

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

Total Deleted Page(s) = 6  
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Page 79 ~ Duplicate;  
Page 80 ~ Duplicate;  
Page 115 ~ Referral/Consult;  
Page 141 ~ Referral/Consult;

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TO : MR. GLAVIN

DATE: November 17, 1953

FROM : H. L. EDWARDS

SUBJECT: STENOGRAPHIC TRAINING

*Executive Conference*

SYNOPSIS

At the present time Seat of Government employees desiring either to qualify as Stenographers or to be admitted to one of the Bureau's shorthand classes, must pass a spelling and vocabulary test pursuant to the instructions from the Executives Conference of July 23, 1953. It is now felt that consideration should be given toward further extending this policy to apply to field employees and to applicants who are interested in appointments as Stenographers. Several sets of these tests have been made up and a substantial number have been afforded Seat of Government employees. They have proven quite effective in our efforts to qualify for stenographic assignments only those employees who are competent in spelling and vocabulary as well as shorthand.

RECOMMENDATIONS

1. It is recommended that field employees and applicants be required to successfully pass a spelling and vocabulary test as well as the typing and stenographic test in order to qualify for appointments as Stenographers.

*67-0-8432*

RECORDED-57

*66-2554-10936*

EX-124

DEC 3 1953

(Recommendations continued)

79 DEC 9 - 1953

GGB:ak/eam  
Attachment

323,013  
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DATE 8-11-92 BY SP5 c/dg

COMMUNAL COPY FILED IN

2. It is recommended that field employees be given the same opportunity for a re-examination at the end of 30 days of self-study that is presently afforded Seat of Government employees should they fail the original examination with a grade of 68% or higher in spelling and not less than a composite average of 70% in spelling and vocabulary.

3. If you approve, an appropriate SAC letter is attached.

4. If the above recommendations are approved, it is further recommended that the Manual of Instructions, Volume I, Section 6, and the Stenographer's Manual of Rules and Regulations, Section 12, be so amended. Appropriate manual changes are attached.

ADDENDUM: (jmr) 11-19-53. 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 suggestions. WRG

## DETAILS

The Executive's Conference of July 23, 1953, was of the unanimous opinion that the policy of affording spelling and vocabulary tests to prospective entrants to the Bureau's stenographic classes should be followed in the case of Bureau employees who request permission to take the Bureau's stenographic examination. This suggestion was immediately put into effect.

At the present time, Seat of Government employees desiring admission to the shorthand classes and Seat of Government employees desiring to qualify as Stenographers must pass a spelling and vocabulary test by making not less than 72 percent in spelling and a composite average of not less than 85 percent in both spelling and vocabulary. This test is given in conjunction with the regular official 80 word per minute stenographic examination which has a qualifying grade of 75 percent.

In the event the spelling and vocabulary test is failed but the candidate makes a grade of not less than 68 percent in spelling with a composite average of not less than 70 percent in spelling and vocabulary, she qualifies for admission to a 30-day English class. At the end of the 30-day English class the candidate must pass a final examination with a grade of not less than 72 percent in spelling and an over-all average of 85 percent for the entire course. The successful completion of this final examination constitutes the make-up for failing the original spelling and vocabulary test.

It is felt that the requirement of successfully passing a spelling and vocabulary test should be extended to employees in the field who seek to qualify as Stenographers and to applicants for stenographic positions.

It is also felt that field employees who have failed the original spelling and vocabulary test should be entitled to take a re-examination after 30 days during which time they should pursue a course in self-study providing their original grade was at least 68 percent in spelling and their composite average was at least 70 percent in both spelling and vocabulary. Upon successfully passing the re-examination, the field employees can then be considered for the filling of stenographic vacancies as they may arise. If an applicant fails the spelling and vocabulary test, that should constitute a failure of the stenographic examination and should preclude further consideration of that applicant for a period of one year. The Manual of Instructions, Volume I, Section 6, and the Stenographer's Manual of Rules and Regulations, Section 12, should be amended to include the above information. Suggested amendments to these manuals are attached.

MR. TOLSON

December 7, 1953

THE EXECUTIVE CONFERENCE

The Executive Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, Harbo, and Glavin, considered a suggestion submitted by Special Agent Supervisor J. S. Johnson, in charge of the Voucher Unit, concerning the destruction of old copies of SAC Letters from 1935 to 1949.

It was pointed out to the Conference that under Bureau regulations three copies of each SAC Letter issued are maintained in cabinets in question. It was also pointed out that the originals of these SAC Letters, which date back to 1935, are in Bureau files and that it does not appear that any useful purpose is being served by continuing to maintain three copies in the Voucher Unit. E

It was further pointed out that these SAC Letters fill eight five-drawer locked cabinets which could be much better utilized for the filing of confidential blue clip expenditure vouchers.

The Conference unanimously recommended that the SAC Letters from 1935 to 1949 destroyed at this time.

Attachment

DDC:mf

cc: Mr. Mohr  
Mr. Clegg

OK  
H  
RECORDED-92  
INDEXED-92

116-2554-10939  
DEC 8 1953  
31

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

53 DEC 9 1953

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DATE 8/11/92 BY SP-5 C/leg

MR. TOLSON

11/23/53

EXECUTIVES CONFERENCE

SUGGESTION #553-53  
MADE BY MRS. S. CATHERINE RUHOFF  
RECORDS & COMMUNICATIONS DIVISION  
MAILING OF UNIFORM CRIME REPORTS

The Executives Conference was requested to consider whether an efficiency award should be granted to Mrs. S. Catherine Ruhoff, Statistical Assistant, Records and Communications Division. Mrs. Ruhoff made the suggestion that the Bureau dispense with the use of envelopes in mailing Uniform Crime Reports and adopt instead the procedure of addressing the back of the Uniform Crime Reports bulletin. The Executives Conference of 10/13/53 recommended favorably as to the adoption of this suggestion and the Director approved.

The suggested procedure eliminates the necessity of inserting Uniform Crime Reports in envelopes which were previously addressed by the Mechanical Section. After the envelopes were completely stuffed they were sent to the Mail Room for mailing. The Statistical Section, Records and Communications Division, estimated annual savings to be at least \$3,500, which is based on the cost of mailing Uniform Crime Reports in envelopes at nine cents apiece and includes handling costs.

RECOMMENDATION:

Although this suggestion is an outgrowth of the normal duties of Mrs. Ruhoff, the Records and Communications Division has recommended she be granted a within-grade promotion under the Efficiency Awards Program for her suggestion resulting in annual savings of \$3,500 to the Bureau. Mrs. Ruhoff is in Grade GS-7 and her salary is \$4,205. A within grade step increase in salary would be \$125.00.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs 11/23/53

The Executives Conference of 11/19/53, those present being Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Glegg, recommended unanimously favorable. Administrative Division will make the appropriate recommendation to the Department of Justice and prepare the notification to the employee.

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

cc-Mr. Mohr

Mr. Glegg

DDH:dmg

66-2554-10938

RECORDED 11/23/53

RECORDED 148 DEC 9 1953

63 DEC 10 1953

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DATE 8-11-92 BY SP5CJ/dy

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MR. TOLSON

December 8, 1953

THE EXECUTIVES CONFERENCE

~~X~~ Baltimore, Md.

PROVIDENT SAVINGS BANK OF BALTIMORE

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, and Glavin, considered a communication from the Special Agent in Charge of the Baltimore Office, concerning the Provident Savings Bank of Baltimore.

The Conference was advised that the Special Agent in Charge of the Baltimore Office had received information from officials of the Provident Savings Bank of Baltimore that they would be very happy to offer, on behalf of the bank, to make personal loans to Agents of the FBI on a national basis on the basis of the following for signature loans:

- (1) The rates on loans from \$100 to \$300 would be 6% discount per annum plus 1% service charge.
- (2) On loans in excess of \$300 the rate would be 5% discount per annum plus 1% service charge.
- (3) The bank would also make collateral loans secured by cash value of life insurance policies or acceptable stocks and bonds on a demand basis at the low interest rate of 4% on a loan of \$1,000 or more.

It was pointed out to the Conference that Mr. Joseph Lynch, Vice President of the bank, who is a personal friend of the Special Agent in Charge, Baltimore, had advised that the bank would be happy to make loans to Agents located anywhere in the United States and its territories in the event the Bureau would approve an appropriate method of notifying the Agents that this service was available to them by the Provident Savings Bank of Baltimore.

The Conference was unanimously opposed to accepting the offer of the Provident Savings Bank of Baltimore inasmuch as it was felt that this would be a most undesirable arrangement to enter into with any bank. The Conference was of the definite opinion that under no circumstances, at any time, should the Bureau circularize such information to its personnel.

DEC 10 1953 / 28-53

RECORDED - 73  
INDEXED - 73

DEC 9 1953

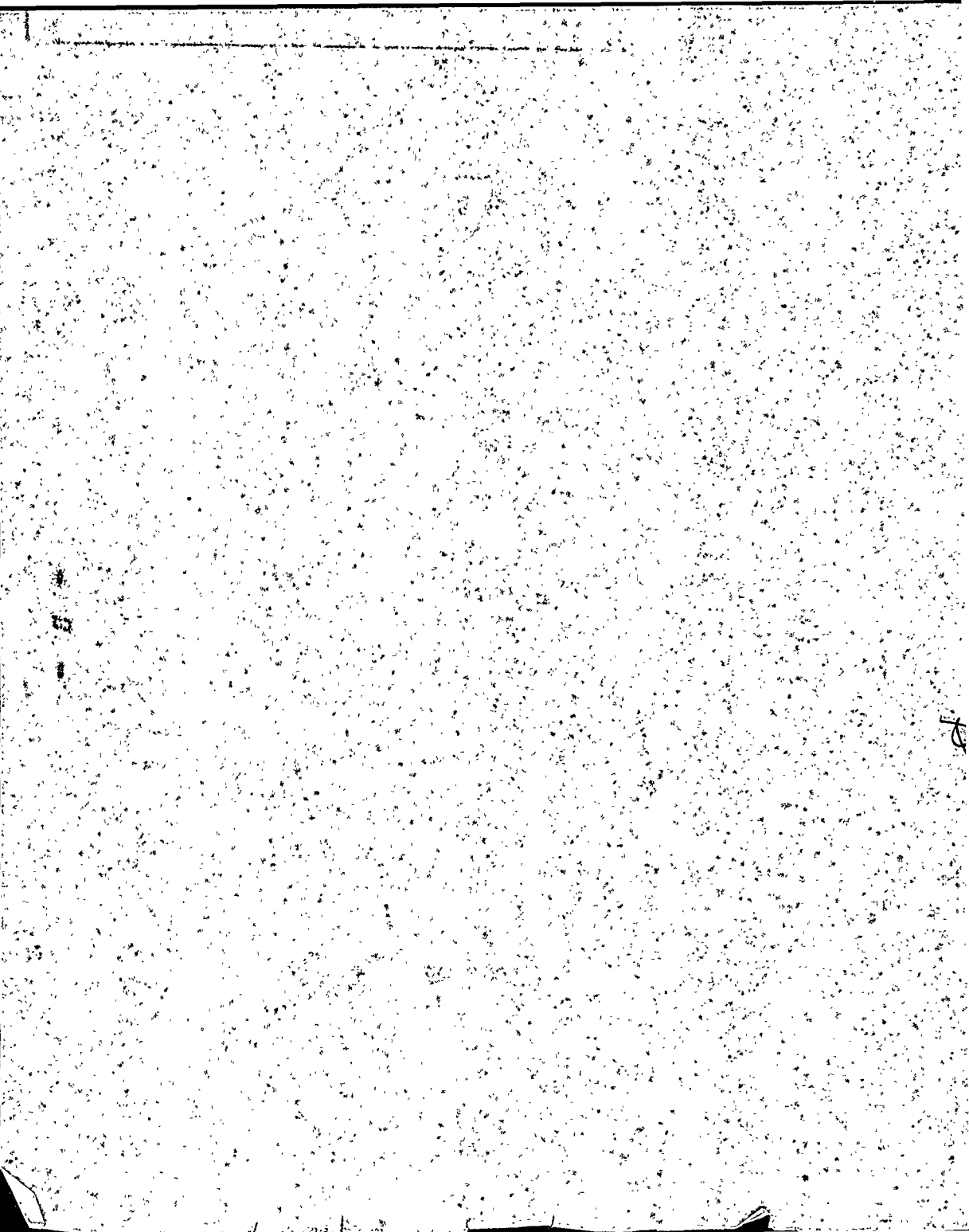
cc: Mr. Mohr Mr. Clegg

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F. B. I.

