agency would be of benefit to the Special Agent in Charge in knowing by examining the Directory what agencies in his territory had never sent representatives to the Academy or what agencies had sent several representatives.

I know of the great benefit of the National Academy Directory to supervisors at the Seat of Government as well as to Field personnel. I personally find it very helpful to refer back to the October 1950 Directory when I need information as to whether a certain person is a graduate and, if so, the agency connected with when he attended the Academy. I know that this old Directory is likewise very helpful to the Crime Records Section in answering correspondence to persons who state they are graduates of the Academy but no longer in law enforcement.

RECOMMENDATION:

I therefore respectfully recommend that the next Directory list those graduates out of law enforcement according to the agency with which employed at the time they left law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 10-31-59

The Conference unanimously recommends the adoption of the above recommendation that graduates of the National Academy who have left law enforcement be listed in the Directory of Graduates under the agency which employed the graduate at the time he left law enforcement and that an asterisk will call attention to the fact that the graduate is no longer engaged in law enforcement work.

Memorandum to Mr. Tolson

II. SUGGESTION:

Routine checking of credit records in Applicant-type investigations be discontinued and instructions be issued that such checks be conducted at the discretion of the investigator.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of this suggestion for the following reasons:

1. Credit checks furnish lead information;
2. This is the most practical source for ascertaining whether civil suits have been filed against the applicant;
3. "Poor" credit ratings reflect unfavorably on a person's character and might be considered by certain security officers as serious enough to constitute a security risk.

In connection with the new Manual section on Applicant investigations, the Executives Conference on 8/28/53, discussed the subject of credit checks and was in favor of extending the same, pending the outcome of a cost survey, to relatives of applicants in Atomic Energy Act investigations. Credit checks are presently being made in connection with all other types of Applicant investigations except Atomic Energy Act cases.

RECOMMENDATION:

In view of the fact that the Executives Conference has recently discussed the subject of credit checks and was in favor of extending the same to Atomic Energy Act investigations if the cost was not prohibitive, it is recommended that no further action be taken relative to this suggestion. Mr. Roth has already been thanked for this suggestion.

If you agree, no further action need be taken concerning this matter.

MR. TOLSON

10/16/53

EXECUTIVES CONFERENCE

SUGGESTIONS #593-53 & #594-53
MADE BY SA PETER G. ROTH, JR.
ALBANY OFFICE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/2/92 BY SP2 C/BJP

I. SUGGESTION

Use of Register #2 be discontinued in field offices.

The suggesting employee points out that information compiled on Register #2 is available on Register #1, Daily Reports and/or Number Three Cards. Therefore, Register #2 duplicates other forms. The employee has in mind that discontinuing the use of Field Office Register #2 in the field would eliminate such duplication.

OBSERVATIONS

SAC D. K. Brown of Albany is opposed to the adoption of this suggestion and points out that the use of Field Office Register #2 does not involve any appreciable expenditure of time or money. Inasmuch as the Bureau must be notified of the movements of Special Agents from one field division to another and must therefore record their arrivals and departures, SAC Brown feels that the present procedure should continue until a better manner of recording this data is suggested.

Training and Inspection Division points out Register #2 provides a record of local address, telephone numbers, time and dates of arrival in the division, or departure. This information is not available in other registers, as claimed, and is needed: (1) for effective supervision and personnel control; (2) for checking expense vouchers of Agents.

The Administrative Division has no objection to discontinuance of the use of Field Office Register #2 by the field.

EXECUTIVES CONFERENCE CONSIDERATION:

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

Per presentation of Mason 10/14/53. The Executives Conference was opposed to the adoption of this suggestion for the above reasons.

cc - Mr. Mohr
Mr. Clegg
ADM:DMG

RECORDED - 40
INDEXED - 40

66-2554-10813
NOT RECORDED
141 NOV 3 1953

ORIGINAL COPY FILED IN 100-1033

52 NOV 24 1953

Memorandum to Mr. Tolson

II. SUGGESTION:

Routine checking of credit records in Applicant-type investigations be discontinued and instructions be issued that such checks be conducted at the discretion of the investigator.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of this suggestion for the following reasons:

1. Credit checks furnish lead information;
2. This is the most practical source for ascertaining whether civil suits have been filed against the applicant;
3. "Poor" credit ratings reflect unfavorably on a person's character and might be considered by certain security officers as serious enough to constitute a security risk.

In connection with the new Manual section on Applicant investigations, the Executives Conference on 8/28/59, discussed the subject of credit checks and was in favor of extending the same, pending the outcome of a cost survey, to relatives of applicants in Atomic Energy Act investigations. Credit checks are presently being made in connection with all other types of Applicant investigations except Atomic Energy Act cases.

RECOMMENDATION:

In view of the fact that the Executives Conference has recently discussed the subject of credit checks and was in favor of extending the same to Atomic Energy Act investigations if the cost was not prohibitive, it is recommended that no further action be taken relative to this suggestion. Mr. Roth has already been thanked for this suggestion.

If you agree, no further action need be taken concerning this matter.

TO : Mr. Tolson

FROM : H.H. Clegg

SUBJECT: SUGGESTION #631-53

Per presentation by Mr. Mason at the Executives Conferences on 10/22/53 the following is submitted for the record.

SUGGESTING EMPLOYEE:

Miss [redacted] Records and Communications Division.

b6
b7c

SUGGESTION:

That the Laboratory examine checks for handwriting comparison before the mail is placed on record, since the Laboratory sometimes makes an identification with a previous submission under a different name. Thus, in such instances, duplicated files are opened and then have to be consolidated.

OBSERVATIONS:

The Laboratory is opposed to the suggestion on the basis that it would require extra handling and time; some incoming mail would not be recorded until three or four weeks after its receipt and that the suggestion would not materially reduce the number of consolidations.

RECOMMENDATION:

In view of the Laboratory opposition and since Miss [redacted] has already been thanked for hier idea, no further action is necessary.

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Asz

etg

52 NOV 9 1953

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. [redacted]

Oct. 5, 1953

FROM : I. W. Conrad

SUBJECT: 50-WATT LUGGAGE CASE FM UNITS

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

This is to advise that luggage cases have been received to complete the 12 luggage case 50-watt FM units.

Miami, San Francisco and Kansas City were previously advised that they would each receive one of the above units when available; therefore, the equipment has been shipped to the above offices.

The following distribution of the remaining units is suggested for approval: St. Louis, Newark, Baltimore, Seattle, Philadelphia, Minneapolis, Buffalo, Memphis and Dallas.

The Memphis and Dallas offices do not have 250-watt stations but they are larger offices centrally located where the luggage case unit would be readily available to other nearby offices with 50-watt stations on the same frequency. Therefore in case of emergency the units could be sent from these offices to a nearby office on short notice.

RECOMMENDATION

It is recommended that the above distribution be approved. Attached page reflects present and proposed assignments.

GLD:prh

Attachment

ADDENDUM October 22, 1953

Favorably recommended by Executives Conference 10-22-53 Messrs. Ladd, Callahan, Mohr, Mason, Belmont, Tracy and Harbo. RTH:VH

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ORIGINAL FILED IN 80-253-732

Offices With Hand Luggage 60-man Units Presently Assigned

High Band (160 no)

① Kansas City - 1
~~Excelsior~~ - 1
① Miami - 1
Milwaukee - 1

Low Band (40 no)

Boston - 1
Detroit - 1
New York - 3
Philadelphia 1
① San Francisco 3

① The number of units listed for these offices includes all recent shipments.

Additional offices Under Proposed Assignment

High Band (160)

Buffalo - 1
Dallas - 1
Memphis - 1
Minneapolis - 1

Low Band (40 no)

Baltimore - 1
Newark - 1
Philadelphia - 1
Seattle - 1
St. Louis - 1

ENCLOSURE

66-2554-1064

The Director

11/4/53

The Executives Conference

PROPOSED BOOKLETS FOR DISTRIBUTION

Present at the Executives Conference of October 20, 1953, were Messrs. Ladd, Harbo, Glavin, Rosen, Belmont, Tracy, Holloman, Trotter, and Mason. In addition, views are set forth of Messrs. Nichols, Clegg, Mohr, and Winterrowd, who were not present.

In keeping with the Director's wish that the Bureau continue its educational campaign to acquaint the public with various phases of the Bureau's work and how members of the public can help, the Director earlier approved a committee consisting of Messrs. Clegg, Winterrowd, and Trotter to study our procedures. The Executives Conference of October 20 considered the following proposed booklets for distribution and the recommendations of the conference are as follows:

TOPIC: HOW BANKS CAN HELP THE FBI.

TO INCLUDE:

1. Violations, such as night deposit box thefts.
2. What to do when there is a bank robbery.
3. What the bank should do when there is a burglary or a violation of the Federal Reserve and National Bank Acts.
4. Information generally as to the nature of violations of Federal laws which come within FBI jurisdiction and relate to banks, indications of possible embezzlement or the making of false records and what to do when there are unexplained large cash withdrawals which might be induced by confidence games or serve as kidnap ransom.
5. Information as to impersonation of Federal officers.

KW

DISTRIBUTION: To banks.

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

cc: Mr. Clegg
Mr. Mohr
Mr. Nichols
NOV 10 1953

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EDM:mew

IN FAVOR:

Messrs. Ladd, Harbo, Glavin, Rosen, Belmont, Tracy, Clegg, Nichols, Holloman, Trotter, Winterrowd, and Mason. The conference felt that such a booklet would be helpful in acquainting banking representatives with the Bureau's work so that we will get all cases within our jurisdiction.

OPPOSED:

None.

OK

RECOMMENDATION:

Favorable. If approved, the Crime Records Section will go ahead and prepare the booklet using information made available by the Investigative Division in Mr. Rosen's memorandum of October 22.

Laguel
11-5-47

OK

* * * * *

TOPIC: WHAT HOTELS AND MOTELS CAN DO TO AID THE FBI

TO INCLUDE:

1. Brief introduction.
2. Impersonation violations.
3. Interstate Transportation of Stolen Property violations.
4. Interstate Transportation of Stolen Motor Vehicles violations.
5. White Slave Traffic Act violations.
6. Our identification order program.
7. A list of field offices and their telephone numbers.

DISTRIBUTION: To hotels and motels.

IN FAVOR:

Messrs. Ladd, Glavin, Rosen, Clegg, Holloman, Mohr, Winterrowd, Trotter, and Mason. This group felt that the greater the knowledge of the public as to the Bureau's work and how citizens can help the better position the FBI will be in to discharge its responsibilities.

OPPOSED:

Messrs. Nichols, Tracy, Harbo, and Belmont. They felt that there was little that these people could do and the Bureau's motives might be misunderstood.

RECOMMENDATION:

Action to be taken based upon the Director's decision.

* * * * *

TOPIC: CRIMES ON GOVERNMENT RESERVATIONS

TO INCLUDE:

1. Explanation of the Bureau's jurisdiction.
2. Types of violations which might occur on government reservations.
3. What to do about violations which occur.
4. How to contact the FBI.
5. The FBI identification order program.

DISTRIBUTION: To officials and enforcement officers on government reservations.

IN FAVOR:

Messrs. Clegg, Mohr, Winterrowd, and Mason. They felt that such a booklet would be helpful and the more the FBI gets across its message to the public the better job the FBI will be able to do in enforcing laws.

OPPOSED:

Messrs. Ladd, Nichols, Harbo, Glavin, Rosen, Belmont, Tracy, Holloman, and Trotter. This group felt that because of recent changes in the jurisdiction of certain government reservations and notably Indian reservations, it would be difficult to issue such a booklet. Further, it was felt that such a booklet would be of no value inasmuch as the Bureau's jurisdiction is well known and circulars have been issued as to our jurisdiction.

RECOMMENDATION:

Action to be taken based upon the Director's decision.

* * * * *

TOPIC: CRIMES ON THE HIGH SEAS.

TO INCLUDE:

1. Discussion of jurisdiction and venue.
2. Types of violations relating to the high seas coming within FBI jurisdiction.

DISTRIBUTION: To shipping companies and American ships plying the high seas, Great Lakes, and maritime areas under Federal jurisdiction.

IN FAVOR:

Messrs. Clegg, Winterrowd, Mohr, Trotter, and Mason. These men felt that such a booklet would be helpful and the Bureau should miss no opportunity to get its message across to people who are in a position to help.

OPPOSED:

Messrs. Ladd, Nichols, Harbo, Glavin, Holloman, Rosen, Tracy, and Belmont. They felt that we now have posters as to the FBI jurisdiction in port areas and such posters have been recently issued. They pointed out that the field is required to make contact with shipping companies. This group also felt that the laws governing crimes on the high seas are fixed and the first field office

receiving information of a crime occurring on a ship on the high seas will take appropriate action and to list all field offices in such a booklet would be of no practical value.

RECOMMENDATION:

I agree

Action to be taken based upon the Director's decision.

* * * * *

TOPIC: INTERSTATE TRANSPORTATION OF STOLEN CATTLE POSTER
(The conference felt that a booklet was not desirable so consideration was given to a poster for distribution.)

TO INCLUDE:

1. FBI and its jurisdiction.

DISTRIBUTION: To cattle auction centers, stock yards.

IN FAVOR:

Messrs. Ladd, Glavin, Clegg, Mohr, Rosen, Winterrowd, Trotter, and Mason favored the issuance of a poster. Mr. Nichols and Mr. Holloman felt the Bureau would be on more sound grounds if discreet contact is made with a few reliable cattlemen prior to the issuance of any proposed poster so that the views, comments, and criticisms of these cattlemen can be obtained prior to any wide distribution of posters.

OPPOSED:

Messrs. Tracy, Belmont, and Harbo. These men felt that cattlemen might resent a poster as an indication that the government considers them to be dishonest and further it would be difficult to decide just how to circulate the posters as to cattle thefts and where these posters should be displayed.

Tolson

I agree

RECOMMENDATION:

In the event the Director feels that a poster should

be prepared, the Exhibits Section should make one and Mr. Glavin should present the poster to the Conference for recommendations prior to issuance.

* * * * *

TOPIC: CIVIL RIGHTS.

TO INCLUDE:

1. Explanation in simple language of the logic of the Bureau's position.
2. A few examples of types of violations (after first clearing them with the Department) but without showing the names of persons or places involved in the violations.
3. The elements of the Civil Rights Statute.

DISTRIBUTION: To police, penal and detention agencies.

IN FAVOR:

Messrs. Nichols, Clegg, Mohr, and Mason. These men felt that such a booklet should be issued. Such a booklet might help clear up any misunderstanding as to the FBI's position. Such a booklet offers an excellent opportunity to show some very real services to law enforcement officers which grew out of FBI investigations of alleged Civil Rights violations wherein the Bureau's investigation completely cleared innocent police officers from any suspicion and proved that they had actually done a commendable piece of work. It is felt that this whole issue should be faced squarely in the booklet.

OPPOSED:

Messrs. Ladd, Harbo, Glavin, Rosen, Belmont, Tracy, Holloman, Trotter and Winterrowd. These men felt that it would be difficult to decide how to circulate such a booklet and the Bureau's motives might be misunderstood. The circularization of such a booklet might provoke undesirable comment.

I agree as Dept is uncertain of what its position is to be
6
JA

RECOMMENDATION:

Action to be taken based upon the Director's decision.

* * * * *

TOPIC: SERVICES OF THE FBI

TO INCLUDE:

1. Laboratory services.
2. Fingerprint services.
3. Training conducted by the FBI for local officers.
4. Availability of expert witnesses.
5. Emphasis that the FBI makes no recommendations and draws no conclusions.
6. The confidential nature of the FBI files.

DISTRIBUTION: To judges.

IN FAVOR:

Mr. Clegg. Mr. Clegg felt that a booklet to judges should be specifically designed in order to be of maximum use to the judges.

OPPOSED:

Messrs. Ladd, Nichols, Harbo, Glavin, Rosen, Belmont, Tracy, Holloman, Trotter, Mohr, Winterrowd, and Mason. These men were opposed feeling that the booklet recently issued for the benefit of local and county prosecutors could very aptly serve the purpose of the proposed booklet for judges.


Kelan

() *OK*

RECOMMENDATION:

Action to be taken based upon the Director's decision.

Respectfully,
For the Conference


Clyde Tolson

THE DIRECTOR

November 5, 1953

MR. TOLSON

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DATE 8/21/92 BY SP5 c/dep

The Executives Conference of November 4, 1953, consisting of Messrs. Tolson, Harbo, Mohr, Tracy, Nichols, Holloman, Belmont, Ladd, Rosen, Mason and Glavin, considered a communication received from the Special Agent in Charge of the Seattle Office concerning the use of personally owned automobiles in proceeding to Washington for In-Service Training.

It was pointed out to the Conference that SAC Auerbach of the Seattle Office suggests the Bureau advise agent personnel as to why its regulations were changed in connection with the use of personally owned automobiles for travel to and from Washington for In-Service Training.

SAC Auerbach points out that a substantial portion of the personnel of the Seattle Office have their permanent parent family homes on the East Coast and due to the great expense involved in travel agents have utilized additional leave following the time that they are on In-Service for their annual leave, arrangements to get married, etc. He stated that there have been three or four cases such as this in the Seattle Office in the recent past. He points out that the new rule will be quite a blow to personnel who plan to use personally owned automobiles in proceeding to In-Service Training in Washington and thereafter intend to take annual leave.

It was pointed out to the Conference that under date of October 27, 1953, through the medium of SAC Letter Number 53-72, the field was advised that effective immediately Special Agents proceeding to Washington for In-Service Training shall use regular common carrier and shall not use personally owned cars for such travel. It was pointed out that there was to be no exception to this rule.

It was further pointed out to the Conference that many Special Agents, at the time they are instructed to report for In-Service Training, in the past have utilized their personally owned cars in proceeding a part of the way to Washington with their families, or to Washington and beyond with their families, when annual leave is requested and approved by their Special Agent in Charge. For instance, there have been cases in the past where agents assigned to West Coast Offices, whose families reside in the Middle West, when ordered to Washington for In-Service Training, have requested leave, have transported their immediate families to the home of their parents

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

Mr. Tolson
Mr. Mohr
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November 5, 1953

or parents-in-law en route to Washington, and have proceeded to Washington either by common carrier or by personally owned car. Thereafter, they have returned, in an annual leave status, to the city in which their immediate family is visiting, picked up the family and returned to their office of assignment. In other instances, Agents attending In-Service Training have secured annual leave, have proceeded to Washington by personally owned car, accompanied by their families, and the families have continued on beyond Washington while the Agent remains in Washington for In-Service Training. Upon completion of In-Service Training, the agent, in an annual leave status, proceeds to the point of destination of his immediate family and either completes his annual leave there or returns to his office of assignment without further annual leave.

It was also pointed out that in many instances agents who have in the past utilized their personally owned cars, while proceeding to Washington for In-Service Training, to transport their families to their homes for vacation purposes, in view of the expense involved, could not have visited their homes had it been necessary to defray travel expenditures for this purpose.

It was further pointed out to the Conference that when an employee utilizes his personally car on official business to proceed from his office of assignment to Washington for In-Service Training he is paid only the cost of travel by rail, plus Pullman, which charge would have been made against the Government had he travelled by common carrier. Further, he is allowed per diem only for the amount of time it would have taken him to proceed to Washington by common carrier. Any time in addition thereto is charged to annual leave.

The Conference, with the exception of Mr. Tolson, recommends that the Bureau revise its present rule, permitting agents to utilize their personally owned cars in travelling to and from Washington for In-Service Training, prior approval to be secured from their Special Agent in Charge. *OK*

Mr. Tolson was of the definite opinion that no change should be made in the Bureau's present rule.

Memorandum for the Director

November 5, 1953

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

Respectfully,
For the Conference

✓
Clyde Tolson

The Director

November 2, 1953

Executives Conference

~~AGENTS SIGNING IN AND
OUT OF FIELD OFFICES~~

Present at the Executives Conference on October 29, 1953, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Henrich, Ladd, Rosen and Mason.

The Conference considered the problems and procedures relating to Agents signing in and out of Field Offices.

PRESENT PROCEDURE

Until a year ago Special Agents reporting for duty signed in on a No. 1 Register chronologically. When registering, an Agent signed his name and entered the time of his arrival at the office. The next Agent who arrived signed on the next line and entered his time of arrival. Thus, by examining the column of time it could be quickly determined whether any person might have improperly registered. There was a weakness in that if an employee reported for work at 8:15 AM and the person immediately preceding his name on the register had signed in at 7:45; it would be very easy for the Agent to sign in at any time subsequent to 7:45 that he wished to enter in the event he desired to be dishonest. There was also the opportunity for an Agent who arrived at the office early to sign in several of his colleagues who might not yet have arrived in the office.

About a year ago the Bureau issued orders to the Field to set up an alphabetical register. The alphabetical register contains a list of all employees of the office in alphabetical form and provides space for an employee to enter the time of his arrival for duty. He does not have to sign his name, because his name is already mimeographed on the register. All he has to do is enter the time of his arrival. It will be noted that this register offers the same opportunities for dishonesty as the old register. The reason for the establishment of a new register may be found in the fact that under the old chronological register of employees it was necessary for the Time and Attendance Clerk to prepare a balance sheet at the commencement of business each morning and to take each of the names on the chronological register and balance them against

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

EDM: jaw
cc: Mr. Mohr
Mr. Clegg

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52 NOV 16 1953

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an alphabetical list of employees to see who was absent. Then entries were made on the alphabetical listing of employees to show why employees were absent, such as sick or annual leave, working in a specific Resident Agency, in Washington attending school, or whatever other reason might be pertinent. This balancing procedure was necessary to account for all employees. The balancing procedure also consumed thousands of hours per year for the entire Field.

The new alphabetical register eliminated the need for the balance sheet. With the new register it is specifically required that the register be removed from its place at 8:30 AM and be delivered forthwith to the SAC, who will then put an ink check mark opposite the name of each employee who has not signed in, whereupon the Time and Attendance Clerk must account for those employees and indicate their whereabouts on the register. Thus, tardiness is promptly detected. This simplified procedure has saved many thousands of hours.

As was pointed out, Agents sign in on the No. 1 Register. They do not sign out on the No. 1 Register. Clerks, however, sign in and out on the No. 1 Register and also indicate departure and return from lunch on the No. 1 Register.

Some time during the course of the morning an Agent will leave the Field Office, either to conduct investigations or to go to lunch. While at his desk he will prepare a No. 3 card. In the upper right-hand corner of the No. 3 card he will indicate the initial time that he arrived for duty that morning. This time must, of course, agree with the time he initially signed the No. 1 Register. This No. 3 card will also show the time the Agent departed in the evening for home. It will show his proposed whereabouts during the day and spaces are provided for the recording of telephone calls that he might have made to the office for the purpose of receiving messages. If, at the end of the day, instead of going home the agent goes to a movie or elsewhere, his whereabouts must be recorded on the No. 3 card. The No. 3 card is a locator. The No. 1 Register is an attendance document.

EXECUTIVES CONFERENCE CONSIDERATION:

Per Mr. Tolson's instructions, comments were obtained from SAC Boardman of the New York Office as to whether a No. 1 Register should be set up to record the departure of Agents from the office in the evening. If set up, the new No. 1 Register might be one arranged chronologically similar to the old style No. 1 Register, when Agents signed their names and entered their time of arrival at work. SAC Boardman is vigorously opposed to establishing any

new register or changing the present sign in - sign out procedures. He feels that establishing an additional register would not constitute a deterrent factor to improper registries, that such a register could not preclude dishonest actions and that the register would confuse and further magnify the administrative problems of a Field Office and of the individual Agents. Boardman believes that the establishment of such a register in New York, or in any other Field Office, will require tremendous additional clerical time, because an SAC will have to arrange for a clerk to check all sign outs against an alphabetical listing of employees to see who did not sign out and why. Boardman believes the existing registers are adequate to cope with the situation provided there is proper enforcement of existing rules. Boardman believes that existing rules should be enforced through the medium of spot checks of the registers by supervisory employees.

The minority of the Conference feels that a new chronologically arranged No. 1 departure register should be prepared so that employees can sign their names and departure times when they leave the office in the evening and that this register should be in addition to present departure registers. Presently Agents sign out on No. 3 cards. Resident Agents sign out on No. 3 cards and on daily reports. Road work Agents sign out only on daily reports. The minority consisted of Messrs. Ladd, Tracy and Holloman, who was not present but earlier had indicated his view. The minority felt that an Agent could not object to signing out on a No. 1 register, because this document would be solely for attendance purposes.

The majority was opposed to the establishing of any new register and recommended continuance of present registers and more vigorous enforcing of existing rules. The majority consisted of Messrs. Tolson, Callahan, Harbo, Henrich, Mohr, Rosen and Mason. Mr. Clegg, who was not present, also shares the majority view. The majority recommends continuance of the present registers because:

1. Agents already sign out on No. 3 cards.
2. There are other opportunities for dishonesty if an Agent really wants to be dishonest, and the establishing of the new No. 1 Register would only partially plug the loop hole and even the new No. 1 Register could result in dishonest registration. For example, if an Agent is remaining late at the office, he could sign out several other Agents who had departed promptly at 5:30 PM.

3. The majority objects to the additional clerical administrative work which would result from the new No. 1 Register and the balancing out procedure which would be absolutely necessary. The majority recommends the continuance of existing procedures and the issuance of an SAC letter specifically requiring frequent spot checks of registers and more careful attention by SAO's. *KA*

The Conference unanimously recommends the establishing of a rule that No. 3 cards for the previous day be removed from the No. 3 register by the night clerk before the commencement of business on the following day. This would make it impossible for an Agent upon arrival this morning to get to his No. 3 card for last night and change his departure time. *KA*

The Conference unanimously recommends that the Field be instructed to spot check arrival and departure times of employees at frequent intervals. *KA*

Based upon the Director's views, appropriate instructions will be issued.

7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols *ms*

DATE: October 19, 1953

FROM : *W.A. Jones*

SUBJECT: CHRISTMAS CARDS

There are attached some sample Christmas cards prepared by the Exhibits Section for consideration in selecting the staff card for this year. Those we consider the three best have been picked out and labeled 1, 2, 3.

In addition the Exhibits Section has submitted three suggested covers for the National Academy Newsletter. These have likewise been labeled 1, 2, 3, in the order of our choice.

RECOMMENDATION:

That the staff Christmas card and the National Academy Newsletter cover be selected at an early date so that the Exhibits Section can begin work on them in the very near future.

ADDENDUM: LBN:arm 10-29-53. The Executive Conference unanimously recommended approval of the Christmas card suggestion marked #1 and of the cover for the National Academy Newsletter marked #1 attached.

- Tolson
- Boardman
- Belmont
- Mohr
- Parsons
- Quinn
- Nease
- Glavin
- Ladd
- Nichols
- Tracy
- Harbo
- Belmont
- Tele. Room
- Holloman
- Gandy

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 sp-5 w/def H.
 OK
 V.
 RECORD - 35
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 83
 NOV 6 1953
 NOV 18 1953
 Attachments
 MAJ:rm
 NOV 18 1953
 Auto chosen to remain
 + no change of in Exh. Sect.
 11/5/53. gl
 Card and Newsletter
 cover being prepared
 in Exhibits Section
 as of 11/5/53

ORIGINAL FILED IN 62-24112A-68

The Director

October 31, 1953

The Executives Conference

~~INTERNATIONAL NEWS SERVICE~~
~~SPEEDPHOTO TRANSCEIVER~~

323 013
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The Executives Conference consisting of Messrs. Tolson, Callahan, Ladd, Hennrich, Tracy, Harbo, Mohr, Mason and Nichols considered the following matter:

Recently [redacted] stated he would furnish a list of Speedphoto Transceiver units presently in operation by various Police Departments and would also furnish a list of International News Pictures outlets wherein the transmission was direct to Washington. It was pointed out that in the News Service dissemination of wire photos normally a network was utilized and when a photograph is transmitted at one point, it is automatically sent to several points and there is no way to restrict its going only to one place. However, the International News Pictures at the following places can transmit direct to Washington without disseminating to other points: San Francisco, California; San Diego, California; Denver, Colorado; Atlanta, Georgia; Kansas City, Missouri; Reno, Nevada; Cleveland, Ohio.

b6
b7C

The police have Transceivers at 25 points. [redacted] recently talked to me about the possibility of the Bureau sharing the cost of Transceiver machines with Police Departments and was advised that this would not be feasible.

b6
b7C

He then raised the question of the Bureau securing machines for its key offices and expressed the thought that if a number of machines were ordered, he thought that a discount could be given. The Speedphoto Transceiver is rented by International News Service Pictures at an annual rental cost of \$1200 a year or a cost of \$100 a month. International News Pictures estimates that it would cost approximately \$600 a year to service each machine. Machines are put out not as a commercial proposition, but as a prestige-building opportunity for International News Pictures. The Bureau has such a machine in its Identification Division. This machine is portable, can be handled or stored in a shipping case 3 1/2 feet long and 2 feet deep. Associated equipment includes the developer and enlarger, which we have in most of our field offices today.

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

The Speedphoto Transceiver is portable in that it is plugged into a direct line at the Telephone Company and when it is used, it is handled exactly like a long distance telephone call is handled.

Mr. Clegg

Mr. Mohr

LEB:ptm;mtd

RECORDED 28
INDEXED 28

166-2554-10819

8 NOV 9 1953

77 NOV 12 1953

Memorandum for the Director from The Executives Conference

RE: INTERNATIONAL NEWS SERVICE
SPEEDPHOTO TRANSCIEVER

Mr. Nichols suggested to the Conference that consideration might be given to securing two machines, one which could be placed in Chicago and the other which would be placed on the West Coast. When major cases develop, machines could then be shipped to the site of the case where they would be available for Bureau use. In this connection, if we had such a unit in Kansas City during the Greenlease case, it could not have been used in transmitting the fingerprints of the subjects to the Bureau since there was no means whereby it could have been transported from Kansas City to St. Louis other than by chartered plane. Nevertheless Mr. Nichols felt that consideration should be given to securing such machines as ordinarily developments will occur at the site where a special case is being handled.

In View of Condition of our Appropriation, I agree H.
Messrs. Tolson, Ladd, Callahan and Hennrich opposed any such expenditure of funds, it being their feeling that in cases of emergencies the Wire Service equipment maintained by the press could be used, although it is fully realized that the possibility of a leak would exist and security breaches might not be safeguarded against.

Messrs. Tracy, Harbo, Mohr, and Mason felt that we should survey the matter further and ascertain whether INS keeps these machines in stock at all times and whether one would be available on short notice. Further consideration might then be given to securing a machine for a limited period of time when big cases arise.

These members of the Conference further felt inquiry might be made to see if we could get the machines at a lower cost. Mr. Nichols felt that we should not approach INS to try to get two machines at a lower cost, although he saw no objection to exploring whether they have machines in stock which could be secured as a standard procedure when cases of the Greenlease magnitude occur. He still feels in the event that we could not readily secure a machine, that the Bureau go ahead and make arrangements for at least one machine, which would be stored in the Midwest for emergencies.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

MR. TOLSON

November 2, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of November 2, 1953, consisting of Messrs. Ladd, Harbo, Tracy, Mohr, Belmont, Nease, Nichols, and Glavin, considered the attached memorandum from Mr. H. L. Edwards to Mr. Glavin concerning official leave for voting. The Conference was in unanimous agreement that reasonable official leave should be granted employes presently living in Virginia to permit them to vote on election day in Virginia, tomorrow, November 3, 1953.

Attachment

UNCL:mjs

cc: Mr. Clegg
Mr. Mohr

ENCL

RECORDED-12

66-2557-10820

INDEXED-12

NOV 9 1953
83

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

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62 NOV 18 1953

AL FILED IN 66-2557-10820-2340

Mr. Tolson

10/16/53

H. H. Clegg

SUGGESTION #224-53

SUGGESTING EMPLOYEE:

[Redacted]

SA, Los Angeles Office.

b6
b7c

SUGGESTION:

That the field submit a 3 X 5 sheet of paper (Form FD-217) for transmittal to the Bureau with correspondence originating in the field so that the Bureau file number may be placed thereon and returned to the field, thereby facilitating notification to the field as to the Bureau file number.

OBSERVATIONS:

On June 8, 1953, the Executives Conference proposed a ninety-day trial of the above suggestion. The Records and Communications Division stated on September 23, 1953, that approximately sixty such forms are received daily in the Records Section and recommended the continued use of Form FD-217 and further recommended the wording on the form be changed from "return to" to "when completed return from" to avoid confusion in handling in the Bureau. Inspector DeLoach states the suggestion will result in economy since it eliminates the search of names at the Bureau after the Bureau file number has been forwarded the field on Form FD-217. Actual cash savings are difficult to compute due to unknown factors.

RECOMMENDATIONS:

1. The use of Form FD-217 be continued.

2. The wording of Form FD-217 be revised as follows: "When completed, return form to."

3. The minimum cash award of \$10 be authorized for SA [Redacted]

RECORDED - 5

166-2554-10821
NOT RECORDED
138 NOV 29 1953

NOV 13 1953

cc: Mr. Nichols (Attention W. J. Eames)
EDM:rgw

SEE NEXT PAGE FOR EXECUTIVES CONFERENCE ACTION.

b6
b7c

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EXECUTIVES CONFERENCE ACTION:

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Holloman, Nichols and Mason.

The Conference unanimously recommends:

- (1) Continued use of Form FD-217.
- (2) The suggested revision in wording on Form FD-217.
- (3) That a cash award in the amount of \$10 be recommended for Agent [redacted]. If the award is approved, the Administrative Division will prepare the appropriate correspondence.

b6
b7c

The form will be revised at the next printing.

Mr. Tolson

October 30, 1953

The Executives Conference

PROTECTION OF SECURITY INFORMATION

Present at the Executives Conference of October 22, 1953, were Messrs. Tracy Ladd, Harbo, Belmont, Callahan, Mohr, Holloman and Mason.

The Conference considered whether the Bureau has adequate security in the various individual offices where the Agents lock overnight material relating to the security of the United States. Very highly confidential data may be kept in safe-type cabinets and other material is kept in ordinary file cabinets equipped with special locks. On the other hand, there are file cabinets with non-special tamper proof qualities which contain security reports of varied degrees of importance during the night hours when offices are unoccupied.

It was the conclusion of the Conference that the Bureau should not endeavor to install bar and padlock devices in view of the fact that the FBI operates a security patrol staff, which regularly inspects all offices, and in view of the fact that there are Agents on duty all night in the offices of Messrs. Belmont and Rosen, and it was the feeling of the Conference that the Bureau's protection of security information is adequate at the present time.

This matter has been considered earlier by the Executives Conference with the same recommendation as at present; however, it was deemed advisable to re-present this matter for consideration, inasmuch as doors leading from FBI corridors to offices serve only as a deterrent to unauthorized entry and are not absolutely secure.

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

Jaw
EDM: jaw

cc: Mr. Mohr
Mr. Clegg

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100-3-18-51

The Director

November 2, 1953

The Executives Conference

*BUREAU WAR PLANS

The Executives Conference consisting of Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Mason, Mohr and Nichols considered its action of June 26, 1951, concerning the request of the Budget Bureau for the identity of two officials in the field and two officials at the Seat of Government whose names could be furnished for the benefit of the President who would be familiar with the reconstituting of Bureau records in an emergency. At that time, the SACs at Chicago and Omaha were designated to reconstitute the Bureau's records in the event officials at the Seat of Government are destroyed in an emergency. Since that time, we have at periodic intervals, by memo to Armando di Girolamo, Records Administration Officer of the Department, furnished the names of Mr. Waikart and Mr. Nichols as the officials at the Seat of Government who could reconstitute records, and the names of the SACs at Chicago and Omaha.