166-27-110939  
31





Memorandum to Mr. Tolson

December 9, 1953

Re: Provident Savings Bank of Baltimore

Should you agree, there is attached hereto an appropriate communication addressed to the Special Agent in Charge, Baltimore.

~~PK~~ ✓

OK  
NE

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. D. M. LADD *DL*

FROM : E. M. Gregg *EMG*  
President, FBIRA

DATE: 12-2-53 *Viper*

SUBJECT: FBIRA ACTIVITIES  
DISCOUNT LIST

cc Mr. Belmont

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

With Bureau approval, [redacted] clerical employee assigned to the Exhibits Section of the Administrative Division, has established himself in business as Terry Industries, Box 3585, Arlington 5, Virginia, specializing in mail order retail sale of hobby supplies and equipment. [redacted] has offered to members of the FBIRA discounts from 10 to 20% on hobby supplies purchasable through his concern. Through the Personnel Assistants of the various divisions, this offer has been made available to FBIRA members at the Seat of Government and the Washington Field Office and will be listed in the next issue of the FBIRA Discount Book, publication of which is contemplated in January of 1954. [redacted] has now requested that inasmuch as his business is handled completely by mail, his offer be extended to offices in the East and Middle West, western offices being excluded inasmuch as mailing costs (the expense of which is borne by Terry Industries) are prohibitive.

b6  
b7c

323, 013

RECOMMENDATION

Inasmuch as to my knowledge there is no precedent to the circularization by the FBIRA of such offers emanating from Bureau employees, this matter is being submitted for your consideration.

8-11-92 sp-5a/deg

ADDENDUM:

December 3, 1953

The Executives Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Rosen, Clegg, McGuire for Nichols, Holloman, Trotter and Belmont considered the above matter and unanimously recommended against it as setting an undesirable precedent.

AHB:tlc

RECORDED - 10  
RECORDED - 10  
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DEC 9 1953  
51

*DL*  
*an*  
10940

28 DEC 10 1953

53 DEC 18 1953  
EMG:TD

EX-110

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EXECUTIVE CONF.

RECORDED 1204

166-2554-10941  
FILE RECORDED  
148 DEC 9 1953

INITIALS ON ORIGINAL

53 DEC 16 1953

ORIGINAL FILED IN 62-206

December 1, 1953

MEMORANDUM FOR MR. TOLSON  
MR. LADD  
MR. NICHOLS  
MR. BELMONT  
MR. GLEGG  
MR. GLAVIN  
MR. HARBO  
MR. ROSEN  
MR. TRACY  
MR. MOHR  
MR. HOLLAMAN

323,013  
8-11-92  
sp. sci. / deg

RE: WITHHOLDING FROM THE MAILS

The Attorney General has received a communication from Roy M. North, Post Master, U. S. Post Office, Washington, D. C., wherein he advised that each year in advance of the Christmas Holiday Season the Post Office finds it necessary to request the cooperation of all Government departments in withholding from the mails from the period of December 1 to the 26th all bulk mailings of pamphlets, books, forms and other printed matter. The Post Master states that matter of this character seriously interferes with the expeditious handling of the holiday mails and on account of its weight often causes damage to Christmas parcels.

It is the desire of the Bureau to cooperate with the Post Office Department during the forthcoming holiday season and bulk mailings should not be made during the period in question unless such mailings are essential to the efficient operation of the Bureau.

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

COMM - FBI  
DEC 1 - 1953  
MAILED 27

Very truly yours,  
J. EDGAR HOOVER  
John Edgar Hoover  
Director

(Note: The Executives Conference of 11-28-53, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Belmont, Harbo, Glavin and Glavin recommended approval of above communication.)

WRC:ak

RECEIVED  
1930  
6-20-53

11-20

Mr. Clegg

12-1-53

Mr. Gearty

**SPECIAL CIVIL RIGHTS COURSE OF  
TRAINING FOR POLICE OFFICERS  
MOBILE DIVISION**

Re memo of 10-15-53 concerning the Executives  
Conference of 10-14-53 on the captioned matter.

The Conference was unanimous in approving the suggestion of the Mobile Office that Mobile, at the specific request of a police agency, be permitted to conduct a special Civil Rights course of training for police officers. A letter was directed to Mobile on 10-16-53 authorizing that office to conduct these schools and instructing Mobile to advise the Bureau at the end of 60 days the results of such courses.

A letter dated 11-25-53 was received from Mobile advising that one police school along this line had been held and that all departments seemed genuinely interested in having this topic discussed in connection with police training but several departments had indicated that they wished to wait until after January 1, 1954, before requesting such schools. Mobile requested that, in view of the fact that their office had just concluded Theft From Interstate Shipment conferences throughout the entire Division and the fact that with the approaching holiday season the police departments will be burdened with traffic and other problems and do not feel they can derive maximum benefits from schools held prior to January 1, the deadline of 60 days for holding these schools be extended to 2-1-54.

RECOMMENDATION:

That authority be granted to Mobile to extend to 2-1-54 the deadline for holding these schools. If you agree, an appropriate letter to Mobile is attached.

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

EDS:jaw

Attachment

DEC 15 1953

REC'D RECORDED-521

U.S. DEPT. OF JUSTICE

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DATE 8-11-92 BY SP 26/deg

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138 DEC 16 1953

INITIALS ON ORIGINAL

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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 #700-53

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

b6  
b7C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-97 BY SP-5 CJD/deg

SUGGESTION:

It is suggested that mail regarding training schools be filed in personnel files, as distinguished from the general administrative files.

The employee submitted, as examples, some yellow file copies received for processing concerning Sound School training which she believes add very little to the general administrative files inasmuch as the names of the Agents are not indexed.

OBSERVATIONS:

Records Section pointed out that on July 16, 1953, the Executives Conference approved Mr. Warkart's suggestion that copies of teletypes instructing specific Agents to attend a specified school and approving cancellation or attendance no longer be filed. At that time approval was made of maintenance of these teletypes for 60 days in the Administrative Division following which they would be destroyed. Records Section believes consideration should be given at this time to filing only one piece of correspondence in an employee's personnel file indicating that he has attended a specific school together with pertinent facts concerning his proficiency.

FBI Laboratory recommends favorable consideration of the suggestion with regard to filing in the respective Agents' personnel files copies of material relating to completion of training conducted by the Laboratory. The Laboratory prepares an outgoing letter to the appropriate field office advising when such training has been completed and it is considered highly desirable that the personnel files of the respective Agents reflect the completion of such training.

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

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

Unanimously favorable. If approved, the Records and Communication Division will take appropriate action. There is also attached a letter to [REDACTED] advising her of the adoption of her suggestion.

b6  
b7C

cc-Mr. Mohr

RECORDED-67  
INDEXED-67

166-2554-10943

55 JAN 6 1954

DETAILS ON [REDACTED]

MR. TOLSON

11-25-53

Executives Conference

IDENTIFICATION DIVISION  
WELFARE FUND

Those present at the Executives Conference on November 23, 1953, were Messrs Tolson, Ladd, Belmont, Harbo, Rosen, Glavin, Mohr, Mason, and Tracy.

For some time the Identification Division had been following the policy of sending flowers in the event of the death, or a gift and/or flowers in case of the illness of an employee requiring hospitalization for over five days as follows:

1. In the event of death in the immediate family (parent, brother, sister, spouse, or child) of an employee, a funeral wreath, the cost of which is not to exceed \$7.50 is sent.
2. Serious illness requiring hospitalization in excess of five days. In such cases flowers, literary material or a basket of fruit, the cost of which is not to exceed \$3.50, is sent.

The above expenses were taken care of automatically by telephone request in the Personnel Unit in the Identification Division. Payment was made out of the Identification Division Welfare Fund. Collections were not instituted in such cases.

Insofar as other remembrances were concerned, such as would be appropriate in connection with a wedding, birthday, engagement, transfer, anniversary, resignation, etc., it has been the responsibility of the employees in the individual's section or unit to bear such expense in accordance with the desires of the employees concerned.

Since the elimination of the individual unit or section funds, permission to make a special collection has been secured in each instance.

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

cc - Mr. Mohr  
Mr. Clegg

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HEREIN IS UNCLASSIFIED  
DATE 8-11-97 BY SP5 cyd/eg

66-2554-10944  
RECORDED - 22  
INDEXED - 22  
EX-110  
DEC 9 1953

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Memo to Mr. Tolson  
Re: Identification Division  
Welfare Fund

11-25-58

It is recommended that the Identification Division revert to its former practice in the two instances above set forth of making payment out of the Identification Division Welfare Fund without a collection being taken. This will reduce the number of collections.

The Conference unanimously recommends approval of the recommendation.

NOV 25 9 13 AM '58

U.S. DEPT. OF JUSTICE

MR. TOLSON

11/23/53

EXECUTIVES CONFERENCE

SUGGESTION #718-53  
MADE BY NORMA KNOWLES  
HOUSTON OFFICE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP-3 CC/HWJ

SUGGESTION:

It is suggested the Bureau discontinue sending a routing slip on each Agent transferred advising his new office of assignment of the date of his last physical examination. Instead, it is suggested Form FD-109 (copy attached) be revised to include this information.

The suggesting employee pointed out that when a Special Agent is transferred the Bureau forwards a routing slip advising the new office of assignment relative to the date of his last physical examination, which information is available in the Agent's personnel file. He also commented that it has been the practice in the Houston Office to advise the new office of assignment relative to this information.

OBSERVATIONS:

SAC A. F. Lorton favored adoption of the suggestion.

The Administrative Division is opposed to the adoption of this suggestion and believes routing slips should be continued to Special Agents in Charge of Agents under transfer in the following situations: (a) in those cases where there is an indicated annual physical examination delinquency and (b) in the cases where it appears the field is not aware of the date of the last and most recent physical examination.

The Administrative Division believes routing slips require very little clerical time in preparation at the Bureau since transfers are comparatively infrequent. The clerk in the Physical Examinations Unit checks the date of transfer against the date of his last physical examination, as recorded on the master indices card. If there appears to be a delinquency from an annual physical examination basis, a routing slip is sent to the SAC of the new office of assignment so that he will be alert to check into the situation and determine whether the Agent is actually delinquent or if just prior to transfer the Agent had a general physical examination which has not had time clear the hospital facility or the office from which he was transferred. Routing slips are not sent to the field when no apparent

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

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INDEXED - 60  
66-2554-10945

ORIGINAL COPY FILED IN 66-5442-196

Attachment  
cc-Messrs. Ladd and Clegg  
EDH:dmg  
DEC 17 1953

Memorandum to Mr. Tolson

delinquency exists. Responsibility for physical examination delinquencies in the field is primarily vested in the Special Agents in Charge and not the Bureau inasmuch as Special Agents in Charge are required to keep annual physical examination ticklers on all Special Agent and Special Employee personnel, which ticklers are checked during field office inspections. However, the Administrative Division believes routing slips should still be sent by the Bureau in the two instances cited above since they act as an administrative spot check on indicated physical examination delinquencies and it alerts the Special Agent in Charge to check further into the matter.

Sometimes it takes as long as three to four weeks or longer before a medical report is returned from a hospital facility to a field office and in the meantime an Agent may be transferred. When the Bureau furnishes the date of the last physical examination to the new office of assignment this prevents an Agent's being prematurely scheduled for his next physical examination.