The Conference today unanimously recommended that the SAC at Chicago no longer be considered as one of the Field representatives who would have the responsibility of reconstituting records. It was unanimously recommended that the responsibility be shifted from Chicago to the SAC at Memphis, Tennessee, on the ground that in the event of a bombing the likelihood of a bombing at Chicago and the possibility of destruction of Bureau records at Chicago would be so plausible that hereafter we should consider Chicago in the same category as Washington, Detroit and other centers of great importance to the national defense. Memphis was picked since it is a center for good communications and transportation. The possibility of bombing Memphis is far more remote than other centrally located cities.

If approved, instructions heretofore issued to Chicago in connection with the War Plans and reconstituting records will be rescinded and the same instructions will be issued to the SAC, Memphis.

- Tolson _____
- Ladd _____
- Nichols cc
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo LBN:MP
- Rosen _____
- Tracy _____
- Laughlin _____
- Mohr _____
- Winterrowd _____
- Tele. Rm. _____
- Holloman _____
- Gandy _____

Mr. Clegg

Mr. Mohr

56 NOV 10 1953

I agree
OK
H.

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With the exception of Mr. Tracy, the Conference was unanimous in recommending that we should no longer consider Omaha as a depository for certain vital records, such as the Security Index, personnel records, etc., that the records presently stored in Omaha should be transferred to Little Rock. The majority view was predicated upon the fact that the Strategic Defense Command is located on the outskirts of Omaha and Omaha would certainly be a point of attack, whereas the possibility of attacking Little Rock would be far more remote. Little Rock, likewise, is a center for communications and transportation and easily accessible.

Mr. Tracy felt that Omaha was centrally located, that the possibility of bombing the Strategic Defense Command was remote and he could see no need for any change so far as Omaha was concerned.

I agree with Tracy

If the majority view is approved, steps will be taken to rescind instructions heretofore issued to the SAC at Omaha and appropriate instructions will be issued to the SAC at Little Rock. Records heretofore stored in Omaha will be transferred to Little Rock.

I share majority

view.

H.

Respectfully,
For the Conference

[Signature]
Clyde Tolson

MR. TOLSON

10/27/53

MR. H. H. CLEGG

SUGGESTION #712-53
MADE BY SA DANIEL M. GUNN
CLEVELAND OFFICE

Per presentation by Mr. Mason at Executives Conference on 10/22/53, the following is submitted for the record:

SUGGESTION:

That the Bureau consider the adoption of a standard form, sample attached, for the purpose of disseminating information concerning Bureau investigations to Criminal Informants or Potential Criminal Informants.

OBSERVATIONS:

SAC McCabe of Cleveland points out he is opposed to the adoption of this suggestion since the variety of situations and types of information about which Criminal Informants and Potential Criminal Informants are questioned do not lend themselves to the use of a particular type of form.

The Training and Inspection Division is opposed to the adoption of this form pointing out that it would be highly undesirable to furnish such individuals with documents which could be photographed or reproduced bearing signatures of Bureau officials.

RECOMMENDATION:

If you agree, no further action will be taken concerning this suggestion. No letter of acknowledgement was sent to SA Daniel M. Gunn inasmuch as he resigned at the close of business 10/16/53.

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

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MR. TOLSON

November 6, 1953

~~SECRET~~

EXECUTIVES CONFERENCE

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OTHERWISE~~

~~Bureau WAR PLANS - Destruction of Bureau~~

Present at the conference of November 4, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason.

BACKGROUND:

In connection with the Bureau's war plans, it is contemplated that certain essential files will be evacuated in the event of an emergency to our evacuation site at Sheperdstown, West Virginia. Only those crucial files will be evacuated and for the most part they pertain to Security Index subjects, very important investigations in the security field, personnel files, payroll matters and related topics. There will remain millions of files in Washington. Concern exists as to exactly what would happen in the event of a parachute invasion, or landing nearby by the enemy with sufficient force to capture the City of Washington. FBI files listing Agents, informants, subjects and other data might be used by the enemy to the detriment of the United States or serve as a basis for searching out FBI employees and their relatives.

The military agencies have for years experimented unsuccessfully with techniques for destroying huge volumes of files, such as we have in the FBI. They have much the same problem as we have. As a matter of fact the Germans endeavored at the end of World War II to destroy their files in Berlin and were quite unsuccessful with the net result that much valuable information fell into the hands of the Allies. The military is continuing its research for a means of destroying files. The use of explosives in file cabinets has been explored. The use of chemicals and other techniques have been considered. The Laboratory recently pointed out that the surest means of destroying files would be to reduce them to pulp in a technique similar to that used in making paper. This, however, would cost nearly a quarter of a million dollars and much advance effort to set up the necessary facilities.

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

EDM:wlh

- 1 - Mr. Mohr
- 1 - Mr. Clegg
- 1 - Mr. Harbo
- 1 - Mr. Nichols

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NOV 9 1953

66-554-10828

NOV 19 1953

CLASSIFIED BY: [Signature]
DECLASSIFY ON: OADR

Mc [Signature] 5250

Memo to Mr. Tolson

~~SECRET~~

In the absence of a more suitable means, it has been the Bureau's plan to endeavor to destroy those Seat of Government files in the Justice Building by means of a bonfire in the court yard. The majority of our files are in the Identification Building and it was contemplated that a bonfire in the street near the Identification Building would be used to destroy files there (no attempt would be made to try to destroy fingerprint files). Mr. Mason expressed to the Conference the view that bonfires for the destruction of the files would be unsuccessful because the fires would be so huge as to jeopardize buildings in the area. To do a really destructive job on the files, tremendous heat would be necessary and the pages in the files would have to be separated with the net result that an up draft of hot air from the fires would carry partially burned pages into the air and distribute them over a radius of miles, depending upon the wind.

THE PROPOSALS:

1. Mason requested that the Conference consider establishing contact with the D. C. incinerators, finding out who is in charge, whether any other agency has arranged for the use of the D. C. incinerator, determine the capacity of the incinerator and make all necessary arrangements so that we can destroy as many files as possible at the D. C. incinerator.

0 K
The Conference had a divided view as to this and the majority, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Rosen, Holloman, and Nichols felt that this should not be done. Majority opposition was based primarily upon the tremendous number of files that we have, problems attendant to getting those files to an incinerator during an emergency, the belief that if an acute emergency exists it may be better to try and destroy the files by means of explosives rather than through another medium, as well as the possibility that even if the files were seized by the enemy the files might be of little value to the enemy.

The minority, consisting solely of Mason, felt that the Bureau should make every possible plan to protect itself in an emergency and that we should have Mr. Glavin, who is coordinator of evacuation, appropriately contact the D. C. incinerator officials and see what could be done relative to the destruction of our files.

~~SECRET~~

Memo to Mr. Tolson

~~SECRET~~

Depending upon the Director's wishes appropriate action will be taken.

2. The Conference unanimously agreed that the FBI Laboratory should maintain close liaison with the military so as to be cognizant of any developments by the military as to ways and means of destroying large volumes of files and that the Laboratory should continue to seek suitable methods for destruction of Bureau files. The Conference did not feel that the Laboratory should engage in a tremendous project, but that all reasonable avenues should be explored.

yes
H

← FA

~~SECRET~~

MR. FOLSON

10/20/53

EXECUTIVES CONFERENCE

SUGGESTION #626-53
MADE BY SA HERBERT E. HOXIE
LOS ANGELES OFFICE

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SUGGESTION:

It is suggested some form of ~~identification~~ record flash be placed against the fingerprints of both Security and Criminal Informants. It was also suggested that Forms FD-219 and FD-165 be adapted for such use. Form FD-165 is a Security Flash Notice and Form FD-219 is mainly designed to place a notice in the file for application for pardon after completion of sentence and in the same connection to request the record of the subject.

The suggesting employee pointed out that although the identification record is secured during the initial stages of development, rarely is any later check made and it is conceivable that the activities of an informant, either Security or Criminal, subsequent to his development and concealed from the handling agent might lead to embarrassment in the event the informant were later used as a Bureau witness.

OBSERVATIONS:

Domestic Intelligence Division Security Informant Desk has recognized the problem and at the present time there are stops placed against the fingerprints of three Security Informants who were printed by the Army and their records indicate they are connected with C.I.C. It has not been felt necessary to have stops placed against all Security Informants' fingerprints as the field is under instructions to maintain close personal touch with each informant and in the event an informant gets into trouble the field office is supposed to know about it without delay.

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- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

Investigative Division is in agreement with the suggestion and believes that such stops should be placed.

Identification Division states this would increase the work of that Division and questions whether it would be productive. No figures were given as to the cost inasmuch as the Identification Division is not aware of the number of Security and Criminal

62 NOV 16 1953
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WAG

Memorandum to Mr. Tolson

Informants in file. However, the cost of posting a Flash Notice is \$1,274, according to the Identification Division.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Holloman, Nichols and Mason.

The Conference carefully considered the above facts and unanimously recommended that the present practice of putting stops in the Identification Division in individual cases be continued. In the interests of economy and efficiency, the Conference felt that there should be no universal practice requiring the placing of stops as to various security and criminal informants.

Mr. Tolson

Oct. 14, 1953

L. B. Nichols

*ASSESSMENT SPECIAL AGENTS
INSURANCE FUND

With the death of Special Agent J. Brady Murphy, there have been 5 deaths and 5 payments of benefits to beneficiaries of Bureau Agents since the last assessment which was opened on November 6 and closed on December 15, 1952. The payment made to the beneficiary of SA Murphy on September 28, 1953, reduced the balance in the Special Agents Insurance Fund to \$241,261.65.

RECOMMENDATION:

It is recommended that the Administrative Division prepare and forward a notice of an additional assessment to the membership of the Fund.

FEC:ptm:ps

ADDENDUM: LBN:ps 10-21-53

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Trotter, Belmont, Ladd, Mason, Holloman, and Nichols unanimously recommend the approval of the foregoing suggestion calling for the levying of another assessment of all Agents who are members of the Special Agents Insurance Fund at this time. This action is taken on the ground that there has not been an assessment since December 15, 1952, coupled with the further fact that the Fund has been depleted by \$50,000 since the last assessment.

cc - Mr. Glavin

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

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DETAILS ON ORIGINAL

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NOV 17 1953

MR. TOLSON

9/4/53

The Executives Conference

DIVISIONAL RECREATION AND WELFARE ACTIVITIES
MAINTENANCE OF FUNDS

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Rosen, Belmont, Gearty, Holloman, and Tracy, on September 3, 1953, considered the matter of Divisional recreation and welfare activities and maintenance of funds.

Mr. Tracy called attention to Bureau memorandum of August 21, 1953, with reference to the maintenance of sectional and divisional funds and advised that in addition to the matters mentioned in this memorandum, there are three library funds, one in the Identification Division Building and two in the Justice Building.

For the Director's information, in 1946 two libraries were started in the Identification Division. These were combined in 1948. Membership is \$1.25 per year, and a detailed membership list is kept with membership cards being issued. Employees of other divisions assigned to the Identification Division Building are eligible for membership. The library is open from 11:30 AM to 2:00 PM and from 6:15 to 7:15 PM, this being the lunch hour period each day. Either an officer or librarian is present during the times the library is open. It is pointed out that the employees voluntarily donate a portion of their lunch periods to these library duties. No official time is used. Any employee is welcome to visit the library during the lunch period to read magazines or browse through the shelves; however, only members may borrow books. Books are withdrawn for a two-week period and may be renewed. A fine of 3 cents per day is levied for books overdue. The library regularly subscribes to Life, Look, Reader's Digest, and Coronet. An inventory is maintained and the library presently has 857 books. Twenty-six new books have been purchased so far this year. Officers are elected annually. An audit of the books as of August 14, 1953, showed cash on hand of \$99.52. An annual book sale is held which helps to provide funds for new books. Cash on hand is kept in the safe in the Personnel Office.

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

cc - Mr. Clegg
Mr. Mohr
SJT:sdm
edw

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Memorandum for Mr. Tolson

September 4, 1953

The two libraries in the Justice Building are located in the Records and Communications Division and are operated on the same basis as the one in the Identification Division.

The Conference was unanimously of the opinion that the libraries served a useful and worthwhile purpose and that they should be maintained and operated as they are now being operated, further, that the funds on hand should continue to remain in the section and under the control of the Division in which they are situated.

A monthly report of library activities is contained in the monthly personnel report submitted to the Personnel Unit of the Bureau.

MR. TOLSON

9/30/53

THE EXECUTIVES CONFERENCE

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The Executives Conference of September 28, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Hennrich, Ladd, Winterrowd, Clegg, Gearty, McGuire, Glavin, Holloman and Mohr, considered the present status of the three lending libraries at the Seat of Government and whether these libraries should be consolidated in any way and whether they should be placed under the sponsorship of the FBIRA.

It was pointed out to the Conference that each of the three libraries at the present time operates independently. There are three libraries. There is a lending library in the Identification Division which is available to all employees assigned to that building. A membership fee of \$1.25 is charged per year. It is open during the lunch hours of the day and night shifts and employees voluntarily donate a portion of their lunch periods to staff the library. Books are withdrawn for a two-week period by members and a fine of 3¢ per day is levied for books overdue. There are 857 books presently in the library not including current magazines. An audit of the library funds as of August 14, 1953 showed cash on hand of \$99.52. Operating funds are derived through an annual book sale, membership fees and penalties on overdue books.

The Records Section has a lending library which has been in existence since July 15, 1944. Membership consists substantially of employees in the Records Section. The membership fee is \$1.50 per year. Books are loaned for an initial period of two weeks with the exception of best sellers which are loaned for a period of seven days. A penalty of 2¢ per day is charged for those books which are kept out of the library over the specified time. The Records Section library was started and is still operated by Mrs. [redacted] who takes a very active and personal interest in this library. It is operated before and after regular work hours, during rest periods and during lunch hours. Approximately 50 books a week are loaned to current members. New books are acquired from membership and penalty fees and an occasional book sale. The fund on hand contains \$5.00 at the present time.

The Bureau's lending library is operated by the Crime Records Section and has been in existence since February 1947. It is operated in conjunction with the Bureau's regular library for the use of all employees at the Seat of Government. There are 73 members at the present time who pay a fee of \$1.00 for six months or \$2.00 for one year's membership. The library presently has 386 books in addition

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

79 NOV 20 1953

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INITIALS ON ORIGINAL - 1

JPM:DW
CC - Mr. Clegg

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to 400 pocket-size books which were donated. Current leading magazines are available for loan to members. New and popular books are rented to members for a fee of 2¢ per day. As the popularity of the volume declines it is taken off of the rental fee basis and is loaned free of charge for a two-week period or longer if desired by a member. A book sale is held approximately every six months. Membership fees, book rentals and book sales constitute the operating funds which now total \$95.00. Only members may borrow books from this library which is open before and after working hours, during lunch periods and during rest periods.

The Executives Conference felt that the three lending libraries which are now in existence serve a very useful purpose and contribute to the morale of the employees who use them. It was felt by the Conference that these lending libraries are not of great size, that they seem to be operated in an efficient manner and it was unanimously recommended by the Conference that no change be made in these libraries and that they be permitted to operate as they are at the present time. It was felt no useful purpose would be served by endeavoring to have the FBIRA take over the operation of these libraries or to possibly combine the two libraries in the Department of Justice Building into one library in the Crime Records Section. Some of the members of the Conference were also of the opinion it would be patently unfair to transfer the ownership of books which were purchased from the funds of employees, for instance, in the Records Section to consolidate a library under the sponsorship of the FBIRA and that employees in the Records Section would undoubtedly resent such a transfer.

Mr. Tolson

10/16/53

H. H. Clegg

~~LENDING LIBRARIES
PROPOSED CONSOLIDATION UNDER
FBI SPONSORSHIP~~

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The Executives Conference memorandum to Mr. Tolson dated September 30, 1953, pointed out there are presently three lending libraries operated independently at the Seat of Government by the Identification Division, Records Section and the Crime Records Section at yearly membership fees of \$1.25, \$1.50, and \$2.00 respectively. The Executives Conference unanimously recommended that no change be made in the independent operation of the libraries. The Director noted thereon "OK, but I would like to see uniform rules and fees. I note each has a different set. Explore this."

A survey discloses the membership of the Bureau library operated by the Crime Records Section is composed of more mature individuals with higher average incomes than those of the other two libraries and prefers the more expensive fiction, scientific and biographical works. The main differences in the rules of the three libraries are that the Bureau library alone collects two cents per day for new books. The common charge-out period is two weeks except that on best sellers the Records Section library charge-out period is one week. The Records Section and Identification Division libraries charge penalties of two cents and three cents per day, respectively, on books retained over the specified period while the Bureau library does not assess such penalties. A sampling of the membership of the three libraries indicates there is no dissatisfaction with the present operating rules and procedures. Since the membership is purely voluntary and a Bureau employee may chose any one of the three libraries according to his income and taste in literature, it appears uniform rules and fees would not meet the particular needs of each library.

RECOMMENDATION:

It is recommended that the three libraries be permitted to operate in accordance with their present rules and fees.

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

MHS:mew

EX-108

RECORDED-19
INDEXED-19
NOV 12 1953
127
INITIALS ON ORIGINAL

79 NOV 20 1953

ORIGINAL COPY FILED IN

18830

Mr. Tolson

11-12-53

Executives Conference

FBI NATIONAL ACADEMY
INDIVIDUAL SCORES

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5C/df

Present at the Executives Conference of November 9, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd and Mason.

The Conference examined the current procedure of the Bureau in giving graduates of the FBI National Academy a grade of either satisfactory or unsatisfactory and not releasing individual scores which students may have made on various examinations and problems during the course of training.

This policy has been followed for many years and was designed to keep the FBI out of departmental squabbles, which might very well arise from one man in a given department making high scores, although he personally is not as acceptable to the city management as some other graduate who made lower scores but may have a better all-around record and a greater degree of loyalty to his department. Releasing scores in such an instance would put the FBI on record as thinking more highly of one man than another. The same type comparison could be drawn between various police departments and law enforcement agencies if individual scores were released. Individual scores on examinations are not completely conclusive as to the over-all qualities and progress of a given student. Many other things must be considered in evaluating the student and it is not felt the Bureau should be called upon to prepare a comprehensive evaluation. Passing grade on any examination is 85.

Over a period of years we have refused to release any individual scores to police departments or sheriffs offices or even to the army or other branches of the Federal Government who have had students at the National Academy. As soon as we make one exception, we will be besieged with requests for scores of past graduates.

Consequently, the Conference unanimously recommends that there be no change in our present policy of rating students as satisfactory or unsatisfactory without other details.

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

EDM:jaw
cc: Mr. Mohr
Mr. Clegg

Attachment

RECORDED-39
INDEXED-39

66-3554-10831
NOV 13 1953

62 NOV 16 1953

If you approve, there is attached an appropriate letter to Chief of Police Dan Liu of Honolulu so advising. This letter is a re-write of a letter which was initially dated November 5 but was taken to the Executives Conference for reconsideration per Mr. Tolson's instructions. The November 5 letter did not go out.

Sant
11-12-53

VI

OK
H

MR. TOISON

November 12, 1953

THE EXECUTIVES CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5/ckd/ug

The Executives Conference of November 10, 1953, consisting of Messrs. Toison, Holloman, Glegg, Rosen, Belmont, Ladd, Mohr, Harbo, Tracy, and Glavin, considered a request made by the Files Section of the Records and Communications Division concerning the working hours of the midnight shift of the Files Section on Thanksgiving Day.

It was pointed out to the Conference that normally the midnight shift of the Files Section (19 employees) would report for work at midnight on Thanksgiving Day, November 26, 1953. It was pointed out by Mr. James of the Files Section that these 19 employees would like very much to be able to spend Thanksgiving Day with their families and friends and if it was necessary for them to report to work at midnight of that day, it would be essential that a considerable portion of the day be set aside for sleep and rest. This would make it impossible for them to spend an appropriate time with their friends and families. The Files Section recommended, therefore, that the Bureau consider the permitting these employees to work on the Saturday of the preceding week, that is from 12:00 midnight of November 20 to 8:30 A.M. Saturday, November 21, in order to earn compensatory leave for use on Thanksgiving night.

It was pointed out to the Conference that a similar request by the employees on the midnight shift in the Records Section was approved by the Executives Conference on December 12, 1951, in connection with the Christmas holiday of that year.

Mr. Nichols recommended that the request of these employees be approved.

The Executives Conference unanimously recommended that the request be approved.

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

Mr. Glegg
Mr. Mohr

INDEXED - 10

12 NOV 13 1953

RECORDED - 10

10832

53 NOV 16 1953

OK
F. J.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson *Wm*

FROM : The Executives Conference

SUBJECT: IN-SERVICE EXAMINATION

DATE: 10/13/53

323,013

2/20/92

SP-5a/deg

Tolson ✓
 Ladd ✓
 Nichols ✓
 Belmont ✓
 Clegg ✓
 Glavin ✓
 Harbo ✓
 Rosen ✓
 Tracy ✓
 Egan ✓
 Gurnea ✓
 Harbo ✓
 Holloman ✓
 Sizoo ✓
 Miss Gandy ✓

J. GEARTY

The Executives Conference of 10/12/53, Messrs. Tolson, Glavin, Q. Tamm, Harbo, Belmont, Gearty and Clegg being present, gave consideration to suggestions submitted to the Bureau by a Special Agent as follows:

I. A suggestion that instead of giving an examination at the end of In-Service courses on the Bureau's Handbook and Manuals, two questions be asked to reflect the attitude of thinking and he also hoped that it might serve to provide information to aid in preparing training courses. These questions were (1) inquiries as to any suggestions the employee might have, and (2) inquiries as to any complaints the employee might have. As to the inquiry for suggestions it is now well known that suggestions are welcome from all employees at any time, a special letter is transmitted to all employees annually soliciting suggestions, Inspectors make known their availability during field inspections to receive suggestions, the response to our suggestion program is good. In the event this suggestion were adopted, it would be necessary to file this examination paper in the personnel files containing the suggestion and it is also felt that the present type of examination encourages the reading and studying of the handbooks and manuals in order that the Agents may be more thoroughly familiar with policies, rules, regulations and instructions.

As to a request for complaints, anyone with a complaint should make such complaints appropriately to their own supervisors or superiors and it is not considered likely that many such complaints would be received on an examination paper when the complaints are solicited in this manner and when the papers bear the name of the Agent. No systems should be set up to compel an Agent to start thinking about his complaints but rather as to what complaints the Bureau might have about the employee. In other words, the question should be how to give satisfaction rather than how to get satisfaction. The Executives Conference unanimously opposed this suggestion for the reasons stated.

II. The suggestion was also made that in selecting supervising officials that instead of following the present system of considering the recommendations of the division chiefs and superiors, including the OSACs, and examining the records that...

Copy filed in 67-80010

ORIGINAL COPY FILED IN 67-19

62 NOV 18 1953
 Mr. Mohr
 Mr. Clegg

66-2557-10833

HHC:cs INDEXED-27 NOT RECORDED 44 NOV 13 1953

11409

there be given a written examination, including questions on the manuals, questions as to administrative problems and practical problems which will test the thinking ability of the employee to make executive and administrative decisions.

The Conference unanimously opposed this particular suggestion on the basis of the fact that the ability to theorize or the ability to write an examination question is not an accurate test as to a person's executive or administrative ability along practical lines.

The Conference did, however, recommend that a special administrative school be held quarterly or as frequently as the number on the list of prospects justify, so that those who are to be considered at some early date for ASAC or SAC be given a special course of training. This course possibly might last for one week or ten days, during which time they would examine the administrative action at the Washington Field Office under direction, they would make observations and studies in the Administrative Division and the Records & Communications Division. They would become familiar with the various supervisory duties in Washington and in addition they would be taught specifically field office administrative requirements, including personnel management and administrative systems.

In the event this is approved a special program will be prepared and submitted for this type of training which, in fact, in the past has proven effective.

done - See
Exec Conf memo
11-2-53 - Director
approved proposal
Schedule for 11-30-53
and 1-11-54
J

✓

JK
H.

MR. TOLSON

November 3, 1953

EXECUTIVES CONFERENCE

SUGGESTION #698-53
MADE BY SAC, BUFFALO
ELIMINATION OF FIELD OFFICE
TELEPHONE NUMBER ON IDENTIFICATION
ORDERS AND WANTED FLYERS

32303
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5C/ky

Present at the Executives Conference of October 29, 1953, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen and ^{Tolson} SUGGESTION:

SAC Letter #53-22 instructed the field that effective 5/1/53, all Wanted Flyers and Identification Orders should bear the local field office telephone number. The field was advised that in the case of Wanted Flyers an embossed plate for use in the date space could be obtained so that the name of the addressee and local telephone number could be placed on the Flyer in one operation. In connection with Identification Orders, however, it was noted that they would necessarily have to be run through the machine a second time.

Since the Buffalo Office has been unable to obtain the proper equipment for their Addressograph machine, employees of that office have been hand stamping the local telephone number on Identification Orders and Wanted Flyers rather than run them through twice. Formerly it required one hour to run off an Identification Order or Wanted Flyer whereas now it requires a little over two hours.

It is suggested that the Bureau may desire to reconsider its instructions contained in referenced SAC Letter. Unless advised to the contrary, the Buffalo Office will continue to hand stamp the Identification Orders and Wanted Flyers with the local telephone number instead of feeding them through the machine twice.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 11-3-53

The Conference was unanimously opposed to revising its rules which presently require that the telephone number of the Field Office appear on Identification Orders and Wanted Flyers. It will be noted

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

EDM:jaw

RECORDED - 26

INDEXED - 26

166-2554-10834

NOV 13 1953
ORIGINALS ON ORIGINAL

50 NOV 20 1953

ORIGINAL FILED IN 62-2475-134

that this rule has been in effect less than six months. The Bureau very carefully considered this matter prior to the issuing of the rule on May 1, and a great deal of survey work was done at the Seat of Government.

With regard to Buffalo hand stamping telephone numbers, this matter will be discussed with SAC Boswell while he is here in Washington this week, and efforts will be made to arrange for Buffalo to use an addressograph machine in the future.

If you agree, no further action need be taken in connection with this matter.

Mr. Tolson

November 4, 1953

The Executives Conference

IDENTIFICATION ORDER DISTRIBUTION

SUGGESTION

Best Markets, Inc., at Philadelphia, Pennsylvania, has offered to post Identification Orders and Wanted Flyers at the cash registers of each market in their chain. They have twenty supermarkets, fifteen in Philadelphia and the remainder outside the city. Thousands of people visit these markets daily and it was felt that the wanted notices posted at the cash registers where people are waiting in line are much more likely to be read carefully than in many other places where they are displayed. The size of the Wanted Flyer will be no problem.

Best Markets will also have a bulletin board in each of the twenty stores and they could post such material on their bulletin boards in the event they were furnished with this material, and they desire to keep it in current condition.

In this connection, it should be noted that there are outstanding as of this date, 152 Identification Orders.

There are outstanding as of this time, thirteen Wanted Flyers. Of the thirteen Wanted Flyers, eight are with reference to our Top Ten Fugitive Program.

In view of the volume of Identification Orders presently outstanding, the problem would necessarily arise as to whether the bulletin board would be large enough to not only carry all the Identification Orders but to keep them in a current condition.

The suggestion has been viewed carefully, and rather than to decline to avail ourselves of this facility, we should do the following things:

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

cc: Mr. Clegg
Mr. Mohr

INDEXED - 10

66-2554-10835

EX-124

RECORDED

NOV 13 1953

RETURN TO ORIGINAL

NOV 18 1953

AR:JMT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/20/00 BY SP-5 C/ply
393013

ORIGINAL FILED IN 66-2554-1494

Memorandum for Mr. Tolson

- (1) Limit the distribution to the Best Markets, Inc., to our Top Ten Program. This would include Wanted Flyers and/or Identification Orders.
- (2) We should not attempt to give them any other Identification Orders, except in the following instance:
- (3) If the Philadelphia Office recommends, because of a particular local interest in the fugitive, that they desire to put up an Identification Order on such an individual, then, of course, this should be allowed. Consequently, it would be in special cases only that we would extend this procedure beyond the Top Ten Program.

RECOMMENDATION

(1) The Conference did not feel that we should furnish all Identification Orders and Wanted Flyers to this company. Obviously they could not keep them current, and it would also require that the Bureau advise the company of the cancellation of all Wanted Flyers and Identification Orders which were issued.

(2) In the light of the foregoing, the Conference recommended that we utilize this facility in the special instance noted above where the facts justify it and also in the Top Ten Program.

Those in attendance were Messrs. Ladd, Harbo, Glavin, Holloman, Trotter, Rosen, Mason, Belmont, and Tracy.

If approved, SAC Abbaticchio will be advised.

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

MR. TOLSON

November 5, 1953

EXECUTIVES CONFERENCE

Present at conference 11-4-53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason.

SUGGESTION #615-53
MADE BY WILLIAM L. BAILEY
STREAMLINING PROGRAM
RECORDS SECTION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-92 BY SP-5 *ai/ly*

SUGGESTION:

That a combination file charge-out and serial marker be prepared, which would serve to reduce the preparation of these two forms to one operation. (sample attached).

Records Section uses 150,000 charge-outs each month and the same number of serial markers; the suggesting employee points out, and he believes the adoption of his idea would result in considerable savings, providing the cost is not prohibitive.

OBSERVATIONS:

The Administrative Division pointed out that this form would be very expensive to prepare in view of the amount of work which would have to be done by hand, and that it is impractical to use heavy and light paper stock together.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wih 11-5-53

The conference was unanimously opposed to the suggestion and recommends unfavorably because of the expense involved.

If you agree, no further action need be taken inasmuch as Mr. Bailey is a member of the Records Section Streamlining Committee and all of his suggestions will be acknowledged at the conclusion of Streamlining Committee activities.

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

cc - Mr. Mohr
cc - Mr. Clegg

WHL:dmg

62 NOV 19 1953

RECORDED - 15

INDEXED - 15

166-255-10836
NOV 12 1953
70

ORIGINAL COPY FILED IN

THE DIRECTOR

10/21/53

The Executives Conference

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION

The Executives Conference on October 16, 1953, consisting of Messrs. Tolson, Ladd, Harbo, Glavin, Belmont, Nichols, Trotter, Mason, Holloman and Tracy considered a recommendation of the Prudential Life Insurance Company for additional insurance for members of the Special Agents Mutual Benefit Association.

PRESENT PROVISIONS OF "SAMBA":

- 1. Hospital expense at \$10 per day up to 70 days --- \$700 maximum
- 2. Hospital incidental expenses up to ----- 75 maximum
- 3. Surgical benefits up to ----- 200 maximum

MAXIMUM payment from SAMBA for any one incident \$975

PROPOSED NEW MAJOR MEDICAL EXPENSE INSURANCE FOR SPECIAL AGENTS:

A new type of insurance has been developed to provide for an additional premium to provide for those cases where expenses exceed the amount payable under various group insurance plans. It is already in force in many industries.

Many agents have suffered incidents where the cost greatly exceeded the amount paid by SAMBA, for example:

- Case #1. Agent's daughter stricken with leukemia and later died.
Cost of hospital, doctors, medicine, etc. \$2,820
Paid by SAMBA \$925
- Case #2. Agent and family on official transfer by auto suffered an accident. Both seriously injured.
Cost of hospital, doctors, medicine, etc. \$4,490
Paid by SAMBA \$1,136
- Case #3. Agent's wife required extensive hospitalization and surgery over 4 year period.
Cost over this 4 year period - approximately \$20,000
Cost of hospital, doctors, etc. for 1951 alone \$10,570

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/20/92 BY SP-3 JCF/MLJ
323 013

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

SJT:pjs
cc - Mr. Clegg
Mr. Mohr

RECORDED-39
INDEXED-39

66-2524-10837
NOT RECORDED
138 NOV 18 1953

Attachments
62 NOV 18 1953

ORIGINAL COPY FILED IN 66-2524-10837-114

October 21, 1953

The proposed MAJOR MEDICAL INSURANCE provides that after SAMBA pays all that can be paid under the SAMBA group plan, the Agent pays the next \$300 personally. If the medical and other expenses continue, then MAJOR MEDICAL INSURANCE pays 75% and the Agent 25% of all additional expenses up to a total of \$10,000. For example:

Case #3: If under MAJOR MEDICAL INSURANCE

Hospital, doctor, etc. for year 1951.....	\$10,570.00
Paid by SAMBA	\$770.00
Paid by Agent	300.00
	1,070.00

Balance of 1951 expense	9,500.00
Paid by MAJOR MEDICAL	\$7,125.00
	2,375.00
	\$9,500.00

A committee consisting of Messrs. Harbo, Mohr, Winterrowd, and Tracy studied the proposed plan and recommended to the Executives Conference that the plan be submitted to the Agent Members of SAMBA for their views as to whether they desire the additional insurance as proposed by MAJOR MEDICAL INSURANCE. Upon receipt of the views of the membership, the Bureau would then reach a final decision in the matter.

CONDITIONS OF PRUDENTIAL INSURANCE COMPANY:

1. Prudential desires that the plan be compulsory on all members if accepted.
2. The premium required would be:

Present Cost of SAMBA - monthly	INCREASED Premium MAJOR MEDICAL	TOTAL
\$9.00 for married agents	\$2.50 married	11.50
5.00 for single agents	1.00 single	6.00

COST OF THE PLAN

The estimated cost of the plan the first year would be \$120,000. Of this sum all but approximately \$11,000 would be raised by the additional premium. The balance would be paid out of dividends received.

MEMORANDUM TO THE DIRECTOR:

October 21, 1958

The Executives Conference recommends that the proposed plan be submitted to the SAMBA membership for their views.

If approved Prudential will print a supply of the attached proposed booklet which explains in detail the MAJOR MEDICAL INSURANCE PLAN to be sent to the SAMBA membership for their use in determining whether they are interested.

A proposed letter to be signed by the Director transmitting the booklet is attached for approval.

A card providing for the members views will be enclosed with the booklet. All mailing and answers will be handled by SAMBA, and the Bureau will be advised of the results.

MR. H. H. CLEGG

October 21, 1953

Mr. B. C. Brown

STAMPING OF THE DATE ON BUREAU FUGITIVE MEMORANDA TO THE FIELD WHICH ARE PREPARED BY THE POSTING SECTION OF THE IDENTIFICATION DIVISION

The Posting Section of the Identification Division prepares for transmittal to the field a memorandum which contains all pertinent information that appears in the identification jacket of the individual who is the subject of the memorandum. This letter is known as a Bureau Fugitive memorandum.

The memorandum is prepared by the typist in the Posting Section and sent to the readers of the Posting Section for their approval. Memoranda not needing Photostats of the individual's service record or photographs are predated at the time of typing. However, memoranda needing Photostats of the individual's service record or photographs are not dated at the time of typing as they must be held by the typist after they are approved by the readers in the Posting Section until the Photostats or photographs are received. Attached is a sample copy of a Bureau Fugitive memorandum prepared by the Posting Section which under existing procedure is dated by typewriter in accordance with the existing rules of the Bureau Reading Room which requires that all office memoranda which are entirely typed are to have a typewritten date.

The typists assigned to prepare the Bureau Fugitive memoranda advise that it takes one typist approximately 1 1/2 hours each day to date the memoranda which cannot be predated at the time they are typed.

RECOMMENDATION TO BE CONSIDERED BY THE EXECUTIVES CONFERENCE:

It is recommended that the Bureau Fugitive memoranda which cannot be predated when they are typed, be date stamped in the Posting Section, and therefore save approximately 1 1/2 hours of typists' time each day. Mr. Tracy, the Reading Room, and Mr. Nichols' office have no objection to the use of a rubber stamp to date fugitive deserter memoranda to the field.

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

Attachment

EXECUTIVES CONFERENCE CONSIDERATION:

INDEXED - 76 NOV 12 1953

Unanimously recommended adoption. Present at Conference of October 22 were Messrs. Tracy, Ladd, Harbo, Belmont, Callahan, Mohr, Holloman and Mason.