It is not believed by the Administrative Division that Form FD-109 should be revised to contain the date of the last physical examination.

EXECUTIVES CONFERENCE CONSIDERATION:

At the Executives Conference of 11/18/53 those present were Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg. In view of the objections of the Administrative Division because of the reasons stated that routing slips are easily prepared and would make less complicated the preparation of Form FD-109, this suggestion was recommended unanimously unfavorably.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols  
FROM : L. E. Wherry, Jr.

DATE: 11-19-53

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

SUBJECT: BUREAU WAR PLANS  
RELIEF CW RADIO OPERATORS  
COMMUNICATIONS

SYNOPSIS: General

SAC, Omaha, recommends two male clerks be trained as CW radio operators his division by the one CW radio operator assigned. The one radio operator would require help and relief in emergencies requiring full time operation of the station. Only one regular CW radio operator assigned to thirty-five of our field divisions. Field previously advised not to train clerks as CW radio operators because of extensive and intensive training required to properly prepare for this work employees who are completely inexperienced in CW radio operating. Recommend ascertain availability of CW radio trained male clerks in field with view to further consideration of their training by our regular CW radio operators to function as relief operators in war emergencies.

RECOMMENDATION:

It is recommended that the attached suggested SAC letter, to ascertain the assignment and availability of male clerks with CW radio operating training and experience, be approved with a view to further consideration of the training of qualified clerks by our regular field CW radio operators to function as relief operators in an emergency.

*WACM*

The Executive's Conference of November 24, 1953, consisting of Messrs. Tolson, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy, and Glavin, considered the above suggestion and recommended its approval.

WRG:gt

*H*  
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166-2554-10907  
DEC 9 1953  
92

INITIALS AND SIGNATURES

Attachment

LEW:bjc

DEC 24 1953  
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DEC 20 1953

323013

U.S. DEPT. OF JUSTICE  
RECEIVED  
DEC 18 1953  
COMM. SERV.

DEC 9 1953

66-17335

Memorandum to Mr. Nichols  
Re: Bureau War Plans  
Relief CW Radio Operators

11-19-53

BACKGROUND:

Reference revisions to War Plans of the Omaha Office submitted by cover letter of October 15, 1953, captioned War Plans. On page five of the War Plans revisions, item eight, the SAC states that if an emergency existed wherein it were necessary to operate the CW radio station on a twenty-four hour schedule, it would be necessary to have additional personnel, and he suggests that the Bureau give consideration to the training by Radio Communications Officer [redacted] of two clerical employees presently in his division.

b6  
b7c

In items six and seven of page five of instant revisions, the SAC points out that only one CW radio operator is assigned to the Omaha Division; that no agents are assigned to his office who were formerly CW radio operators.

This situation has been known to the Bureau, of course, but in view of our budget limitations, it has been necessary to assign two or more CW radio men, one a technician when available, to only the larger offices equipped with the 250-watt FM radio telephone installations and to the insular offices.

The objections to training CW radio operators in the field are:

1. It is a long drawn out, time consuming process to adequately train anyone for this work unless they have had considerable previous training and working experience as CW radio operators in military or amateur CW radio operations.

2. There is not enough radio traffic in a field division, such as Omaha, to give a completely inexperienced trainee enough actual experience in on-the-air operating.

For these reasons, the field has previously been instructed that CW radio operator training should not be attempted in the field.

DETAILS:

Need for Relief CW Radio Operators

Thirty-five of our field divisions have only one regularly assigned CW radio operator. Of these, six also have assigned one

Memorandum to Mr. Nichols  
Re: Bureau War Plans  
Relief CW Radio Operators

11-19-53

Special Employee who was formerly a Bureau CW radio operator. Six other of the offices each have one or more Special Agents assigned who were formerly Bureau CW radio operators. This leaves twenty-three offices which have no employees who can operate the CW radio station in emergencies other than the one regularly assigned CW radio operator. Considering the fact that every agent would be needed on regular Special Agent assignments in an emergency and could not or should not be utilized to operate the CW radio station, there are twenty-nine offices with no one to operate the CW radio except the one regularly assigned CW radio operator who could not possibly keep the station operating continuously without relief and assistance.

While male clerks trained as CW radio operators and meeting the code sending and receiving requirements set forth below would not provide us with the efficiency and speed of handling CW radio traffic which we can expect of our regularly assigned radio personnel, they could stand radio watches in emergencies and send and receive the shorter, less urgent messages and allow the regular operator/s an opportunity for the necessary rest periods, off time, etc.

It is the writer's opinion that only male employees should be given any consideration for this type training in view of the seriousness of the type emergency which could be encountered under present day conditions; the demands, therefore, which may be made on our CW radio operators; and the Bureau's previous instructions that under phase WC of our War Plans, all female employees must be evacuated to the nearest safe territory.

In the event the Omaha or other offices in the same situation have male clerks who have previously had training and experience as CW radio operators, I believe it would be practical and desirable to have the regularly assigned CW radio man in each instance train up to two such employees in the operation of the CW radio equipment.

#### Cost of Training

It is estimated that it would take anywhere from 90 to 180 hours of instruction to adequately train qualified employees, that is, employees with previous training and experience in CW Radio Operating, to function satisfactorily as relief CW radio operators.

Memorandum to Mr. Nichols  
Re: Bureau War Plans  
Relief CW Radio Operators

11-19-53

With one hour of instruction per work day, the training would therefore require an extended training period of two to four months. The average hourly rate of pay of our senior CW radio men in the field stations is \$2.37 per hour; for a clerk in the middle of grade GS-3, \$1.39 per hour. From these figures, an estimated \$338.40 in employee time would be required to train one employee for 90 hours, or \$463.50 to train two employees 90 hours simultaneously. The number of hours necessary to adequately train an employee depends, of course, upon his previously acquired skill and his aptitude for the subject on which he is receiving instruction. If the training required 180 hours, the above figures would be doubled.

#### Availability of Personnel Qualified to Receive Training

Information as to the previous training and experience in CW radio operating of male employees in the field is not readily available at the Seat of Government. I do not feel that it would be economically practical to hire male clerks with CW radio operating training and experience for assignment to the field. From a purely personnel angle, it would not be practical since such employees would function as relief operators only and would or could not be paid a salary at the CW radio operating level.

#### Utilization of Employees' Skills and Abilities

I do feel that we should make full utilization of the skills and abilities of our male clerical personnel in the field and especially as relief CW radio operators in order that we may keep our CW radio stations operating continuously wherever possible and whenever needed in the event of war emergencies.

#### 1. COMMENDATION:

It is recommended that the attached suggested SAC letter be approved, printed and distributed to ascertain the assignment and availability of male clerks in the field who have had previous training and experience in CW radio operating with a view to further consideration of their training in the field to function as relief CW radio operators in emergencies.

*[Handwritten signature]*

MR. TOLSON

November 27, 1953

EXECUTIVES CONFERENCE

Present at the Conference 11-25-53, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire, Holloman and Mason

b6  
b7c

SUGGESTION #757-53  
MADE BY [REDACTED]  
CHIEF CLERK, MILWAUKEE OFFICE  
PROPOSED REVISION IN FORM FD-1  
(ASSIGNMENT CARD)

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5 CUL/af

SUGGESTION:

It is suggested that the Assignment Card be revised to provide a space for the Bureau file number. Sample is attached.

The suggesting employee has in mind that this would assist field offices in preparation of the Monthly Administrative Reports in instances where case listings are necessary and would be a handy reference for Special Agents, particularly those in Resident Agencies, who do not have files and serials immediately available to them.

OBSERVATIONS

RECORDED - 93

166-2254-10949  
~~NOT RECORDED~~

SAC R. L. Murphy of Milwaukee, believes this suggestion has some advantages and would chiefly assist the Chief Clerk in preparing Monthly Administrative Reports where case lists are necessary. SAC Murphy does not feel that it would materially assist Resident Agents since the Bureau file number would hardly ever be known at the time the Assignment Card was prepared. He does believe it would be a convenient place for an Agent working away from the office to record the Bureau file number when he learns the number.

Manuals Desk, Training and Inspection Division, is opposed to this suggestion, pointing out it would be a waste of clerical time to type the Bureau file number on each Assignment Card. Sometimes it might be helpful to have the Bureau file number and, in those instances, the Agent can write it in on his copy and the clerk could do likewise on the office copy, if necessary. The Manuals Desk advised that at the present time delinquent case lists are submitted bimonthly, but actually the rule is that they be submitted annually. Therefore, the Bureau file number would be of assistance about once a year. It was also noted that the Bureau file number is not always available when the Assignment Card is made up. Therefore, it would have to be added later unless an exception would be made.

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

The Chief Clerk of the Washington Field Office is in favor of the suggested revision of Form FD-1 to add the Bureau file number. She pointed out that it would be very helpful in preparing the list of delinquent matters when it is necessary to furnish the Bureau cc-Messrs. Mohr & Clegg.

Attachment  
EDM:dmg

ORIGINAL COPY FILED IN



MR. TOLSON

11/23/53

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
EXCEPT WHERE SHOWN  
OTHERWISE

SUGGESTION #671-53

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

b6  
b7c

SUGGESTION:

It is suggested that the indices to the Soviet Intelligence Album and the Soviet Officials Album be maintained as a card index in the Consolidation Unit, Records Section, since that unit makes all additions to the albums and to the indices.

The Soviet Intelligence Album consists of blind memoranda including a brief resume relative to Soviet agents identified by the field, together with his physical description, past history in espionage activities, etc. Each memorandum usually runs one page but sometimes extends to two pages in length. As received they are filed alphabetically and they come in one or two at a time. Over a period of years they have accumulated until they presently number into the thousands filed alphabetically in eight or nine sections.

The Soviet Officials Album is maintained in the same manner as the Soviet Intelligence Album but consists of information relating to all Soviet officials who have ever been in the United States. This Album also consists of eight or nine sections.

Both of these Albums were originally quite small; however, as they expanded it became necessary to make an index consisting of an alphabetical listing at the beginning of Part I of each enclosure showing those individuals listed in the Album. As the Albums grew frequent additions have been made to these lists in the form of supplemental lists and these have become so numerous it is difficult to use the index to locate references.

OBSERVATIONS:

INDEXED-99  
RECORDED-99

66-2554-10950  
DEC 9 1953

Records Section believes the best approach to this problem would be to start a new page numbering system and simply prepare index cards to be filed in the Bureau's master indices each time an addition is made. This would permit Records Section to readily locate references in the Album. Records Section points out, if it is desirable to maintain an alphabetical Album, this could be retained the Supervisor's office in Domestic Intelligence Division.

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

cc - Mr. Mohr  
Mr. Clegg

CLASSIFIED BY: SP-5 CAG  
DECLASSIFY ON: OADR

~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

The Espionage Section, Domestic Intelligence Division, agrees with the proposal of the Records Section. The alphabetical listing now being maintained in memorandum form could be discontinued and the only indexing necessary would be cards for the Bureau's master indices in order that the references could be located in the Albums. (The Espionage supervisor maintains an authorized special card index of all names and aliases in the Albums alphabetically.)

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, unanimously concurs with the views of the Espionage Section, Domestic Intelligence Division that the alphabetical listing now being maintained in memorandum form should be discontinued, that the only indexing would be cards for the Bureau's master indices in the Records & Communications Division, and that the albums be maintained by the Supervisor in the Domestic Intelligence Division.

~~CONFIDENTIAL~~

Memorandum to Mr. Tolson

file number. The Chief Clerk at Washington Field Office advised that the Bureau file number is being furnished to the field more and more often, especially in Security cases, and she feels that, wherever it is furnished to the field it should be put on the Assignment Card. She does not believe that, if the file number is not available at the time the case is opened, it should be added by posting clerk from correspondence reflecting this information. In offices handling a large volume of Applicant cases this would be a particularly heavy burden for the posting clerk and would serve no real purpose. However, in Security cases it would be especially helpful.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:wlh 11-27-53

The Conference considered the above views, including unfavorable recommendations from Inspector B. C. Brown and the Chief Clerk of the New York Field Office, both of whom opposed the idea because it will consume a substantial amount of time without providing a result commensurate with the efforts.