50 NOV 17 1953

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ORIGINAL COPY FILED IN 62-122-1495

66-2557-10838

MR. TOLSON

10-23-53

The Executives Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY [signature]

SUGGESTION OF [redacted]
Typing Section, Identification Division

b6
b7c

The Executives Conference on October 20, 1953, consisting of Messrs. Ladd, Harbo, Rosen, Belmont, Glavin, Holloman, Trotter, Mason, and Tracy, considered a suggestion from Miss [redacted] of the Identification Division.

b6
b7c

PRESENT PROCEDURE:

When an ~~arrest~~ fingerprint card is submitted showing that the subject is in custody of another agency i.e., a local jail or other custodial agency, the name of the contributor is shown in the first column of the criminal record while the name of the jail or other custodial agency is typed under the name and number of the subject in the second column of the record. Typed examples are attached.

PROPOSED PROCEDURE:

That in the future the typist in the Identification Division type only the name of the arresting agency in column one of the record and omit the name of the place of incarceration which has heretofore been placed in column two.

ADVANTAGES:

1. It will simplify instructions to new employees.
2. It will reduce errors on the part of new employees who find it a difficult procedure to learn.
3. It will improve production of typists by the elimination of one entry in such cases and eliminate errors which have to be returned for retyping.
4. The name of the arresting agency is the more important entry.

ORIGINAL COPY FILED IN 100-11631-9766

100-2537-10839

RECORDED - 82

NOV 16 1953

INDEXED - 82

DISADVANTAGES:

1. In a few instances where the place of initial confinement is pertinent it will be necessary for the ~~arresting~~ agency to be contacted for such information. This should not be too important as the arresting agency would have to be contacted for details of the arrest.

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

53 NOV 20 1953

[Handwritten signatures and initials]

Memo. to Mr. Tolson

10-23-53

Re: Suggestion of [redacted]
Typing Section, Identification Division

b6
b7c

The Conference unanimously recommends approval of the suggestion. A letter thanking Miss [redacted] is transmitted herewith. An estimate of the approximate savings involved will be prepared to determine whether a suggestion award is warranted.

JUNE
MAIL

DATE OF MAIL 10-30-53

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

SEE FILE 66-2554-7530 FOR AUTHORITY.

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP-5 CJD/deg

SUBJECT JUNE MAIL

59 NOV 23 1953

REMOVED BY _____

FILE NUMBER 66-2554-10840

PERMANENT SERIAL CHARGEOUT

MR. TOLSON

November 3, 1953

EXECUTIVES CONFERENCE

SUGGESTION #582-53
MADE BY MRS. [REDACTED]
STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/00 BY SP-5/BJ/dg

b6
b7c

Present at the Executives Conference of October 29, 1953, were Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Heinrich, Ladd, Rosen and Mason.

SUGGESTION:

~~Teletypes from Special Agents in Charge reporting that they will be absent from the office for certain periods of time and setting forth the name of the individual acting in charge of the office be destroyed rather than designated for file.~~

The suggesting employee points out that these teletypes could be retained by the interested unit of the Administrative Division for a suitable period of time and then be destroyed.

As an alternative, cards could be prepared reflecting the whereabouts of the SAC and duration of his absence and destroy the teletypes immediately.

OBSERVATIONS:

It is estimated that three teletypes of this nature are received each day in the Personnel Records Section.

According to the Movement Section of the Administrative Division, teletypes reflecting that an SAC is absent from the office and the ASAC is assuming direction are destroyed in the Movement Section after appropriate notations are made. However, it has been the practice of the Movement Section to forward to Personnel Records Section for filing those teletypes reflecting the SAC is absent from the office and the person assuming charge of the office is other than the ASAC. Mr. Glavin sees no reason why these teletypes should be retained, as is presently the practice.

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

Based on the volume of 3 teletypes received daily, the Records and Communications Division estimates this suggestion will save approximately \$100 per year. If this suggestion is adopted, the Records and Communications Division recommends Mrs. [REDACTED]

b6
b7c

considered for a minimum cash award of \$10 for her idea

Mr. Mohr

Mr. Clegg

Attachments

RECORDED - 86
INDEXED - 86

NOV 13 1953
144

1084/1
WMM
NOV 1953

EDM: jaw

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: IDU: jaw 11-2-53

The Conference unanimously recommends:

1. SAC's not communicate with the Bureau when the SAC will be absent from the office and the regularly established ASAC will be physically present and in charge of the office.

2. That SAC's continue to communicate with the Bureau whenever both the SAC and ASAC will be absent from the office all day, showing the reasons for these absences and indicating the identity of the Agent who will be actively in charge of the office.

If you approve the above recommendations, there are attached for approval:

1. An SAC letter

2. A memorandum to Messrs. Tolson, Nichols and Glavin providing instructions as to filing communications from the field as to absences of SAC's.

4
KJ

MR. TOLSON

9-25-53

The Executives Conference

Handwritten initials and scribbles

SUGGESTION OF [redacted]
ASSEMBLY SECTION, IDENTIFICATION DIVISION

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Handwritten: #710-53

The Executives Conference consisting of Messrs. Ladd, Glavin, Harbo, Rosen, Hennrich, Mason, Holloman, Gearty, and Tracy on September 24 considered a suggestion from the Identification Division.

Employee [redacted] of the Identification Division suggested that at the time of the next printing of the disposition sheet utilized by the Bureau the size of the form be reduced from 8x8 to 6x6 inches.

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The disposition sheet form for many years has been printed in the same size as a fingerprint card and it has been necessary on filing the form in a fingerprint jacket to fold it. If it were reduced to 6x6 it would mean a saving of 464 man hours a year. The Assembly Section of the Identification Division filed 279,039 disposition sheets during the past fiscal year.

The Conference unanimously recommended the adoption of the suggestion.

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b7C

There is attached hereto a letter thanking Mr. [redacted] for his interest in the work of the Bureau.

SJT:dph

Attachment

cc - Mr. Clegg
Mr. Mohr

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5/ky

RECORDED-19
INDEXED-19

66-2564-10842

NOT RECORDED
188 NOV 16 1953

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Miss Gandy

NOV 18 1953

Mr. [redacted]
DMG:dp

ORIGINAL COPY FILED IN 66-2564-10842

Mr. Tolson

10/16/53

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

Executives Conference

PREPARATION BY FIELD OF ABSTRACTS
FOR AIR-TELS DIRECTED TO THE BUREAU

Present at the Executives Conference on 10/15/53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty, and Mason.

Executives Conference was advised that when investigative reports, letters, and memoranda are sent to the Bureau by field offices abstracts for those documents are prepared in the field. The field offices, of course, do not prepare abstracts on teletypes and since substituting air-tels for teletypes the field has not been preparing abstracts for the air-tels. A survey was conducted in the Records Section and it has been determined that it required the time of 2 1/3 typists at the Seat of Government to prepare abstracts for air-tels submitted by the field.

Executives Conference was advised that if these abstracts were prepared in the field, the Recording Unit in the Records Section would only have to type the file number, the date, and the number of the typist on the abstract and would not have to summarize the contents of the air-tel, as they are now required to do.

Executives Conference was of the unanimous opinion that the field should prepare abstracts for air-tels just as they are doing for letters, memoranda, and reports. There is attached hereto an SAC Letter advising the field of that fact, and appropriate manual changes will be prepared by the Training and Inspection Division.

RECORDED-19

66-7504-70843

NOV 13 1953
64

EX-126

W.M.C.

cc: Mr. Mohr
Attachment Mr. Clegg

EDM:dmb

[Handwritten mark]

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DATE 2/20/92 BY 325 w/dy

NOV 19 1953

ORIGINAL COPY FILED IN

TO : MR. TOLSON

FROM : The Executives Conference

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b7C

SUBJECT: SUGGESTION OF MRS. [REDACTED]
POSTING SECTION, IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Rosen, Hennrich, Gearty, McGuire, Winterrowd, Glavin, and Tracy on September 18, 1959, considered a suggestion from Mrs. [REDACTED] of the Identification Division.

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Mrs. [REDACTED] suggested that in connection with handling the placing and removal of wants and flashes in the Identification Division that the master print not be removed from the Technical Section. That instead the Posting Section should complete its work then route the case to the Technical Section for the placing of the stamps "Wanted" and "Flash" on the master card.

The adoption of this suggestion would mean that a charge card need not be prepared in the Technical Section for the master fingerprint card and the master card would not have to be refiled.

The Identification Division was of the opinion the suggestion apparently has merit and, therefore, a thirty-day trial period is recommended to determine whether any procedural difficulties would arise in changing the responsibility of appropriate marking of the master fingerprint card from the Posting Section to the Technical Section. The Executives Conference unanimously recommended a thirty-day trial basis.

SJT:dph

323,013
2/20/90
SP-5 C. J. [unclear]

RECORDED - 7

INDEXED - 7

RECORDED
86 NOV 16 1959

10844

53 DEC 18 1959

ORIGINAL FILED IN 66-1000-9957

MR. TOLSON

November 6, 1953

EXECUTIVES CONFERENCE

Present at conference 11-4-53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason

SUGGESTION BY U. S. ATTORNEY T. FITZHUGH WILSON (SHREVEPORT, LOUISIANA)

It was presented to the Conference that U. S. Attorney T. Fitzhugh Wilson (former Agent) at Shreveport, Louisiana, recently suggested to Special Agent A. Harry Roberts that copies of investigative reports designated for United States Attorneys would be more helpful if the reports carried undeveloped leads and references. Wilson felt that the references would assist the United States Attorney's Office in correlating reports and that leads would help the U. S. Attorney in following the investigation. Wilson observed that often in reading reports he finds phases of investigation which should be conducted but inasmuch as reports do not show what leads have been set out he has no way of knowing whether the appropriate investigation has been planned for the future. The New Orleans Office by letter of October 30, suggested that the Bureau communicate directly with Mr. Wilson as to its decision.

The Conference was advised that by SAC Letter Number 138 dated October 26, 1948, the field was instructed to remove pages containing leads from reports sent to outside agencies. The letter specifically requires that lead sheets be detached from investigative reports sent to United States Attorneys and instructs that whenever a United States Attorney inquires as to what investigation remains in a given case he should be orally furnished such information.

It was brought to the attention of the Conference that on occasion United States Attorneys have submitted suggestions that lead sheets be attached to copies of reports which they have received and the Bureau's files show that the standard answer which has been given to United States Attorneys whenever the question has been raised has been along the line that our policy in refraining from furnishing lead sheets to United States Attorneys is occasioned by the desire of the Bureau to eliminate administrative detail from reports furnished to U. S. Attorneys. The Attorneys have been advised that during the course of our investigations some undeveloped leads are sent to other divisions by means of letters, teletype or in some instances by telephone, depending upon the existing of the case. A careful analysis of this matter by the Bureau makes it appear undesirable to change our present

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

Attachment
EDM:wlh

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

INTENT TO WITHDRAW

RECORDED
INDEXED-42
NOV 16 1953

32J 013
ALL INFORMATION CONTAINED
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DATE 8/20/82 BY SP-5 JPK/ky

ORIGINAL COPY FILED
156-2554-1085

Memo to Mr. Tolson

procedure and the furnishing of lead sheets to United States Attorneys might not be indicative of all leads which have been set out inasmuch as the lead sheets are related only to leads developed from investigation which has been described in a particular investigative report.

At the Conference of November 4, it was the unanimous expression that it is not the responsibility of the United States Attorney to follow or supervise an FBI investigation and that he should confine his activities to preparing for prosecution after an FBI investigation has been completed. The Conference feels that it would be very undesirable to furnish United States Attorneys with lead sheets because the United States Attorneys would then endeavor to take over and try to direct FBI investigations and this function is outside of the responsibility of a United States Attorney.

In view of the unfavorable recommendation of the Executives Conference, there is offered for approval an attached letter to U. S. Attorney Wilson with a copy for the New Orleans Office setting forth the Bureau's views.

Mr. Nichols

October 15, 1953

M. A. Jones

**PROGRAM MANAGER
SOUTHEASTERN OHIO BROADCASTING
SYSTEM, INC.
ZANESVILLE, OHIO
SUGGESTION FOR TELEVISIONING FUGITIVES
ON NATIONWIDE BASIS**

Executive Conference Memo

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BACKGROUND:

Mr. [] wrote the Bureau on October 8, 1953, and advised that he was working with SAC Foster and SA [] in regard to television and radio programs over their various stations.

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He also made the observation that the Bureau might make available to television stations slides of wanted fugitives. This, of course, we already do.

He also suggests that in case of a nationwide man hunt that we might cover all television stations within 24 hours furnishing photographs and descriptive data of fugitives.

OBSERVATIONS:

In regard to the nationwide blanketing of television stations, it is felt that this has merit. There are 107 television outlets at the present time over the country. Photo Lab advises they could prepare 2x2 inch slides at the cost of \$13.50 (material only) per 100 and that they could turn them out in a day if need be.

It is felt that we should draw up addressograph plates for all television outlets and that in cases where we have a nationwide man hunt of national prominence we send out slides along with a write-up of descriptive data with a statement requesting that the fugitive's photograph be televised. Cancellations could be made by using the same mailing list.

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont cc - Mr. Rosen
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen ECK:mnf
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

RECORDED-38

66-3554-10846

NOV 13 1953

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5CJ/dcg

63 NOV 25 1953

Eck
10/19

Memo to Mr. Nichols

October 15, 1953

RECOMMENDATION:

(1) It is recommended that the attached letter be sent to Mr. [redacted]

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(2) It is recommended that Crime Records set up a system for immediate television coverage of all television stations in the event of a nationwide man hunt of great prominence.

ADDENDUM: LBN:ps 10-21-53

The Executives' Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Trotter, Belmont, Ladd, Mason, Holloman, and Nichols unanimously recommend the adoption of Mr. [redacted] suggestion on a trial basis. It was agreed that slides would be sent to the television stations on a selective basis which would, of course, include the outstanding ten fugitives and I.O.s of individuals whose apprehension is vigorously being sought and who would render themselves to television coverage. If approved, the Crime Records Section will set up a system of sending out such slides and will also send out an SAC Letter advising of the adoption of this program. The letter to Mr. [redacted] may be revised accordingly.

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b7C

Mr. Tolson

9/10/53

C Executives Conference

~~NATIONAL STOLEN PROPERTY FILE~~
~~COMMUNICATIONS FROM NAVY ESTABLISHMENTS~~

On 9/9/53 the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Nichols, Belmont, Ladd, Rosen, Gearty, Holloman, and Sizoo considered the following suggestions submitted by SAG Galen W. Willis of the Norfolk Field Division.

and Marine Corps
1. The Navy Department/be approached through the Bureau's liaison representative with the view toward having the ~~Navy~~ ^{Navy & Marine Corps} submit a consolidated list of lost, stolen, or recovered weapons rather than having each Naval installation submit separate communications as is now the practice. Army, ^{and} Air Force, ~~now~~ submit consolidated lists on a monthly basis.

2. That the Bureau ~~discontinue~~ the practice of acknowledging Navy submissions on Form 6-30 (used to acknowledge requests for search through the National Stolen Property File). The Naval installation at Norfolk was in agreement that the practice of acknowledging their submissions by Form was unnecessary.

The Executives Conference was in unanimous agreement with both of the above suggestions.

RECOMMENDATION:

That, upon approval, this communication be routed to the Liaison Section for appropriate contact with the Navy & Marine Corps to determine the feasibility of their submitting a consolidated list at stated intervals concerning lost, stolen, or recovered weapons for check against the National Stolen Property File.

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

cc: Mr. Mohr
Mr. Clegg

323,013
ALL INFORMATION CONTAINED
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DATE 2/20/92 BY SP-5/efj/INDEXED - 10

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66-2554-10847

NOV 17 1953

144

EX - 122

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JAS:ATP

NOV 18 1953

MR. TOLSON

11/13/53

The Executives Conference

WANTED NOTICES PUBLISHED IN INSERT
LAW ENFORCEMENT BULLETIN

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Rosen, Harbo, Hennrich, Mason, Mohr, and Tracy, on November 12, 1953, considered the matter of the publication of wanted notices in the Law Enforcement Bulletin Insert.

As a result of the Tommy Douglas case in Plattsburg, New York, wherein Douglas filed suit and was awarded \$10,000 for false arrest, false imprisonment, and malicious prosecution, a study has been made as to possible improvement in the wording of the wanted notice as published in the Law Enforcement Bulletin Insert.

For the Director's information, wanted notices are received by letter, by teletype, by telegram, by form letter (1-12), and by notes on or slips of paper attached to fingerprint cards. It is very seldom that the request for the placing of a wanted notice contains information as to whether a warrant has been issued, and the name of the court of issuance is practically never mentioned. In September, 91 wanted notices were published, such notices being confined to certain types of felony cases. During September, 925 wanted notices were posted, however, for law enforcement officials. Of those published, very few contain information as to process being outstanding.

The Criminal Division of the Department had suggested that the Bureau might wish to consider in the future where a warrant has been issued, the advisability of specifying that fact in the notice in the Bulletin and the court from which the warrant is issued.

The Executives Conference in considering the matter of the opinion the most practical method to clarify the matter of publishing wanted notices would be to print a statement at the bottom of each page of the Law Enforcement Bulletin Insert, the following statement being recommended:

Attachment to

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

Mr. Clegg
Mr. Mohr

RECORDED - 75

INDEXED - 75

166-2554-10848

NOV 17 1953

323,013
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NOV 17 1953

Memorandum for Mr. Tolson

November 13, 1953

"Wanted notices are published at the request of law enforcement agencies. Verification of the status of process should be made directly with the wanting agency."

The Conference unanimously recommends that the views of the Criminal Division of the Department be secured as to whether the proposed wording would eliminate the possibility of future controversy as to the meaning of the term "wanted." A proposed memorandum to Warren Olney III, Assistant Attorney General in charge of the Criminal Division, is transmitted herewith.

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OK
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gjm

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DL

copy: 1

November 12, 1953

MEMORANDUM FOR MESSRS. TOLSON
NICHOLS
GLAVIN

I have approved the recommendation of the executives Conference that arrangements be made to discontinue mailing Uniform Crime Reports bulletins in sealed envelopes and instead these bulletins be sent as franked third-class mail. You should make appropriate arrangements to put this program into effect.

7270A

Very truly yours,

John Edgar Hoover
Director

323013
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HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP5CJ/def

EDM:js

Recommended unanimously by executives Conference October 13, 1953, at which time the following were present: Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Rosen, Gearty, Holloman, Tracy, Mason. Approved by Director.

RECORDED-39

INDEXED-39

66-2554-10849
NOV 17 1953
106

53 NOV 20 1953

Mr. Tolson

November 16, 1953

THE EXECUTIVE CONFERENCE

32,013
ALL INFORMATION CONTAINED
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DATE 3/20/92 BY SP5/udf

The Executive Conference of November 12, 1953, consisting of Hoover, Tolson, Mason, Cosen, Ladd, Hennrich, Mohr, Harbo, Tracy, Callahan and Glavin, was advised that Mr. Mohr, under date of September 1, 1953, had advised Mr. Tolson that while discussing other matters with former special agent [redacted] who was at that time in charge of the House Appropriations Committee's investigative staff, [redacted] had advised him, Mr. Mohr, that not so long ago he made a study of the use of government-owned vehicles by the Department of Commerce in Washington, D. C. [redacted] pointed out to Mr. Mohr that as a result of his study he had determined that it was cheaper for employees of the Department of Commerce to use taxi cabs rather than government cars. [redacted] felt that a similar study by the Bureau would reflect that it would be cheaper for Bureau employees to use taxi cabs rather than Bureau cars for certain types of work.

Actual Study
An appropriate study of this matter was made by the Washington Field Office. It was pointed out that certain assignments such as surveillance and special assignments make it necessary that Bureau-owned cars be utilized. The Washington Field Office pointed out that taxi cabs are held for surveillance and/or emergency use. In addition thereto, taxi cabs are utilized on a full time basis for work handled in counties surrounding Washington. The balance of the cars presently assigned to the Washington Field Office are utilized in covering scattered leads in the outlying areas of Washington.

It was pointed out that the Washington Field Office makes extensive use of public transportation facilities, in lieu of taxis. 125 streetcar passes are used each week and approximately 1000 streetcar tokens are used every month. The use of these facilities is cheaper than the utilization of taxis.

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

In actual study of costs which would accrue by taxis and by use of Bureau-owned cars in covering leads in the outlying areas of Washington was made during the week of October 19 - October 23, 1953. The cost of trips by Bureau automobile, including all expenses which would be involved, totaled \$11,70. The cost of taxis to the various zones in which the leads were covered was calculated at \$21.50 and it was estimated that the net cost saving for taxis, RECORDED - 26 166-2554-10851 INDEXED - 26 NOV 17 1953

Memorandum to Mr. Tolson

November 20, 1953

going to and from the areas, would have been \$210.00. In other words the cost of covering these assignments by using taxicabs would have been \$3,221.77 as compared with the \$211.70 in cost by using Bureau automobiles. The Bureau, therefore, saved \$3,010.00 covering these areas and investigative assignments by using Bureau cars rather than taxicabs during the week of October 19 - October 25, 1953.

The Conference unanimously recommended that Bureau policy in using Government-owned cars be continued since public transportation such as taxis and limousines are now being utilized for most of the work performed in the greater downtown area and the Bureau automobiles are used for surveillance and emergency assignments as well as investigative assignments in adjacent counties and in outlying areas of Washington.

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MR. TOLSON

November 16, 1953

THE EXECUTIVE CONFERENCE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP-Sci/dec

The Executive Conference of November 12, 1953, consisting of Messrs. Tolson, Ladd, Rosen, Egan, Belmont, Mohr, Harbo, Tracy, Holloman and Glavin, considered the request of the Files Section to install additional vending machines for the use of the employees of that section.

Mr. James' memorandum to Mr. Nichols dated November 5, 1953, requested permission to install two fresh orange juice machines. It was noted that these machines would be installed without cost. However, the electrical outlet installation would be \$20.00 per machine.

In conformity with instructions of the conference, information was secured as to the number of machines presently installed in Bureau space in the Department of Justice Building.

It was pointed out to the conference that we have twelve Coca Cola machines, seven on the seventh floor, four on the sixth floor, and one in the basement. We have five ice cream machines, three on the seventh floor and two on the sixth floor. We have eight candy machines, five on the seventh floor, three on the sixth floor. There are two coffee machines, one on the seventh floor and one on the sixth floor. There is one cigarette machine on the seventh floor; one sandwich machine on the seventh floor; and one milk machine on the seventh floor.

We have a total of thirty vending machines installed in our space in the Department of Justice Building at this time.

It was pointed out to the conference that a number of employees had been asking if it would be possible to have a fresh fruit juice machine. Mr. James felt that with the coming of the winter season it would be highly desirable to have such a drink available for use of the Files Section employees.

The Conference unanimously approved the request of the Files Section for the installation of the machines in question.

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

Mr. Clegg
Mr. Mohr
NOV 18 1953

RECORDED - 51
INDEXED - 51

166-2534-10852
NOV 17 1953

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TRACY

DATE: October 26, 1953

FROM : M. Dawson

SUBJECT: SUGGESTION #398-53

MADE BY MRS. [REDACTED]

IDENTIFICATION DIVISION
TYPING AID

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b7c

Handwritten signature/initials

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

With the approval of the above suggestion by the Executives Conference on October 19, 1953 it becomes necessary to purchase the unlinked paper ribbon that will be required to carry out Mrs. [REDACTED] idea. It has been ascertained from the Inventory and Supply Section that this can be purchased at 50¢ a roll. One dozen rolls should be ordered as soon as possible, for trial. This paper ribbon should be the same width and length as now used for the hectograph carbon ribbon since it is to be used on a Hektometer.

HECTOWRITER

MD:ldl

Mr. Kreh of was requested to furnish 12 of the above mentioned ribbons.

1928/3

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 OCT 31 5 22 PM '53
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OCT 31 1 21 PM '53
 DEPT OF JUSTICE

TWO PERM. FILES

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 DATE 2/20/92 BY SP-5 cc/deg

RECORDED-42 | 66-2554-10853
 INDEXED-42 | 189 NOV 1953

58
NOV 15 1953

STANDARD FORM NO. 64

MR. TOLSON

10/19/53

EXECUTIVES CONFERENCE

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b7c

SUGGESTION #398-53

MADE BY MRS. [REDACTED]

IDENTIFICATION DIVISION
TYPING AID

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5 cld/cg

SUGGESTION:

EXECUTIVE CONFERENCE

Typists preparing carbon copies of nonident replies have been inserting a small slip of paper over the index card to prevent the listed copies from appearing thereon. These small slips of paper slip, especially when there are several lines to be typed. The employee suggested that the Bureau obtain rolls of plain paper, similar in style to the duplicator carbon rolls used on Hectowriters, and the typist drop this in position when listing copies. Such rolls would have to be ordered specially and in small quantities.

OBSERVATIONS:

A check has been with the Inventory and Supply Section of the Administrative Division and it was ascertained that uninked ribbons to fit Hectowriters may be purchased at fifty cents apiece. Typists using this ribbon will save approximately 15 minutes per day, or 5 1/2 hours a month. One typist would use about two ribbons a month and at the present time it seldom takes the time of more than one typist a day to handle these nonidents. Savings effected through adoption of this suggestion would be approximately \$78.00 per month at the minimum Grade GS-3 salary, or a net saving of approximately \$77 a month - \$924.00 per year.

RECOMMENDATION:

The Identification Division recommends the adoption of Mrs. [REDACTED] suggestion by equipping one Hectowriter with this plain paper ribbon. The Identification Division also recommends that this employee be considered for a cash award, if her idea is adopted.

RECORDED-42
NOV 17 1953
RECORDED
10054

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of October 19, 1953, had in attendance Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Holloman, Nichols and Mason.

cc-Mr. Mohr
Mr. Clegg
EDM:RMC

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

b6
b7c

The Conference unanimously recommends adoption of the suggestion; that one Hectowriter be equipped with a plain paper ribbon; that the Identification Division set up a tickler to consider an expansion of this idea and provide a recommendation as to a cash award whenever sufficient facts are available. Attached is a letter to Mrs.

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b7C

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: November 5, 1953

FROM : EXECUTIVES CONFERENCE

Present at conference 11-4-53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason

SUBJECT: SUGGESTION 641-53 MADE BY MISS [redacted] RECORDS SECTION STREAMLINING PROGRAM RECORDS & COMMUNICATIONS DIVISION

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

b6
b7c

223 013
220 92
SP5 c/dg

SUGGESTION:

That instructions be issued so that Agents dictating reports wherein the title carries ET AL in the caption will be required to indicate the word "Subject" before each name in the synopsis or details of individuals who are actually subjects of the investigation, but whose names do not appear in the title in view of the use of ET AL.

OBSERVATIONS:

Investigative Division believes the adoption of the suggestion would require considerable extra typing which is not warranted. The Investigative Division points out, if this problem is a major one in the Records Section at the Seat of Government, then it would appear more economical to require the full title in each and every report. With the full title in each report, it would only be necessary for the Records Section employee to look at the title to determine if the individual mentioned is, in fact, a subject. The reasons behind the use of the phrase ET AL should be evaluated; however, ET AL meets the needs of the Investigative Division.

The Domestic Intelligence Division is opposed to the adoption of the suggestion, believing that to require the word "subject" as a mandatory prefix throughout the report where any subject's name is mentioned would initiate another requirement of form to be followed by many persons (Agents) which could more efficiently be handled by a limited few (Classifiers). This is particularly true in view of the required use of Form FD-214 (Suggested Bureau Indexing Form), which in most cases limits the indexing to the title or a limited few indicated names.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:wlh, 11-5-53 189 NOV 17 1953

RECORDED-19 INDEXED-19 RECORDED

EX-127

The conference unanimously recommends no change in our present procedures and agrees unanimously with the observations set out above.

cc-Mr. Mohr
Mr. Clegg
EDM:cmg

NOV 18 1953

62
62 NOV 27 1953

ORIGINAL COPY FILED IN

The Director

October 28, 1953

The Executives Conference

DISSEMINATION OF INFORMATION TO CONGRESSIONAL COMMITTEES

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5/deg

The Executives Conference on October 28, 1953, consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Mohr, Holloman and Belmont, considered whether it would be preferable for the Department to prepare all summaries of material for Congressional committees or whether we should continue our present procedure of preparing summaries in the Bureau on certain requests received by the Bureau.

Advantages of Departmental Preparation of Summaries:

1. The Department fundamentally is responsible for the dissemination of information from the Department's files, including the Bureau. This is particularly true where it involves the passing of information from the Executive Branch to either the Legislative or Judicial Branches of the Government, except where specific laws provide otherwise. If the high officials in the Executive Branch desire to handle exchange of information with the Legislative Branch on a departmental basis, then the Department should handle the preparation of summaries.
2. There would be a saving of work, time and money to the Bureau if the Department would change its present instructions as set out in Department Memo. No. 5, dated March 28, 1953, described hereinafter which provides for referral of summaries to the Bureau for examination and approval prior to releasing the data contained therein to Congressional committees. However, unless these instructions are changed there would be little, if any, saving in work, time and money to the Bureau since a careful check of the summaries would entail extensive review of the Bureau's files.
3. Departmental preparation of summaries will place difficulties and responsibility on Department rather than the Bureau.

cc: Mr. Clegg
Mr. Mohr

Attachment

AHB:brg

166-2554-10856
RECORDED
80 NOV 17 1953

RECORDED
INDEXED

ORIGINAL FILED IN 66-2423-8

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

63 DEC 8 1953

4. Any criticism involved would fall upon the Department.

Disadvantages:

1. On March 23, 1953, Deputy Attorney General William P. Rogers distributed Memo. No. 5 to the heads of all divisions, bureaus or offices of the Department of Justice, which concerns "Requests of Congressional Committees for Information from Departmental Files." This memorandum provided, among other things, that before making any file available to any committee representative all reports and memoranda from the FBI or from any other Government agency would be removed and not made available for examination; however, if the committee representative stated it was essential that information from FBI reports and memoranda be made available, a summary of the contents of the FBI communications would be prepared, which summary would be forwarded to the FBI with the request for advice as to whether the Bureau would have any objection to the examination of the summary by the committee representative. With regard to the provision in this memorandum whereby information from the FBI would be withheld from a Congressional committee unless the committee advised such information was essential, it is noted that the majority of subversive information in the files of the Department will be from the FBI and, therefore, the withholding of such information would leave the Department's summaries, in most cases, hopelessly incomplete.

As a consequence of the policy set out in Memo. No. 5, it seems that if we were to have the Department prepare all summaries and material for Congressional committees, they would forward such summaries to the FBI for examination and approval before permitting the passage of such information to a Congressional committee. As a result, we would have to review the summaries for accuracy, completeness, protection of informants and to determine if the furnishing of the information might interfere with Bureau investigations. In many instances

this would be a more difficult task than having the Bureau originally prepare the summary and, if this practice were followed, there would seldom be any saving in time, work or money. A copy of Memo. No. 5 is attached.

2. By permitting the Department to handle the actual dissemination of the information to Congress, the Bureau would have little direct control of the information furnished.
3. Congress would not have a complete picture of the pertinent information on a particular individual if the summaries were based solely on data in Departmental files outside the FBI files. This could result in criticism of the Department and subsequent embarrassment to both the Department and the Bureau.
4. The Department, because of the incompleteness of its own files, might ask for additional information from FBI files in order that their files might be more complete, thus increasing the burden of dissemination by the Bureau to the Department. It can also be anticipated that there may be instances where the Department, when preparing a summary for a Congressional committee and finding its own files incomplete, might ask the Bureau to add information from its files to the summary.
5. Any attitude of cooperation which the Bureau might receive from Congressional committees, such as the Appropriations and Judiciary Committees, as well as members of the House and Senate, would go to the Department instead of the FBI. As a result of this, there would be no liaison benefits to the Bureau.
6. At the present time, the Bureau is frequently aware of matters being considered or investigated by various Congressional committees which are of primary interest to the Bureau prior to the time the committee takes action, but if all requests for information were channeled from Congress to the Department we might not be

aware of Congress' interest in various matters of concern to the Bureau until it was too late to take any necessary action.

7. Since it is thought that the Department would refer most of these Congressional requests to the Bureau, either in whole or part, the Bureau would be burdened with the work without receiving any credit from the requesting committee.

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Tolson, Mohr and Holloman recommended that the Department should prepare all summaries in answer to Congressional requests.

Messrs. Ladd, Glavin, Harbo, Rosen, Nichols, Mason, and Belmont recommended we continue the handling of Congressional inquiries directed to the Bureau and the preparation of summaries in connection therewith.

Inasmuch as the majority in the Executives Conference recommended that we continue the preparation of these summaries, we will do so unless you advise to the contrary.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

November 9, 1953

0
EXECUTIVES CONFERENCE

Present at conference 11-4-53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason

SUGGESTION #628-53
MADE BY [REDACTED]
BUTTE OFFICE

b6
b7C

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY [REDACTED]

SUGGESTION:

When a new form is sent to the field by the Bureau, it is suggested instructions for using the form be mimeographed on the sample attached to the SAC Letter or other communication forwarding the form.

The suggesting employee points out that this form could then be placed in the Form Book and instructions for its use would be readily available prior to issuance of manual changes, eliminating the necessity of searching for the instructions. The employee notes that stenographers do not receive copies of Bureau Bulletins which frequently explain the use of a new form and employees who must refer to the Form Book to determine the number of copies necessary and whether an abstract should be prepared, etc. would be aided considerably by adoption of this suggestion.

OBSERVATIONS:

Inspectors B. G. Brown and G. W. Stein both favor adoption of this suggestion.

The Manuals Desk, Training and Inspection Division, points out certain disadvantages attendant to this proposal:

When a form is revised or a new form is issued, at the time this is originally printed a supply is made for stock. There would be the problem of remembering to have 52 copies run with instructions on the reverse side and the remainder of the order run without instructions

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

When new instructions are issued and a revision in the form itself is not entailed it would be necessary to have 52 copies of the form printed and sent to the field just to add the new instructions.

A number of forms used by the Bureau are printed by the Government Printing Office and it does not appear it would be advisable to have them print 52 copies with instructions and the remainder of the copies without instructions.

cc - Mr. Tolson
NOV 25 1953

ORIGINAL COPY FILED
66-11707

RECORDED - 22
INDEXED - 22
66-2554-10857
NOV 16 1953
MAILED IN JUNE

Memorandum to Mr. Tolson

Numerous forms included in the Form Book, such as Routing Slip, Dictation Slip and Security Patrol Daily Report, Telephone Call Slip, etc; do not require actual instructions for use.

One section of the Field Stenographers' Manual contains copies of the most commonly used forms and instructions for their use. Generally, instructions relative to the majority of these forms are included in the Bureau manuals.

It would not be desirable to have instructions on some forms, such as the form used in securing confidential information from our confidential source in Baltimore:

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-5-53

The conference was unanimously opposed to the suggestion because of the objections set out above and recommends unanimously unfavorable.

If you agree, no further action need be taken inasmuch as Stenographer has already been thanked for her idea.

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b7c

Mr. Tolson

10/26/53

H. H. Clegg

SUGGESTION #679-53

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/98 BY SP5CJ/da

Per presentation by Mr. Mason at the Executives Conference of 10/22/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

[Redacted]

Secretary, Houston Division.

b6
b7c

SUGGESTION:

That the "blank pages" of the ^{summary} quarterly reports on the Communist Party, USA, be mimeographed in quantity lots for use in subsequent reports. These blank pages merely set forth the fact that no pertinent information has been developed under a particular subsection.

OBSERVATION:

The Domestic Intelligence Division is opposed to the suggestion since the savings would be negligible and the problem of storage of the mimeographed pages will off set any saving. The Domestic Intelligence Division also pointed out there is no Bureau requirement that negative pages have to be mimeographed and they can be typed on regular thin paper. The SAC at Houston stated the difficulties involved in maintaining the necessary supply of run off pages for future reports will off set any savings.

RECOMMENDATION:

In view of the opposition expressed by the Domestic Intelligence Division, it is recommended that:

- Tolson 1
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen 2
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

The suggestion not be adopted.