The Conference was unanimously opposed to the idea and if you agree no further action need be taken inasmuch as the suggesting employee has already been thanked.

MR. TOLSON

11-10-53

The Executives Conference

SUGGESTION OF SA HORACE S. HALLETT

The Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Mohr, Ladd, Mason, and Tracy on November 9, 1953, considered a suggestion of Special Agent Horace S. Hallett.

PRESENT PROCEDURE:

CRIMINAL RECORDS

In answering nonidents a carbon copy of the index card is automatically prepared. This carbon copy, being on a printed form, is mailed to the contributor.

In the case of idents a copy of the criminal record is sent to the contributor.

SUGGESTION:

Agent Hallett suggests that the use of the Bureau's disposition sheets (Form R-84) can be avoided by the adoption of the following:

1. That an extra carbon copy on a different colored paper be used in the case of nonidents. That contributors be instructed to enter the disposition on the back of the colored paper copy and return it to the Bureau.

2. In the case of idents that an extra copy of the criminal record be made on colored paper and that the contributor be asked to return this copy when the final disposition of the case is known.

The Identification Division recommends this suggestion unfavorably for the following reasons:

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

1. An additional carbon copy and tissue on colored paper would increase the cost. An additional copy would increase the handling in the typing section in that the two carbon copies would have to be stapled together prior to mailing.

Attachment  
Mr. Clegg  
Mr. Mohr

RECORDED-52  
INDEXED-52

66-2554-1093

RECORDED  
189 DEC 11 1953

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP5A/dcg

53 DEC 28 1953

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Memorandum for Mr. Tolson

11-10-53

2. In the case of idents the cost of the additional copies would increase in addition to the cost of the paper in that the ditto machine operators would have to insert after each white page the extra colored page. This would slow down the work of the ditto machine operators considerably.

RECOMMENDATION:

The Conference unanimously recommends the suggestion not be adopted. There is attached a letter to Agent Hallett, thanking him for his suggestion.

NOV 15 1953  
FBI - WASHINGTON

MR. TOLSON

December 9, 1953

THE EXECUTIVES CONFERENCE

Awards To Bureau Employees

The Executives Conference of December 7, 1953, consisting of Messrs. Tolson, Nichols, Mason, Rosen, Ladd, Belmont, Mohr, Harbo, Quinn Tamm, and Glavin, considered the attached memorandum from W. S. Hyde to H. L. Edwards concerning Service Award Pins.

The Conference was advised that [redacted] personnel clerk, has suggested that consideration be given to discontinuing the purchase of Service Award Pins which are presently being given to female employees and that they be awarded Service Award Keys without pin and safety catch attached.

b6  
b7C

[redacted] stated that after discussing the matter with several employees who had received the pins, she felt that the majority of the female employees would prefer the Service Award Key inasmuch as it could be worn both as a necklace, on a chain, or attached to a bracelet. Should the individual prefer, it would be a simple matter for any jeweler to attach the pin and safety catch to the key.

It was pointed out that if Service Award Keys were used instead of Service Award Pins, we would save approximately \$1.22 on each key secured for female Bureau employees.

The members of the Conference pointed out that they had collectively and individually noticed a great number of female Bureau employees wearing the pins which had been awarded them and the Conference feels, therefore, that the key with the pin and safety catch attached as presently awarded to Bureau female employees should be continued.

Attachment

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

WAG: jmr

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5 c/deg

OK  
RECORDED-19  
INDEXED-19  
66-2554-10952  
DEC 11 1953

55 DEC 15 1953 12-499

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.

b6  
b7c

SUGGESTION #158-53  
MADE BY [REDACTED]  
INVESTIGATIVE DIVISION

The Executives Conference was requested to consider whether an efficiency award should be granted to [REDACTED] supervisory clerk, Investigative Division. [REDACTED] made a suggestion that when bimonthly delinquency reports are received, instead of pulling Bureau files to determine whether an investigative report has been received, an employee check against abstracts of the Numbering Unit, Records Section, to determine if the delinquency has been removed by the submission of a report. The Conference approved this suggestion experimentally in connection with Deserter cases and it was later extended to include a number of other desks in the Investigative Division handling a large volume of such cases as Interstate Transportation of Stolen Motor Vehicles, Interstate Transportation of Stolen Property, Theft of Government Property and Theft From Interstate Shipment. The Director approved having this work performed by a Records Section clerical employee.

A survey has now been made of 9 desks in the Criminal Section, Investigative Division. Six revealed that an average of 12 Agent hours (Grade GS-13) and 5 clerical hours (Grade GS-3) are saved every two months as a result of this suggestion, or a saving of \$2,250.72 to the Bureau annually. This figure is offset by the cost of having a Records Section clerical employee check the abstracts. Mr. Eames, Records Section, advised from 9/18/53 to 10/18/53, there were 95 1/2 man-hours expended by a Grade GS-3 clerk at a cost of \$802.20 annually. Added to the saving is money saved by not having to pull files and refile them in Records Section. Approximately one-third of the files listed were eliminated, or 1,316 files per month, a saving of \$1,495.96 annually. Total approximate saving to the Bureau is \$2,944.48.

RECOMMENDATION:

Although this suggestion is more or less an outgrowth of the normal duties of [REDACTED] she is being recommended for an efficiency award for her suggestion resulting in annual savings of \$2,944.48 to the Bureau.

b6  
b7c

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

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:jaw 11-10-53

SEE NEXT PAGE

58 DEC 16 1953 RECORDED - 70

INDEXED - 70

166-2554-10953  
DEC 11 1953

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED  
DATE 6-11-92 BY 515 wfy

ORIGINAL COPY FILED IN 158-53

EDM:dmg  
Miss Gandy

Executives Conference unanimously recommends an efficiency award in the amount of \$125.00 cash for [redacted] because of savings resulting from her suggestion. This amount is the equivalent to a one step within grade salary increase.

b6  
b7C

If you approve, the Administrative Division will prepare recommendations for the award and an appropriate notification to [redacted] was in grade 7, \$4205 per annum.



MR. TOLSON

November 25, 1953

EXECUTIVES CONFERENCE

SUGGESTION #763-53  
MADE BY SA CHRISTOPHER J. MORAN  
INVESTIGATIVE DIVISION  
~~FORMS 0-1 and~~ FD-205

Present at the executives Conference November 23, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Mason.

303013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5 w/dly

PRESENT PROCEDURE:

Under the present procedure of handling Forms 0-1, the case file is requested and Form 0-1 (Status of Case - Follow-up Letter) is prepared when an examination of the case file reflects the case to be in a delinquent status. Upon return of Form 0-1 to the Bureau by the field and when the Supervisor does not expect to call the case file within a short period of time, it is necessary for the Supervisor to again request the file in order that a notation may be made therein indicating the Form 0-1 has been returned and the information furnished by the field office. Under current regulations Form 0-1 is destroyed after appropriate notations are made in the case file, except where there is some definite reason for filing this form in the case file.

The suggesting employee pointed out that the case file is requested twice, the first time when the Form 0-1 is prepared and a second time to note the reply in the case file.

SUGGESTED PROCEDURE:

(1) In the future, when a Form 0-1 is returned and there is no action requiring the Agent to call for the appropriate case file at that time or within a short period of time thereafter, it is suggested that the Supervisor be permitted to merely initial the Form 0-1 and write the words "please post" on the left-hand margin of the form. The Form 0-1 would then be returned to the Records Section by the usual routing procedures. Records Section employees could then make a notation in the appropriate case file indicating the date the Form 0-1 was returned and the information furnished by the field office, without ever having the file leave the File Room. The Form 0-1 could then be destroyed by the Records Section employees.

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

cc - Mr. Mohr  
Mr. Clegg

364

58 DEC 17 1953

RECEIVED

RECORDED-42  
INDEXED-42

66-2554-10954  
DEC 1953  
GENERAL  
INITIALS

ORIGINAL COPY FILED IN 66-2554-10954

Memorandum to Mr. Tolson

When Form 0-1 is sent out to a field office a notation is made in the appropriate case file indicating the form was sent to the particular office. Where this notation that the form was sent is not noted on the top serial of the file, or in particularly active cases, the person preparing the Form 0-1 could note the serial number on which the notation is made in parenthesis immediately after the Bureau file number. For example (Serial 45) and this would facilitate the location of the proper serial by employees of the Records Section in posting the replies to 0-1 forms.

#### ALTERNATE SUGGESTION

The Investigative Division stated the suggestion as set out above has considerable merit and would eliminate the necessity for the Supervisor's calling the file to record the receipt of Form 0-1 80% to 90% of the time.

However, the alternative would be to permit the filing of all Forms 0-1 when they are received from the field, although it is noted Bureau Memorandum to All Bureau Officials and Supervisors 12/11/52, instructs these forms not be sent to Records Section for filing except in rare instances.

#### Observations

The Investigative Division is in favor of the suggestion proposed by SA Moran and believes it would be advantageous to the Records Section and far outweigh the time required for a clerical employee to make the necessary notations in the case file.

The Records Section, Records and Communications Division, stated that the suggestion made by SA Moran appears to have merit and recommends it be adopted for a trial period of 60 days in order that it might be properly evaluated.

The Records Section is opposed to the alternate suggestion and points out the filing of forms 0-1 in all instances upon receipt at the Bureau would require the same processing as a piece of mail.

(2) It is also suggested by SA Moran that the procedure outlined for handling Form 0-1 be used in noting the contents of Form FD-205 (Notification of Delinquent Deadline Case), which is used to advise the Bureau that a deadline will not be met and which would not normally be filed. The suggesting employee proposed that, upon

Memorandum to Mr. Tolson

receipt in the Bureau, the Supervisor initial Form FD-205 and place the notation "please post" in the left-hand margin. Appropriate notations would then be made in the case file by Records Section employees.

Current regulations provide that Form FD-205 be destroyed after appropriate notations are made in the case file, except where there is some definite reason for filing this form in the case file.

#### Observations

The Investigative Division favors the suggestion.

The Records Section, Records and Communications Division, recommends it be adopted for a trial period of sixty days in order that it might be properly evaluated.

#### EXECUTIVE CONFERENCE CONSIDERATION:

The Conference unanimously favored a sixty-day trial of the proposal that Records Section clerks be authorized to make appropriate notations on serials as to advice received from the field on an O-1 form initially sent out of the Bureau but returned from the field with explanations.

The Conference is aware that only a Seat of Government supervisor will prepare and dispatch an O-1 form to the field. Upon receipt of an O-1 form from the field with an explanation, it will go forthwith to the Seat of Government supervisor who will mark on the form "please post" and send it to the Records Section. A clerk in the Records Section will proceed to the cabinet where the file is lodged, withdraw the file, make the appropriate notations on the indicated serial, and destroy the O-1 form.

The Conference is opposed to the establishment of this procedure for Form FD-205, inasmuch as this form does not initiate with the Bureau and the Conference feels that the Bureau supervisor should have the file sent to him so that he may see what action, if any, is necessary in connection with Form FD-205. As you know, Form FD-205 is a printed form sent by an SAC to the Bureau, advising that a deadline cannot be met.

Form O-1 is, on the other hand, an inquiry from the Bureau to the field wanting to know why a report has not been submitted, or when one may be anticipated.

Memorandum to Mr. Tolson

If you approve the sixty-day trial, there is attached hereto an appropriate memorandum for Messrs. Tolson, Ladd, Nichols, Belmont, and Rosen, authorizing the sixty-day trial.

MR. TOLSON

December 4, 1953

EXECUTIVES CONFERENCE

SUGGESTION #703-53  
MADE BY SAC GALEN N. WILLIS  
SAN DIEGO OFFICE  
PROPOSED REVISION IN FORM FD-209  
(RECORD OF CONTACT WITH CRIMINAL INFORMANTS)

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP5 cjd/af

SUGGESTION:

It is proposed that a revision be made in Form FD-209  
(Record of Contact With Criminal Informants) to include two items,  
namely, "Paid \_\_\_\_\_ Date \_\_\_\_\_" and thereafter "Total Paid  
to Date \_\_\_\_\_."

A sample of the proposed revised form is attached.

The suggestor points out that with these items the Agent  
in submitting his Form FD-209 for each 45-day contact could show  
on the bottom whether he had paid the informant any money, how much,  
and could as he submits these forms over an extended period bring  
up an accumulative total of money which had been paid the particular  
informant.

SAC Willis commented that, although the Inspector's Manual  
provides that during inspections tabulations are to be prepared on  
the amount of money paid to Criminal Informants and Potential  
Criminal Informants, current regulations do not establish uniformity  
as to how this information should be recorded in the respective  
informant files.

OBSERVATIONS:

The Investigative Division stated that Form FD-209 is  
not used by all field offices and use of the form is optional not  
mandatory. Inasmuch as the form is not used by all offices the  
proposal could cause confusion through lack of uniformity in field  
offices. Therefore, it is believed undesirable to put this idea into  
effect.

EXECUTIVES CONFERENCE CONSIDERATION: 12-4-53 EDM:atn

Per presentation of Mr. Clegg December 3, 1953, no  
further action is recommended, in view of the opposition of

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

53 DEC 17 1953

RECORDED - 72  
INDEXED - 72

66-2554-110  
DEC 11 1953

110 W/MCM  
115 5

Attachment  
cc - Mr. Mohr  
Mr. Clegg  
EDM:dmg

EX-110

ORIGINAL FILED IN 66-2554-1-341

Memorandum for Mr. Tolson

the Investigative Division, and the fact that it is undesirable to confuse payments to informants with information received from informants, inasmuch as such data is now kept separately for control purposes. SAC Willis has been thanked and no other action is necessary.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 11/19/53

FROM : The Executives Conference

SUBJECT: SUGGESTION OF [redacted] POSTING SECTION, IDENTIFICATION DIVISION

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

*Suggestion*  
*#350*  
*Harbo*  
*Tracy*  
*Winters*  
*Harbo*  
*Nottel*

The Executives Conference consisting of Messrs. Ladd, Harbo, Clegg, Rosen, Belmont, Glavin, Holloman, Mohr, and Tracy on November 18, 1953, considered a pending suggestion from the Identification Division.

The Executives Conference previously recommended the adoption of a suggestion of [redacted] of the Identification Division be approved on a trial basis. The suggestion was that master fingerprints not be removed from the Technical Section in connection with the posting of wanted notices and flash notices, that, instead, the Posting Section on completion of its work would route the case to the Technical Section to place the necessary stamps, "wanted" and "flash," on the master fingerprint card. The saving involved was that the master fingerprint card need not be removed from file, thus obviating the preparation of the charge card and the refileing of the master.

A trial of the suggestion has proven successful and the Identification Division recommends the permanent adoption of the suggestion.

The Executives Conference unanimously concurred. There is transmitted herewith a letter to [redacted] advising her that the suggestion has been adopted on a permanent basis. A survey will be made to ascertain the amount of the savings and a subsequent recommendation will be made for any possible cash award.

Attachment

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

RECORDED - 72  
INDEXED - 72  
66-2507-10956  
DEC 8 1953

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5ci/deg  
EX-110

53 DEC 18 1953

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LADD  
3  
2-11

MR. TOLSON

11/23/53

EXECUTIVES CONFERENCE

SUGGESTION #749-53

MADE BY SA(A) [redacted]

CHICAGO OFFICE

~~FORM FD-123~~

b6  
b7C

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5cu/deg

SUGGESTION

Bureau of Public Debt, Chicago, Illinois, to whom the above-captioned form letter is addressed, has been checking its files against name furnished as holder of U. S. Savings Bonds, but has not been checking the bonds so found against their redemption file.

(1) The suggesting employee, SA(A) [redacted] proposes that when the form letter is next printed the first paragraph read as follows:

"In connection with an official investigation being conducted by this office, it would be appreciated if you would conduct a search of your files to ascertain whether the following individuals have been or are presently holders of United States Savings Bonds"

(2) The Bureau of Public Debt also pointed out that they do not have a record of the purchaser of United States Savings Bonds. Therefore it is suggested the second paragraph of Form FD-123 read as follows:

"In the event your indices reflect holdings of any of the above individuals, kindly furnish the information reflected therein, such as the date of issue, issuing agent, the denomination, serial number, series, and the name or names and addresses inscribed on the bond. In the case of bonds that have been redeemed, kindly furnish the date of redemption."

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Nichols \_\_\_\_\_
- Belmont (3) \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
- Harbo \_\_\_\_\_
- Rosen \_\_\_\_\_
- Tracy \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

The Bureau of Public Debt has moved its location and the proper address for Form FD-123 now is:

"Assistant Chief in Charge  
Division of Loans and Currency  
Bureau of Public Debt  
United States Treasury Department  
536 Clark Street  
Chicago 54, Illinois."

DEC 14 1953

DEC 5 1953  
Mr. Mohr & Mr. Clegg

11722  
b6  
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3482  
ORIGINAL FILED IN

RECORDED

66-2554-10957

EX-110



Memorandum to Mr. Tolson

(4) The Chicago Office, by letter dated 11/6/53, advised that the Bureau of Public Debt, Chicago, Illinois, has indicated the desirability of receiving Form FD-123 in duplicate.

OBSERVATIONS:

Bureau Bulletin #14, 3/3/48, issued relative to the use of Form FD-123 in obtaining information from Bureau of Public Debt, Chicago, Illinois, pointed out that a specific request for redemption information must be made and that this request could be included on Form FD-123 at the end of the second paragraph or in the space below the signature of the SAC.

Investigative Division and Domestic Intelligence Division both favor the proposed revisions in Form FD-123.

Manuals Desk, Training and Inspection Division, recommends favorably as to the proposed changes in Form FD-123 and believes the changes should be made now rather than at the next printing of the form.

All field offices should be notified promptly of the change of address for Bureau of Public Debt, Chicago, Illinois, and appropriate manual changes should be made.

EXECUTIVES CONFERENCE CONSIDERATION:

Executives Conference of 11/18/53, those present being Messrs. Ladd, Harbo, Glavin, Mohr, Rosen, Holloman, Belmont, Tracy and Clegg, recommended unanimously favorably.

MR. TOLSON

December 7, 1953

EXECUTIVES CONFERENCE

SUGGESTION #270-53  
MADE BY SA CURTIS E. THOMPSON  
FBI LABORATORY  
PHOTOGRAPHY

323 012  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5 u/def

SUGGESTIONS

The following suggestions were made with the thought that they will be of value to Agents in the field, in the Photo-Lab and Laboratory in facilitating the recording of photographs and improving the results obtained:

(1) The 2 1/2" x 3 1/2" card listing photographic exposures which is carried by Agents be printed so that it also bears a scale measured in inches. This scale would be included in the field of view in all photographs taken of documents, shoe prints, tire treads, et cetera. This scale would enable the Photo-Lab and Laboratory to enlarge photographs to accurate original size. (Sample attached)

Observations

FBI Laboratory is opposed to this suggestion. The Laboratory objects to having the scale printed on the card together with other matter. It is pointed out that possibly all of the printing could be placed on one side of the card, leaving the other side for the scale. The Laboratory feels that, if photographs are to be used at a trial, the presence of extraneous printed material in the photographs may cause embarrassment.

(2) There is no prescribed Bureau method of recording descriptive data relative to photographs taken with film packs. It is suggested a 3" x 5" card be printed (Sample Attached) so as to contain spaces for recording the description of each photograph taken, the Agent's name, date, film pack number and scale. When desired, the scale measured in inches (sample on reverse side of sample) could be used for inclusion in photographs. A card could be furnished with each film pack at the field office and the card could be retained with the film pack after exposure, developing and printing. It would be a permanent record of each photograph made and because of its size it would conveniently fit inside the film pack box.

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

DEC 18 1953

INDEXED - 94

RECORDED - 94  
EX-115

166-2557-110958  
DEC 11 1953

ORIGINAL FILED IN 66-4926-116

Memorandum to Mr. Tolson

Observations

The FBI Laboratory, Administration Division, Investigative Division and Training and Inspection Division have no objection to this suggestion.

(3) The Photo-Record camera takes 800 exposures on one roll of film. Often it is difficult in the field and at the Seat of Government to locate a particular frame and this is especially true in Security cases where the Photo-Record has been used extensively. It is suggested that the frames be numbered as they are on the Document Section's Photo-Record Check camera. This could be done with a simple device, pictured in the attached sample, consisting of three small flat wheels, each containing numbers 0 through 9. The wheels would be mounted under a flat piece of plastic or metal containing three windows which would expose the desired numbers. The device could be mounted permanently just inside the field of view on the bottom of the Photo-Record Suitcase Camera and would be in position to be used as desired. These devices could easily be mounted in the field and the photographer could make notes as to the frame number whenever it would be to his advantage to keep such a record.

Observations

The FBI Laboratory, Administrative Division, Investigative Division and Training and Inspection Division have no objection to this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: LDM:ATN 12-7-53 *atn*

Per presentation of Mr. Clogg December 3, 1953:

(1) In view of the opposition of the FBI Laboratory to Suggestion #1, that a scale be included in the field of view of all photographs and a likelihood of embarrassment in some future Court trial, no further action is recommended.

(2) With regard to the suggestion that a 3" x 5" card be printed so as to contain spaces for recording the description of each photograph taken, although the Laboratory, the Administrative Division, and the Investigative Division had no objection to this suggestion, the Inspection Staff saw no

Memorandum to Mr. Tolson

need for the suggestion and felt that it would result in another card being printed and more administrative detail. Therefore, this is recommended unfavorably.

(3) With regard to the proposal to number the frames on Photo-Record film and the use of an additional device, the Laboratory, the Administrative Division, and the Investigative Division saw no objection to the proposal; however, the Inspection Staff saw no need for this additional procedure and felt that further administrative work would be created if the idea was adopted.

Inasmuch as the basic recommendation as to all three parts of the suggestion has been unfavorable and inasmuch as Mr. Thompson has been thanked for his idea, no further action is necessary if you agree.

MR. TOLSON

December 7, 1953

**EXECUTIVES CONFERENCE**

Present at the Executives Conference December 7, 1953, were Messrs. Tolson, Ladd, Nichols, Glavin, Tamm, Harbo, Mohr, Belmont, Rosen, and Mason.

**SUGGESTION #814-53  
MADE BY [REDACTED]  
RECORDS & COMMUNICATIONS DIVISION**

b6  
b7c

**SUGGESTION:**

It is suggested that Bureau files on Waterfront Activities in the various field divisions be placed on the standard sub list.

The suggesting employee pointed out that Bureau file 62-98616 is used for policy material and general instructions issued to field divisions. Thirty-one separate files have now been opened on Waterfront Activities for different field divisions such as Albany, Buffalo, New York State, Anchorage, Seattle, Miami, Houston and San Juan.

The suggestor has in mind that mail could be sent directly to the Numbering Unit through adoption of her suggestion since Classifiers could use the full file number and sub. It would facilitate the classifying process and eliminate the expense of sending mail to the General Index.