RECORDED - 9
EX-INDEXED - 9

66-2554-10858

RECORDED
127 NOV 16 1953

The attached letter to SAC Houston explaining that mimeographed negative pages are not necessary in the quarterly summary reports on Communist Party and that such pages can be typewritten on thin paper.

EDD: new
NOV 23 1953

ORIGINAL COPY FILED IN 4676

3. No further acknowledgment to the suggesting employee is necessary inasmuch as she has already been thanked for her idea.

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MR. TOLSON

October 27, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of October 21, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Ladd, Mason, Belmont, Nichols, and Glavin, considered a suggestion received from the SAC at Birmingham that the Bureau approve ~~a suggested form letter to be addressed to the attention of~~ the keepers of creditors of the Bureau when vouchers are returned to such individuals pointing out corrections necessary on the vouchers in question.

The Conference was in unanimous agreement that the form communication be approved and recommended its approval for the entire field service.

There is attached hereto a suggested communication to the field inviting the field's attention to this form letter and pointing out that it should be utilized in returning vouchers to creditors when corrections as listed on the communication are necessary.

Attachments

cc - Mr. Clegg
Mr. Mohr

WRG:jur

323,013
2/20/92 SKS/edg

ADDENDUM: (jur) 10-27-53 An appropriate communication is also attached hereto addressed to the Special Agent in Charge at Birmingham advising him that his suggested form letter has been approved and will be utilized on a Bureau-wide basis. WRG

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

RECORDED-38

INDEXED-38

NOV 3 1953

25 OCT 28 1953

PERM. FILES

ORIGINAL COPY FILED

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copy gmh

OFFICE MEMORANDUM

UNITED STATES

GOVERNMENT

TO : MR. GLAVIN

DATE: October 6, 1953

FROM : L. J. Gauthier

SUBJECT: SPECIAL AGENT MEMORIAL PLAQUE
IN DIRECTOR'S RECEPTION ROOM

FX 114

Attached is a photograph of the bronze plaque which commemorates the memory of eighteen (18) Special Agents of the Federal Bureau of Investigation who have given their lives in line of duty.

It is felt that consideration should be given at this time concerning the need for a larger plaque which will permit more flexibility in rearranging the existing name plates and secondly provide for unforeseen requirements within reasonable limits.

In this respect the following treatment is suggested:

1. Increase the size of the present plaque (20 1/2" x 30 1/2") sufficient to accommodate six additional names. The decorative leaf located below the last line of the inscription on the present plaque to be located at the bottom of the plaque (see attached prepared design). This decorative leaf can be proportionately located to balance the current unused area.

2. It is felt that no revision of the present inscriptive language is needed. The words are well chosen, dignified and solemn in atmosphere.

3. The present design of the plaque is considered distinctive and creatively appropriate. No change in design is suggested.

4. The present plaque is cast from bronze. A larger bronze plaque similar in design to the present one will cost approximately \$500.00. It is suggested that the Bureau consider rendering the base of the proposed plaque out of solid walnut upon which can be mounted the existing individual bronze name plates. This treatment is considered appropriate and equally as presentable as the bronze casting. This treatment, if approved, can be handled in the Exhibits Section at an approximate cost of \$75.00 for labor and material.

ADDENDUM - The Executives Conference of 10/12/53, consisting of Messrs. Tolson, Gearty, Clegg, Harbo, Belmont, Quinn Tamm, and Glavin recommended approval of the suggested new plaque to be installed in the Director's Reception Room in memory of Special Agents of the FBI who have given their lives in the line of duty.

LJG:vs
Attachments

A new plaque is necessary since additional names cannot be added to our present plaque.

RECORDED - 9
INDEXED - 9
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP-3 CID/deg
323/OIB

WRG:vs 10/14/53
NOV 24 1953

67-0-8396

ORIGINAL COPY FILED IN 10861

MR. TOLSON

11/19/53

The Executives Conference

REQUEST OF FBI AMERICAN LEGION POST
TO ENTER "REWARD FOR TALENT" TELEVISION SHOW

The Executives Conference consisting of Messrs. Ladd, Harbo, Clegg, Rosen, Mohr, Belmont, Holloman, Glavin, and Tracy on November 18, 1953, considered a request of the FBI American Legion Post 56 for permission to enter the "Reward for Talent" television show presented by the Gunther Brewing Company.

Mr. Tracy advised the Conference that the FBI American Legion Post has a camp show they present at hospitals, et cetera, and they would like to enter the "Reward for Talent" show of the Gunther Brewing Company in the hopes of winning some of the prize money, that any money they win would be used for the support of the Boy Scout Troop which has been sponsored by the FBI American Legion Post the past several years.

The Executives Conference unanimously recommends approval with the stipulation that "FBI" be omitted and that the identity of the group merely be "American Legion Post No. 56 of the District of Columbia." This has been the procedure used by other local American Legion Posts which bear the name of a Department or Agency.

If approved, the officers of the FBI American Legion Post will be so advised.

cc - Mr. Clegg
Mr. Mohr

SJT:edm

O.K.
H. ✓

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5 C/BJP

RECORDED - 82
INDEXED - 82

166-204-10862
NOV 19 1953

NOV 23 1953

EX-12

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy
- Mr. Gurnea
- Mr. Mohr
- Mr. Winterrowd
- Mr. Nease
- Mr. Holloman
- Miss Gandy

THE DIRECTOR

10-21-53

The Executives Conference

Suggestion #835-53

**SUGGESTION OF CARTER G. BILLINGS
TECHNICAL SECTION, IDENTIFICATION DIVISION**

C

The Executives Conference consisting of Messrs. Tolson, Ladd, Harbo, Glavin, Belmont, Nichols, Trotter, Hazon, Holloman, and Tracy, on October 16, 1953, considered two suggestions of employee Carter G. Billings of the Identification Division.

1. Mr. Billings proposed that the Bureau discontinue forwarding identification records when the current incoming fingerprint card bears a final disposition. His reason being that if the case is already disposed of the only use made of the record is to keep the agencies files up to date.

The Identification Division Streamlining Committee and supervisors are opposed to the suggestion for the reason that most law enforcement agencies desire the information to complete their files as to the particular arrest in the event the subject is again picked up. Also if they did not receive a copy many would write in, resulting in additional expense to the Bureau in handling such correspondence.

The Executives Conference was unanimously opposed to the suggestion.

2. Mr. Billings proposed that provision be made on the original fingerprint card so that the submitting agency can check whether or not a copy of the identification record is desired.

The Identification Division Streamlining Committee and supervisors recommend favorably as to this suggestion as there would be a savings effected in the Typing Section if the number of records prepared and mailed is reduced; that the wording on the card be: "If no copy of record is desired, check".

CGB:oph

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

Mr. Clegg
Mr. Mohr

RECORDED - 82

66-2554-10863

RECORDED
148 NOV 20 1953

INITIALS ON ORIGINAL

INDEXED - 82

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EX-126

ALL INFORMATION CONTAINED
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DATE 2-20-92 BY [signature]
323,013

ORIGINAL FILED IN 66-371

Memo to the Director
Re: Suggestion of Carter G. Billings
Technical Section, Identification Division

10-21-53

18917

The Conference, with the exception of Mr. Ladd and Mr. Glavin, recommend the adoption of the suggestion with the wording "If no copy of record is desired, check"; and that a sixty-day check be made to determine the amount of savings effected. (Sample card attached)

Mr. Ladd and Mr. Glavin are of the opinion that it will take more work in the Identification Division in that employees will have to look at one more item on the face of the fingerprint card.

Suggestion # 835-53

Mr. Tolson

November 11,
1953

The Executives Conference

~~CONFIDENTIAL~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Clegg, Holloman and Nichols considered a survey of our present operating procedures in the handling of teletype messages as a result of the disclosure that teletype operators of the American Telephone and Telegraph Company offices in Kansas City had read the tape on certain messages emanating in the Kansas City Office to the Bureau.

It was pointed out that in recent years there have been two instances known to the Bureau wherein a security weakness cropped up. One was on the misdirection of a conference teletype in New England; the other was the incident in Kansas City.

After the teletype from the New York Office was misdirected, AT&T tightened up materially on its operating practices which would prevent a similar occurrence; and since the Kansas City incident, AT&T has initiated more frequent inspections in their teletype centers and a tightening up of supervision. AT&T feels that their procedures now give security.

It was pointed out to the conference that if the 67% of the Bureau's teletype traffic is fully coded which would guarantee security, this would cost an additional \$187,161 per year. The 67% is based upon a survey of all teletype traffic on a twenty-four hour basis, and it is estimated that for total security, 67% of the traffic would have to be coded.

The conference is unanimous in recommending no change.

In addition to the increased cost of \$187,161 per annum, there would be a material slowing down of traffic. For example, a two-page teletype would require approximately seven hours to encode and decode.

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

cc: Mr. Clegg
Mr. Mohr

LBN:arm

RECORDED - 22

INDEXED - 22

106-2504-10864

NOV 20 1953

CLASSIFIED BY: *Sp 5/21/92*
DECLASSIFY ON: OADR

53 NOV 20 1953

~~CONFIDENTIAL~~

Memorandum to Mr. Tolson from The Executives Conference

The Bureau has heretofore disapproved partial coding of teletype traffic ~~(X)~~

At the present time, SACs are instructed to encode messages of a top priority confidential nature. ~~(X)~~

OK ✓ LBR
JH 7+

THE DIRECTOR

11/13/53

The Executives Conference

GUARD

Garage Entrance

Identification Division Building

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Harbo, Rosen, Clegg, Belmont, Holloman, Mohr, Glavin and Tracy, on November 10, 1953, considered the matter of guarding the garage entrance to the Identification Division Building.

The Conference was advised by Mr. Tracy of a request from Area Manager [redacted] of the General Services Administration to be relieved of "security guarding" insofar as the basement (automobile) entrance of the Identification Division Building is concerned. Mr. [redacted] stated that part of the present duties of the guard assigned to the basement entrance is to identify individuals entering the building and this is "security guarding." The balance of his duties relate to general guard duties of seeing to it that Government property is not illegally transported out of the building, handling traffic problems, et cetera. This is on a sixteen-hour basis, starting early in the morning.

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Mr. [redacted] advised it was imperative that guard service be further curtailed and that it will be necessary to utilize the services of the guard in the basement entrance from time to time in other buildings whenever an emergency arises such as an accident, fire, disorder, or other emergency. He stated this can be avoided if the Bureau would be willing to bear a part of the cost, and he proposed that the Bureau pay for four hours' time per day at \$2.43 per hour. He estimates that of the sixteen-hour shift, approximately four hours of the guard's time is devoted to "security guarding" identifying individuals desiring entrance.

Messrs. Harbo, Nichols, and Tracy were of the opinion that it would be more economical and more convenient to pay for four hours of the time of a guard in order to avoid having to place a Bureau employee at this post of duty. They pointed out

- Mr. Tolson
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg *cc*
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy *SJT*
- Mr. Mohr
- Mr. Trotter
- Mr. Winterrowd
- Tele. Room
- Mr. Holloman
- Miss Gandy

Mr. Clegg
Mr. Mohr

edw

RECORDED - 78

INDEXED - 78

166-2554-10865

NOV 20 1953

NOV 20 1953

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP3 cld/

Memorandum for the Director

November 13, 1953

that the Bureau's station wagon starts running at 7:55 AM and maintains a ten-minute schedule from 8:15 AM to 6:25 PM, and a 30-minute run from 6:45 to 7:45 PM. In addition, Bureau employees utilize the basement entrance of the building, and for security reasons the entrance should be guarded. In the event General Services Administration discontinues the services of the basement guard for a portion of the day, it would be necessary under present Bureau security regulations to assign a Bureau employee to this post or close the basement entrance.

Messrs. Ladd, Glavin, Rosen, Clegg, Holloman, Belmont and Mohr were opposed to paying General Services Administration. They felt that it is the responsibility of General Services Administration to maintain adequate guard services inasmuch as that agency has located in the Identification Division Building a stone mason shop and a refrigeration repair unit. In addition, the cafeteria in the basement requires trucks enter and leave during the entire day inasmuch as the cafeteria serves three meals per day.

The Bureau presently assigns a Security Patrol employee to assist in checking Bureau employees in the basement from 7:00 to 8:00 AM.

If the Director agrees with the majority view, Area Manager [] will be advised the Bureau will not pay for the services of a building guard for four hours, that, instead, a Bureau Security Patrol employee will be assigned to perform this duty whenever the basement guard is required to be absent from the basement post.

I think this would be a "wedge" whereby DSA would try to get us to pay for other things which they should do.

Respectfully,
For the Conference,

Clyde Tolson

Mr. Tolson

November 12, 1953

Executives Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/29/92 BY [signature]

Present at Executives Conference of November 5, 1953,
were Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Ladd, Rosen and
Mason.

The Conference considered a provision in the Seat of Government Supervisors Manual (Item 16, page 5) relating to the handling of communications at the Seat of Government. The pertinent portion is quoted as follows: "Incoming communications are to be answered on the date of their receipt. Only in extraordinary circumstances should it be necessary to delay the handling of incoming communications beyond this time limit."

The Conference agreed that the above rule is not a reasonable rule nor is it workable because in most instances it is not possible to handle communications on the date of their receipt. This is particularly true when it is necessary to review files. The Conference unanimously recommends that the provision quoted previously be deleted and that instead there be added to the Seat of Government Supervisors Manual the following provisions:

(1) Incoming communications are to be handled with promptness. Every effort should be made to reply to communications as soon as possible. Communications from persons outside of the Bureau must be answered within two work days (48 hours) after these communications have been received in the Seat of Government Division. Letters and memoranda from the field must be answered within five work days after receipt in the Division. Investigative reports must be handled within five days after receipt in the Division regardless of whether the report contains a single or multiple character. Only in extraordinary instances will it be impossible to make these deadlines. If a communication will require extensive research and a lengthy period of study, it should be promptly acknowledged with advice that the requested information will be furnished as soon as it becomes available. This technique should not, however, be used to such a degree that correspondence problems are materially increased.

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

DM:wlh
Mr. Mohr
Mr. Clegg

INDEXED - 51
RECORDED - 51

100-220004-10866
NOV 20 1953

62 NOV 20 1953

(2) Laboratory and single fingerprint examinations should be handled within five work days. General fingerprint correspondence must be answered within three work days.

(3) Name check requests (form or letter) are to be handled promptly and within five days after receipt in the Division. The Records Section will follow the standard schedule of deadlines which varies as to the type of requests.

(4) If procedures are subsequently developed which make it impossible to comply with the deadlines set forth, the individual problem should be presented by memorandum for the approval of the Associate Director as to the deadline which should be established for that type of work. An appropriate manual change should be prepared by the Assistant Director.

If the Director agrees with the proposed revisions, a manual revision will be promptly issued.

✓
FH

OK
FH

MR. TOLSON

November 10, 1953

MR. H. H. CLEGG

Present at Conference 11-5-53, were Messrs. Tolson, Glavin, Tamm, Harbo Belmont, Ladd, Rosen and Mason

SUGGESTION #706-53

MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
EMPLOYEE IDENTIFICATION BADGES

b6
b7C

323 v 3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-5 C/deg

SUGGESTION:

That employee identification badges be changed at frequent intervals to assist guards in identifying employees who may, by the addition of eyeglasses or change in coiffure, etc., have very noticeably changed their outward appearance.

OBSERVATIONS:

Records and Communications Division recommends unfavorably as to the adoption of this suggestion, but feels badges should be reissued on rare occasions to employees whose personal appearance may be radically changed.

Administrative Division is opposed to the adoption of this suggestion and recommends that whenever an employee's appearance has changed so much the Division head request that a new badge be issued.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-10-53

The Conference was unanimously opposed to the suggestion because of the administrative problems presented, because of the additional expense and the fact that procedures already sufficient for changing the photograph on an employee's badge whenever an Assistant Director feels such action is necessary.

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b7C

If you agree, since suggesting employee [REDACTED] has already been thanked, no further action is necessary.

- 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

RECORDED - 26

INDEXED - 26

66-2554-10867

NOV 18 1953

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63 NOV 25 1953

ORIGINAL COPY FILED IN 62-12846

MR. TOLSON

November 20, 1953

THE EXECUTIVES CONFERENCE

Ladd

The Executives Conference of November 18, 1953, consisting of Messrs. Holloman, Mohr, Clegg, Rosen, Harbo, Belmont, Tracy, and Glavin, was advised concerning the Director's comment regarding the Executives Conference memorandum of November 12, 1953, concerning the granting of leave without pay to employees to permit them to go home either at Christmas or New Year's holidays. The Executives Conference memorandum in question is attached hereto.

With reference to the Director's inquiry concerning action to be taken in connection with field employees, the Executives Conference of November 18, 1953, above-listed, is of the unanimous opinion that the same procedure should be followed in the field as at the Seat of Government, i.e., that in the event an employee has less than four days' annual leave accrued or if an employee has been in the service for a period of less than 90 days and has no annual leave accrued, that the Bureau approve four days' leave without pay, provided the employee's services can be spared.

The Executives Conference was advised verbatim of the Director's comments concerning this particular matter, it being pointed out that it is the responsibility of the Assistant Director in Charge of the Division to insure that through the granting of such leave there will be no increase in delinquency of the division or divisions in question.

The Conference unanimously recommends that the attached communication go forward to the field in connection with this matter and that such a communication also go forward to the various Assistant Directors at the Seat of Government.

Attachments

ent 11-20-53

OK H

RECORDED - 50

100-2557-10808

INDEXED - 50

NOV 20 1953

EX-103

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

Mr. Clegg

Mr. Mohr

53 NOV 20 1953

323-013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-20-92 BY SP5/BJ/deg

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE October 13, 1958

FROM : H. E. EDWARDS

SUBJECT: TABOR SUIT CLUB

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

Handwritten notes and signatures:
 In [unclear]
 [Signature]

I wish to call your attention to the fact that a number of Bureau employees have been members of a suit club operated by a businessman in Washington, Mr. Clarence J. Tabor, who has a tailoring establishment operating under his name at the Frickson Building, 710 15th Street, N. W. Mr. Tabor has been known to me for the past eight or nine years, having previously been a clothing salesman at the very reputable Goltsheim Men's Suit and Haberdashery Store at 1409 H Street, N. W. Later he voluntarily left there and became an associate with the custom tailoring firm of Kassan-Stein located at 510 11th Street, N. W. He voluntarily left there approximately a year ago in order to establish a tailoring business for himself and from my personal dealings with him, from information I have acquired in conversations with the firms he previously worked for, I think he is thorough, honest and reputable.

The suit club to which reference is made was an idea initiated by him as a means of stimulating business and building up a clientele of people who would become better acquainted with his merchandise through membership in the suit club. The club operates in a very simple manner as follows. A member joins the club by agreeing to pay \$2 per week for a maximum of 30 consecutive weeks making a total of \$60. At the end of the 30 weeks the member will have purchased a good, tailored suit. For the 30-week duration of the club, one member's name is selected in an open, impartial manner and the name of the member thus selected is entitled to obtain his suit without the necessity for any further weekly payments.

I am quite familiar with the general idea of suit clubs of this nature because they were quite popular in Washington where I previously lived and a number of them were operated at the college and law school which I attended. They were very successful because the members felt the suit club furnished a rather painless way of saving money toward the purchase of a suit. It has been my experience that the great majority of individuals who do not object to paying the price because of the comparatively remote possibility that the suit will not be made in the club's store. There are, however, some individuals who are not so sure and who are not so sure that the suit will be made in the club's store.

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 FAX INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 2-20-92 BY SP-5/efk

ORIGINAL FILED IN 96-4601-1

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 INDEXED-28 NOV 17 1958
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 106-2554-10869

It is my feeling that this matter is solely a personal problem of our individual employees and that there is no occasion for us to officially take any cognizance of it if our employees elect to become members of this club.

Unless advised to the contrary no further action is contemplated.

ADDENDUM: (jmr) 10-23-53 The Executives Conference of October 21, 1953, consisting of Messrs. Tolson, Tracy, Harbo, Trotter, Ladd, Mason, Belmont, Nichols, and Glavin, after being fully advised concerning the details of this club, saw no reason for objecting to participation in the club by Bureau employees. WLR)

h ✓ ↗

MR. TOLSON

10/15/53

EXECUTIVES CONFERENCE

18914

SUGGESTION #601-53
MADE BY S. BYE REEDER
MIAMI OFFICE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP-5 CJD/df

SUGGESTION:

Miami Office requested permission to discontinue recording on Form FD-73 (Automobile Charge-out Register), a copy of which is attached, entries as to gasoline and oil consumption.

Manual of Rules and Regulations, Section 7 C1 and C3, requires that the following information be listed on Form FD-73: Agent's Name; Date; Time Out; Time In; Mileage Out; Mileage In; Condition, and Purchases of Gas and Oil.

It was also pointed out that the Miami Office has been handling the charging in and out of automobiles through the use of radio communications. Non-radio cars are charged in and out by phone from the garage to the radio station.

OBSERVATIONS:

The Administrative Division believes the suggestion to eliminate entries as to gasoline and oil consumption on Form FD-73 has considerable merit. It was pointed out that adequate cost control for the purchase of gasoline and oil is realized through the use of Form FD-150 (Monthly Cost of Maintenance, Operation and Mileage Operated), which requires that a carbon copy of all bills for gasoline, oil, tires, tubes, etc. be furnished to the automobile maintenance clerk for posting on this form.

The Administrative Division believes the requirement of posting pertinent remarks concerning the condition of the car should be continued along with the name of the user, date, time out, time in, mileage out and mileage in. The question of whether a car is in safe operating condition should be the fixed responsibility of the last person to use it and Form FD-73 provides for written comments by the last person using the car concerning its availability for immediate use by others.

3 ENCL
with copy

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

cc - Mr. Mohr
Mr. Clegg

Attachments
NOV 25 1953

RECORDED - 5

INDEXED - 5

66-2554-10870
WCM

NOV 20 1953
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UNRECORDED COPY FILED IN ORIGINAL FILE IN

MR. TOLSON

11/12/53

EXECUTIVES CONFERENCE

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b7c

SUGGESTION #719-53
MADE BY CHARLES R. MCKINNON AND
[REDACTED] CLERKS
MEMPHIS OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/82 BY SP-3 CJP/ry

Envelopes

SUGGESTION:

It is suggested that the Bureau make available for use a franked envelope, size 4 7/32 inches by 11 inches.

The suggesting employee has in mind that a long report approximately thirty pages in length on bond paper could be mailed in the proposed envelope by folding it once lengthwise.

OBSERVATIONS:

SAC, Memphis recommends the adoption of this suggestion and also recommends the proposed envelope be constructed of manila paper for durability and strength. SAC Memphis also points out such an envelope could be cancelled by machine by the Postal Service whereas a larger envelope requires hand cancelling.

Administrative Division Property Management Section advised that the envelopes available nearest the proposed size are:

- 4 1/2" x 10 3/8" @ \$2.13 per 100
- 5" x 11 1/2" @ \$3.06 per 100

Mailing costs for envelopes above 4 1/2" x 10 3/8" would be 9¢ and those below this size would cost 3¢ each. A special purchase would be required to obtain envelopes of the size proposed for use, resulting in higher cost to the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:gsr 11/12/53

The Executives Conference of 11/10/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Clegg being present, recommended unanimously unfavorably since this would be another form for requisitioning and storage, and since there would be no economy effected by adopting this suggestion it is unanimously opposed.

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

62 NOV 25 1953

32

INDEXED - 5
EX - 122

166-2554-10871
NOT RECORDED
80 NOV 20 1953

cc - Mr. Mohr
Mr. Clegg
EDM:dmg

ORIGINAL FILED IN 62-22645-528

18913

Mr. TOLSON

11-10-53

EXECUTIVES CONFERENCE

b6
b7c

Present at the Executives Conference of November 9, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd and Mason.

SUGGESTION #643-53

MADE BY [REDACTED]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

yj

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/99 BY SP5 c/d/ef

SUGGESTION:

That an extra copy of ~~incoming~~ correspondence transmitting applicant-type reports to the Civil Service Commission for consideration under Executive Order 10450 be prepared by the section sending the reports so that a copy of the yellow can be filed in the 140-0 file (Security of Government Employees Letters) and a copy can be filed in the applicant file.

OBSERVATIONS:

The adoption of this suggestion would result in a saving in the Records Section in that it will no longer be necessary to prepare an extra copy after the correspondence is received in the Classifying Unit.

The Security of Government Employees Section advises that this could be done with a minimum of effort by having the extra copy prepared at the time the letter of transmittal is typed.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously favorable. Attached is a memorandum issuing appropriate instructions.

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

EDY: jaw

*cc - Mr. Mohr
Mr. Clegg
Attachment*

DEC 10 1953

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106-2554-10872

NOV 18 1953

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WAS

ORIGINAL COPY FILED IN 11

MR. TOLSON

10/19/53

EXECUTIVES CONFERENCE

SUGGESTION #576-53

MADE BY MRS. [REDACTED]

STREAMLINING PROGRAM - RECORDS SECTION
RECORDS & COMMUNICATIONS DIVISION

b6
b7C

Present at the Executives Conference on 10/15/53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Gearty and Mason.

SUGGESTION:

LOCALITIES ON MAIL

In dictating correspondence, investigative employees be requested to indicate the state as well as the city. A one-day survey made in the Classifying Unit, Records & Communications Division, reflected it was necessary for employees to write out the name of the state 567 times. The suggesting employee stated that, inasmuch as there are a number of cities of the same name in different states, the adoption of her idea would eliminate confusion and the possibility of the incorrect locality being placed on index cards.

OBSERVATIONS:

Although the suggestion pertains to correspondence to the Bureau in all types of cases and is not restricted to Security cases, the Domestic Intelligence Division believes there is some merit to the idea and has no objection to such a requirement being made of the field in order to eliminate the time necessitated by not identifying the states.

The Investigative Division points out there are many instances where one field office covers an entire state and no additional territory and, in this instance, there is a possibility of unnecessary funds being spent for time and typing of the name of the state in each instance. However, in other instances where a field office covers parts of more than one state, numerous instances arise where there are cities located in both states with identical names and identical spelling. In such offices, as a matter of practice, it becomes imperative to set out the name of the city and the name of the state.

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

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference was unanimously in favor of the adoption of the above suggestion. There is attached an appropriate SAC Letter advising the field of this matter and a letter to the

8 NOV 30 1953

Mr. Mohr
Mr. Clegg
EDU:rgw

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-3C/BJ

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80 NOV 20 1953

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-16263-991

suggesting employees advising her of the adoption of the suggestion. The appropriate manual changes will be prepared by the Training and Inspection Division.

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MR. TOLSON

November 5, 1953

EXECUTIVES CONFERENCE

Present at conference 11-4-53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Mason

SUGGESTION #680-53

MADE BY [redacted]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

b6
b7c

323,012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5 w/pey

SUGGESTION:

It was felt that Form Letter 6-34 no longer be filed, but a notation be entered on the incoming correspondence and the Bureau no longer file the yellow copy of the form letter. (sample copy attached)

American Social Hygiene Association, Inc. forwards to the Bureau a report with a blue cover relating to conditions in their area surveys. No names are mentioned but the individuals interviewed are designated by symbols, such as "a," "b," "c," and in a separate envelope they forward under a yellow cover a code identifying by name or alias the individuals referred to in the blue cover. The survey with the blue cover and the code with the yellow cover are forwarded to the Bureau in a separate envelope and in each envelope is enclosed a postal card to be returned to the American Social Hygiene Association, Inc., indicating the communication has been received.

Form 6-34 is used to transmit the blue and yellow covers to the field. This form requests that the Bureau be advised if the material is of any value to the office to which it is sent. Therefore, a reply is received to this form.

OBSERVATIONS:

Records Section feels that in the event it is not possible to destroy these file copies some economy could be effected by not recording them. The adoption of this suggestion would result in savings in the Records Section.

Investigative Division points out that, since a reply is to be received to the form letter, 6-34, which is sent to the field, the Bureau should have some record of it in file. The yellow which is in file and to which is attached a copy of the incoming form letter from American Social Hygiene Association, Inc. need not be serialized if it is filed in the White Slave Traffic Act Survey file for the office to which the communication is sent, such as 66-2341-1-1 in the case of Albany.

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

Mr. Mohr
Mr. Clegg
EDM:dmg

RECORDED-39
INDEXED-39

66-2534-10874
NOV 20 1953

52 NOV 30 1953

52
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-2534-10874

Memorandum to Mr. Tolson

Manuals Desk, Training and Inspection Division, believes Form 6-34 should be retained in file since pencilled notations could very easily be missed and a reply to the memorandum is necessary. They agree with Investigative Division that Form 6-34 need not be serialized.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-5-53

The Executives Conference unanimously recommends no further change in our present procedures and feels that the original and copies of Form 6-34 should be on file inasmuch as replies are often submitted in connection with the information transmitted to the field by means of this form. The conference feels it would be bad business to make any adjustment in the present procedures.

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

Mr. Tolson

Nov. 9, 1953

Executives Conference

SAFETY OF FIREARMS RANGE IN
BASEMENT OF DEPARTMENT OF
JUSTICE BUILDING

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP3/afj

Installation of

On November 5 the conference, composed of Messrs. Tolson, Ladd, Nichols, Glavin, Belmont, Rosen, Mason, Lahr, Holloman and Harbo, considered the proposal to install safety glass at the firing line of the indoor range in order to protect spectators from flying particles rebounding from the backstop located behind the targets. This suggestion is predicated on a slight injury to the cheek of a tourist in August, 1953, and two similar incidents, in May, 1949, and October, 1947. These incidents occurred when the submachine gun was fired, which is the only weapon utilizing copper jacketed bullets. The copper jacket tends to disintegrate when the bullet strikes a jagged portion of the surface on the backstop and is deflected back toward the firing point.

The Conference was advised that SAC Sloan and firearms experts in the Laboratory feel that the proper approach to the problem is to take needed steps to make the range safe not only for spectators but also for Agents using the range for training purposes. Accordingly, they do not favor the installation of the plate glass at the firing line. In addition, it is pointed out that such an installation would interfere with the present acoustical treatment of the range and would be undesirable from the standpoint of the instructors who are in the range all day long. Further, a safety glass installation would be difficult to maintain in a neat condition and would raise a question as to the safety of the person doing the shooting since he would be unprotected by plate glass.

The Conference also was advised that the following steps have been taken or are proposed:

(1) Mr. C. Gerard Peterson of the Remington Arms Company, Bridgeport, Connecticut, has instituted research to ascertain whether a satisfactory bullet can be manufactured for use in the submachine gun without utilizing a copper jacket. If this research is successful

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

Mr. Clegg
Mr. Glavin
Mr. Mohr

RECORDED - 5
INDEXED

INITIALS ON ORIGINAL - J

166-2534-10875

NOV 20 1953

52

RTH:kmb
79 DEC 4 1953

EX-115

ORIGINAL COPIES FILED IN 66-115-10875

it would in a large degree eliminate the present source of difficulty in the use of the range. A minimum of 30 days for the completion of this research will be required. Cost data concerning such ammunition are indefinite, would undoubtedly be somewhat higher than standard ammunition, but the additional cost might be quite small.

(2) The armor-plate backstop should be spot welded and the surface subsequently smoothed to eliminate large and jagged indentations which are believed to be the primary cause of fragments of the copper jacket being deflected back toward the firing line. This can be handled by GSA. Cost is estimated at \$25 to \$50.

(3) The Cellotex wallboard placed directly in front of the backstop to reduce the likelihood of fragments of the copper jackets being deflected toward the firing line will be frequently changed as needed. This will depend on the amount of shooting done since the clustering of bullets on the target tends to cut a hole in these Cellotex boards through which fragments may pass.

(4) The Laboratory is exploring the possibility of installing a new armor-plate backstop or reversing the sides of the existing backstop, if feasible, since both SAC Sloan and the firearms experts in the Laboratory feel that the condition of the surface of the present backstop is such that it should be replaced. We are exploring the types of armor plate available which would be suitable, the best angle at which to install the backstop in order to minimize possible deflection of fragments toward the firing line, and other phases of the installation.

The Conference unanimously recommends that the above procedures be carried out and that further consideration be given to the installation of a new backstop after we have obtained full facts, including an answer to the problem of whether Remington Arms Company can provideunjacketed bullets for use in the submachine gun.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: October 19, 1953

FROM : C. Q. Smith

EXECUTIVE CONFERENCE

SUBJECT: LIMITATION APPLICABLE TO AGGREGATE COMPENSATION BEFORE REPORTING OF COMPENSATORY LEAVE

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

SYNOPSIS

GAO auditors have advised that for purposes of determining allowable pay, compensation consists not only of overtime, night differential, and holiday pay but also compensatory leave earned in one pay period and taken in another. If aggregate of above exceeds \$397.31 bi-weekly (\$10,330 per annum) for employees whose basic pay is less than \$10,330 per annum, such excess is not allowable. Rules governing reporting of compensatory leave and maximum compensation allowable in need of clarification.

RECOMMENDATION

It is recommended that the attached 17 Letter covering this matter be sent out.

323 013
 2-20-92
 SE-S/adcj

10/21/53
 19726

RECORDED-34

106-2554-10876

EX-125

NOV 17 1953

NOV 16 1953

DETAILS

Pursuant to Section 5305 (b) of the Federal Employees Pay Act of 1950, as amended, additional compensation may be granted only to the extent that it does not cause the aggregate compensation for a given pay period to exceed the rate of \$10,330 per annum or \$397.31 bi-weekly. This, of course, does not apply to those employees whose base salary exceeds \$10,330 per annum. As you are aware, they cannot receive payment for overtime, night differential, or holiday pay in the year and take compensatory leave.

The General Accounting Office auditors, who have just returned from auditing Bureau payrolls, have advised that, for purposes of determining allowable pay, compensation consists not only of overtime, night differential, or holiday pay, but also compensatory leave earned in one pay period and taken in another. If aggregate of above exceeds \$397.31 bi-weekly (\$10,330 per annum) for employees whose basic pay is less than \$10,330 per annum, such excess is not allowable. Rules governing reporting of compensatory leave and maximum compensation allowable in need of clarification.

NOV 25 1953

ORIGINAL COPY FILED IN 66-2087

to Mr. Glavin

Accounting Office, the Comptroller General has ruled that compensatory leave can not be granted to individuals whose salary is such that the payment of overtime is prohibited. This ruling is based on the above-quoted section of the Federal Employees Pay Act which prohibits the granting of compensatory leave to employees in lieu of overtime pay if they cannot legally be paid for the overtime worked. In other words, if payment cannot be made compensatory leave cannot be granted.

It should be noted that the gross salary of employees in Grade GS-14 and the higher steps of Grade GS-13 is such that it does not take much additional compensation (overtime, holiday pay, night differential, compensatory leave) to make their gross pay exceed the limitation in a given pay period. Under unusual circumstances, such as receiving holiday pay, night differential and compensatory leave, all in one pay period, employees in Grade GS-12 have exceeded the maximum; however, such cases are a rarity. In line with the GAO ruling set out above, it has recently been necessary to charge annual leave to employees in the above category who took compensatory leave to the extent that they exceeded the maximum allowable compensation. In addition, it has also been necessary in some instances to secure cash refunds where compensation actually paid to employees in this group has exceeded the maximum.

The GAO auditors advised that compensatory leave earned and taken in a given pay period does ^{not} constitute compensatory leave as such but is a rearrangement of the basic work week. They have further advised that where an employee works an extra tour of duty, without his usual time off (i.e., 8:30 A.M., to 3:00 A.M., the following day) such extra duty can be indicated on the time and attendance as his next work day in the event his work week has not already been completed. Under Government payroll procedure, overtime is based on the work week rather than the work day, that is, overtime does not start until the employee has completed 40 hours work in any one week. Therefore, an employee could complete his work week in as little as 3 days if arrangement of his work shifts were so made.