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DATE 8-11-92 BY SP-5C/dag  
323,013

**OBSERVATIONS:**

The Records Section, Records and Communications Division, states that Bureau investigation under this caption is relatively inactive in 29 of the 31 field divisions having waterfront areas. It might have been desirable to place this investigation on the standard sub list if we could have foreseen the volume and extent of investigation which has been conducted. However, in view of the present relative inactivity and the fact there is no indication of increased activity in more than two divisions, the Records Section feels it would not be economical to change the mail already received to a standard sub list. A check conducted in the Numbering Unit reflects six of eight files mentioned in the suggestion (Albany 62-99303; Buffalo 62-98820; New York State 62-98522; Anchorage 62-99042; Seattle 62-99302; Miami 62-99032; Houston 62-99768, and San Juan 62-100020) have six or less serials in them to date.

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

The Records Section recommends unfavorably as to the adoption of this suggestion.

**EXECUTIVES CONFERENCE CONSIDERATION:**

EDM:ATH/ 12/7/53

RECORDED - 90 / 66-2554-10903  
INDEXED - 90 DEC 14 1953

INITIALS ON ORIGINAL

Messrs. Mohr & Clegg  
EDM:dmg

FILED IN 62-98616-79

*Handwritten initials and scribbles*

Memorandum to Mr. Tolson.

In view of the comments of the Records Section, the Executives Conference unanimously felt that this suggestion should not be adopted. No further action appears to be necessary, inasmuch as the suggesting employee has already been thanked.

MR. TOLSON

11/30/53

The Executives Conference

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION

The Executives Conference consisting of Messrs. Tolson, Ladd, Harbo, Rosen, McGuire, Glavin, Holloman, Mason, Belmont, and Tracy on November 25, 1953, considered recommendations of the Board of Directors of the Special Agents Mutual Benefit Association (SAMBA).

The annual audit of SAMBA has been completed and the records maintained by the SAMBA Manager, [redacted] were found to be in good condition. The complete audit report conducted by Special Agent (A) Edward J. Armbruster is transmitted herewith.

b6  
b7c

Subsequent to the audit for the twelve months' period ending October 20, 1953, there was received a dividend check in the sum of \$73,434. This is the largest dividend paid since the starting of SAMBA. The operating costs, which include the expenses of [redacted] and his staff and miscellaneous operating expenses, totalled \$29,524.80, making a net increase in our surplus of \$43,909.20. SAMBA is, therefore, in excellent financial condition, and it may be possible to further increase the benefits paid in order to avoid carrying too large a surplus.

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b7c

The Board of Directors made the following recommendations:

1. ENCL 1  
2/1

1. That a bookkeeping machine be purchased at a net cost of \$1,889.98. Special Agent (A) Armbruster recommends the purchase of such a machine as it would permit the work in the SAMBA office to be operated more efficiently and eliminate cross checking to locate errors.

The Executives Conference unanimously concurs in this recommendation.

- 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

Attachment

cc - Mr. Clegg  
Mr. Mohr

331 edm

58 DEC 23 1953

RECORDED-31

INDEXED-31

166-2554-10960  
DEC 11 1953

ORIGINALS ON ORIGINAL

21-107

323 013

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ORIGINAL COPY FILED IN 94-29518-71

Memorandum for Mr. Tolson

November 30, 1953

2. That the salary of Mr. John Donovan, accountant in the SAMBA office, be paid on an annual basis instead of the compensation of salary plus bonus. Mr. Donovan has been paid an annual salary of \$1,122 plus a semiannual bonus in May and November totalling \$1,350, making his net annual salary \$2,472. The Board of Directors recommended that Mr. Donovan be paid a straight salary of \$210 per month, making a total of \$2,520 per annum.

The Executives Conference unanimously concurred in this recommendation.

3. That employees [redacted] be transferred to the payroll of WAEPA (War Agencies Employees Protective Association, this being the other company whose insurance is managed by [redacted] advised that if SAMBA pays WAEPA for the salaries of these employees, he can then carry them on the payroll of WAEPA and make them eligible for a pension. This would involve no additional cost to SAMBA, the pension plan being paid in its entirety by WAEPA. The Board of Directors recommend approval.

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b7c

The Executives Conference unanimously concurs in the recommendation.



Memorandum for Mr. Tolson

November 30, 1953

4. SAMBA has been using a typewriter which is the property of WAEPA. It is recommended by the Board of Officers that a typewriter be purchased for the use of employees doing SAMBA work in view of the fact the old typewriter presently being used has needed considerable repairs which have been paid for by SAMBA.

The Executives Conference unanimously concurs in the recommendation that a new typewriter be purchased by SAMBA.

5. It has been the custom each year to give the employees of SAMBA other than Messrs. [redacted] and Donovan, a Christmas gift of \$25 each. This is common practice in private industry.

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b7C

The Executives Conference unanimously concurs in the recommendation that a Christmas gift to employees other than Messrs. [redacted] and Donovan be given this year in the sum of \$25 each.

b6  
b7C

RUSSELL C. ANDERSON, SA (A)

November 6, 1953

EDWARD J. ARMERUSTER, SA (A)

SAMBA AUDIT  
TWELVE MONTHS' PERIOD ENDED  
OCTOBER 20, 1953

An audit has been made of the books and records of SAMBA for  
the year ended October 20, 1953, by Special Agents (A) [redacted]  
[redacted] THOMAS F. HOWARD and the writer.

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b7C

The following is a balance sheet as of October 20, 1953:

SAMBA

STATEMENT OF FINANCIAL CONDITION

AS AT 10-20-53

323,013  
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DATE 8/11/92 BY SP-5/abc

ASSETS

Current

Cash in Bank	\$61,151.60	
Petty Cash	169.73	
Returned Checks	18.00	\$ 61,339.33
Securities-Marketable (Cost)		106,500.00
Accrued Interest		1,375.00

Fixed

Furniture and Fixtures	2,570.48	
Less: Reserve for dep.	1,273.37	<u>1,297.11</u>

TOTAL ASSETS

\$170,511.44

LIABILITIES & NET WORTH

Current

Accounts Payable		\$ 83.83
Accrued Taxes Payable:		
Withholding Taxes	\$ 532.00	
Federal Old Age Tax	<u>36.38</u>	
		568.38

EJA:NFR/RLR  
enclosures.

ENCLOSURE

66-2554-110960

Deferred Credits

Unearned premiums 52,822.75

NET WORTH

Surplus 4-20-53	\$115,726.28	
Reserve for claims	835.00	
	<u>\$116,561.28</u>	
Less Operating Loss	29,524.80	
Adjusted Surplus		<u>117,036.48</u>

Total Liabilities & Net Worth \$170,511.44

The Profit and Loss Statement for the year under review reflects a loss on operations of \$29,524.80. This does not take into account the expected year-end dividend which had not been declared as of October 20, 1953, but is expected to be approximately \$67,000. This figure was obtained verbally from [redacted] on November 2, 1953, and is subject to verification.

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b7c

The Profit and Loss Statement is as follows:

SAMBA

STATEMENT OF INCOME & EXPENSE

PERIOD 10-20-52 TO 10-20-53

Earned Premiums		\$104,126.00
Less Insurance Premium Cost		411,075.69
Net Loss from Insurance		(6,949.69)
Other Income		
Initiation Fees	\$ 934.00	
Interest Income	<u>1,000.00</u>	1,934.00
Loss		(5,015.69)
<u>Less Operating Expenses</u>		
Salaries & Commissions	Sch 1	20,340.81
Postage	Sch 2	891.84
Rent	-	1,400.00
Supplies	Sch 3	614.12

Taxes FOAT	Sch 1	\$	272.39	
Miscellaneous	Sch 4		312.60	
Depreciation	Sch 5		507.73	
Telephone	Sch 2		169.62	\$24,509.11

Net Operating Loss

(\$29,524.80)

There follows a summary of comparison of premiums and benefits for the period ending October 20, 1953:



### DETAILS OF AUDIT

The examination of the books and records included the following matters:

1. The cash in bank was verified by reconciliation of the bank account at the Riggs National Bank, Dupont Branch, as of October 20, 1953, and was found to be in agreement with the books of account.
2. The petty cash fund account was examined and expenditures analyzed and was found to be in order.
3. The furniture and fixtures account was examined and reflected a balance of \$2570.48, an increase of \$63.65 over the last period, due to the acquisition of one Magnedex file tray.
4. An individual count was made of the member cards as of October 20, 1953. This count reflected 3,638 married and 316 single members, or a total of 3,954 members. A difference of one card was noted. The books reflected a total membership of 3,955. It is possible that one card had been removed and will be subsequently found.
5. An analysis was made of salaries and commissions paid to [redacted] and the employees of SAIBA and is reflected on Schedule 1 filed in the audit work papers.
6. The postage and telephone expenses were analyzed and found to be in order. These expenses were supported by receipted bills or memorandums. The details of these expenditures are reflected on Schedule 2 of the work papers.
7. The supplies account was audited and found to be in order. The details are reflected on Schedule 3 filed in the work papers.
8. Miscellaneous expenses were analyzed for the period ending October 20, 1953, and found to be in order. The details of these expenses are shown on Schedule 4 of the work papers.

b6  
b7c

9. Depreciation on furniture and fixtures was checked and found to be in order. The details are shown on Schedule 5 of the work papers.
10. A physical count and inspection was made of the furniture and fixtures which is the property of SAMBA and the details of this are shown on Schedule 6 in the work papers.
11. A schedule was prepared showing the annual leave taken by the SAMBA employees during the fiscal year and same is reflected on Schedule 7.
12. The investment account reflected a total of \$115,000 face value of government bonds secured at a cost of \$106,500, as of October 20, 1953. This represents an increase of \$10,000 face value due to the purchase of this amount of bonds in December, 1952, at a cost of \$28,800. These bonds are maintained in a safe in Mr. GLAVIN's office.

#### CONCLUSION

The books of account were maintained in an orderly and neat manner and no exceptions or discrepancies were noted.

Inasmuch as the final dividend for the year has not been officially declared by the Prudential Insurance Company, it was impossible to prepare a profit and loss statement showing the inclusion of this dividend, with the result that the operations for the year show a loss of \$29,524.80.

#### RECOMMENDATION

During the course of the examination of the books and accounting procedures presently in operation, it was noticed that the posting of payments to the member cards could be improved upon by use of a mechanical bookkeeping machine. Such a machine would automatically post payments and record such payments on deposit tickets in one operation. It is the recommendation of your auditors that the Directors of SAMBA consider the installation of an improved type bookkeeping machine geared to fit the needs of the particular posting problem.

#### ENCLOSURES

Work papers

Mr. Tolson

November 24, 1953

Executives Conference

TRAINING FILMS

323,013  
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DATE 8/11/92 BY SP-5/BJG

Present at the Executives Conference of November 24, 1953, were Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Mason.

It was presented to the Conference that two years ago the Training and Inspection Division with the aid of a commercial company made two training films in color concerning arrests and raids and also concerning defensive tactics. These films have been widely used by the Bureau not only in Agent training but in police training and at the National Academy. It is the desire of the Training and Inspection Division to prepare nine additional films as listed below at an estimated cost of \$25,000 to \$30,000 each:

1. Collection, Preservation and Identification of Evidence
2. Packing and Shipping of Evidence
3. Auto Theft Investigations - Recognition of "Hot Cars"
4. Auto Theft Investigations - Searching the Automobiles
5. Crime Scene Searches - Outdoors
6. Crime Scene Searches - Indoors
7. Taking Fingerprints
8. Latent Fingerprints
9. Safe Burglaries

In view of current status of the Bureau's appropriation, it was the unanimous feeling of the Conference that the Training and Inspection Division should be authorized at this time to commence the preparation of two additional short motion pictures and that these pictures should concern the following topics:

1. Collection, Preservation and Identification of Evidence
2. Taking Fingerprints

It was the belief of the Conference that these two films would be helpful to law enforcement officers and would in turn facilitate the work of the FBI Laboratory and the Identification Divisions respectively.

If approved, it will be necessary for the Bureau to solicit bids (there are a number of movie companies in the Washington area) and, of course, it will take several months to prepare scripts, let the contract and complete production.

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

Mr. Mohr  
Mr. Clegg

RECORDED - 68  
INDEXED 68

166-2554-10961  
RECORDED  
8 DEC 15 1953

EX-110

INITIALS OF ORIGINAL FILE  
ORIGINAL FILED IN

DEC 23 1953



Mr. Tolson

Dec. 11, 1953

Executives Conference

DICTOGRAPH INSTALLATION

323 012  
ALL INFORMATION CONTAINED  
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DATE 8/11/92 BY SP-5ca/dcg

On December 3 the Conference, composed of Messrs. Tolson, Ladd, Tracy, Trotter, Belmont, Rosen, Clegg, McGuire, Glavin, Holloman and Harbo, considered the report on the survey of the Dictograph installation conducted by the Laboratory. With reference to our existing equipment, Mr. Conrad reported that the majority of the units are approximately 19 years old and the components are worn and unreliable. Much of the existing wiring and cable between the present Dictograph stations is unreliable because of damage resulting from water in the floor conduits, and rotten insulation due to age and moisture. There are 89 stations in the present system, the majority of which are apparently infrequently used. However, a defect in a remote part of this extensive system can affect adversely the operation of the Director's portion of the system. The Dictograph Company will not make any allowance for our present equipment on a trade-in. Mr. Conrad concludes that our present system should be removed in its entirety.

Mr. Conrad's survey included all types of private inter-office communications systems (i. e. other than telephone systems) and it was concluded that Dictograph is the best of such private systems. Unless it is desired to utilize Bell Telephone Company equipment Mr. Conrad recommends that a completely new Dictograph system be installed on a rental basis. Under this plan the Dictograph Company would remove all of the existing dictograph equipment and would install new cable and new stations for a system comprising the following stations in addition to the master sets in the Director's office: Messrs. Tolson, Mohr, Ladd, Nichols, Holloman, Glavin, Rosen, Belmont, Winterrowd, Clegg, Miss Gandy and the Telephone Room. In addition to the Director, Messrs. Tolson and Holloman, Miss Gandy and the Telephone Room would be able to call any station in the Dictograph system, while the remaining eight stations would be limited to ability to call any selected five stations. Existing secretarial duplicate stations now provided for any of the 12 stations listed above would be provided.

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

cc - Mr. Clegg  
Mr. Glavin  
Mr. Mohr

RECORDED - 86

INDEXED - 106

166-254-10962  
DEC 16 1953  
R8

DEC 16 1953  
RTH:mb

in the proposed new system. The Dictograph Company has furnished a tentative estimate for a system of this type providing for rental of \$160 per month. While there would be no installation charge, they would require a termination charge if the rental service were discontinued at any time within five years. The \$160 per month rental charge would include full maintenance of the equipment. The Director's present Dictograph equipment is connected to 19 stations whereas the proposed system would connect with only 12 stations as listed above. The stations eliminated under this proposal are as follows: Evans, Scatterday, Crosby, Hennrich, Sizoo, McGuire and Harbo. This reduces the rental cost materially because of fewer stations and a sharp reduction in the amount of connecting cable involved.

Mr. Conrad's Number One recommendation to replace our existing Dictograph installation is to rely on standard telephone service for expeditious interoffice communication. Under this proposal, the Director and each other Bureau official requiring such expeditious interoffice communication would be provided with an additional separate telephone instrument connected directly into the Bureau's manual switchboard. In operation, the calling party merely lifts the instrument and instructs the operator as to the official to be called. The operator thereupon connects and rings a similar telephone in the office of the called party who answers personally. Of course, where desired, additional duplicate extension phones could be provided to permit a secretary to answer in the absence of the called party. Such a system providing interoffice communication between the Director and the 19 points now appearing on the Director's Dictograph station would cost approximately \$45 non-recurring installation charge and approximately \$30 per month recurring charge. Mr. Conrad's recommendation is based on the fact that such a system would be the least expensive and the most trouble free. Also telephone company servicemen are already stationed in the Department of Justice Building. However, Mr. Nichols advises that it probably would be necessary to utilize an additional telephone operator to handle this expeditious intercommunication service, which would amount to approximately \$3,000 salary cost annually, not counting additional salary costs for a replacement operator to take care of sick leave, annual leave, and other absences. This means that the minimum cost of the manual telephone system would be \$3,360 annually as compared with \$1,920 annual rental for the Dictograph equipment.

The Conference unanimously recommends that the existing Dictograph equipment be removed in its entirety and that it be replaced by a 12-station Dictograph system comprised of 11 new cable and station sets at an estimated annual rental of \$1,920, including maintenance costs. The 12 stations, in addition to the Director's sets, will be located as follows: Messrs. Tolson, Mohr, Ladd, Nichols, Holloman, Glavin, Rosen, Belmont, Winterrowd, Clegg, Hiss Gandy and the Telephone Room. The Conference favors the Dictograph equipment because it will furnish the speediest private intercommunication system. It eliminates the delay required in going through an operator. In addition to being the most desirable system, it also will be the least expensive.

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MR. T. C. LEGG FEDERAL

November 19, 1953

H. L. SLOAN

ARMORED VESTS

*Executive Conference*

[redacted] Alameda, California, forwarded two models of his armored vests to the Bureau for inspection purposes.

Both models are the same as to size and construction and consist of 3 curved steel plates overlapped one above the other to give protection from the neck to the waist. Another plate hangs down which can be worn under the trousers to give additional protection to the lower abdomen and groin area. Model A is made of 18 gauge armored steel, weighs approximately 6 3/4 pounds and according to [redacted] will stop ball ammunition up to 860 foot seconds velocity. (.38 Special).

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Model B is made of 16 gauge armored steel, weighs approximately 8 3/4 pounds and will stop a projectile up to 1150 foot seconds velocity. (9 mm). Neither vest will stop a .38 Super ACP Bullet (1300 foot seconds) or a .357 magnum bullet (1500 foot seconds). The vest is constructed to hang on the front of the torso by a strap around the neck with another strap around the waist to hold it tight. He did not advise the price of the vests.

It is noted that our present doron vests weigh 7 1/2 pounds and have more stopping power than the 16 gauge steel vests in the front and sides and than the 18 gauge steel vests in the rear.

For protection in the rear and sides as in our present vests, the [redacted] vest would have to weigh approximately 15 pounds or more which is the reason the Bureau adopted the doron vests in the first place.

The only advantage of the [redacted] vests is the added protection to the groin area. This could be accomplished using doron plates or ballistics nylon armor as an attachment to our present vests or to an ordinary belt when vests are worn. The writer will pursue this possibility through the United States Marine Corps Development Center.

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No tests were fired at the test samples as [redacted] claims as to stopping ability is less than actual tests on our present vests.

The vests are submitted herewith to the Bureau for return to [redacted]

ORIGINAL FILED IN 100-288

323 OP  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP-5 C. J. [redacted]

166-2554-10963  
DEC 10 1953  
83

58 DEC 16 1953

INITIALS OF [redacted]

MEMO TO: MR. CIEGG  
FROM : H. L. SLOAN  
RE: ARMORED VESTS  
November 19, 1953

RECOMMENDATIONS:

1. The vests be returned to [redacted] and no further action regarding same be taken as the vests do not offer as much protection either from penetration or area covered as doron vests already used by the Bureau.

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2. That the writer, through military contacts, explore the possibilities of obtaining groin protectors of either doron or ballistics nylon to be used with our present vests.

If approved, there is attached hereto a letter of transmittal to [redacted]

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HLS/ks

Attachments -2-

MR. TOLSON

December 7, 1953

EXECUTIVES CONFERENCE

Present at the Executives Conference December 7, 1953, were Messrs. Tolson, Ladd, Nichols, Glavin, Tamm, Harbo, Mohr, Belmont, Rosen, and Mason.

SUGGESTION #806-53

MADE BY [REDACTED]

KANSAS CITY OFFICE

b6  
b7c

323,013  
ALL INFORMATION CONTAINED  
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DATE 8/11/92 BY [signature]

SUGGESTION:

In Bureau cases which have grown to the extent where there are more than one volume concerning the case, it is suggested a sheet of plain bond paper containing the file number, name of subject (or subjects) and a complete list of the aliases of the subject (or subjects) be maintained as the top serial of the last volume of the case file. This list would not be numbered or serialized.

The suggesting employee has in mind that, in view of the fact that it is no longer necessary to set forth the complete title when a title is changed, the above-mentioned list containing names and aliases of the subjects would enable the field office to have readily available such information. If an inquiry were received by a field office concerning a subject and his known aliases and there were more than one volume on the case, such a list would save an hour or more of a Supervisor's or Agent's time required to completely review the files and obtain a complete list of the aliases, particularly in Interstate Transportation of Stolen Property and Unlawful Flight to Avoid Prosecution cases.

OBSERVATIONS:

The Records Section, Records and Communications Division, is opposed to the adoption of the suggestion. They point out that the list would have to be made up when the second section of the file is started and at that time a review would have to be made of the first section of the file. This would be in addition to any review made by the Agent in following his case. Some clerical time would have to be expended in maintaining the list as the top serial in the file and there is a question as to whether this information is desired frequently enough to warrant the additional effort. A question arises as to whose responsibility it would be to bring the list up to date in an auxiliary office when a report was received adding aliases after the case had been RUC'd. There is too much possibility of error resulting from not keeping the sheet up to date. The complete title is set out whenever a copy of a report is sent to a new field office. This is often true in major cases and eliminates necessity of complete file review at a later date. Records Section believes the suggested procedure is too complicated and recommends unfavorably for the reasons set out above.

66-3665-2410  
ORIGINAL FILED IN

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

cc - Mr. Mohr  
Mr. S. Glegg  
EDM:dmg

RECORDED-97  
INDEXED-97

66-2554-1096  
DEC 16 1953  
51

MR. TOLSON

November 24,  
1953

THE EXECUTIVES' CONFERENCE

RESPONSIBILITIES OF THE FBI IN THE INTERNAL SECURITY  
FIELD

The Executives' Conference on November 23, 1953, consisting of Messrs. Tolson, Ladd, Mason, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr and Belmont, again considered whether it was advisable for the Bureau to continue the above program under which we confidentially furnish information concerning Security Index subjects to Governors of the various states.

On July 24, 1953, the New Orleans Division was authorized to furnish information to General Troy H. Middleton, President of Louisiana State University, concerning [redacted]

[redacted] Medical School, Louisiana State University. [redacted] is on the Security Index. The information furnished included information that as of February 1953, [redacted] was a member of a professional group of the Communist Party in New Orleans; that in 1950 or 1951 he was reported to be possibly the head of a Communist Party cell which was known to have held meetings in his house; and that he was reported to be a member of the Civil Rights Congress and to have contributed to the Civil Rights Congress prior to 1951. General Middleton was considered reliable and of unquestioned integrity.

Despite the fact that this information was given to Middleton in confidence, he advised his subordinates and state authorities who have come to the Bureau for additional information to assist in a hearing demanded by [redacted] following his suspension from the University.