GAO auditors have indicated that strict attention will be given matters involving compensatory leave and payment in excess of maximum allowable compensation, in future audits. This problem has been discussed with the Leave Unit and it is noted numerous problems have come up in the matter of correct reporting of compensatory leave by time and attendance clerks in the field. In addition to this, questions received from Agent personnel reflect the matter of maximum compensation is also in need of clarification.

In view of the above, there is attached a suggested SAC Letter which covers both the leave and payroll aspects of this problem and is a joint effort of the two units concerned.

(OVER)

Mr. Glavin (NY 100-111111)

October 19, 1953

ADDENDUM: (NPC:mfs) October 23, 1953

The Executive Conference of October 22, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Tracy, Belmont, Mason, and Callahan for Glavin, considered the above and unanimously recommended that the SAC Letter in connection therewith go forward.

[Handwritten signature]

*This was mailed in
see letter 53-73-B.
WMB.*

MR. TOLSON

November 19, 1953

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-5 C/deg

The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy, and Glavin, considered the attached suggested memorandum to all Bureau officials concerning the promotional availability list and recommended its approval.

The Conference was advised that this memorandum points out the purpose for the maintenance of the list and the steps to be taken to continue a person on the list. It was pointed out that a review of the cards on file concerning employees on this availability list at the present time has reflected that adverse comments had been made concerning some of the employees in recent months which were contained in the employees' personnel files and which, in the absence of information to specifically overcome such comments, would indicate that the employees should not be on the list; however, this information had not been furnished to the Administrative Division so that the availability cards could be maintained in an up-to-date manner.

The memorandum to all Bureau officials instructs that hereafter in any case where an employee's name is submitted for inclusion on the promotional availability list, a current memorandum of justification must accompany the submission, which memorandum shall be approved by the personnel assistant in the division where the employee is assigned as well as the divisional head. It is further pointed out that in the event there are any recent adverse comments concerning the employee's work performance or other information in the file reflecting on the employee's eligibility for the promotional availability list, such memorandum should specifically comment on such factor in order to completely remove any doubts. Also, specific comment should be made concerning the employee's sick leave record, availability for transfer to other divisions, or whether he is available for promotion in his own division only.

Instructions are issued that since the promotional availability list being maintained disclosed several instances where the files of the employees included thereon failed to support the recommendation of their inclusion on the list, each division is to submit new cards accompanied by a memorandum of justification as previously described. It is further pointed out that new cards and memoranda need not be submitted on any employee where the division has already submitted an adequate memorandum of justification and the same is current.

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

Attachment
Mr. Clegg
Mrs. Johnson
WRG:jmr

RECORDED 82
INDEXED 82
811 13

166-2377-10877
OK 37 NOV 23 1953

Mr. Tolson

11/23/53

The Executives Conference

At the Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, Mr. Clegg announced that if any division had any problems with the U. S. Attorneys which should be the basis of any change in the U. S. Attorney's Manual, that suggestions for such changes or additions should be submitted so that they could be coordinated and presented to the Executives Conference and then the Director for approval prior to submission to the Department.

RECORDED - 82

161-2-11-10878

EX: 118

37 NOV 23 1953

cc - Mr. Mohr

Mr. Clegg

HHC:cs

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

OK
J

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP5CJ/dg

63 NOV 24 1953

369

MR. TOLSON

November 20, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy, and Glavin, was advised by Glavin that inquiry had been made as to whether there would be any objection on the part of the Bureau in having collections made during the Christmas season to take care of the individual charities which had previously been taken care of by Bureau employees in past years.

It was pointed out to the Conference that the various divisions have had their own particular charities for the Christmas season during past years. For instance, the Administrative Division gives gifts, clothing, and toys to children at the Glendale TB Sanitarium; other divisions take care of orphans, private families, etc.

The Conference wishes to point out that at the time the Bureau's Consolidated Charity Fund Drive was set up, it was specifically noted that these individual Christmas charities would not be included and that they could be continued at the will of the employees in the various divisions and sections.

The Conference feels at this time that this policy should be followed. Should you agree, the various personnel assistants will be advised by the personnel officer so that there will be complete understanding of this problem throughout the Bureau at the Seat of Government.

323, 013
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HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-3 C/peg

I agree
11/20
O.K.
JH

cc - Mr. Clegg
Mr. Mohr

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

RECORDED - 22

INDEXED - 22

EX - 101

NOV 24 1953

66-2554-10879
87 NOV 23 1953

[Handwritten signature]

MR. TOLSON

November 20, 1953

THE EXECUTIVES CONFERENCE

323,012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-5 CJD/deg

The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Clegg, Mohr, Rosen, Belmont, Holloman, Tracy, and Glavin, was advised that Special Agent Supervisor [redacted] of the Administrative Division had received a call from Mrs. [redacted] Personnel Office, Federal Trade Commission, requesting certain information regarding the performance ratings utilized by the Bureau in rating its Special Agent personnel.

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b7C

Mrs. [redacted] indicated to Mr. [redacted] that the Federal Trade Commission was interested in preparing performance ratings on its investigative personnel and she was interested in the standards the Bureau used for rating its personnel.

It was pointed out to the Conference that the Bureau's performance rating procedures and policies, together with its rating forms and check sheet, are on file with the Civil Service Commission and would be available to Mrs. [redacted] if inquiry were made at that Commission.

Samples of the rating form and check sheet are attached hereto.

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b7C

The Conference unanimously felt there was no reason why these forms could not be furnished to Mrs. [redacted] for her review and use in connection with the setting up of their own performance rating plan.

Should you agree, the appropriate forms will be furnished to her.

I agree
11/20 ✓

O.K. 66-1534-10880

RECORDED - 82

INDEXED - 108

NOV 23 1953

NOV 24 1953

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

Attachment sent 11-20-53

Mr. Clegg
Mr. Mohr

TRG:jmr

②

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0
MR. TOLSON

November 19, 1953

THE EXECUTIVE CONFERENCE

The Executive Conference of November 20, 1953, consisting of Messrs. Tolson, Clegg, Harbo, Rosen, Ladd, Tracy, Belmont, Mohr, and Glavin, approved the preparation of a format communication, such as the sample attached hereto, to be utilized by the Administrative Division in returning vouchers to creditors of the Bureau who have failed to properly submit such vouchers in the first instance.

Attachment

memo

cc: Mr. Clegg
Mr. Mohr

OK ✓

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP-5 C/dg

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

RECORDED - 7

INDEXED - 7

NOV 23 1953

66-7524-10881

4

63 NOV 24 1953

THE DIRECTOR

11/20/53

The Executives Conference

323,013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2-20-98 BY SP5 u/c/m

REQUEST FROM FLORIDA REAL ESTATE COMMISSION
TO HANDLE FINGERPRINTS

The Executives Conference consisting of Messrs. Tolson, Clegg, Harbo, Rosen, Ladd, Glavin, and Tracy, on November 19, 1953, considered a request from the Florida Real Estate Commission in Orlando, Florida.

The Florida Real Estate Commission, a governmental agency created by the Legislature of the State of Florida, is charged with the duty of determining the qualifications of persons seeking to qualify in Florida as real estate agents. The Commission is contemplating requiring all applicants to submit fingerprints with their application, and the following questions were propounded to the Bureau:

1. Will the FBI search such fingerprints and furnish copies of the criminal records.
2. Could the Commission submit an unlimited number of requests (their estimate is from 300 to 500 per month).

The present Bureau policy is to handle fingerprints from legally constituted state agencies whenever a state law or city ordinance has been passed requiring the fingerprinting of specific individuals, and the request from the Florida Real Estate Commission would come within this category.

The Executives Conference with the exception of Mr. Glavin was of the opinion that a letter should be sent to the Florida Real Estate Commission advising them of the Bureau's policy to handle fingerprints for legally constituted state agencies whenever such fingerprints are legally required.

Mr. Glavin was opposed for the reason that the Bureau was not in the position to handle additional fingerprints and that the Florida Real Estate Commission should be advised the Bureau regrets it is unable to accept additional work at this time.

If the Director approves the majority view, there is transmitted herewith a proposed letter to the Florida Real Estate Commission.

Attachment sent 11-20-53
cc: Mr. Glegg
Mr. Mohr
NOV 21 1953

RECORDED - 7 66-250-1-10882
INDEXED - 7 87
NOV 23 1953

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

RECEIVED
U.S. DEPT. OF JUSTICE
NOV 20 1953

MR. TOLSON

10/30/53

EXECUTIVES CONFERENCE

SUGGESTION #633-53
MADE BY SA JOSEPH A. GALLIGAN
SAN FRANCISCO OFFICE
SINGLE FINGERPRINT SECTION BE SET UP
INCLUDING ALL KNOWN MEMBERS OF CP UNDERGROUND

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-26-92 BY SP-5 c/dy

Present at the Executives Conference of October 22, 1953, were Messrs. Tracy, Ladd, Harbo, Belmont, Callahan, Mohr, Holloman and Mason.

SUGGESTION:

It is suggested that a ~~Single Fingerprint Section~~ be set up to include all known members of the Communist Party Underground. This could be done by placing all persons whose whereabouts have been unknown for six months or more within this group. The entire project would probably not include more than 500 sets of fingerprints, the suggesting employee estimates.

The employee has in mind that incalculable man-hours could be saved in identifying these individuals if such a Single Fingerprint Section existed, inasmuch as many of these persons dye their hair, lose or gain large amounts of weight, et cetera.

OBSERVATIONS:

SAC Whelan of San Francisco feels that the existence of such a Single Fingerprint File for Communist Party Underground subjects would enable the Bureau to make positive identifications on subjects who change their identification, background, mode of living, employment, location and appearance entirely. SAC Whelan recommends the Domestic Intelligence and Identification Divisions survey the practicability of such a file.

Identification Division believes the practicability of such a file can best be determined by the Domestic Intelligence Division. The Identification Division points out, however, a separate Single Fingerprint File is not needed in this connection. They suggest a separate file be set up in the Identification Division consisting of a photographic copy of the regular 8" x 8" fingerprint card. This separate file would be maintained in the Single Fingerprint Section

- 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
Attachment

RECORDED-34

INDEXED-34

166-2554-10883

NOV 23 1953
51

INITIALS ON ORIGINAL

79 DEC 4 1953

ORIGINAL FILED IN

of the Identification Division and the photographic copy of the fingerprint card would be filed in the regular fingerprint sequence. The cost of organizing the file would be approximately \$1,000. Approximately \$1.00 per card for photographing and the other cost pertains to handling in the various sections of the Identification Division. The separate file with the photographic copy of the regular fingerprint card would be considerably cheaper to set up and maintain than a separate Single Fingerprint File. Field offices would refer all entries in this separate file of the Communist Party Underground to the Bureau Single Fingerprint Section, Identification Division.

Domestic Intelligence Division recommends that this or a similar plan be adopted and that the Identification Division advise concerning the mechanics of their handling of the program.

They also recommend that, if the plan is adopted, the field be informed of its initiation and be required to submit the names and either the FBI number or other identifying numbers of all Communists (a) known to be operating in the Communist Party Underground or (b) who, following thorough investigation to locate, are missing under such circumstances that it must be logically assumed they have entered the Communist Party Underground.

The Domestic Intelligence Division also points out the following advantages, disadvantages and other factors:

Disadvantages

1. Without the burden of setting up a special file, latent prints of unidentified Communist Party Underground subjects may be checked against fingerprints of logical suspects, if in the Bureau's possession.
2. The field will obtain latent prints of unknown underground subjects only on rare occasions.
3. Fingerprints of some underground subjects are not in the possession of the Bureau.
4. The burden of administering a special file may outweigh the advantages to be gained.

Advantages

1. Identification by fingerprints would be positive.
2. The establishment of a special file would encourage Agents to utilize this technique, seeking out latent fingerprints as a means to effect immediate, positive identification of unknown underground subjects.

Advantages (continued)

3. This file would permit checking latent prints against all known Communist Party Underground subjects, rather than limiting the check to "logical suspects."
4. Identification through latent fingerprints may in certain circumstances save considerable investigative effort and expense in effecting identification through other means.
5. As the Communist Party goes deeper underground, the planned continuous transfer and movement of underground subjects will increase the Bureau's problems of identification. The suggested technique would implement the means of identification now available to the Bureau.

Other Factors

1. Figures are not immediately available regarding the number or percentage of fingerprints of underground subjects which are now retained by the Bureau.
2. There is no way of estimating accurately what success will be obtained by the field in getting latent prints of unknown subjects.

EXECUTIVES CONFERENCE CONSIDERATION: EDM: jaw 10-30-53

The conference unanimously favors the suggestion that:

1. The Domestic Intelligence Division communicate with field offices and obtain recommendations as to members of the Communist Party Underground, for whom fingerprints are available, in order that if these people are missing, a special file as to their fingerprints can be set up in the Identification Division.
2. Upon receipt of its information from the field, the Domestic Intelligence Division correlate with the Identification Division for the purpose of setting up an appropriate fingerprint file.
3. The Identification Division set up within the Single Fingerprint Section a special file of 8" x 8" fingerprint cards containing the fingerprints of those members of the Communist Party Underground for whom such fingerprints are available in the event members of the Underground are missing or are moving so frequently as to indicate the desirability of including their prints in the special file. A single fingerprint file as such is not contemplated.

In unanimously making the above recommendations, the Conference took note of the fact that the Domestic Intelligence Division has been encouraging the use of unusual investigative techniques and has been endeavoring to locate certain missing security subjects. The Conference desired to join the Domestic Intelligence Division in looking ahead to the days when it will ultimately be necessary to effect the program for the detention of Communists, and such a file as contemplated could be of invaluable assistance. Mr. Belmont pointed out that at the present time there are many ways in which an Agent can obtain a latent fingerprint of an individual who has recently become active in Communist activities and whose identity is unknown. The availability of the special file will facilitate fingerprint checks on selected Communists and may help the Bureau identify active Communists who are not at present positively identified.

If the Director agrees with the unanimous recommendation of the Conference, the Domestic Intelligence Division and the Identification Division will proceed with plans to set up the appropriate file.

If approved, an appropriate letter is attached for signature advising SA Galligan of the action being taken concerning his idea.

Mr. Tolson

October 29, 1953

The Executives Conference

RECORDS SECTION
PROPOSED STAIRWAY IN
IDENTIFICATION BUILDING

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-97 BY SP-5/deg

The Executives Conference consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen, Mason and Nichols, considered the following matter.

It was pointed out that the filing unit of the Records Section occupies half of the first floor of the Identification Division building and also occupies space in the basement, part of which is located underneath the space occupied by the Records Section on the first floor. When employees of the filing unit and the file review unit proceed from space on the first floor to space in the basement, or vice versa, it is necessary for them to walk approximately 200 feet, via an indirect and circuitous route. This does not include the walking up or down stairs.

The Records Section has advocated over a period of months the matter of putting in a stairway which would cost \$3500. The Public Buildings Administration will not assume this charge since they contend that the installation of the stairway would be for the sole benefit of the Bureau and that any future occupants of the building would not have a need for this stairway. Test checks have demonstrated that employees of the Records Section make approximately 800 trips per day to and from the basement. Each trip requires approximately one minute more than would be required if we had a stairway leading from our space on the first floor to the basement. The time savings exceed \$5300 annually through a stairway. The Records Section have not pressed for the stairway during the past fiscal year in view of the strained financial situation confronting the Bureau. The Records Section, however, feels it would now be derelict if it did not press for the stairway as the cost of the stairway would be more than compensated for in one year, it would improve efficiency and would improve morale as well as speed up service and would permit the devotion of 800 minutes per day to the production work.

ORIGINAL COPY FILED IN 66-1574-37

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

During the recent inspection, the inspection staff looked into the matter of the stairway and Mr. Glegg's memo is attached. The inspectors recommended that since some of the files will be located in additional spaces available on the sixth floor, that further changes will undoubtedly be necessary from time to time in the future to cope with the ever present file expansion.

cc: Mr. Glegg
LBN:MP Mr. Mohr
9/29 NOV 30 1953

RECORDED - 94
INDEXED - 94
EX-127

66-2537-10884
NOV 13 1953
MAILING ON ORDER

file review and delivery problem, that favorable consideration not be given to the stairway.

The Executives Conference recommended that the stairway be installed at a cost of \$3500.

W. FOLSON

November 5, 1953

EXECUTIVES CONFERENCE

Present at conference 11-4-53
were Messrs. Tolson, Glavin,
Tracy, Harbo, Mohr, Belmont,
Ladd, Rosen, Holloman,
Nichols and Mason.

SUGGESTION 641-53

MADE BY MISS [REDACTED]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

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323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP5 CJP/BJ

SUGGESTION:

That instructions be issued so that Agents dictating reports wherein the title carries ET AL in the caption will be required to indicate the word "Subject" before each name in the synopsis or details of individuals who are actually subjects of the investigation, but whose names do not appear in the title in view of the use of ET AL.

OBSERVATIONS:

Investigative Division believes the adoption of the suggestion would require considerable extra typing which is not warranted. The Investigative Division points out, if this problem is a major one in the Records Section at the Seat of Government, then it would appear more economical to require the full title in each and every report. With the full title in each report, it would only be necessary for the Records Section employee to look at the title to determine if the individual mentioned is, in fact, a subject. The reasons behind the use of the phrase ET AL should be evaluated; however, ET AL meets the needs of the Investigative Division.

The Domestic Intelligence Division is opposed to the adoption of the suggestion, believing that to require the word "subject" as a mandatory prefix throughout the report where any subject's name is mentioned would initiate another requirement of form to be followed by many persons (Agents) which could more efficiently be handled by a limited few (Classifiers). This is particularly true in view of the required use of Form FD-214 (Suggested Bureau Indexing Form), which in most cases limits the indexing to the title or a limited few indicated names.

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

EXECUTIVES CONFERENCE CONSIDERATION: EDI:wlh 11-5-53

The conference unanimously recommends no change in our present procedures and agrees unanimously with the observations set forth above.

cc-Mr. Mohr
cc-Mr. Clegg
EDM:dmg NOV 27 1953

66-254-10885
RECORDED - 90
INDEXED - 90
NOV 19 1953

Investigative Division

Memorandum to Mr. Tolson

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

Mr. Tolson

November 13, 1953

THE EXECUTIVES CONFERENCE

[Handwritten signature] # 754-53

The Executives Conference of November 12, 1953, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Hennrich, Mohr, Harbo, Tracy, Holloman and Glavin, considered the suggestion of Miss [redacted] of the budget unit of the Administrative Division concerning In-Service Training Schools. Miss [redacted] suggested that consideration be given to decentralizing In-Service Training and having it given in the field as the type of the field office inspection by the Inspectors.

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144-10

It was pointed out to the Conference that a current survey had been made concerning the additional costs incurred by Agents attending In-Service Training schools in Washington, D. C. It was ascertained that from a review of the expense accounts of non-regularly attending In-Service Training, as compared to expenses while at In-Service Training, that it was costing the Bureau approximately \$500.00 per man over and above the regular expenditures of the Agent to have him attend In-Service Training.

ORIGINAL FILED IN 1-19

It was pointed out that in having fifty In-Service Training schools a year our travel expenditures are approximately \$1,000,000 per year.

The Conference, in considering this matter, pointed out that an Inspector would not be able to handle a full In-Service Training school during the inspection of an office and that the Bureau has previously given consideration to having regional In-Service schools. However, it was felt that it was to the advantage of the Bureau and the Agent to have Agents return to Washington from time to time to attend such In-Service Training. It was further pointed out that such training can much better be given here in Washington and that in addition thereto it gives Agents attending In-Service Training the opportunity of visiting Bureau Headquarters, discussing any matters which may be of interest to them, and exchanging ideas and investigative techniques with Agent personnel from divisional offices other than the one to which they are assigned.

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

RECORDED - 68

166-2554-1088/6
RECORDED
80 NOV 23 1953

INDEXED 68

cc: Mr. Clegg 58
Mr. Mohr
58 NOV 30 1953

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-20-92 BY [signature]

Memorandum to Mr. Tolson

November 10, 1955

The Conference was unanimously opposed to setting up In-Service Training in such a manner as to have it handled by the Inspectors and was of the opinion that it should be handled and presented.

Mr. Tolson

11-12-53

Mr. Clegg

FBI NATIONAL ACADEMY
FIFTY-THIRD SESSION
PROVIDENCE, RHODE ISLAND, POLICE DEPARTMENT

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-92 BY SP5CJ/deg

The Boston Office has requested that we take a representative from the Providence, Rhode Island, Police Department at the 53rd Session.

BACKGROUND

This same request was made for the 51st Session. At that time a memorandum from me dated February 5, 1953, (1-4-9551), set forth relations between the Bureau and the Providence Police Department as follows:

In May, 1952, it was learned that there had been a severe clash of personalities between former SA [redacted] Resident Agent at Providence (resigned July, 1951), and Chief of Detectives [redacted] of the Providence Police Department. In checking into the "bad blood" that had existed between [redacted] it was learned that [redacted] and former Chief of Police Higgins of Providence were "put out" because of the Bureau's action in December, 1950, in arresting an I.O. fugitive without calling upon the Providence Police Department for assistance. The Providence Police Department had arrested and released the subject shortly prior to this time for drunk driving. When his fingerprints reached the Bureau, he was identified as an I.O. fugitive. Boston was notified and the arrest was effected by the Boston Office. Former Chief Higgins and [redacted] felt they should have been in on the arrest and that it was embarrassing to them.

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The Boston Office stated in May, 1952, that [redacted] was still cooperative with the Boston Office. The Director commented at that time that we should be alert that [redacted] and the Providence Police Department does not suddenly double cross us and the Director was not certain about the sincerity of the present cordiality of the Providence Police Department.

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- Tolson _____
- Ladd _____
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- Rosen _____
- Tracy _____
- Garry _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

RECORDED-88
INDEXED-88

166-2554-10887
NOV 24 1953
70

ORIGINAL COPY FILED IN 1-6-53

NOV 27 1953
342

Memorandum for Mr. Tolson

According to the last Crime Survey report from the Boston Office, Stone has furnished a considerable amount of criminal intelligence information to our Agents. There is nothing in our files at this time to indicate that we are not receiving full cooperation from the Providence Police Department. A recommendation that we not take anyone from Providence at that time was approved.

PRESENT DEVELOPMENT

By letter October 21, 1953, the Boston Office again requested that we accept a representative from the Providence Police Department. In support of this request the Boston Office set out nine instances in which the Providence Police Department had been unusually cooperative with the Bureau. Among these cases is the \$100,000 robbery at the Quonset Point Credit Union in March 1952. Boston states that on the day of the robbery Chief Inspector [redacted] provided assistance in connection with the investigation on the day of the robbery and that Stone and members of his Detective Bureau assisted in locating persons for interviews who were suspects and also provided photographs and arrest histories in connection with the entire investigation. In other instances mentioned in the Boston letter, it was pointed out that [redacted] has been very cooperative and has referred many very important cases to the Boston Office. In one instance it was pointed out that [redacted] had furnished the original information in an automobile theft ring which resulted in the arrest of twenty-two subjects.

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Boston also points out that there has been a recent change in the position of Chief of Police and that the new Chief, John A. Murphy, has been most cordial and friendly.

The representative desired by the Boston Office is Lieutenant [redacted] whose application was filed in October 1952.

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RECOMMENDATION:

It is recommended that we accept a representative from the Providence, Rhode Island, Police Department at the next session of the Academy.

If this is approved, the investigation of [redacted] will be ordered. 11-10-53 EDM:jaw

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Executives Conference of November 9, 1953 unanimously concurs in above recommendations. Present at the Executives Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd and Mason.

DIRECTOR'S REPLY
OK
11

THE DIRECTOR

November 20, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Holloman, Belmont, Tracy, and Glavin, considered a memorandum submitted by Mr. H. L. Edwards, Personnel Officer, for the Working Committee of the ~~FBI~~ Employees' Consolidated Charity Fund.

The Working Committee recommended that as the various drives are held throughout the charity year, from October 1 of one year through September 30 of the next year, that an appropriate poster be prepared for posting on the bulletin boards and in "The Investigator."

For example, the Muscular Dystrophy Association drive has now begun. This charity was included in our over-all charity solicitations. It was recommended, therefore, that posters such as the samples attached hereto be prepared for posting on the bulletin boards, pointing out to our employees that this is one of the charities in the consolidated charity drive to which our employees have already contributed. These posters attached are labeled "A" and "B".

It was the recommendation of the Conference, with the exception of Mr. Tracy, that poster "A" be printed and distributed as mentioned above.

Mr. Tracy stated he feels that there should be no preparation of any posters, posting of posters on the bulletin boards, or inclusion of any posters in "The Investigator" concerning any one of the charities. He pointed out that the drive had been made a consolidated drive and that employees will feel, through such a poster program, that they may again be approached for contributions to the various charities involved.

The remainder of the Conference felt that a poster such as the one labeled "A", which is self-explanatory, would point out to every employee that they have contributed to this worthy charity, that they are not being solicited again, and that they are being thanked for their help.

Attachments

cc - Mr. Clegg
Mr. Mohr

RECORDED - 68

INDEXED 68
EX-127

NOV 24 1953
106

66-2554-10888

323 012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5C/ky

NOV 25 1953

ORIGINAL FILED IN 66-19043-9

Memorandum to the Director from the Executives Conference

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

Respectfully,
For the Conference

Clyde Tolson

It is alright to use poster but it is not to be placed in the Investigator & no solicitations of any kind are to be made of our employees. The Poster is to be merely "informative"
H.

MR. TOLSON

November 10, 1953

EXECUTIVES CONFERENCE Present at Conference 11-5-53 were Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Ladd, Rosen and Mason

SUGGESTION #685-53
MADE BY MISS [redacted]
BUFFALO OFFICE

323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5 c/dfg

b6
b7c

SUGGESTION:

That the Dictation Slip (Form FD-77) and Charge-out Slip (Form FD-5) be combined in order to effect a saving in time. This combination slip would be used by Agents, stenographers and typists alike when charging out the entire file. When used by a stenographer after dictation the employee proposes the slip be made out in duplicate, one copy being checked at the top of the form as a Dictation Slip and placed in the file and the second copy being checked on the form as a Charge-out Slip and submitted to the Chief Clerk's Office, as usual, to record the whereabouts of that file.

The employee has in mind that this would eliminate duplicate work on the part of stenographers and typists handling dictation and transcription work as the carbon could be used in making out the Dictation Slip or even if made individually it would be easier and quicker for the stenographer as she has in her possession when taking dictation the proper number of Dictation Slips and could prepare the combination Dictation Slip and Charge-out Slip immediately.

The suggesting employee feels that this would also be of value to the Chief Clerk's Office inasmuch as such a form in the file jacket would immediately indicate the nature of the dictation on the books of the stenographer and would no doubt eliminate unnecessary searching in the stenographic pool for a file which had only been taken by the stenographer for an expedite memorandum or teletype. It would be obvious to the Chief Clerk's Office the file was in the process of being handled in the Chief Clerk's Office, such as filing or serializing, if the form were marked for ^{10/23} teletype on a date preceding the date the file was being sought.

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

OBSERVATIONS:

RECORDED-19
INDEXED-19

NOV 24 1953
130
66-2554-10889

Washington Field Office does not believe this would be a practical form. They believe it would necessitate two kinds of charge-outs and dictation slips- one for stenographers, which would have carbon inserted (as in abstracts) and one for the agents and other clerical employees of the office, which would be an original only.

NOV 25 1953
under the present system in use in the Washington Field Office of charge-out by phone, the Charge-out Slip is placed in the cc-Messrs. Mohr and Clegg

Memorandum to Mr. Tolson

file immediately. The suggested system would eliminate this as far as the stenographic pool is concerned.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-10-53

Unanimously opposed because of the objections previously cited. No further action necessary inasmuch as suggesting employee has already been thanked.

MR. TOLSON

11-10-53

EXECUTIVES CONFERENCE

Present at the Executives Conference of November 9, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd and Mason.

SUGGESTION #713-53
MADE BY SA P. DENNIS WILLIAMS
CHARLOTTE OFFICE
PROPOSED REVISION IN FORM FD-221
(CONFIDENTIAL FUND RECEIPT
EXECUTED BY SPECIAL AGENTS)

323 013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5/udg

FORMS

SUGGESTION:

It is suggested that Form FD-221 (Confidential Fund Receipt Executed by Special Agents) be revised to provide a space in the upper portion of the sheet for a receipt to be signed by the Confidential Informant or Potential Confidential Informant to whom monies are paid and the present contents of Form FD-221 be reduced in size and placed on the lower portion of the sheet. Samples of the present and proposed forms are attached.

The suggesting employee has in mind that such a form would save Agent time in having readily available a typed receipt on which he would only have to insert the place, date, name of the Agent, amount of money paid, name of person to whom it was paid and obtain the signature of the Confidential Informant or Potential Confidential Informant. The receipt and certification from the Agent will both be on the same sheet. The employee who submitted the idea pointed out that this proposed form might be of assistance to persons in various offices handling Confidential Funds and preparing Confidential vouchers and monthly statements to the Bureau, as both items will be on one sheet.

INDEXED - 2

NOT RECORDED

141 NOV 24 1953

10890

OBSERVATIONS:

The Administrative Division is opposed to this suggestion for the following reasons:

- 1. It is not believed to be desirable to have such forms in the possession of Special Agents on road travel or other official travel in view of the possibility of their becoming lost.
- 2. Use of this form would enable the informant to observe the fact that the payment was being made by someone other than the Agent who is furnishing him the money and in a number of instances this would not be desirable.

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

NOV 30 1953

cc-Mr. Mohr

Mr. Clegg

EDM:dmg

ORIGINAL COPY FILED IN

WAC

Memorandum to Mr. Tolson

3. In all instances the receipt by the Agent is not necessary. It is only necessary when the receipt signed by the Informant reflects that payment was made by the Agent where reimbursement is claimed on a voucher for the office Confidential Fund.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:jaw 11-10-53

Unanimously opposed because of the objections cited above. No further action necessary, inasmuch as Mr. Williams has already been thanked.

MR. TOLSON

November 12, 1953

EXECUTIVES CONFERENCE

Present at Conference 11-15-53, were Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Ladd, Rosen and Mason

SUGGESTION #692-53
MADE BY SPECIAL AGENT JACK H. BALES
OKLAHOMA CITY OFFICE
ASSIGNMENT CARDS IN CRIMINAL CASES
BE RETAINED FOR MAXIMUM OF ONE YEAR
AFTER CASE IS CLOSED

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP-5 [Signature]

SUGGESTION:

It is suggested that the Bureau consider instructing Agents to retain Assignment Cards in Criminal cases after the cases are closed for a maximum of one year, each Agent making a note on the individual Assignment Card of the date and disposition of the case.

The suggesting employee points out this might be restricted to cases in which the office of origin is the office to which the Agent is assigned. This practice would serve two purposes: (1) Each Agent would have a record of accomplishments made by him in the recent past, which would act as an incentive to better accomplishments and (2) A ready reference would be available to each Agent, which would be useful in determining individuals to be considered for developing as Potential Criminal Informants.

OBSERVATIONS:

SAC Oklahoma City notes this suggestion is an outgrowth of his requirement that Agents summarize their statistical accomplishments within the past three months. SAC Oklahoma City advises duplicate Assignment Cards would have been helpful to the Agents and many Agents complain about having to destroy their duplicate Assignment Cards. He recommends the Bureau consider permitting Agents to retain these cards for one year. (The present requirement is that Assignment Cards in Criminal cases be retained for 90 days.)

Mr. Glavin of the Administrative Division ^{replied} to the adoption of this suggestion and believes it would only lead to grief.

100-2594-10891
NOT RECORDED
NOV 20 1953
INDEXED ON ORIGINAL
11-12-53

ORIGINAL COPY FILED IN 100-2594-10891

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

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:wlh

Per presentation by Mason, November 5, no further action recommended in view of the opposition of the Administrative Division, and in view of the fact that the field inspectors see no advantage to the Bureau in this proposal, but on the other hand perceive disadvantages.

cc - Mr. Glegg NOV 30 1953
Mr. Glegg

MR. TOLSON

November 10, 1953

EXECUTIVES CONFERENCE

Present at Conference 11-5-53
were Messrs. Tolson, Glavin,
Tamm, Harbo, Belmont, Ladd,
Rosen and Mason

SUGGESTION #395-53

MADE BY MRS. [REDACTED]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-97 BY SP-5 CJD/deg

b6
b7c

SUGGESTION:

That main "95" files not be opened when the Laboratory does not conduct an examination, but that this correspondence be placed in the "95-0" file.

The suggesting employee points out the Laboratory does not examine evidence which has been examined by another Laboratory, nor do they conduct examinations for private individuals.

OBSERVATIONS:

Records Section advised mail can be processed into general files more economically than into open main files, and this suggestion would result in savings to the Records Section.

FBI Laboratory has no objection to the proposed change. A possible advantage to the Laboratory would be that all correspondence relating to miscellaneous requests for Laboratory examination in which no examinations were made would be filed in one place and could be more easily reviewed if the need arises.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-10-53

Unanimously favorable. Attached is an appropriate letter to Mrs. [REDACTED] of the Records Section advising her that her suggestion has been adopted.

ORIGINAL COPY FILED IN 62-6200-95-113

b6
b7c

RECORDED - 5

INDEXED - 5

106-2554-10892

NOV 23 1953
127

INITIALS TO DIRECTOR

MAC

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

Mr. Mohr
Mr. Clegg
EDM:dmg

NOV 25 1953

The Director

11/23/53

The Executives Conference

~~RECORDED 33~~

REQUEST OF PRINCE GEORGES COUNTY, MARYLAND
POLICE DEPARTMENT FOR POLICE TRAINING ASSISTANCE

The Executives Conference of 11/19/53, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Clegg, considered this request.

On October 8, 1953, the "Washington Post" published an article written by Drew Pearson, the syndicated columnist, which indicated that on 4/22/53 F. Allen Richards, Chief of Police, Prince Georges County, Maryland, while dressed in civilian clothes, pulled his gun on person waiting for a bus because he, Richards, thought the person was "peeping" at him and a lady companion in an automobile. As a result of Pearson's remarks plus other data in Bureau files indicating that Richards was possibly connected with gambling operations in Prince Georges County, instructions were issued to Baltimore on 10/14/53 not to participate in any police schools for that department. By letter of 11/10/53, Baltimore advised that a request had been received for FBI participation in a police school for the Prince Georges County Police in December 1953 and requested the Bureau to again consider conducting police schools for that department in the light of the following information. Baltimore advised that Richards is considering giving up his appointment as Chief and returning to private business. Richards does not take a personal interest in the training programs and would not be affected personally or officially by our nonparticipation. The administrative duties of Prince Georges County Police are centered around five men, all of whom are National Academy graduates and very cooperative with the FBI. (Our files do not contain any derogatory information concerning these National Academy graduates.) Lieutenant Roland Sweitzer, one of the afore-mentioned, is director of training for Prince Georges County Police and has constantly relied on Bureau advice and assistance. Our nonparticipation would be a direct reflection upon him. The Baltimore Office states if we do not lend assistance to this department, the Maryland State Police will immediately step in and take over their training activities.

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

cc - Mr. Mohr
Mr. Clegg

HHC:cs

63 NOV 30 1953

RECORDED

37 NOV 24 1953

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-20-82 BY SP5/lyf

166-2537-10893

EXECUTIVE CONFERENCE CONSIDERATION:

Messrs. Tolson, Tracy, Mohr and Rosen recommend unfavorably and feel we should not participate in the training school.

Messrs. Glavin, Harbo, Belmont, Ladd and Clegg recommend favorably.

OK
JH

Respectfully,
For the Conference

✓
Clyde Tolson

W. C. TOLSON

November 20, 1953

THE EXECUTIVES CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 c/deg

The Executives Conference of November 10, 1953, consisting of Ladd, Harbo, Mohr, Clegg, Rosen, Holloman, Belmont, Tracy, and Glavin, was advised that under date of November 10, 1953, Mr. S. A. Andretta, Administrative Assistant Attorney General, forwarded a memorandum to the Director concerning the Federal Leave Administration, with which was enclosed a circular from the Civil Service Commission requesting certain information regarding the Annual and Sick Leave Act.

The circular in question, dated November 3, 1953, headed Departmental Circular Number 231, points out that the Civil Service Commission is considering legislative recommendations on the Federal Leave system for presentation during the forthcoming session of Congress.

The Executive Director of the United States Civil Service Commission, who distributed the circular in question, stated that in the meantime the House Committee on Post Office and Civil Service has asked the Commission for information and views concerning present leave practices and has requested a report on the recent amendment to the Annual and Sick Leave Act of 1951.

The Commission pointed out that they need certain information concerning individual experiences and views of the individual agencies. It was requested that the various agencies submit a report in duplicate by November 30, 1953, covering certain specific questions listed on the back of the circular. They also welcome any other comments and suggestions the agency may wish to make on Federal leave practices.

The questions asked are as follows:

Federal Leave Administration Generally

Tolson _____ "1. Is the present leave system adequate? If not, what are the specific deficiencies?

Ladd _____
Nichols _____
Belmont _____
Clegg _____ "2. What are your recommendations for improvement? What specific legislative or administrative action would be required to carry out your recommendations?
Glavin _____
Harbo _____
Rosen _____

Tracy _____
Mohr _____
Tele. Rm. _____
Nease _____
Gandy _____

Attachments
cc: Mr. Clegg
Mr. Mohr
DEC 3 1953

RECORDED-65
INDEXED-65
EX-115

66-255-10894
NOV 23 1953

ORIGINAL FILED IN 66-255-10894

Memorandum to Mr. Tolson

November 20, 1950

- "2. Would you suggest consideration of an entirely new leave system? If so, describe in detail all features of the system you propose.
- "4. What other comments or suggestions do you have on Federal leave administration?

Operation of Public Law 102, 83rd Congress

- "1. Describe any problems which your agency has experienced in the administration of ~~Public Law 102~~ 83rd Congress.
- "2. What is the reaction of your employees to the provisions of Public Law 102? Please indicate the source of any expression of employee views which you report.
- "3. Has Public Law 102 had any effect on the use of sick leave? If so, describe the effect and indicate how the new law brought it about.
- "4. Has the operation of Public Law 102 brought about monetary savings in your agency? If so, how and in what amount?
- "5. What other comments or suggestions do you have on Public Law 102?

The Conference was of the unanimous opinion that the replies to the questions listed above should be made on the Departmental level and not by the Bureau. The Conference recommended, therefore, that Mr. Andrews be advised that the Bureau will defer to the Department's judgment in the answering of the questions involved.

The Conference wished to point out that if individual answers were made to these questions under the name of the Director undoubtedly these responses would be utilized to a great extent by proponents and opponents of the leave system in the final consideration of the bill and any amendments which may be proposed thereto.

Subject to the Director's approval, there is attached hereto an appropriate suggested memorandum to Mr. Andrews in connection with this matter.

OK
H

MR. TOLSON

November 19, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of November 19, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy, and Glavin, considered the attached communication to all Special Agents in Charge regarding imprest funds.

This communication, consisting of 6½ pages, plus the necessary forms, advises the field in detail concerning the purpose of the imprest or petty cash funds in the various divisional offices and the steps which must be taken to properly administer the funds in question. It is pointed out that the cashier and alternate cashier will have to be bonded. This bond cannot be paid for by the Government (this is the ruling of the General Accounting Office that such bonds cannot be paid by the Government).

You will recall that the imprest funds have been set up Government-wide in order to eliminate excessive cost in processing small vouchers or purchases made by the Government.

The Conference unanimously recommends approval of the communication in question.

Attachment

cc - Mr. Clegg
Mr. Mohr

WRG:jmr

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 *[signature]*

RECORDED-34
INDEXED-34

~~RECORDED-34~~

EX-124

66-2554-10895
37 NOV 27 1953

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

291
NOV 30 1953

MR. TOLSON

November 10, 1953

THE EXECUTIVES CONFERENCE

13912

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The Executives Conference of November 10, 1953, consisting of Messrs. Tolson, Holloman, Glavin, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, considered the continuance, or retaining, of the Operated Employee



b6
b7c

After discussing this matter in detail, it being pointed out to the Conference that the maintenance of the Register at this time does not take more than an hour or two a month, the Conference has no objection to continuing the maintenance of this Register.

WCR:fa

cc: Mr. Mohr
Mr. Glavin

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-92 BY SP-5 C. J. / deg

RECORDED-37
INDEXED-37

66-2554-10896
NOV 19 1953
90

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

62 DEC 2 1953

233

h

MR. FOLSON

November 12, 1953

EXECUTIVES CONFERENCE

Present at Conference 11-5-53, were Messrs. Tolson, Glavin, Tamm, Harbo, Belmont, Ladd, Rosen and Mason

SUGGESTION #697-53
MADE BY MRS. [REDACTED]

323 013

RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 CJD/deg

b6
b7c

~~STAPLE YELLOW FILE COPIES TO INCOMING~~

SUGGESTION:

That Supervisors be instructed to have yellow file copies of outgoing correspondence stapled to incoming letters before the mail is released.

The employee has in mind specifically incoming correspondence from the Federal Savings and Loan Insurance Corporation advising the Bureau that Federal Savings and Loan Associations have been insured by that Corporation. There would be one incoming piece of mail and a number of yellow file copies of correspondence advising the field offices involved. The employee points out that mail received by the Records Section in the suggested manner can be handled as a single serial and be processed more economically.

OBSERVATIONS:

Classifying Unit of Records & Communications Division feels it is desirable to staple the yellow copies together since they frequently become detached if this is not done.

Records Section believes there is some question as to the desirability of stapling multiple yellow copies together. They recommend that the Bureau consider the advisability of destroying file copies to the field on this and similar correspondence and point out perhaps a notation on the incoming letter would suffice for record purposes.

Investigative Division does not believe it would be practical to destroy this record inasmuch as the yellow file copy is absolute indication that a particular field division has been notified that a banking institution has recently come within the investigative jurisdiction of the Bureau under the Bank Robbery Act.

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

cc-Mr. Mohr
Mr. Clegg

RECORDED-96

66-2554-10897

NOV 20 1953

INDEXED-96

69

58 DEC 2 1953 EX-127

ORIGINAL FILED IN 66-2554-10897

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-12-53

The Conference took cognizance of the existing rule in the Stenographers Manual which requires the single yellows of outgoing communications be stapled to the incoming communication.

b6
b7c

The particular problem presented by Mrs. [] was also considered and the Conference feels unanimously that no change should be made in the present procedure which requires the stapling of multiple yellows to the incoming communication and further the correspondence from the Federal Savings and Loan Insurance, Inc., which may require multiple yellow copies be handled as at present. In other words, the Conference did not desire to make notations on an incoming letter to the effect that certain communications have gone to the field where such notations would be in lieu of yellow file copies. Of course, the present practice of indicating by notation on the incoming the fact that it has been acknowledged or certain documents prepared, should continue without change.

In view of the unanimous recommendation of the Conference, that no further change be made in our present procedures and since the suggesting employee has already been thanked, no further action need be taken.

November 17, 1953

PROPOSED CHANGE IN
STENOGRAPHER'S MANUAL OF RULES AND REGULATIONS

Section 1. Stenographic Tests:

Stenographic tests are given periodically to all Stenographers and the grade received in these tests is considered in making promotions and in reducing the force. Typists may take the prescribed stenographic tests by making the necessary request therefor through their immediate superiors.

(Note: The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy and Glavin, recommended approval of the above. WRG)

RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE
NOV 18 4 44 PM '53

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-5/deg

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

220
660
GGB:eam

RECORDED-19
INDEXED-19
EX-125

100-7554-10898

CRD papers
HBE

NOV 18 1953

MR. TOLSON

11/20/53

EXECUTIVES CONFERENCE

b6
b7c

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION #638-53

MADE BY MRS. [REDACTED]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION

DATE 8-2-82 BY SP4ELW/nt
2-12-92 SP-5 CJD/eg

Destruction of Bureau Property

SUGGESTION:

It is suggested that requests for information from private individuals, normally acknowledged and filed under the caption "Research - General," Bureau file #94-5, no longer be filed but be destroyed before coming to file after retention for a reasonable length of time. The suggesting employee feels that the majority of these routine requests are of little or no value and serve no real purpose by being placed on record and filed.

OBSERVATIONS:

The Executives Conference has approved the destruction of this material when it is over five years old (66-3286-439), and all of the routine mail over five years old was destroyed prior to March 1, 1953. No instance has come to the attention of the Records Section where this destruction has proven embarrassing.

The Crime Records Section is opposed to the adoption of this suggestion, pointing out that the mail consists of requests for Bureau reprints, Director's statements, and so forth, which are sent out. Many of these requests are received from prominent individuals, clergymen, educators and businessmen and it is of considerable value to the Crime Records Section to be able to determine what material has been sent previously to such a person. Crime Records Section believes it reflects favorably on the Bureau's efficiency to be able to refer by date to the correspondent's previous request for material and send him data which does not duplicate reprints furnished earlier. There would be a definite problem in evaluating which letters could be safely destroyed and should be done by an Agent. Crime Records Section doubts that an Agent's time should be spent reviewing these letters.

- 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

RECORDED-19

INDEXED-19

NOV 25 1953
106

66-2554-10899

RETURNS ON ORIGINAL

ORIGINAL FILED IN 66-2554-10899

DEC 4 - 1953

November 17, 1953

~~Steno-graphic~~ *mmr.L*

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS, VOLUME I

Section 6 (7)

They must be able to pass a dictation test given at the rate of 80 words per minute and a typing test at the rate of 45 words per minute. The time required in taking such test shall be marked on the papers and the results of the test submitted to the Bureau for grading. They also must be able to pass a spelling and vocabulary test with a composite average of not less than 85 percent and not less than 72 percent in spelling alone.

RECEIVED - DIRECTOR
U.S. DEPT. OF JUSTICE
4 44 PM '53

323, 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 a/leg

(Note: The Executives Conference of November 18, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy, and Glavin, recommended approval of the above change. WRG)

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

DEC 1 1953

RECORDED-88
INDEXED-88

66-2557-10900
RECORDED
44 NOV 27 1953

OGGB:eam

ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

Volume 148 of the file containing this material includes a letter to the young movie actor Brandon de Wilde. This boy met the Director and a press release indicates the boy is aiming for an FBI career. Crime Records Section believes the press story and the Director's letter should be saved because they might well have considerable publicity value later on.

The 94-5 files assist the Correspondence Section in being consistent in their replies to individuals. Of course, it would be embarrassing if the Bureau sent out conflicting data or opinions.

Therefore, the Crime Records Section recommends no change be made in the present system of retaining the mail in the Research - General file for a period of five years.

The FBI Laboratory feels the suggestion is too general and all-inclusive for them to concur. Requests for information are received by the Laboratory from individuals concerning evidence examined by the Laboratory, whether the Bureau would examine evidence under certain conditions and similar inquiries. In such situations it is believed the yellow file copy should definitely appear in the file. When the inquiry pertains to a specific case the yellow file copy is, of course, designated for that case file where it properly belongs. The Laboratory handles very little correspondence which does not pertain to a specific criminal case. Within the present week a private individual who heads a private laboratory made an inquiry of the FBI Laboratory and it is feared that under the proposed suggestion the yellow file copy of such correspondence might be destroyed, and it is believed this would be improper.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, recommended unfavorably for the reasons stated.

TO:

A. M.

November 20, 1953

FROM:

W. R. GLAVIN

SUBJECT:

.38 CALIBER SUPER AUTOMATIC PISTOLS

4 0
 With reference to the above-mentioned equipment presently being held in our gun vault, the Executives Conference of November 19, 1953, consisting of Messrs. Tolson, Clegg, Harbo, Rosen, Eadd, Tracy, Belmont, Mohr, and Glavin, instructed that these weapons be held in the gun room as at present.

WRG: rfs

323,013
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 2-12-92 BY SP-5CJ/dog

76

166-2554-10901
 NOT RECORDED
 141 NOV 27 1953

INDEXED - 73

11 3/4
 DEC 1 1953
 220

ORIGINAL COPY FILED IN 66-5760

Mr. Tolson

Nov. 19, 1958

Executives Conference

BUREAU STATISTICS

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP5 c/deg

On 11-18-58 the Conference, composed of Messrs. Ladd, Glavin, Mohr, Clegg, Tracy, Rosen, Holloman, Belmont and Harbo, considered the report of a subcommittee composed of Messrs. Nichols, Rosen and Harbo. The committee reviewed the Bureau's procedures in recording statistics and felt they are sound.

With particular reference to compilations prepared concerning the number and value of automobiles recovered in cases involving interstate transportation of stolen automobiles, it was pointed out that the approved procedure for referring to such data has for many years been in substance as follows: "During the 1958 fiscal year 13,866 automobiles valued at \$18,411,535 were recovered in cases investigated by the FBI." This terminology was adopted many years ago because the figures in this type of case include all automobiles recovered irrespective of whether the recovery was made by Bureau Agents or by local law enforcement officers. Such data were requested by former Congressman Dyer, author of the Federal statute. In all other types of cases our figures concerning property recovered are limited to instances wherein the recovery was the direct result of FBI investigative activity.

The committee recommended that in official publications of the FBI references to fines, savings and recoveries in Bureau cases be couched along the following lines: "Fines, savings and recoveries in cases investigated by the FBI during the 1958 fiscal year amounted to \$101,985,521." It was felt that in our official publications we should avoid statements such as (1) "fugitives apprehended," since our statistics actually reflect fugitives located and thus are not limited to fugitives actually apprehended by Bureau Agents; (2) statements indicating that the sum total of fines, savings and recoveries represent monies returned to the taxpayers, since the data concerning fines represent "fines imposed" as distinguished from fines collected, and the recovery figures include the automobile data as mentioned above; (3) terminology in charts included in official publications should be carefully presented in order to conform to approved terminology.

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

Attachment

Mr. Clegg
Mr. Mohr 58
Mr. A. E. Leonard

RECORDED - 7 156-2554-10902
NOV 30 1958
INDEXED - 7
EX-102
R4

RTH: kmb

In some instances quite substantial savings or recoveries are effected in individual cases. The committee feels that whenever a single savings or recovery to be recorded amounts to \$50,000 or more a memorandum should be prepared by the interested division briefly setting forth the facts justifying the recording of the data; this should be approved by the Assistant Director of that division and routed to the Statistical Section, which in turn will bring any questionable items to the attention of Mr. Nichols. This procedure is substantially followed at present but a specific rule is believed desirable.

The Conference unanimously agreed with the committee report. Attached hereto is a statement indicating briefly the nature of statistical data presently recorded.

Jayne
11/27/41

OK

PROCEDURES IN RECORDING BUREAU STATISTICS

Convictions and Acquittals

Convictions and acquittals are based on the number of indictments involved, not on the number of counts within each indictment. If a subject is convicted on one count of an indictment and acquitted on another, we record the case as one conviction. The only time we record more than one conviction for an indictment occurs when more than one person is named in the indictment. The procedure followed by the Bureau is basically the same as that followed in the administrative offices of the U. S. District Courts and in the Department of Justice.

Sentences (Actual, Suspended and Probationary)

We record actual sentences, suspended sentences and probationary sentences separately. All sentences given the subject in a case, unless they run concurrently, are recorded; for example, if on one count he is sentenced to five years actual and on another count five years with sentence suspended and placed on probation for five years, we would record, in addition to the five years actual, five years suspended and five years probation. Our procedure in this respect is the same as that generally used by other agencies in recording judicial statistics.

Fines

We record the total fines imposed by the courts in any of our cases in which we have obtained convictions. The amounts represent fines imposed and do not pertain to amounts collected.

Fugitives

We record a "fugitive located" whenever a subject in one of our cases constitutes a fugitive under Bureau regulations and is thereafter located as a result of FBI activity and taken into Federal custody. This, of course, includes instances wherein the actual apprehension is made by local or state police and the subject is subsequently taken into Federal custody. In Unlawful Flight cases we record a fugitive when the subject is located by the Bureau and the U. S. Marshal is notified, and a similar procedure is followed in Escaped Federal Prisoner cases.

323 013
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HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5CJ/dg

6-2554-11902
ENCLOSURE

Recoveries

In Interstate Transportation of Stolen Motor Vehicle cases we record the number and value of automobiles recovered in cases investigated by the FBI. This includes recoveries which are not the direct result of FBI activity. In other types of cases we record recoveries only when property which has been stolen or illegally held is recovered as the direct result of FBI investigative activity. There are a few exceptions or modifications of this general concept as follows: (a) in Federal Reserve Act cases we record all restitution made by the bank employees subsequent to our entry into the case on the theory that the restitution was made because of FBI active investigation. Also any restitution ordered by the court in one of our cases is recorded as a recovery. (b) In Veterans' Matters we likewise record any restitution made following our entry into the case for the same reason as in bank cases.

Savings

Savings in Bureau statistics represent the differences between the amount awarded a plaintiff suing the Government in a case investigated by the Bureau and the amount originally claimed. Originally this pertained only to War Risk Insurance cases but subsequently Court of Claims cases investigated by the Bureau were included and more recently Federal Tort Claims Act cases. There is the possibility that the plaintiff sues for a larger amount than he expects to obtain but there appears no other practical means for the Bureau to record statistics and it appears that our procedure is sound.

Renegotiation Act Claims

Renegotiation Act claims adjusted in favor of the Government in cases investigated by the Bureau are recorded in their total amount as an accomplishment. However, the total of such favorable adjustments is listed as a footnote to our statistical summary and is not included in figures composed of savings and recoveries. It is believed that such statistics are properly recorded, with the proviso that they continue to be separately listed in a footnote as at present.

Exceptional Cases

From time to time exceptional cases arise that do not fall within any of the above rules in which the Bureau decides to record an accomplishment. An illustration of such an exception is the Texas City Disaster case in which instance the amount of savings was listed by the Bureau only as a footnote to our summary of statistics for the 1958 fiscal year. Such cases are properly recorded in memoranda setting forth the facts justifying the inclusion of the item in our statistical summary and are reviewed and approved by the appropriate Assistant Director of the originating division, as well as Assistant to the Director L. B. Nichols. This procedure is believed sound.

MR. TOLSON

10-6-53

Mr. S. J. Tracy

~~QUOTING OF BUREAU INFORMATION
IN IDENTIFICATION RECORDS~~

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-12-92 BY SP-5 CJD/afg

FINGERPRINT CARD

The Executives Conference on September 24, 1953, considered a suggestion from the Identification Division concerning the quoting of Bureau information in criminal records. Those present were Ladd, Glavin, Harbo, Rosen, Hennrich, Mason, Holloman, Gearty, and Tracy.

United States Marshals are required to fingerprint all persons taken into custody. This has been the requirement for several years. Prior to this instruction Bureau Agents fingerprinted subjects on many occasions, however, fingerprints taken by Agents were not quoted in the criminal records but were entered on the Bureau page of the record only.

At the present time Agents fingerprint deserters when a question of identity arises. Such fingerprints are not entered in the record but are entered on the Bureau page only.

The Executives Conference unanimously recommends that the procedure of not quoting Bureau arrests when fingerprints are taken by Agents and a Bureau Field Division is listed as the contributor be changed and that in the future where the Bureau Field Division is the contributor of the arrest fingerprint it be entered on the record and disseminated to all sources.

Suspects prints submitted by Bureau Field Divisions have been filed in the criminal fingerprint files whether identifiable with a prior record or not. They are quoted only to Bureau sources in the event of subsequent identification with a current fingerprint card.

Messrs. Ladd, Glavin, Harbo, and Tracy feel that the procedure should be changed and that nonident suspect prints should be returned to the Field Office to be filed in the investigative case file. Those in favor of this change point out that the Bureau could be embarrassed in the event a protest that it is filing the fingerprints of innocent persons in the criminal files as suspects of some

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

SJT:dph
cc - Mr. Clegg
Mr. Mohr

RECORDED - 15

INDEXED - 15

66-2654-10903

NOV 29 1953

52 DEC 1 1953

ORIGINAL FILED IN 66-2654-10903

Memo to Mr. Tolson

10-6-58

Re: Quoting of Bureau Information
in Identification Records

crime, after a check has shown there is no record and the investigation fails to show one.

Messrs. Rosen, Hennrich, Mason, Gearty, and Holloman recommend the present procedure be continued of filing suspect prints even though there is no prior record. They feel that such information is important to Agents in case of subsequent arrest or suspicion in the same or other Field Divisions. They pointed out that in the Mattson case thousands of suspect prints are in file and that although the individuals concerned might be innocent the fact that their fingerprints were submitted is important and should be in the criminal fingerprint files of the Bureau.

Appropriate instructions to the Field Divisions and to the Identification Division will be prepared following the Bureau's decision.

The Director

November 25, 1953

The Executives Conference

~~Payment of Postage --
Public Law 236~~

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-12-92 BY SP-5 CJP/eg

Present at the Executives Conference November 23, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, and Mason *Franked Mail*

The Conference on October 13, 1953, considered whether the Bureau should discontinue furnishing fingerprint contributors with self-addressed franked envelopes (approximate annual cost \$35,000.00) and instead furnish contributors with self-addressed envelopes (without the frank) and thus realize a savings of approximately \$32,000.00 per year. Messrs. Tolson, Ladd, Harbo, Mohr, Belmont, Gearty, Holloman, Tracy and Mason favored this proposal. On the other hand, the minority, consisting solely of Mr. Glavin, felt that the Bureau should continue to furnish franked envelopes to fingerprint contributors.

The Director desired that this matter be re-considered on or about November 20, 1953, in light of the Bureau's financial status at that time. As of November 16, 1953, the balance of funds available to the Bureau was \$696,799.00, or a decrease of \$306,049.00 in the amount reflected in the statement issued prior to the one of November 16. The decrease in balance of funds appeared to be largely due to (1) reduced savings from resignations, (2) increase in estimated postal costs of \$191,498.00. A copy of the financial statement is attached.

The Conference of November 23, 1953, reconsidered this matter and recommended that the entire question be re-considered on March 1, 1954. At that time, the Bureau should be in a position to know more about funds available for the remainder of the fiscal year and for the next fiscal year.

No action is presently necessary and an appropriate tickler has been prepared in order that this matter can be reconsidered.

Attachment

cc: Mr. Mohr
Mr. Clegg

RECORDED - 68

INDEXED 68

10904

Respectfully,
For the Conference

NOV 30 1953
106

Clyde Tolson

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
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- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

ORIGINAL FILED IN 67-22605-195

The Director

10/21/53

The Executives Conference

~~PAYMENT FOR POSTAGE~~ PUBLIC LAW 268

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 c/peg

The Executives Conference on 10/13/53 consisted of Messrs. Ladd, Harbo, Glavin, Mohr, Belmont, Rosen, Gearty, Holloman, Tracy, Mason.

Franked Mail

Conference considered the effect of Public Law 286, which was approved 8/13/53, and causes each agency of the Government to pay its own postal cost. It is estimated that because of the passage of this act, our postage cost from August 15, 1953, to June 30, 1954, will be an additional \$416,676. For fiscal year 1955 the estimated additional cost is \$476,200. This amount is in addition to the sum of approximately \$172,000 which it has been costing the Bureau per year for postage, such as air mail and special delivery prior to the passage of the act. The total, therefore, we would spend each year for postage would be approximately \$648,200.

In an effort to determine if the postage costs can be reduced, the various present mailing practices were studied and the following recommendations were made by the Conference:

1. The majority of the Conference, consisting of Messrs. Ladd, Harbo, Mohr, Belmont, Gearty, Holloman, Tracy and Mason, recommended that the Bureau discontinue furnishing fingerprint contributors self-addressed franked envelopes (approximate cost \$35,000) and instead furnish such contributors self-addressed envelopes without a frank (approximate savings, \$32,000 per year). As indicated the savings will be considerable but such a procedure will probably result in a decline in the receipt of fingerprints and some loss of good will. The minority consisting of Mr. Glavin felt with regard to fingerprint contributors that we should continue to furnish envelopes with the "frank" and that a careful count should be kept of transmittals and returns so that an accurate record of the envelopes used may be determined.

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- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

cc - Mr. Mohr
Mr. Clegg

RECORDED - 68
INDEXED 68

66-254-10905

NOV 30 1953
108

62 DEC 14 1953

ORIGINAL FILED IN 66-254-10905

2. With regard to crime statistic material, the Conference was unanimous in the opinion that we should continue to furnish contributors with self-addressed franked envelopes. Will cost Bureau approximately \$2,307.60 per year (an increase of \$2,160 due to postage charge) but considered necessary to avoid probable loss of statistics.

3. Conference was unanimously opposed to the suggestion that we discontinue the present practice of sending all fingerprint returns west of the Mississippi by airmail unless the contributors specifically request airmail return. It was noted that this would save considerable postage if adopted but could result in loss of some good will.

4. Conference was unanimously in favor of discontinuing mailing Uniform Crime Report Bulletins in sealed envelopes and instead send them as franked third-class mail. At present the postal cost is 9¢ for each bulletin mailed with about 50,000 bulletins sent each year (\$4500), in addition to approximately \$1,000 for envelope cost and employee time. By using third-class mail the cost will be only 3½¢ each (\$1750) with sealing, franking and employee time costing less than \$250.00, a saving of \$3,500.

O.K.
H.

5. Conference also gave consideration to possible ways of reducing the cost of mailing Identification Orders, Apprehension Orders and Wanted Flyers inasmuch as each currently bears a frank (estimated yearly cost \$282,309). Consideration was given to the proposal that each field office be requested to furnish the Bureau with an estimate as to the very minimum number of these posters that must be franked together with an estimated number for office and distribution to personnel that need not be franked. However, it was deemed impractical for the Mechanical Section to try to print some of these documents with a frank so that the field could mail them out and to prepare certain others without a frank. It was concluded unanimously by the Conference that each office should be advised to list on its

records the number of IOs, AOs and Wanted Flyers bearing franks which were not actually deposited in the mail so that these franks could be counted as spoilage and the Bureau would not have to pay for them. As you know, we must pay postage only for those franked documents which are actually deposited in the mail. Consequently, we will only be charged postage for those franks actually mailed.

O.K.
H.

6. The Conference was unanimously opposed to a suggestion that letters of congratulations, condolence or other personal letters be sent by the Bureau to the field office of assignment of an employee in the regular field mail package in order to avoid postage. The Conference unanimously feels that, under certain circumstances, these personal letters should be addressed directly to the home of the recipient.

7. The Conference was opposed unanimously to a suggestion that courier service be used for the delivery of mail in the Washington area when practicable, in an effort to save postage costs. The Conference felt that the time of the courier would more than offset the cost of postage and, in the long run, greater costs would be incurred by the Bureau.

In the event you approve each of the items, appropriate action will be taken. In the event you approve the item concerning IOs, AOs and Wanted Flyers, an SAC Letter will be necessary and will be subsequently prepared by the Training & Inspection Division.

Respectfully,
For the Conference

Glyde Tolson

Mr. Tolson

November 27, 1953

The Executives Conference

323,013
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DATE 2-11-92 BY SP-5 C/deg

The Executives' Conference of Monday, November 23, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Belmont, Harbo, Tracy and Glavin, considered a suggestion of the SAC at Baltimore concerning the preparation of a memorial plaque for SA J. Brady Murphy, deceased.

It was pointed out to the Conference that the SAC at Baltimore had advised that the personnel at that office are desirous of obtaining a memorial plaque commemorating the sacrifice of J. Brady Murphy when he lost his life in the line of duty. A contact was made with a local manufacturer who specializes in plaques and it was found that an appropriate plaque can be secured.

It was pointed out to the Conference that the Bureau had previously approved the procurement of a plaque by the New York Office commemorating the death of SA J. Brock, who lost his life in the line of duty in the New York Office in the recent past. The Conference has no objection to a plaque being made at the expense of the personnel of the Baltimore Office.

Should you agree, the attached communication should be forwarded to the Baltimore Office at this time.

OK
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U. S. DEPT. OF JUSTICE

RECEIVED READING ROOM

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- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
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- Miss Gandy _____

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166-2554-109 of 6
DEC 1 1953

Attachment sent 11/30/53 - 104

Mr. Clegg SP
DEC 1 1953

MR. TOLSON

November 30, 1953

THE EXECUTIVES CONFERENCE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-17-90 BY SP-5 cld/eg

The Executives Conference of November 23, 1953, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Belmont, Harbo, Tracy, and Glavin, considered the desirability of continuing in operation the Bureau's Norfolk, Virginia Office.

It was pointed out to the Conference that the administrative report as of the close of business October 31, 1953, reflected that there were 667 cases pending in the Norfolk Division. These cases are subdivided as follows:

Criminal Matters	481
Internal Security and Espionage	44
Applicant Matters	49
Civil Matters	7
Informant Matters	90
Bureau - Applicants	2
Administrative Matters	1
TOTAL	667

It was further pointed out to the Conference that the majority of investigative matters received in the Norfolk Division during the month of October were leads. It was pointed out that there were a total of 452 matters received in the Norfolk Office during October, 96 matters being received in Norfolk as office of origin and 356 leads from other offices.

It was further pointed out that there are 21 Special Agents, including the SAC and SAC in the Norfolk Office at the present time. There is one Resident Agency in the Norfolk Division, that being located at Newport News, Virginia. There are four Resident Agents assigned to that Resident Agency.

It was pointed out that in the event the Norfolk Office was closed, the savings in funds would not be large insofar as the Bureau's appropriation is concerned. We would have to continue to occupy space in Norfolk for Resident Agents who would have to be assigned to that city. It is entirely possible as many as ten or more Resident Agents might necessarily have to be assigned to Norfolk.

- Tolson
- Ladd
- Nichols
- Belmont
- Mohr
- Glavin
- Harbo
- Tracy
- Laughlin
- Nease
- Callahan
- Conrad
- DeLoach
- Malone
- Rosen
- Tavel
- Trotter
- Tele. Rm.
- Holloman

CC: Mr. Clegg
Mr. Mohr

INDEXED - 28

166-2554-10907

DEC 1 1953 RECORDED - 28

DEC 12 1953

EX - 12

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Memo to Mr. Tolson (continued)

The Conference was of the unanimous opinion that no action should be taken looking toward the closing of the Norfolk Office at this time but that the continuance of this Division be further considered on March 1, 1954.

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OK
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MR. TOLSON

11-25-53

The Executives Conference

18910

PHOTOINDEXING
NONFINGERPRINT IDENTIFICATION CARDS
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-22-93 BY SP/dep

The Executives Conference of November 22, 1953, consisting of Messrs Tolson, Ladd, Rosen, Glavin, Belmont, Harbo, Mason, Mohr, and Tracy, suggests that the Bureau purchase the necessary photographic equipment to enable it to prepare photographic index cards for the Identification Division.

For the Director's information the Bureau has a contract with the Microfilm Foto-File Company to photograph the fingerprint cards for index card purposes. In order to photograph index cards in the Bureau the estimated cost would be as follows:

Original cost of equipment.....	\$42,000.00
(2 Remington Rand cameras, 1 processor, and 1 trimmer)	
Labor - 2 Photographers - GS-5.....	8,650.00
(1 employee - GS-2)	
Film - 5.55 rolls per day at \$14.....	19,590.40
Processing Fluids.....	650.00
Total	\$70,830.40
Cost of operation after first year.....	\$28,880.00
Average cost per print - first year.....	.03619
Average cost per print - second year.....	.01474

The present cost under the Microfilm Foto-File Contract is \$.03733 per card where one copy is required and \$.05998 where two copies are required. In addition, however, due to the unsatisfactory work of this company an additional check has been necessary in the Identification Division costing approximately \$.0117 per card.

SJT:dpz

cc - Mr. Mohr
Mr. Clegg

RECORDED - 78

INDEXED - 78

EX-124

66-2554-10908
DEC 1 1953
51

FEB 4 1954

INITIALS OF ORIGINAL

ORIGINAL FILED IN

18911

Memo to Mr. Tolson
Re: Photoindexing
Fingerprint Cards
Identification Division

11-25-53

The Training Division has carefully checked into the situation and recommends that the equipment be purchased and the Bureau do its own photographing of index cards.

The Executives Conference unanimously recommends that the equipment be purchased and arrangements be made for the Bureau to do its own work as soon as the equipment is installed. The Mechanical Section of the Bureau would handle this work.

O.K. if we have the
funds
H.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: 10/23/53

FROM : H. H. Clegg *WCC*

SUBJECT: SUGGESTION #482-53

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 *Scidag* Box

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Sizoo _____
Miss Gandy _____

Per presentation by Mr. Mason at the Executives Conference 10/22/53, the following is submitted for the record:

SUGGESTING EMPLOYEE:

Mrs. [] Records and Communications Division.

SUGGESTION:

That divisional offices include the complete title in the case in the caption in submitting fugitive form letters (FD-65) to avoid the opening of duplicate cases at the Bureau which occurs when there are several subjects and separate fugitive forms letters are submitted prior to the submission of the first report using only the individual fugitive's name in the caption.

OBSERVATIONS:

The FBI Handbook, part 1, page 29a, provides that the names of all subjects must be set forth in the caption of all correspondence first reflecting the subject a fugitive. Supervisor, General Fugitive Desk, states the opening of duplicate cases at the Bureau results only from the field not following the existing instructions requiring the full title to be set out in fugitive form letters and that error forms are sent to the field in such cases when the full title is not set forth.

W. G. Eames, Supervisor, Records and Communications Division, states the failure to set out the full title on the fugitive form letters in cases containing several subjects prior to the receipt of the first report causes the opening of duplicate cases since there is no way to determine that the 2 or more fugitive form letters submitted with only the fugitive's name in the caption are related to the same case. Mr. Eames further stated the duplication of cases not only causes confusion but requires additional expense to consolidate.

ORIGINAL COPY FILED

INDEXED - 22

NOT RECORDED
141 NOV 30 1953

53 DEC 7 1953

EX-110

RECOMMENDATION:

It is recommended that:

1. The attached Bureau Bulletin emphasizing the existing rule and the necessity for the full title to be set forth in fugitive form letters be approved.

2. The attached letter advising Bureau's actions go forward to Mrs.

b6
b7c

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10-29

MR. TOLSON

August 26, 1953

EXECUTIVES' CONFERENCE

The Executives' Conference of 8/21/53, consisting of Messrs. Nichols, Harbo, Gearty, Clegg, Rosen, Ladd, Belmont, Mohr, Tracy and Glavin was again advised of the fact that Public Law 285 of the 83rd Congress to reimburse the Post Office Department for the transmission of official Government-mail matter, had been approved as of 8/15/53.

It was pointed out again to the Conference that the law amends the Penalty Mail Act of 1948 as follows: "...there shall be transferred to the Post Office Department as postal revenue, out of any appropriations or funds available to the departments, agencies, and establishments concerned, the equivalent amount of postage due therefor, as determined pursuant to regulations prescribed by the Postmaster General."

The Conference was advised that regulations have not yet been promulgated by the Postmaster General; however, as soon as such regulations are issued they will be secured and you will be advised.

This law will result in increased obligations in our present year appropriations, since it appears we will have to pay postage on the mail presently being transmitted postage free under penalty.

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-12-92 BY SP-5/deg

CO: Mr. Clegg
Mr. Mohr

RECORDED - 68

URG:pmc

INDEXED 68

76-2554-10901
12
DEC 1 1953

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

CEP
DEC 3 1953

Handwritten initials

MR. TOLSON

10-21-53

The Executives Conference

SUGGESTION OF [redacted] Technical Section, Identification Division

b6
b7c

The Executives Conference on October 16, 1953, consisting of Messrs. Tolson, Ladd, Harbo, Glavin, Belmont, Nichols, Trotter, Mason, Holloman, and Tracy, considered a suggestion from Mr. [redacted] of the Identification Division.

b6
b7c

PRESENT PROCEDURE:

When a criminal fingerprint card bearing two or more amputated fingers is received it is searched first in the "amputation" file. If no identification is made it is then searched in the regular file (giving the missing fingers the same classification as the opposite fingers).

b6
b7c

PROPOSED PROCEDURE:

Mr. [redacted] proposes that such criminal fingerprints be searched in the "amputation" file only for the reason that identifications are rarely made in the search of the regular file.

STUDY BY IDENTIFICATION DIVISION STREAMLINING COMMITTEE:

From September 1, to October 8, 1953, 101 fingerprint cards bearing two or more amputated fingers were searched in both files. Only one identification was made. The Streamlining Committee recommended the adoption of the suggestion and the Identification Division supervisors concurred. The estimated savings would amount to approximately \$1,200 a year.

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The Executives Conference unanimously recommended the adoption of the suggestion and that an award be given employee [redacted]. A letter thanking the employee is transmitted herewith.

SJT:dph

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP5/SLJ/SLJ

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

63 DEC 14 1953

DEC 1 1953
 RECORDED - 36
 INDEXED - 36
 66-1631-9977
 66-2554-10912
 DEC 1 1953
 EX-120-53
 76
 3 [signature]

ORIGINAL FILED IN 66-1631-9977

October 23, 1953

Mr. [redacted]
Federal Bureau of Investigation
Washington, D. C.

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b7c

Dear Mr. [redacted]

My attention has been brought to your suggestion that criminal fingerprint cards bearing two or more amputated fingers be searched through the "amputation" file only. I am pleased to inform you that this suggestion has been carefully reviewed by the Bureau, and it is being adopted.

I want to take this opportunity to thank you for your suggestion, and hope you will continue to keep the Bureau advised of any suggestions you think would increase the proficiency of the organization.

Sincerely yours,

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-12-92 BY SP5/ed/deg

SJT:dph

cc - Mr. Mason
Personnel file in Ident (sent direct)

Suggestion # 730-53



MR. TOLSON

November 24, 1953

EXECUTIVES CONFERENCE

Present at Conference
11-24-53, were Messrs.
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Rosen and Mason

SUGGESTION #771-53
MADE BY ASAC CLARENCE M. KELLEY
HOUSTON OFFICE
REPORT WRITING

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY [signature]

SUGGESTION:

SAC Letter #53-69 dated 10/20/53, contains instructions that ~~RUC~~ reports containing only negative and non-pertinent data should not be sent to the Bureau.

ASAC Kelley suggests that pending reports submitted by auxiliary offices which contain non-pertinent and negative information not be sent to the Bureau.

OBSERVATIONS:

The Investigative Division pointed out that the Bureau has long stressed that status reports should not be prepared by the field. To issue instructions such as those recommended by ASAC Kelley would have the effect of making a rule to govern a prohibited procedure. Investigative Division is opposed to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-24-53

Conference was unanimously opposed to the adoption of the suggestion and does feel that RUC reports should come to the Bureau even though they contain negative or nonpertinent data related to the investigation. In other words the Conference recommends no change in the current practice.

No further action need be taken inasmuch as the suggesting employee has already been thanked for his idea.

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- Rosen _____
- Tracy _____
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- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

cc-Mr. Mohr
Mr. Clegg

EDM:dmg

RECORDED - 36

INDEXED - 19

66-2554-109/3
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INITIALS

58 DEC 7 1953

EX - 122

ORIGINAL COPY FILED IN 66-2425-1031

Mr. Tolson

November 23, 1953

The Executives Conference

ELIMINATION OF REFERENCE TO PRIOR BUREAU REPORTS AS ENCLOSURES TO CURRENT REPORTS

The Conference considered the suggestion that in the future the following procedure be adopted:

"Bureau investigative reports should not be listed as enclosures to a report. If it is necessary to forward copies of prior Bureau reports to other offices or United States Attorneys, this should be done by appropriate cover letter. A statement should also be made at an appropriate place on the Administrative Page of the current report that copies of other reports have been forwarded by cover letter to other offices or United States Attorneys with the reason why they were sent."

PRESENT MANUAL PROVISION

At the present time, the Manual of Rules and Regulations and the FBI Handbook provide for the "reference" of reports to be placed on the Administrative Page, with the exception of applicant-type cases. This policy is to guard against revealing or identifying investigative reports or other correspondence which may have been submitted in connection with a case. Consequently, our reports are not supposed to refer to previous reports which may have been used as a reference, in connection with the preparation of the current report.

There is, however, a weakness in this rule because it also requires that enclosures be listed not only in the details of the report but also that the fact enclosures are being sent with a report be indicated on the front page opposite the name of the office to which the enclosures are being sent.

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- Rosen _____
- Tracy _____
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- Mohr _____
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- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

CC: Mr. Clegg
Mr. Mohr

AR: JMT
Sizoo

52 DEC 7 1953

RECORDED-59
INDEXED-59
NOV 24 12 54 PM '53
U.S. DEPT. OF JUSTICE

105-2554-10914
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INITIALS ON ORIGINAL

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DATE 2/21/82 BY SP54/KG

ORIGINAL COPY FILED IN

Memorandum for Mr. Tolson

As a result of this weakness, even though we do not list references in our reports, we do list reports in the details if they are enclosures.

To remedy the above, the suggestion was made which would remove the listing of enclosures in the details and also on the first page. All enclosures would be listed on the Administrative page. The Administrative page of the report does not go to anyone except our field offices and, consequently, the United States Attorneys, the Department, and anyone else receiving our reports would not be aware of any reference to previous reports, as they are now aware of reports which may be transmitted as enclosures.

RECOMMENDATION

The Executives Conference, with Messrs. Ladd, Harbo, Mohr, Clegg, Rosen, Tracy, Holloman, Belmont and Glavin in attendance, did not feel that a change in the present instructions is justified, for the following reasons:

1. Additional work will be necessary inasmuch as a cover letter would have to be prepared transmitting all reports.
2. Additional work would be required in checking the Administrative page of the report in order to determine that all enclosures are properly transmitted.
3. This procedure would require additional administrative handling both in the field and at the Seat of Government.

Consequently, in view of the foregoing observations, it was thought that the present procedure should not be changed.

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MR. TOLSON

November 30, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of November 23, 1953, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Belmont, Harbo, Tracy, and Glavin, considered a communication received from S. A. Andretta, Administrative Assistant Attorney General, under date of November 16, 1953, with which he enclosed a copy of a communication received from the Post Office Department regarding the withholding of all bulk mailings of pamphlets, books, forms, and other printed matter during the period December 1 through December 26.

This communication stated that such bulky mailings during the period in question seriously interfere with the expeditious handling of the holiday mails and on account of their weight often cause damage to Christmas parcels.

The Conference was advised that such communication is sent out annually by the Post Office Department at this season of the year.

The Conference recommends that the field and officials at the Seat of Government be appropriately advised concerning this particular matter.

A suggested communication to all Special Agents in Charge and a memorandum to Bureau officials concerning this matter are attached hereto.

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HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-5 CLK/DM/vm

OK

Attachments (2)

cc - Mr. Clegg
Mr. Mohr

RECORDED - 93

INDEXED - 93

66-2554-10915

NOV 30 1953

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
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- Miss Gandy _____

RGK:jmr

66-2554-10915

Handwritten initials and scribbles

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: Nov. 13, 1953

FROM : I. W. Conrad

SUBJECT: PROPOSED PURCHASE OF BATTERIES ON LOCAL BASIS BY FIELD

- Tolson _____
- Ladd _____
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- Miss Gandy _____

By SAC Letter 53-67 dated 10-6-53 Section F the Bureau authorized the field offices to purchase on a local basis FM radio repair parts up to the amount of \$15. Batteries were not specifically included in the SAC Letter, although obviously batteries are used in much of our radio equipment. The Bureau receives a substantial volume of requests from all over the country for relatively small quantities of batteries.

It is suggested that, if consistent with over-all Bureau policy, the field likewise be instructed to purchase such standard, commercially available batteries on a local basis where small quantities are involved, not only to insure more expeditious procurement but, in addition, as a matter of economy. It is considered that the paper work necessary, plus shipping expenses in many cases, would correspond to a substantial portion of the cost of the batteries themselves when such batteries are ordered from the Bureau.

RECOMMENDATION:

There is attached hereto for approval a proposed SAC Letter which specifically includes standard, commercially available batteries within the scope of SAC Letter 53-67. This proposed SAC Letter has been coordinated with the Administrative Division and incorporates the views of that Division

Attachment

IWC:vrh

323,013
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 DATE 2-12-92 BY SP-5 cjd/cg

ADDENDUM: (jmr) 11-19-53 The Executives Conference of November 18, 1953, consisting of Messrs. Harbo, Ladd, Mohr, Clegg, Rosen, Belmont, Holloman, Tracy, and Glavin, recommended approval of the communication in question. WRG

ORIGINAL COPY FILED IN 70-712-10916

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RECORDED - 28
 INDEXED - 28
 66-2014-10916
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 138 DEC 1 1953
 INITIALS ON ORIGINAL

The Director :

November 25, 1953

The Executives Conference

Bureau War Plans -
Alternate Office Space

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP5C/dcf

Present at the Executives Conference November 23, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, and Mason.

The Conference considered the matter of space for the Washington Field Office in connection with the Bureau's War Plans. The Conference was informed that Washington Field Office has conducted a survey in the outlying areas of the District of Columbia and nearby Maryland and Virginia, and has located four sites in Virginia, five in Maryland, and seven in the District of Columbia.

For record purposes these sites would be used as alternate space for the Washington Field office in the event the Old Post Office Building should be destroyed by enemy attack. A problem exists for the Washington Field Office in that Washington is a top target and many Washington Field Office Agents reside in Virginia, and in the event the Virginia-Washington bridges should be destroyed, many employees would be unable to get to the Washington Field Office.

It was the conclusion of the Conference that the Washington Field Office should discard its plans to set up half a dozen separate points from which employees will work in the event the Washington Field Office building should be destroyed. The Conference unanimously agrees that the Washington Field Office should locate a suitable area in nearby Maryland and another suitable area in nearby Virginia, so that, depending upon conditions at the time, the entire office can evacuate to the previously selected site and use whichever site is deemed best at the time in light of the existing conditions.

Inasmuch as evacuation space for government agencies in metropolitan Washington is controlled by Ferdinand Kaufholz, Jr., who is Deputy Director of Civilian

cc: Mr. Mohr
Mr. Clegg

INDEXED-49

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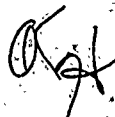
EX-126

Defense and represents the General Services Administration, contact should be made with Kaufholz by Messrs. Glavin and the SAC of the Washington Field Office jointly. The Conference felt that inasmuch as Mr. Glavin is the coordinator of evacuation for the Bureau, and also handles liaison with General Services Administration, Mr. Glavin should be present to make certain that appropriate alternate space is selected for the Washington Field Office, and that such space meets the tests of suitability and security.

If you agree, Mr. Glavin will handle this matter and will make appropriate contact with the Washington Field Office so that plans can be inaugurated.

Respectfully,
For the Conference

Clyde Tolson



MR. TOLSON

11/24/53

The Executives Conference

323,013
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DATE 2-12-92 BY SP-5 u/pjg

FINGERPRINTING
RAILROAD EMPLOYEES

The Executives Conference consisting of Messrs. Tolson, Ladd, Harbo, Rosen, Glavin, and Tracy on November 19, 1953, considered the matter of Bureau policy in handling fingerprints for railroads, airlines, and interstate trucking companies.

The Minneapolis Office advised that the Northern Pacific Railroad desires to institute a program of fingerprinting all future employees of the railroad in the crafts and clerical field, that is, all new employees with the exception of extra labor gangs and track crews, that the railroad feels it is extremely important that the employees be fingerprinted and that an identification check be made against the FBI fingerprint files.

The Conference was advised by Mr. Tracy that in 1934 Attorney General Cummings advised the Bureau it could handle fingerprints for Railroad Special Agents in the same manner as for a law enforcement agency, that since that time, this service has been extended to include airlines and interstate trucking companies, that is to handle fingerprints for the law enforcement branch. On January 29, 1948, the Director approved Executive Conference memorandum relative to request of Southern Pacific Company for searching fingerprints of all persons entering the employ of the railroad. The approved action consisted of advising Mr. A. J. McKenna, Chief Special Agent, Southern Pacific Company, that due to the tremendous volume of work, it would be impossible to handle all fingerprints forwarded by him; however, he was advised that the Bureau would continue to handle applicant fingerprint cards for positions as railroad police. The Director approved Executives Conference memorandum of May 19, 1950, extending applicant fingerprint service to airlines and interstate trucking companies with the proviso that there be absolutely no solicitation and such fingerprints were to be confined to selected types of positions.

To include all employees of railroads, airlines, and interstate trucking companies would be a monumental task.

Attachments

cc - Mr. Glegg
Mr. Mohr

SM:edm

RECORDED - 81

INDEXED - 81

66-257-10918
81 DEC 13 1953

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

Memorandum for Mr. Tolson

November 24, 1953

Mr. Tracy suggested that a letter to all Special Agents in Charge be prepared advising the field that the Bureau will be unable to handle fingerprints of employees of railroads, airlines, and interstate trucking companies and specifically pointing out that the Bureau is authorized only to handle fingerprints of persons entering on duty as Special Agents or similar positions and persons being investigated or persons arrested on company property.

The Conference also considered the advisability of sending a notice to the present contributors advising them that the Bureau desired to handle fingerprints from railroads, airlines, and interstate trucking companies as set forth in the foregoing paragraph; however, the Conference was unanimously of the opinion that no notice should be sent to present contributors but should be limited to Special Agents in Charge in order that inquiries received in field offices can be appropriately handled.

The Conference unanimously recommends the letter to all Special Agents in Charge be sent and a proposed draft is attached hereto. There is also attached a proposed reply to the SAC, Minneapolis.

ent
12-2-53

OK
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MR. TOLSON

11/19/53

THE EXECUTIVES CONFERENCE

SUPERVISOR DELAYS BETWEEN ENDING OF INVESTIGATION AND TYPING OF REPORT

Present at the Executives Conference on 11/18/53, were Messrs. Ladd, Harbo, Glavin, Belmont, Mohr, Rosen, Tracy, Holloman, and Clegg. The attention of the Conference was called to the fact that frequent instances had been noted of a considerable delay (15 calendar days or more) between the last date of the "period for which made" and the date the report was typed. The discussion covered such subjects as the responsibility of the supervisor at the Seat of Government to challenge and write letters when such delays occurred. It also covered a review of the procedure whereby some years ago whenever there was a typing delay of more than two weeks, an error card was prepared and at the end of the month a summarization by total number of these error cards would be sent to each field office. There was also a discussion as to the responsibility for taking action on the part of the field supervisors.

Mr. Belmont pointed out that a spot check in his division disclosed that there was a very high percentage of the reports received which had a lapse of 15 days or more between the last "period for which made" and the typing of the report. To require Seat of Government supervisors to prepare a special communication in each such instance would run into a considerable volume of correspondence and would require additional supervisors. It was noted by Mr. Ladd that some of the reports received as in Interstate Transportation of Stolen Motor Vehicles, supervisors are not required to review the more routine types of reports which are examined by clerical employees. It was believed by some of those present that the preparation of a letter or a form for each such delay of 15 days or more would go into large quantities as to volume.

One conference member pointed out in some instances a requirement for such a communication might lead to one additional telephone call to permit a later date in the "period for which made" block in order to reduce the time lag before the report is typed.

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

EX 127

RECORDED - 93

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OFFICE OF DETENTION

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Some other observations were that to require the field offices to automatically attach an explanation to each report when there is a 15 or more day delay would again contribute nothing of special value.

Mr. Glavin proposed (with accepted modifications) that field offices be required to attach an explanation for a time lag in excess of 30 calendar days prior to the typing of the report.

It was pointed out that already there is a rule requiring that all typing be completed by 5 days after receipt of dictation or rough draft. It was further pointed out that deadlines existed in certain cases and delinquency dates of 45 days had been arbitrarily fixed by the Bureau to apply pressure to the field in order to avoid unnecessary delay.

The suggestion that this matter be left largely to Inspectors was considered undesirable due to the fact that a requirement for an Inspector to examine each single report in each pending case for this specific purpose would extend unduly the length of time for the inspection. Also it was pointed out that many cases are closed between inspections and the Inspector does not have the opportunity or obligation to review all closed files. It was felt that Inspectors should not go beyond a "spot check" operation as far as examining reports and files for delays in typing reports after the investigation is complete.

It was pointed out that at present Resident Agents are not required to come to field offices more than once each 60 days. Many of them rough draft their reports in practically all instances; others use dictating machine cylinders for submission to the field offices for typing of reports. Thus, the time lag is for the most part not a "typing delay" but a delay involving preparation of rough drafts, dictation, and typing combined.

RECOMMENDATIONS:

1. The Conference was unanimously of the opinion that major cases, so called "special" investigations and other matters in which the time element was of the essence should at all times receive the careful attention of both Seat of Government and field supervisors. This is the present requirement and it was recommended that it be continued.

2. In order to ascertain the actual extent of unusual delays after an investigation is completed and before the report is typed, it was recommended that for a period of one week the supervisors at the Seat of Government make analysis and count all reports wherein there is a time lag before the report is typed and after the investigation is completed in excess of 30 calendar days. Based upon this figure as to quantity and extent of this extensive delay the Conference will further consider the matter on the basis of volume and how it can best be handled. If approved, there is attached an appropriate memorandum for Seat of Government supervisors providing instructions for the making of the survey.

MR. TOLSON

November 30, 1953

EXECUTIVES CONFERENCE

Present at Conference 11-25-53 were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Holloman and Mason.

SUGGESTION #728-53

MADE BY MRS. [REDACTED]

RECORDS SECTION STREAMLINING PROGRAM
RECORDS & COMMUNICATIONS DIVISION
DESERTER FORMS

b6
b7c

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP5 C/uf

SUGGESTION:

It is pointed out that a survey of four days reflected an average of 60 Deserter Forms are received daily from various branches of the Armed Forces. These forms are blocked and given special handling through the Records Section.

The suggesting employee proposes that these forms be blocked "Not Recorded" and the General Index Unit cross through the word "not" and open a new case if there is no previous record. This means an abstract will be prepared in the event this is a new case. If there is a previous record or file which the form should be placed in the form can be sent directly to the Filing Unit without being processed through Numbering and Recording Units.

OBSERVATIONS:

The Records Section, Records and Communications Division, believes the suggestion has merit and that it will save work in the Numbering and Recording Units. The forms will reach the file at an earlier date.

The Investigative Division points that these forms constitute an official request by a branch of the military service and, as such, due to their importance should be recorded. The Bureau receives numerous inquiries from the military concerning these forms and refers to them often. The Bureau cannot depend fully on military records which leave something to be desired and, therefore it is necessary to have them available through our index. In some cases the FBI will discontinue investigation relative to a Deserter and reopen the case for some reason. Therefore, it is absolutely necessary to be sure the Bureau has received a Deserter Form from the

- Tolson _____
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- Harbo _____
- Rosen Mr. Clegg
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- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

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EX - 122

ORIGINAL FILED IN 66-818-3715

Memorandum to Mr. Tolson

service. If this Deserter Form is not in file, the Bureau would have no way of knowing, if Not Recorded, and in some cases where escapees are concerned this information is vital and it has to be obtained immediately. The Investigative Division Deserter Desk believes that the suggestion might possibly result in an increased number of file locates.

It was noted that the Investigative Division is now considering a suggestion to make up a more complete abstract when Deserter Forms are recorded in order to cut down materially on file locates.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-30-53

Conference was unanimously opposed to this suggestion. Realizing that while adoption of the proposal might save a little time in the Records Section in getting documents into file, the Conference felt, however, that more time might be consumed at a later date in connection with locating various documents. The Conference saw an undesirable loophole in that if requests from the Armed Forces to initiate deserter investigations are treated as Not Recorded (Not Recorded means no abstracts are prepared and the document is not serialized) it would not be possible at a later date to know whether a request had been received from the Armed Forces if for some reason the document should be out of the file. The lack of serializing and the lack of abstracts would make it impossible to account for the Not Recorded documents. Not Recorded material, of course, goes into the regular case file.

Because of the loopholes listed above, the Conference was unanimously opposed to this suggestion. If you agree, no further action need be taken inasmuch as the suggesting employee has already been thanked.

The Director

11-5-53

Executives Conference

SAFEGUARDING OFFICIAL INFORMATION
IN THE INTERESTS OF THE DEFENSE
OF THE UNITED STATES (PROPOSED
EXECUTIVE ORDER)

Present at the Executives Conference of November 2, 1953, were Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols and Mason.

BACKGROUND

On October 26, 1951, the Executive Order 10290 became effective prescribing regulations establishing minimum standards for the classification, transmission and handling of information relating to the security of the United States. Ever since Executive Order 10290 became effective, there has been pressure from the press for a revision, because the order has been interpreted as a means for government agencies to withhold information under the guise of security data when such information might otherwise be given to the press and the security of the United States is not necessarily involved at all. In other words, the press has sought to prove that government executives might use the executive order to cover up for their own weaknesses and administrative errors.

On June 16, 1953, Bureau representatives (Ammarell, Mason and Strong) met with Mr. Tom Donegan (former AIG, New York) who had been designated by the Attorney General to draft a revised executive order to replace Executive Order 10290 and to remove the objectionable factors. Donegan met terrific opposition from the military as to the newly proposed executive order, and they have demanded revision after revision, which the Department of Justice has refused to make, and they have requested exception after exception, and these likewise have been refused. The President's Cabinet on October 30 considered the new executive order, and the order will become effective on December 15, 1953. It is

EDM:jaw
cc: Mr. Clegg
Mr. Mohr
Mr. Nichols
Mr. Belmont

RECORDED - 36
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DEC 8 1953

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63 DEC 9 1953

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DATE 2/20/82 BY SP-3/ky

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contemplated the new executive order will be published in the Federal Register about November 6.

EFFECT OF NEW ORDER ON FBI.

The new executive order makes it impossible to classify information unless it relates specifically to the defense of the United States and further, specifically forbids certain agencies of government to classify anything. In certain other agencies permission to classify documents is limited to the head of the agency. The old executive order provided for four categories into which documents could be classified, and these categories were restricted, confidential, secret or top secret. The new order eliminates the category of restricted and leaves only the other three.

To make absolutely certain that the new executive order does not contain any requirements or provisions which might be interpreted in such a fashion as to necessitate an adjustment in FBI procedures, Bureau representatives on June 16 met with Donegan and drafted a proposed memorandum for the signature of the Attorney General addressed to the Director of the FBI covering various points of the executive order so that there would be an interpretation favorable to the Bureau and not necessitating any change. Following the Cabinet consideration on October 30, a few more adjustments were made to the executive order, whereupon Messrs. Ammarell, Mason and Strong met with Ben Willis of the Department and slightly revised portions of the proposed memorandum from the Attorney General to the Director in conformance with changes made in the executive order by the Cabinet.

The proposed memorandum from the Attorney General contains the following points of interpretation of the executive order:

1. The term "head of agency," as referred to in the order, will apply to Mr. Hoover as Director of the FBI. Thus, the Director will have rather broad powers.

2. The bottom of the first page of each investigative report now carries the following caution: "Property of FBI - This confidential report and its contents are loaned to you by the FBI and are not to be distributed outside of agency to which loaned." Donegan states that the Attorney General cannot authorize us to continue the use of the word "confidential" on reports unless they relate to security work. Since this admonition is printed on all our investigative reports, regardless of whether they relate to applicants or criminal cases, Donegan suggests that

the phrase "...This confidential report and its contents are loaned..." be adjusted to "...This report and its contents are to be treated confidentially and are loaned..." Donegan agrees that this adjustment is a play on words, but since the new executive order expressly forbids the use of the word confidential unless a document relates to security work and being aware of the Bureau's desire that all its information should be treated confidentially, Donegan suggests the above change so that there will be no squawk from the military as to our possibly classifying as confidential a document which does not relate to security work. Inasmuch as we have approximately a three-months' supply of printed investigative report forms on hand, Donegan sees no objection to our exhausting our present supply and, if the Director agrees, having the phraseology at the bottom adjusted at the time of the next printing. The new phraseology will read if approved: "Property of FBI - This report and its contents are to be treated confidentially and are loaned to you by the FBI and are not to be distributed outside of the agency to which loaned."

3. The Director will have authority to designate whoever he chooses by title (not necessarily by name) as classification officers to classify, de-classify, upgrade or downgrade classified documents.

4. It will not be necessary for the FBI to review all classified information on hand, and as employees handle during the course of their daily work classified information, it will be satisfactory for them to be alert as to any possible or desirable classification changes. Thus, a special review of all classified material will not be necessary in the FBI.

5. It will not be necessary for the FBI to set specific dates as to when a presently classified document may be subsequently considered unclassified. In the military the problem is different and the order requires them to set a certain date, after which classified information may be made de-classified.

6. No agency may downgrade or de-classify material which the FBI has classified.

7. FBI may paraphrase, reproduce or disseminate information contained in classified telegrams.

8. FBI reports are to be considered as "bound documents" and thus we will not have to go through an elaborate procedure of stamping each page with a security classification.

9. FBI security procedures for the retention and transmission of material are satisfactory.

10. The procedures and controls now used by the FBI are sufficient with regard to accounting for classified documents.

11. In accordance with the pattern set by the Interdepartmental Intelligence Committee agencies (as agreed April, 1952) the FBI may reproduce top secret and secret material as at present.

12. Because the FBI has the responsibility for gathering classified information, it may disseminate such information in accordance with its present procedures.

13. No additional receipt system will be necessary when classified documents are transmitted, inasmuch as FBI procedures are more secure than the standards set forth in the executive order.

14. Our present procedures for destroying classified material are satisfactory.

15. The FBI's training and inspection program are adequate to comply with the provisions as to orientation and inspection, which require other agencies to set up procedures for training and checking personnel in compliance with the executive order.

16. Since certain standards are set up as to the dissemination of classified information, our procedures are interpreted as satisfactory, and it is further interpreted that the FBI does not disseminate a document when it is sent from one field office to another, from the field to the Bureau or from the Bureau to the field. In other words, a document may travel anywhere in the FBI network without being considered as "disseminated".

17. The Department feels that the executive order will not materially change any of the security practices now used by the FBI.

EXECUTIVES CONFERENCE CONSIDERATION

The Conference approves all the items listed above unanimously.

The Conference also unanimously recommends that the Bureau enter no protest as to the two items listed below:

1. The President shall designate a member of his staff to consider any complaints from nongovernmental sources as to operations under the executive order. (We understand that Press Secretary Hagerty will have this responsibility.) No investigation of FBI procedures is contemplated.

2. The National Security Council shall conduct a continuing review as to the way agencies comply with the order. Mr. Benn Willis of the Department advises the National Security Council intends to delegate this function to the Interdepartmental Committee on Internal Security, of which group a representative of the Department of Justice is Chairman, Mr. Donegan.

There is one other pertinent item in the executive order, and concerning this the Conference had a split decision. This provision is set forth as follows:

"Notification of Changes in Classification: The reviewing official taking action to declassify, downgrade or upgrade classified material shall notify all addressees to whom the material was originally transmitted." The majority of the Conference consisted of Messrs. Glavin, Tracy, Mohr, Ladd, Rosen, Nichols and Belmont. The majority felt that the Department should be requested to give the FBI an exception to this provision so that if we subsequently de-classify a document or downgrade it, we will not have to notify other agencies who have received copies of the document of our action relative to de-classification or downgrading. The majority felt that for the FBI to comply with this would result in extra work on the part of the Bureau.

The minority consisted of Messrs. Mason and Harbo, who recognize that a limited amount of extra work may be caused the Bureau in notifying other agencies that we have de-classified or downgraded copies of investigative reports or other documents such as in the conclusion of an espionage trial; however, our failure to notify other agencies might possibly result in criticism of the Bureau, because all agencies are required to comply. If we send a top secret document to another agency and subsequently the document is reduced in classification to confidential or de-classified completely and we do not notify the other agencies, we are causing them to continue to provide special security measures for the handling of a highly classified document when no need exists. These special security measures may require maintenance in a safe rather than a file cabinet and frequent inspections, accountability and special handling. No one can, with any degree of certainty, estimate how often we will de-classify or downgrade a document, but the chances are the number of occasions will be relatively small, inasmuch as the Director has specifically ordered that the lowest applicable classification be applied in all instances.

For the Director's consideration in evaluating this split decision matter, the Conference wishes to advise that Willis of the Department is willing to insert in the memorandum from the Attorney General an appropriate exception for the FBI. Action will be taken based upon the Director's decision.

RECOMMENDATIONS

1. If the Director approves, each of the seventeen items mentioned previously in this document will be incorporated in the memorandum from the Attorney General to the Director.

2. If the Director approves, no protest will be made concerning the President's Secretary receiving complaints relative to the order or any checks which may possibly be made by the National Security Council or the Interdepartmental Committee on Internal Security, of which a Department of Justice representative (Doñegan) is Chairman.

3. The Department will be requested to give the FBI an exception so that we will not have to notify other agencies whenever we de-classify or downgrade a document or...no action will be taken relative to obtaining an exception...depending upon the Director's views.

4. If the Director approves, Donagan will be advised by Mason that the proposed draft of the memorandum from the Attorney General to the Director will be helpful. A copy of the proposed memorandum is attached, although the highlights of it appear in this Executives Conference memorandum.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *RD*

DATE: Nov. 4, 1953

FROM : I. W. Conrad

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *2-12-92* BY *385 scj/deg*

SUBJECT: RADIO SURVEILLANCE TRUCK
SUGGESTION MATTER

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

EXECUTIVES CONFERENCE

SUGGESTIONS

Philadelphia letter 9-28-53, reportedly utilization of various radio equipment in conjunction with Smith Act special, advised that the radio truck was used to surveil the hideouts of underground Smith Act subjects and as the observation point to set off the Smith Act arrests. It is noted that the truck was a very desirable unit and offered the following observations and suggestions; (1) Suggested that a slit be improvised on sides of radio truck to allow 360 degree visibility to agents operating in truck; (2) noted that black theatrical gauze was found far more desirable than X-ray mirrors for conduct of fisurs; (3) observed that extreme climatic conditions provide main drawback to use of trucks, summertime occupancy practically impossible over 2-hour period due to extreme heat inside truck.

COMMENTS

(1) Two $\frac{1}{4}$ inch holes, one for still camera photography and one for observation, are provided on each side of the later model sound trucks, including the Philadelphia truck. These side observation points make possible approximately 300° visibility when they are used as intended, and are considered the maximum which may be made available for observation ports without the loss of concealment and security.

(2) The utilization of black theatrical gauze in place of X-ray mirrors appears to offer definite possibilities, and I believe that experimental work should be done with this material to determine the practical aspects of its use, particularly as regards photography from within the truck. If it proves a satisfactory substitute for the X-ray mirrors it will offer a considerable saving in replacing damaged mirrors.

(3) The later model radio trucks, including that assigned to Philadelphia, have blower fans to circulate air, and have insulating material in the top of the truck, These help to make the truck more comfortable, but there is no practical method of completely weather-proofing a metal truck while retaining concealment, and weather extremes will continue to present a problem in prolonged truck surveillances. Further ventilating and insulation procedures will be considered in the construction of any additional radio trucks.

ACTION

QW

EX-127

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166-2554-10922

None regarding suggestion items ~~1~~ 2, 3. Regarding item 2 recommend 2 man days and purchase of \$200 black theatrical

53 DEC 8 1953

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-1980-12-522

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: November 4, 1953

FROM : I. W. Conrad

SUBJECT:

2

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

gauze to explore practical aspects of using the gauze in place of X-ray mirrors in the radio trucks.

GWF:vrh

ADDENDUM (RTH:kmb II-I8-53) Favorably recommended by Executives Conference II-I8-53, Messrs. Ladd, Glavin, Mohr, Clegg, Tracy, Rosèn, Holloman, Belmont and Harbo.

MR. TOLSON

11/10/53

EXECUTIVES CONFERENCE

SUGGESTION #719-53
MADE BY [REDACTED]
NEW YORK OFFICE

b6
b7c

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 c/dcg

SUGGESTION:

When large quantities of ^{supplies} are shipped from the Bureau in numerous cartons, it is suggested that each group of a kind have some mark of identification associating them and the amount on each box.

The suggesting employee has in mind that this will save time required to open each box and count the contents.

OBSERVATIONS:

SAC, New York comments that, ^{Supplies} if the cartons were labeled or identified by code number, it would be possible to sort and route them to the appropriate place in the large Supply Room in the basement of that office without opening and noting the contents of the cartons. SAC, New York recommends adoption of this suggestion unless it is impractical from the standpoint of Seat of Government procedures.

Mr. Glavin of the Administrative Division states this is a good idea. It should be noted that it will require additional work in the Supply Unit to identify and pack the many items of supplies which are forwarded to the field.

FBI Laboratory concurs with the thoughts of the suggesting employee. The Laboratory has applied in principle the practice of listing the contents and uses an invoice system regardless of whether the package contains evidence or technical equipment. These invoices which are used on all evidence packages are fixed to the outside of the box but inside of the outer wrapper so that they are readily accessible without opening the package.

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- Miss Gandy _____

EXECUTIVES CONFERENCE CONSIDERATION: HHC:gst, 11/10/53

The Executives Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols, and Clegg being present, today recommended favorably that the Administrative Division

53 DEC 18 1953 RECORDED 24 INDEXED 24
Mr. Mohr
Mr. Clegg
EDC:dmg

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ORIGINAL COPY FILED IN 66-2554-117

appropriately label each of the cartons when large quantities of supplies are shipped to field offices to show the contents of the carton by code number or in some way to enable the field office to identify the contents of each package before it is opened.

Mr. Tolson

Nov. 23, 1953

Executives Conference

Report for Executive Conference
550-WATT FM RADIO STATION
ALBUQUERQUE, NEW MEXICO

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5/BJG

On 11-18-53 the Conference, composed of Messrs. Ladd, Glavin, Mohr, Clegg, Tracy, Rosen, Holloman, Belmont and Harbo, considered the request of the Albuquerque Office for installation for additional equipment so as to extend their coverage to eight Resident Agents in the southern portion of the state. At present the radio installation of the Albuquerque Office is more comprehensive than that of any other Bureau field office. The central station at Albuquerque furnishes two-way coverage between the office and radio-equipped automobiles for a distance of 75 to 100 miles. In addition, there are installations in the Resident Agencies at Los Alamos and Santa Fe so that there can be full two-way radio communication between those Resident Agencies and the cars in the immediate area.

The present Albuquerque request is for an extension of their radio coverage by installation of their equipment on a mountain top near Alamogordo so as to furnish two-way communication with radio cars in a major portion of the southern part of the state and also to provide communication between the Resident Agency offices and Albuquerque. The survey by a Bureau radio engineer has disclosed that the minimum expense for equipment for such an installation would be \$9,700 and to furnish all of the radio facilities initially requested by the Albuquerque Office would involve equipment valued at \$16,940. Salary, travel and per diem costs of radio engineers would amount to approximately \$3000 additional.

The New Mexico State Police has a comprehensive network which includes radio equipment in the southern portion of the state, with transmitters located on the mountain top on which the Albuquerque Office requests installation of FBI equipment. The Conference was advised that the radios in FBI automobiles are equipped to operate on two frequencies. When the automobile is within range of the FBI station it is tuned to the FBI frequency. When it is outside the range of the FBI station the Agent shifts to the alternate frequency which is that of the New Mexico State Police and it is thus still possible for the Albuquerque Office to get messages to the Agents via radio.

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- Rosen _____
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- Mohr _____
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- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

1 - Mr. Clegg
1 - Mr. Mohr
DEC 11 1953
RPH:kmb

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DEC 4 1953
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ORIGINAL COPY FILED IN 80-648-115

The Laboratory, after making the survey, recommended unfavorably on the Albuquerque request on the ground that there is other radio equipment much more urgently needed by the field as a whole.

The Conference recommended unanimously unfavorably on the Albuquerque request pointing out that there are only eight Agents in the area for which Albuquerque presently requests radio coverage. Further the minimum initial installation cost would approximate \$13,000. In view of the fact that Agents in FBI automobiles in this area can be contacted via the State Police radio network, the Conference did not believe the requested extension of the Albuquerque radio coverage was justified at this time.

The Albuquerque Office will be advised in accordance with the Director's decision.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *PH*

DATE: Nov. 12, 1953

FROM : I. W. Conrad

SUBJECT: SURVEY FOR EXTENDED COVERAGE
250-WATT FM STATION
ALBUQUERQUE, NEW MEXICO

323,013
1-12-92 sp-50/def

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

Reference is made to my memo of 10-12-53 setting forth the background of a request from Albuquerque for extended coverage of the 250-watt FM station. The recommendation was to have a survey completed by SA G. L. Davy who was in Albuquerque in connection with the move of that office. This recommendation was approved and Davy conducted the survey upon completion of moving the radio equipment.

The primary objective of the request is to permit the Agent in Charge at Albuquerque to communicate with the Resident Agents at Roswell, Las Cruces and Carlsbad, New Mexico, both in the Resident Agency offices and in cars. This would provide communication to 8 Resident Agents. In order to accomplish this objective several plans were formulated based on the engineering survey and are attached hereto ranging in cost from \$9700 to \$16,940. These are designated as Plans A, B and C respectively.

RECOMMENDATION

Due to the need for economy at present, it is recommended that this request be deferred until other radio equipment needed more urgently by the field as a whole has been obtained such as Handie Talkies, 10-watt dispatchers, radio trucks, etc. At such time as the Albuquerque request is further considered, it will be recommended that Plan B be approved as it will come the closest to accomplishing the desired objective for a reasonable expenditure of funds.

Attachment

GLD:vrh

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ADDENDUM: (RTH:kmb 11-19-53) On 11-18-53 the Executives Conference, composed of Messrs. Ladd, Glavin, Mohr, Clegg, Tracy, Posen, Holloman, Belmont and Harbo, concurred in the unfavorable recommendation of the Laboratory for the reasons indicated above. The Conference also points out that the Albuquerque automobile radios use the frequency of the New Mexico State Police as alternate frequency. This means that when a Bureau car is out of range of the FBI station, the Agent will switch to the alternate frequency and it will be possible for the FBI office to get radio messages to him via the State Police network. The area for which Albuquerque has requested extended radio coverage embraces the southern part of the state wherein eight Agents are located, and the State Police already has a transmitter located on a mountain in the southern part of the state where we would install a transmitter if the request of the Albuquerque Office were complied with.

ORIGINAL COPY FILED IN 10924

Plan A

To install a 250-watt transmitter complete with associated control equipment, 100-foot steel antenna tower and building to be erected approximately half-way between the Wofford fire tower and the state police radio station, both of which are located near Cloudcroft, New Mexico. This installation would give communication to cars in approximately a 75-mile radius, but would require a Resident Agent to be in a car to communicate with Albuquerque through the Wofford station.

250-watt transmitter	\$2,000
Tower, building and elect wiring	1,800
4 160-mc transmitter, rec units for control purposes	4,000
4 160-mc antennas	500
1 40-mc antenna	200
1 5 KVA gasoline generator for emergency power	1,000
Miscellaneous cable, cabinets and connectors	200
Total cost of Plan A	<u>\$ 9,700</u>

Requiring approximately 60 man days of engineering time.

Plan B

Plan B would include all of the above equipment plus a 50-watt station unit in each Resident Agency office. This would give direct communication from the Resident Agency office to Albuquerque through the Wofford station or to cars working near the Resident Agency without going through the Albuquerque dispatcher. The additional cost of this plan will accomplish the requested communications.

3 50-watt station units	\$3,000
3 40-mc antennas	240
Miscellaneous cable connections, etc.	100
	<u>\$3,340</u>
Total cost of Plan B	<u>\$ 13,040</u>

With approximately 70 man days of engineering time being required.

Plan C

This would require the equipment listed in Plans A and B but would make the 50-watt stations in each of the Resident Agencies a remote receiver with very high frequency repeaters so that signals from cars operating in the vicinity would be repeated back to Albuquerque through the Wofford station. This plan would give the cars somewhat greater talk-back coverage than Plans A and B.

3 160-mc transmitter-receiver
combinations

\$3,000

6 160-mc antennas

750

Miscellaneous cable, cabinets, and
hardware

150

3,900

Total cost for Plan C

\$ 16,940

Requiring a total of approximately 75 days engineering
time.

MR. TOLSON

11/23/53

EXECUTIVES CONFERENCE

SUGGESTION #759-53
MADE BY SAC J. M. LOPEZ
BIRMINGHAM OFFICE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP5 scj/dcf

SUGGESTION:

It is suggested that the abbreviation "CAD" be adopted for use in all communications to reflect that a subject is considered armed and dangerous.

SAC Lopez felt that this abbreviation would eliminate approximately eight or nine words of phrases presently used in communications, particularly teletypes and Air-Tels and would effect a saving in typing time, as well as communications costs.

OBSERVATIONS:

The Investigative Division and Records and Communications Division both recommend unfavorably as to the adoption of the abbreviation "CAD" and point out that the fact a fugitive is armed and dangerous is too important a fact to be lost through possible error in failing to note an abbreviation such as "CAD" in communications. The possible serious consequences of such failure dictate the inadvisability of adopting code letters for the words "considered armed and dangerous."

EXECUTIVES CONFERENCE CONSIDERATION:

Executives Conference of 11/19/53, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Clegg, recommended unanimously unfavorably for reasons stated.

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

58 DEC 14 1953

INDEXED - 94

RECORDED - 94

cc - Mr. Mohr
Mr. Clegg

dmg

RECORDED

105 DEC 4 1953

INITIALS ON ORIGINAL

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EX-122

ORIGINAL COPY FILED IN 66-2554-10925

MR. TOLSON

11/20/53

EXECUTIVES CONFERENCE

SUGGESTION #742-53
MADE BY SPECIAL AGENT STEPHEN SZIARTO
FBI LABORATORY
FIREARMS TRAINING

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP-5 a/c/ky

SUGGESTION:

While the suggesting employee was a member of a recent In-Service Training Class he observed there were times when the tower instructor on the firing range had difficulty in noting the status and probable needs of men on the firing line. He felt that a certain degree of danger existed when men on the firing line were tempted to turn around to seek an instructor.

It is suggested that the following visual signals be used on the firing line:

- Hands clasped in the back....."All Clear"
- Hand holding wrist, at back...."Alibi"
- Hand holding elbow, at back...."I Need an Instructor."

Each visual signal would be preceded by holstering or benching.

OBSERVATIONS:

SAC Sloan of Quantico recalls no instance where the instructor in the control tower has had difficulty observing the line or noting the status of trainees. He believes there is no degree of added danger existing while the trainee seeks an instructor. When a jam occurs the Bureau wants Agents to clear the piece, observing all safety rules, without aid, and the Agent should not bench or holster the weapon that is jammed. Mr. Sloan pointed out that Firearms Training is given in such a limited amount of time that instructions in visual signals would confuse rather than help the trainees.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:ca

Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, recommended unanimously unfavorably for the reasons pointed out by SAC Sloan above.

cc-Mr. Mohr RECORDED-31

Mr. Clegg
EDM: [unclear] DEC 8 1953

166-2554-10926
DEC 4 1953

ORIGINAL COPY FILED IN 100-1231

MR. TOLSON

November 25, 1953

EXECUTIVES CONFERENCE

Present at the Conference
11-25-53 were Messrs.
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Rosen, McGuire,
Holloman and Mason.

SUGGESTION #755-53
MADE BY RICHARD J. McMULLEN
SAN FRANCISCO OFFICE

~~DISTRIBUTION OF IDENTIFICATION ORDERS,
APPREHENSION ORDERS AND WANTED FLYERS TO
AGENCIES OWNING AND OPERATING
CIGARETTE VENDING MACHINES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP5CJ/def

SUGGESTION:

It is suggested that agencies owning and operating automatic cigarette vending machines be placed on the Wanted Flyer, Identification Order and Apprehension Order distribution lists.

The suggesting employee has in mind that in each locality one or two such vending machine companies monopolize the field and employees of these companies would have frequent contacts in neighborhoods and business areas where criminal elements may be found.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of this suggestion, and points out that in many instances the owners of cigarette vending machines also own pin-ball and gambling devices. It is not believed desirable to place these companies on our mailing list or contact them with a request that they give Identification Orders to their distributors and servicemen. Such companies would have to be furnished with a sufficient number of Identification Orders, et cetera, to cover their distributors and servicemen and would have to be contacted on a personal basis to explain their purpose. This would be a tremendous task and would involve a large number of Identification Orders, Apprehension Orders and Wanted Flyers. Further, it is pointed out that the men servicing the vending machines do not necessarily come into contact with criminal elements. Therefore, it is not believed the suggestion has any more merit than sending Identification Orders to companies which sell other commodities to restaurants and bars.

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- Tele. Room _____
- Holloman _____
- Miss Gandy _____

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-25-53

Conference was unanimously opposed to the suggestion and concurred with the views of the Investigative Division.

cc - Mr. Mohr
Mr. Clegg
EDM:dmg

58 DEC 14 1953

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DEC 3 1953
127

Mr. Tolson

November 4, 1953

The Executives Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-13-92 BY SP-5 a/d/g

USE OF TELETYPE IN INTERSTATE
TRANSPORTATION OF STOLEN MOTOR
VEHICLE CASES

SYNOPSIS

The Bureau has gained confidence and cooperation of local authorities by its ability to promptly identify suspected stolen cars where there is a possibility of interstate transportation. Experience clearly indicates that the key to successful investigation of auto theft cases and, in particular, auto theft ring cases is prompt identification of suspected stolen cars. In the past, we have used teletype communications between offices to facilitate identification of such cars. The absolute necessity of economy has greatly limited the use of teletypes in such matters at the present time and airtels are now being generally used for this purpose.

The El Paso, Butte and Phoenix Offices have pointed out the undesirable trend by local authorities in obtaining theft data on suspected stolen cars through the use of their own communications facilities where in the past they have relied on the Bureau to perform this function. It has been pointed out that if this is a national tendency, it will soon result in police departments placing less dependence on the FBI in matters of this nature and eventually resulting in fewer convictions in the Interstate Transportation of Stolen Motor Vehicle category.

During the fiscal year 1953, we reached an all-time high in automobile recoveries and a five-year high in convictions. The convictions for the first three months of the 1954 fiscal year are lagging behind 1953 while automobile recoveries are ahead. In trying to determine reasons behind the drop in convictions, supervisors on this desk have contacted numerous Agents attending In-Service who were engaged in Interstate Transportation of Stolen Motor Vehicle investigations and a number of Agents have attributed the decline in convictions to the use of airtels in these cases and have noted with increasing frequency that the police are not reporting these cases promptly to us but are using their own means of communications to check out suspect cars. The program of striving to develop close police liaison, immediate investigation and immediate presentation

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- Tele. Room
- Holloman
- Sizoo
- Miss Gandy

Sent to all SACs
Bureau officials & Supervisors

58 DEC 11 1953

RECORDED - 25
INDEXED - 25

166-2554-10928
JAN 3 1953

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ORIGINAL COPY FILED IN 66-6300-26-7515

to the United States Attorney prior to action being instituted by local authorities has paid off in the past and it is concluded that the key to successful operation of this program is a fast means of communications and that airtels will not suffice.

RECOMMENDATION:

The Executives Conference, with Messrs. Tolson, Tracy, Harbo, Mohr, Rosen, Mason, Hennrich, Callahan, and Nichols in attendance, unanimously recommended that we reinstitute the use of teletypes in Interstate Transportation of Stolen Motor Vehicles cases in checking to determine whether a suspected automobile is stolen.

Memorandum for Mr. Tolson

DETAILS:

The Executives Conference considered the suggestion that we reinstitute the use of teletypes in connection with Interstate Transportation of Stolen Motor Vehicles cases.

USE OF TELETYPES

Experience clearly indicates that the key to successful investigation of auto theft cases, and particularly auto theft ring cases, is the prompt identification of a suspected stolen car.

In the past, recovered automobiles suspected of being stolen and transported interstate have been referred to the Bureau by local authorities. The Bureau has gained the confidence and cooperation of police auto theft squads by its ability to promptly identify such stolen cars and also to promptly handle leads in distant localities which local authorities are unable to cover.

We have used teletype communications between offices in the past in checking on recovered stolen interstate cars; however, the absolute necessity of economy has greatly limited our ability to use teletypes, forcing us to rely more and more on the use of airtels. The El Paso, Butte, and Phoenix Offices have pointed out the undesirable trend by local authorities in obtaining theft data on suspected stolen cars through the use of their own communication facilities, whereas in the past, they have relied on the Bureau to perform this function.

It has been pointed out that if this is a national tendency it will soon result in police departments generally placing less dependence on the FBI in matters of this nature and, eventually, in our having fewer convictions in the Interstate Transportation of Stolen Motor Vehicles category.

In order to obtain Federal prosecution in these cases, we must investigate them from the inception. We must get the police to report the cases as soon as the car is recovered or the subject is arrested, and we must check out the car to determine if it is stolen.

By taking this action, we have a much better chance of Federal prosecution. If the police check out the car through their own communication systems, they will be in touch with the police department where the car is stolen and in all probability they will promise that department to hold the subject for them.

We must be in a position to give faster service in checking out suspected stolen cars than the police can get through their own communication systems. This same fast action is required in cases where an individual is selling a suspicious car with out-of-state tags. It

Memorandum for Mr. Tolson

also applies to recovered abandoned cars, because if we do not give fast action to these cases, the police will not be prone to notify us when a subject is arrested with a suspect car.

SAC Letter No. 53-12, dated February 3, 1953, pointed out that it is essential to determine immediately the status of a questionable vehicle and furnish the information to the interested office at once by appropriate communication. A deadline of twenty-four hours was set on answering inquiries concerning the status of a questionable vehicle. When airtels are used, this still requires two or three days' time.

SAC Letter No. 53-40, dated June 5, 1953, encourages the use of airtels stating "The use of teletype must continue to be restricted to matters involving major disasters, items of national interest, unusual developments in matters of importance to the Bureau, apprehension of fugitives in accordance with existing rules, and matters involving wide-spread publicity where the use of regular, special delivery, or air mail will not suffice."

ACCOMPLISHMENTS

The supervisors on the Interstate Transportation of Stolen Motor Vehicles Desk have been striving to develop a program designed to improve the accomplishments in these cases.

This program has paid off in improved accomplishments during the past few years. We have been stressing the development of close police liaison so that these cases will be immediately reported to the office by the police, immediately investigated, and immediately presented to the United States Attorney prior to action being instituted by local authorities.

We have stressed the development of used car dealers as sources of information and to have them closely examine cars offered to them for sale to determine if they might be stolen so that a subject attempting to sell an interstate stolen car might be apprehended while attempting to sell the car. This action saves considerable time and effort on the part of the investigative agent.

Surveys were conducted which resulted in a clarification of Departmental police, and new instructions were issued to United States Attorneys in the new United States Attorneys Manual to vigorously prosecute these cases despite concurrent jurisdiction. We believe this will result in a more aggressive attitude on the part of most United States Attorneys.

The key to the successful operation of this program is a fast means of communication. Airtels will not suffice.

Memorandum for Mr. Tolson

RECOVERIES AND CONVICTIONS

Although during the 1953 fiscal year we reached an all-time high in automobiles recovered and a five-year high in convictions, the convictions for the first three months of the 1954 fiscal year are lagging behind the same period last year, but automobiles recovered are ahead.

The statistics in Interstate Transportation of Stolen Motor Vehicles cases for the first three months of the 1954 fiscal year as compared with the first three months of the 1953 fiscal year are as follows:

	<u>Pending Investigative Matters</u>		<u>New Cases Received At the Bureau</u>	
	<u>1953</u>	<u>1954</u>	<u>1953</u>	<u>1954</u>
July	7847	8084	1104	1145
August	8226	8578	1087	1021
September	8436	9026	1103	1181

	<u>Convictions</u>		<u>Autos Recovered</u>	
	<u>1953</u>	<u>1954</u>	<u>1953</u>	<u>1954</u>
July	393	409	1140	1688
August	326	266	1202	1198
September	270	267	1168	1146

It will be noted that during the first three months of the 1954 fiscal year, there were more pending investigative matters, more new cases received, and more automobiles recovered than during the same period of 1953 fiscal year, but convictions have decreased. Although the above figures show that we are still receiving the cases from the police, it appears we are not receiving them prompt enough to secure Federal prosecution.

In trying to determine the reasons behind the drop in convictions in these cases, the supervisors on this desk have talked to numerous Agents attending In-Service who are constantly working Interstate Transportation of Stolen Motor Vehicles cases in the field. A number of Agents have attributed the decline in convictions to the use of airtels in these cases. They state that they have noted with increasing frequency that the police are not reporting these cases promptly to us but are using their own means of communication to check out suspected cars, resulting in the police department at the origin of theft getting the first chance at prosecution.

MR. TOLSON

11/17/53

EXECUTIVES CONFERENCE

SUGGESTION #571-53
MADE BY MAURICE F. BOW
RECORDS & COMMUNICATIONS DIVISION

MAIL

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2-12-92 BY SP5CJ/deg

SUGGESTION:

Bureau consider the advisability of using "Letterex" throughout the Bureau, where applicable, in lieu of ordinary carbon paper and white manifold paper.

The suggesting employee pointed out the following advantages through the use of "Letterex":

1. Thin white copies prepared on "Letterex" are more legible than the first copy prepared through use of ordinary manifold and ordinary carbon paper. This difference is accentuated as ordinary carbon is used for second, third and subsequent times.
2. When using "Letterex" it is never necessary for the typist or stenographer to touch the carbonized side of the carbon paper whereas use of ordinary carbon necessitates employee's having to touch the carbonized side of the paper both in inserting and removing the paper. Therefore the employee's fingers and clothing do not become smudged when using "Letterex" and this is believed to have very salutary effect on the morale of such employees.
3. Since the employee's hands do not come into contact with carbon paper in use of "Letterex" accidental smearing of copies is avoided, thus providing cleaner copies of reports, letters, memoranda, et cetera.

OBSERVATIONS:

Mr. Nichols believes this suggestion is a good one.

The Administrative Division recommends that the Bureau continue using manifold paper and carbon in lieu of "Letterex" inasmuch as the cost is less. In connection with its consideration of this suggestion, the Administrative Division pointed out the following disadvantages:

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

1. No more than eight legible copies can be made at one time.
2. "Letterex" is far more costly.

cc-Mr. Mohr
Mr. Clegg
EDM:dmg

DEC 14 1953 RECORDED-52
INDEXED-52
K-439

166-2554-10929
DEC 8 1953
EX-102

ORIGINAL NOT FILED IN

11/17/53

Memorandum to Mr. Tolson:

Cost of carbon paper.....\$8.80 per thousand
(and can be used over and over again)
Actual cost of "Letterex".....3.70 per thousand
Actual cost of carbon and manifold paper....2.02 per thousand;
(figured on basis of using carbon paper 10 times &
manifold paper once).

The Supervising Stenographer, Washington Field Office, points out the following disadvantages relative to this suggestion:

1. Quality of carbon seems poor and it is not believed 9 or 10 copies, which are necessary in a large portion of field office work, could be made satisfactorily.
2. It would be almost impossible for this paper and carbon not to become carbon marked and smeared even before typing, which would result in reports which would not be acceptable for dissemination to other agencies and to U. S. Attorneys.
3. Waste would make its use prohibitive for the average field office stenographer or typist. Wherever there is a high percentage of new and untrained personnel, there are a large number of errors and retypes before the finished product leaves the Stenographic Pool. If "Letterex" were adopted for general use it would mean every time an employee retyped a page the carbon as well as the paper would be destroyed. At present only the paper is destroyed and the carbon is re-used. It is believed a good grade of carbon paper can be used from 8 to 10 times and a poorer grade 5 to 6 times, depending upon the number of copies being made, etc.
4. As for morale, it is not believed this is a factor as far as stenographers and typists are concerned. With proper handling, smudges on hands and clothing can be held to a minimum and stenographers and typists will have to handle carbon paper to some extent.

EXECUTIVES CONFERENCE CONSIDERATION: EDU:dmg 11/17/53

The Executives Conference recommended unanimously unfavorably as to the adoption of this suggestion because of the objections listed above. "Letterex" is occasionally used for special purposes such as budgets and the Conference feels that the use of "Letterex" should continue to be limited to special needs. Those present at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Hennrich, Ladd, Rosen and Mason. If you agree, no further action is necessary inasmuch as Mr. Row has already been thanked for this suggestion.

MR. TOLSON

July 28, 1953

THE EXECUTIVES CONFERENCE

~~PROPOSED SPANISH TEST FOR 1500 AGENTS~~
~~CLAIMING PROFICIENCY IN THE SPANISH LANGUAGE~~

The Executives Conference of July 21, 1953, consisting of Messrs. Tolson, Clayton, Mason, Ladd, Hennrich, Mohr, Parsons, Tracy, Holloman, Nichols, Rosen and Glavin considered the above-mentioned matter.

After discussion of the pros and cons as to the comprehensive test set up by Special Agent in Charge, J. F. Santotana, and the suggested vocabulary test suggested by the Translation Section, the Conference was of the opinion that no further action be taken in connection with this matter at this time.

The Conference feels that it would be a considerable waste of time in giving 1500 Agents a comprehensive test. Likewise, they feel that a vocabulary test would not really reflect the Agent's ability to handle the Spanish language on a day to day basis.

They, therefore, recommend that when necessary the comprehensive test be given to Agent personnel being considered for assignment which would necessitate the use of the Spanish language.

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DATE 2/12/92 BY SP-5 e/dcg

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

Mr. Mohr
Mr. Clegg
63 DEC 9 1953

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The Director

Dec. 4, 1953

The Executives Conference

323013
ALL INFORMATION CONTAINED
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DATE 2-12-92 BY SP-5/deg

~~FBI~~

On December 3, 1953, the Conference was advised by Mr. McGuire that the Bureau approved the mailing of the Law Enforcement Bulletin as franked, third-class mail rather than in sealed franked envelopes, similar to the approval we now have for handling the Uniform Crime Reports bulletin. At present, the Law Enforcement Bulletin is mailed in sealed envelopes which are addressed and stuffed with the Bulletin and insert and are mailed by the Mechanical Section. Estimated monthly cost, exclusive of printing, for current procedure is \$2,440. Suggested procedure would be to leave the back page of the Law Enforcement Bulletin blank and that the return address and penalty stamp be printed thereon by the Government Printing Office. The Mechanical Section thereafter would address the back cover of the Bulletin, place the insert inside the Bulletin, and fasten the open side of the booklet with a single staple. (Sample copy attached) Estimated monthly cost of suggested procedure is \$1,060. The annual estimated saving in mailing costs if new procedure is followed would be \$16,500.

Mr. McGuire advised that the Post Office Department approves the suggested procedure, but suggested a lighter color be used for the back cover in order to insure legibility of address. No reduction in circulation of the Bulletin deemed advisable. (22,000 copies now sent to persons on mailing list.) It was suggested the notation "Restricted to the Use of Law Enforcement Officials" now appearing on the front cover of the Law Enforcement Bulletin be moved to the inside of the front cover so as not to attract attention. Mr. McGuire advised that the suggested new procedure approved by the Government Printing Office would entail no additional cost to the Bureau.

The Crime Records Section would report the number of Bulletins mailed and not mailed on the quarterly report concerning penalty mail required by the Administrative Division. Single copies of the Law Enforcement Bulletin to be sent to persons not on the mailing list would be handled by the Crime Records Section affixing unfranked labels to the back of the Law Enforcement Bulletin. The Mechanical Section has advised the suggested procedure was satisfactory from the standpoint of that section.

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Gearty
- Mohr
- Winterrowd
- Tele. Room
- Holloman
- 200
- cc

Mr. Clegg
Mr. Mohr

RECORDED - 22
INDEXED - 175

66-257-10931
DEC 12 1953

53 DEC 8 1953

TJM:ps

Memorandum to the Director

December 4, 1953

The majority of the Conference consisting of Messrs. Tolson, Tracy, Belmont, Ladd, Clegg, and McGuire was in favor of the suggestion. The minority consisting of Messrs. Glavin, Holloman, Trotter, Rosen, and Harbo was opposed on the basis that the Bulletin stapled as suggested may come apart in mailing or may be pulled apart by curious persons and that some individuals to whom the Bulletin would be addressed may not get it in view of the demand for the Bulletin, and an open mailing procedure such as suggested might attract the curious to take it.

Respectfully,
For the Conference

Clyde Tolson

OK
JL



MR. TOLSON

11/23/53

MR. H. H. CLEGG

SUGGESTION #746-53
MADE BY SE RICHARD W. SUTER
SAN FRANCISCO OFFICE

323,013
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DATE 2-12-92 BY SP-Sci/deg

EXECUTIVE CONFERENCE

SUGGESTION:

It is suggested that the Bureau discontinue the practice of using Firestone tubeless tires or other such tires on Bureau vehicles and in their place the standard 4-ply 6:70 x 15 tire, plus Goodyear Lifeguard tube be used. The suggesting employee commented that tubeless tires cost the Bureau approximately \$35.00 apiece whereas the regular 4-ply tires cost approximately \$12.50 and the Lifeguard tube approximately \$10.00 each.

OBSERVATIONS:

A similar suggestion was submitted by the Atlanta Office by letter of September 18, 1952, and at that time the Bureau concluded that the use of the blowout safe, puncture-proof, tubeless tires on Bureau pursuit equipment be continued.

Memorandum from L. J. Gauthier to Mr. Glavin 9/29/52, pointed out that the Federal Supply Schedule was checked to determine the cost of a 6:70 x 15 tire (size commonly used on Bureau vehicles) with the following results:

Tubeless tire.....	\$26.85
Conventional tire.....	\$12.81
Lifeguard tube.....	\$ 9.79... \$22.60.

Current prices are as follows:

Tubeless tire.....	\$28.25
Conventional tire.....	\$12.35
Lifeguard tube.....	\$ 9.62... \$21.97

DEC 7 1953
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- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearry _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

In his memorandum of 9/29/52, Mr. Gauthier pointed out that tire companies market many grades of tires and they rate their tires on a "level" basis. In other words, the "level" is determined by the side wall structure - whether the cord is nylon or cotton, rubber quality of carcass, thickness of thread and road surface dimension. National Bureau of Standards concluded after testing

cc-Mr. Mohr & Mr. Clegg
DEC 10 1953

EDH:cmg

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Memorandum to Mr. Tolson

that the tubeless tire assures maximum safety against blowouts and punctures at high speeds. The tubeless tire is rated at "185 level." A conventional tire equipped with a safeguard tube rated at "100 level" gives assurance against total deflation after blowouts but gives no protection against total deflation after puncture by nails or sharp objects. Goodrich and Firestone Companies realized that inasmuch as it is impossible to install two tubes in the inside of a tire which would incorporate blowout and puncture safeguards, they developed a tubeless tire which combines both safety features.

The blowout safe, puncture-proof tubeless tire presently costs the Bureau \$6.28 more than the conventional tire with a blowout safe lifeguard tube. However, it is believed the maximum benefits realized from the tubeless tire warrants the additional cost. Mr. Gauthier of the Administrative Division recommends the Bureau continue its present policy of purchasing tire products which will assure Agent personnel maximum safety against tire failures when operating pursuit equipment at high speeds.

RECOMMENDATION:

It is recommended that the Executives Conference consider this matter in view of the fact that this suggestion has been re-presented.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy, and Clegg, recommended unanimously unfavorable. It is believed that the present system is safer and more desirable.

MR. TOLSON

November 25, 1953

Present at Conference 11/23/53
were Messrs. Tolson,
Glavin, Tracy, Harbo,
Mohr, Belmont, Ladd,
Rosen and Mason.

EXECUTIVES CONFERENCE

SUGGESTION #758-53
MADE BY SPECIAL AGENT [redacted]
LOUISVILLE OFFICE

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b7c

323013
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DATE 2-12-92 BY [signature]

SUGGESTIONS

(1) It is suggested a copy of the Territorial Allocation List be attached to each copy of the United States Official Postal Guide maintained in the field office by stapling same to the flyleaf.

The suggesting employee pointed out that under the present system one copy of the Territorial Allocation List is issued to each Special Agent and is maintained in his FBI Handbook. In the dictation of reports it is necessary to first ascertain through use of the United States Official Postal Guide the county in which any particular town is located, then refer to the Territorial Allocation List to determine what field office covers that particular county. This employee felt that the suggested procedure would have the advantage of having available at one source the necessary information.

(2) It is suggested that consideration be given to discontinuing issuance of a copy of the Territorial Allocation List to each Special Agent to effect economy and issue only copies to a field office to be placed in the copies of the U. S. Official Postal Guides.

Observations

The Bureau has no objection to the proposal that copies of the Territorial Allocation List be placed in the U. S. Official Postal Guide. This is left to the discretion of each field office to determine whether it is more convenient to keep the Territorial Allocation List in the Postal Guide or as part of the FBI Handbook. Previously, Territorial Allocation Lists were printed on letter-sized paper, but more recently reduced to Handbook-size paper for the benefit of Resident Agents, Road Work Agents and those employees on special assignment. Generally speaking, these employees have their FBI Handbooks with them, but do not normally carry Postal Guides on road trips.

RECORDED - 93
INDEXED - 93
166-2554-1093
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189 DEC 7 1953

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

(2) It is proposed that the Bureau distribute posters concerning Interstate Transportation of Stolen Motor Vehicle Matters to automobile dealers, licensing agents, salvage dealers and other appropriate sources as a reminder to them of the Bureau's jurisdiction.

cc - Mr. Mohr
Mr. Clegg

E. L. [signature]

ORIGINAL COPY FILED IN 66-2554-1093

Memorandum to Mr. Tolson

A copy of the proposed poster is attached hereto. The suggesting employee has in mind that such posters would aid in having more suspicious cases referred to the FBI for investigation.

Observations

The Investigative Division does not believe it is desirable at this time to put out a poster regarding Interstate Transportation of Stolen Motor Vehicles and advised that consideration has been given to the use of such posters on several occasions. The proposed poster merely points out the Bureau investigates violations involving Interstate Transportation of Stolen Automobiles and it is felt this is fairly common knowledge throughout the United States. The large majority of automobiles are stolen from private individuals and not from used car dealers.

The present program for developing sources of information among used car dealers is designed to have used car dealers examine closely automobiles offered to them for sale in order to spot a suspected stolen automobile. Dealers must be instructed in how to examine a car and what points about a car should be examined closely to determine evidence that it may be stolen. Necessarily, this must be done by personal contact. This type of information cannot be put on a poster for to do so would probably result in making this information available to thieves who, being forewarned, will take additional precautions to avoid detection. To furnish automobile dealers a poster merely pointing out our jurisdiction would not have the desired effect.

In addition to the above, it is noted there is a tremendous number of automobile dealers throughout the United States and the distribution of a poster to all dealers would be a tremendous task. Such a poster might cause all auto thefts to be reported to the FBI regardless of whether interstate transportation is involved and in view of the large number of auto thefts each year this is not desirable.

The Bureau has published articles in three different used car dealer magazines on "How to Spot a Stolen Car" which magazines were sent to all used car dealers who were members of certain organizations. It was felt dealers belonging to such organizations were fairly reliable and should be furnished with this information. Because of the large number of dealers it is not expected an office will contact each and every dealer in its territory but it is expected that field offices will have contacts with the more reliable dealers in sufficient number to afford good coverage. The number of such dealers contacted is left to the discretion of each office.

The distribution of previous posters put out by the FBI has been handled on a personal contact basis; however, the Investigative Division does not believe a poster should be issued at this time regarding Interstate Transportation of Stolen Motor Vehicles.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: LDM:atn

The Conference felt that it should not be called upon to decide where Territorial Allocation Lists should be kept and pointed out that these lists are printed on paper which will fit in the FBI Handbook or fit inside a Postal Guide with equal facility. It is already the responsibility of each SAC to notify the Bureau in the event he is receiving too many copies of the Territorial Allocation List. Many Agents find it necessary to carry these lists with them on road trips and special assignments.

The Conference was unanimously opposed to the issuance of a poster concerning Interstate Transportation of Stolen Motor Vehicles because of the objections cited on page 2.

If you agree, no further action need be taken, inasmuch as Mr. [redacted] (the suggesting Agent) has already been thanked for his ideas.

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b7c

MR. TOLSON

11/12/53

EXECUTIVES CONFERENCE

SUGGESTIONS #402-53 and #738-53, MADE BY [redacted] NEWARK OFFICE, AND [redacted] EL PASO OFFICE

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323 013
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DATE 2-12-92 BY SP-5/ajc

SUGGESTION:

Stop Notice Cards (Form FD-56) formerly were filed alphabetically by subject. Under that system the Stop Notice Card now in use was adequate inasmuch as provision is made for placing the subject near the top of the card for quick reference. (sample attached)

Stop Notice Cards are filed numerically by file number under present regulations. The Stop Notice Card now in use has the file number located down in the body of the card, making it unhandy for ready reference and accurate handling.

It is suggested that the Stop Notice Card (Form FD-56) be revised so that the file and serial numbers are in the upper left-hand corner. (sample attached)

ACTION TAKEN:

The Executives Conference on 9/4/53, considered this same suggestion and recommended unfavorably pointing out that the filing operation is not the only use to which these cards are put, and when the clerical employees or Agents check through the Stop Notice File following a phone call received from a police department or automobile registration agency, they usually have uppermost in mind the name of the subject rather than the file number, in which case the name of the subject becomes an important matter for consideration.

RECOMMENDATION:

It is recommended that the Executives Conference reconsider this matter.

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

EXECUTIVES CONFERENCE CONSIDERATION: HHC:gsr 11/12/53

The Executives Conference of 11/10/53, Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Holloman, Nichols and Clegg being present, considered the above matter and unanimously

cc-Mr. Mohr
Mr. Clegg

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recommended unfavorably since the name of the subject which appears on the top line of the stop notice card is the most significant item whenever a search is being made for information on the stop notice cards. No change is recommended therefore.

The Director

December 3, 1953

The Executives Conference

18909

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On December 3, 1953, the Executives Conference was advised by Mr. McGuire that the Crime Records Section proposed having the SAC at Richmond contact Mr. [redacted] to ask him to prepare an article for the Law Enforcement Bulletin.

[redacted] of the East Coast Freight Lines at Richmond and had appeared on the program of the Richmond Office during its conferences on theft from interstate shipment and had delivered a very worth-while paper with information of value to police officers regarding various points where merchandise may be lost, stolen or damaged.

The Conference was asked to consider the problem as to whether the Bureau should permit persons representing private interests to be shown as authors of articles in the Law Enforcement Bulletin. The Bureau has not previously done this. Mr. McGuire stated that there did not appear to be any basic objection to private individuals writing an article for the Law Enforcement Bulletin provided the articles are completely and directly on a subject pertinent to law enforcement and that the author and his company meet the usual character and reputation standards for publication in the Bulletin. It is noted that the Bureau's files are favorable on Mr. [redacted] and his company. The Conference was advised that Mr. Nichols thought this was a constructive step.

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The majority of the Conference, consisting of Messrs. Glavin, Harbo, Trotter, Belmont, Ladd, Rosen, Clegg, McGuire and Holloman, were in favor of adopting the suggestion. Mr. Tolson was opposed on the basis that we were setting an undesirable precedent and that some day the Bureau may have to investigate either Mr. [redacted] or the East Coast Freight Lines.

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DATE 2-12-92 BY SP-Scideg

Respectfully,
For the Conference

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

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DEC 10 1953

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