The Executives' Conference considered the advisability of continuing this program on October 14, 1953, and came to the conclusion that the advantages to the Bureau outweigh the disadvantages and that the program should be continued. It was pointed out that under this program the Bureau is meeting a responsibility to the people of this country and that this program is the Bureau's answer to any claims by state or local officials that the Bureau is not cooperating in the security field. The Conference recommended

4-42-53  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2-21-82 BY SP-3 CEF/RS

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

CC - Mr. Clegg  
58 DEC 17 1953

AHB:tlc

RECORDED - 87  
INDEXED - 87

166-2554-70965  
DEC 16 1953  
INITIALS ON ORIGINAL

ORIGINAL FILED IN 69-93875-1548

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN  
FROM : E. J. INGRAM

DATE: 11/30/53

SUBJECT: Bureau Automobile ~~Accidents~~  
1951 Ford - #P1LU 142054  
Damage - \$405.03  
SA [redacted] - Louisville Kentucky

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

## SUMMARY MEMORANDUM

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Details

## EXECUTIVE CONFERENCE

By memorandum dated 10/26/53 SAC, Louisville, advised that at approximately 10:50 a.m. 10/22/53 while operating a Bureau car SA [redacted] was involved in an accident. SA [redacted] was driving south on U.S. Highway #27 en route from Lexington to Somerset, Kentucky, and was traveling about 50 mph in a 60 mph zone; he was accompanied by SA [redacted] and they were following another Bureau car driven by SA Frank L. Grubbs in which SAC Boyle was a passenger. Proceeding in front of the car driven by SA Grubbs was a car driven by [redacted] who maneuvered his car into position for making a left turn off the highway to a side road. SA [redacted] stated for some reason [redacted] changed his mind about making the turn and turned back into the lane of the Bureau cars without giving any signal, causing SA Grubbs to maneuver to the right side of the road to avoid hitting him. SA [redacted] attempted to stop his car and at the same time drive it into the shoulder of the road since he realized it was impossible for him to stop the car before striking the Bureau car in front if he remained on the highway. SA [redacted] stated the car he was driving was under control when it left the road but because of a drop-off in the shoulder it was thrown out of control and turned over, eventually coming to a stop on the roof of the car. Neither of the agents in the car was injured.

SAC Boyle advised he personally witnessed this accident from the car ahead of the one being driven by SA [redacted]. He said that [redacted] had suddenly slowed down and signaled for a left turn when practically at the intersection of a crossroad. The SAC stated no traffic was coming from the opposite direction and had [redacted] made his turn as signaled, the accident would not have occurred. Instead, however he turned back into the agents' lane causing SA Grubbs in the first Bureau car to stop suddenly to avoid hitting him. The SAC said SA [redacted] then came up behind and seeing that he could not avoid hitting the other Bureau car, attempted to go off on the right shoulder, which was too short. As a result the car went down an embankment about 25' in depth, hit a slight rise in the middle of the embankment, went off in the air and turned over, landing on the top of the car some 12' further down.

LRH:mao

323,013  
ALL INFORMATION CONTAINED  
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DATE 8/11/92 BY SP5C/dcy

66-2554-10966  
DEC 15 1953

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INITIALS ON ORIGINAL -

52 DEC 28 1953

ORIGINAL COPY FILED IN 66-2058-27-190



Memorandum to Mr. Glavin - continued

The SAC said the agents appeared to have suffered no injuries whatsoever, not even shock. A report was given to county police; no other witnesses to the accident were located. According to the SAC, a state police officer congratulated SA [ ] for his choice in going off the road instead of hitting the other cars and causing a three-car accident since it was the officer's experience that the latter type of accident more often results in injuries.

SAC Boyle advised that due to Kentucky law it is not possible to consider proceeding against [ ] the driver who stopped suddenly, as a man approaching from behind is made automatically liable in spite of circumstances arising from the activities of a driver in front of him. SAC Boyle said the accident occurred so suddenly it is hard to judge liability; however, he recommended SA [ ] not be held liable. He said he felt the damage to the car should not be repaired due to the obvious great damage to its frame.

By memorandum 11/13/53 the SAC was advised it had been noted that the Operator's Report of Motor Vehicle Accident completed by Agent [ ] reflected a Lieutenant [ ] of the Louisville PD was a witness to the accident although neither the agent nor the SAC mentioned his presence in either car. The SAC was instructed to clarify this matter by advising the Bureau as to which car Lieutenant [ ] was riding in; he was instructed to name all occupants of both Bureau cars and to explain why there were two cars en route to a police conference, which was the destination of the agents at Somerset, Kentucky. The SAC was told the Bureau also wanted to be informed as to how far behind the other Bureau car Agent [ ] was when he first noted the danger and why the first Bureau car was able to stop without an impact while [ ] was forced to leave the roadway to avoid a collision.

By memorandum 11/19/53 SAC Boyle advised that Lt. [ ] was riding in the first Bureau car and was not in the automobile involved in the accident. He said two cars were going to Somerset to the conference since the men participating had come from different directions to Lexington and anticipated leaving Somerset in different directions to return home. He noted that Agent [ ] is Resident Agent at Ashland, Kentucky, whereas the rest of the group came from Louisville. He stated with movie equipment and baggage it would have been crowded in one car. The SAC stated it was difficult to completely analyze and place responsibility in this matter. He said the first Bureau car had approached [ ] car rather closely and slowed down as was necessary to allow [ ] to make his turn. When he changed his mind, it was not hard

Memorandum to Mr. Glavin - continued

for the first agent to completely stop and his car was completely under control at all times. Agent [ ] coming from some distance behind, noticed [ ] was going to turn and judged his speed in accordance with the man's indicated intentions. Had [ ] turned, there would have been no necessity for SA [ ] to slow down as he was some distance behind. When [ ] changed his plans completely and SA Grubbs in the first Bureau car came to a complete stop, SA [ ] was caught completely by surprise and was unable to stop without hitting the first Bureau car so he took the only other course. The agent stated he first noticed the danger, by which he means the situation where [ ] turned back into his path, when the second Bureau car was four to six car lengths behind the first one.

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Inasmuch as the repairs to the Bureau car were estimated at \$405.03 and the damage to the frame of the vehicle appeared extensive, SAC Boyle recommended on 11/6/53 that the car be sold. By Bulet 11/20/53 he was authorized to solicit bids for the sale of the automobile.

RECOMMENDATION:

It appears from the facts that SA [ ] was negligent in following the other Bureau car too closely to avoid collision by simple application of the brakes, and it is recommended he be held responsible for the amount of the damages to the Bureau car.

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ADDENDUM: (WRG:mfs)

December 7, 1953

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, Harbo, and Glavin, after considering all the facts in connection with this accident, is of the definite opinion that Agent [ ] was not responsible for the accident in question and that the Government should defray the cost thereof.

Mr. Nichols

November 18, 1953

H. A. Jones

FBI LAW ENFORCEMENT BULLETIN

*Executive Conference*

Attached is a letter to the Richmond Office in which the Bureau suggests that [redacted] be asked to prepare an article for the FBI Law Enforcement Bulletin. We suggest that you may wish to consider this letter in the Executive Conference before approving it for transmission to Richmond. b6 b7C

The point of issue is whether we should permit persons representing private interests to be shown as the authors of articles in the FBI Law Enforcement Bulletin. It would not be proper to have [redacted] go to the work of preparing this article and then not show his full name, title and company affiliation. If this data cannot be shown, we prefer to not ask him to prepare the article.

We believe there should not be any objection to private individuals, provided the articles are completely and directly on a subject pertinent to better law enforcement and, further, that the author and his company meet the usual character and reputation standards for publication in the Bulletin. Bufiles are favorable on [redacted] and his company. b6 b7C

**RECOMMENDATION:**

That the attached letter be sent to Richmond.

323 OIB  
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HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5 C/BJG

DJD:rmc

*Approved 12-3-53, by the Executive Conference consisting of Messrs. Glavin, Harbo, Mohr, Tracy, Gearty, Nichols, Belmont, Clegg, Glavin, Harbo, Rosen, Tracy, Gearty, Mohr, Winterrowd, Tele. Room, Holloman, Miss Gandy*

**RECORDED - 2** | *46-9554-10907*

DEC 15 1953

127  
CONTAINS ON ORIGINAL

DEC 22 1953

*94-3-1-7291*

Mr. Tolson

12/8/53

The Executives Conference

CALIFORNIA CHAPTER  
FBI NATIONAL ACADEMY ASSOCIATES

The Executives Conference of 12/3/53, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Trotter, Belmont, Ladd, Rosen, McGuire, Holloman and Clegg, considered the recommendation of the Secretary of the California Chapter of FBINA Associates to present past presidents of the California Chapter with cards made of gold bronze which would carry the name of the past president, the date served, and the NA seal, and an engraved signature of the Director.

Mr. Rogers recommended that we approve the membership card being given to the past presidents although the signature of the Director, of course, would not appear on such card since the Director's signature is not on any membership cards. Of course the suggestion that a life membership card be authorized was contrary to the constitution.

The Executives Conference unanimously recommended that no objection be voiced to the past presidents' being given a membership card. Of course, no life membership cards are authorized under the constitution and the Director's signature does not appear and should not appear on any of these membership cards for past presidents or otherwise.

If this is approved, there are attached hereto a letter from Mr. Rogers to Secretary [redacted] of the Association, together with a letter prepared for [redacted] signature to Chief Brown of California who made the suggestion, and a letter to Los Angeles.

Attachments:

RECORDED-96

166-2554-1096 [handwritten initials]

RECORDED  
189 DEC 15 1953

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

INITIALS ON ORIGINAL  
323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5 [handwritten initials]

60 DEC 29 1953

ORIGINAL COPY FILED IN 44-1-21481-99

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TO: MR. S. J. TRACY

December 3, 1953

FROM: QUINN TAMM

SUBJECT: IDENTIFICATION DIVISION NIGHT FORCE  
WORKING HOURS - DECEMBER 24, and  
DECEMBER 31, 1953

Since the inception of the night force in the Identification Division, the working hours on Christmas Eve and New Year's Eve have been the same as those of the day force. Approval is requested for the night force of the Identification Division to work the hours of 8:00 am. to 4:30 pm on December 24, and December 31, 1953.

JGC:pjs

ADDENDUM: 12-7-53 JGC:pjs Approved by Executives's Conference.  
Attending: Messrs. Tolson, Glavin, Harbo, Mohr, Belmont, Ladd, Rosen, Mason, and Tamm.

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-02 BY SP5a/deg

~~NOT RECORDED~~  
125 DEC 17 1953

RECORDED - 76

INDEXED - 76

116-557-10969  
DEC 17 1953

63 DEC 23 1953

ORIGINAL FILED IN 116-557-10969

MR. TOLSON

12/11/53

EXECUTIVES CONFERENCE

SUGGESTIONS #356-53 AND #434-53

MADE BY [REDACTED]  
CHIEF CLERK, KNOXVILLE OFFICE  
RE-USE OF FILE FOLDERS

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b7c

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/97 BY SP5/CLD

SUGGESTIONS:

(1) As an economy measure, the Bureau has instructed field offices to cut to size and hole-punch twice used file folders in order that they may be used as file fronts and backs. The suggesting employee points out that cutting and hole punching takes considerable time even in an office the size of Knoxville and in larger offices could amount to a real problem. In addition, the Knoxville Office has found such fronts and backs are undesirable because of the quality of paper, weight and pliancy.

The following procedure has been tried experimentally in Knoxville:

Folders can be used four times rather than two times as folders by blocking off the old numbers and putting the new numbers beside them. Much less time is required to re-use the folders.

Folders too worn for re-use in this manner are also usually too worn for use as file fronts and file backs so there is not much waste in destroying these.

(2) It is suggested that a stamp be used to obliterate numbers on file fronts accumulated from the consolidation of closed files into volumes, which fronts are to be re-used as file backs. The stamp would be  $\frac{1}{2}$ " x  $2\frac{1}{2}$ " and composed of three or four rather closely spaced horizontal lines or a double row of "Is" would do as well.

It is suggested that this block stamp also be used to obliterate numbers on file folders for re-use.

SURVEY CONDUCTED IN KNOXVILLE OFFICE

RECORDED  
INDEXED  
EX-121  
66-2554-10970

DEC 16 1953

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

The Bureau authorized a six-month survey to be conducted by the Knoxville Office relative to the re-use of file folders four times instead of twice. During this period the Knoxville Office opened approximately 4,500 new cases and closed approximately 3,200 cases. 1,300 folders were thereby released for re-use. The total number of cases handled during this period was not typical inasmuch as a great influx of Atomic Energy Applicant re-investigations occurred during this time.

cc: Files 12/15/53  
EDL:mg

ORIGINAL COPY FILED IN 1006

Memorandum to Mr. Tolson

The survey reflected that folders having reinforced tops can be satisfactorily used an average of 3.75 times. Non-reinforced folders can usually be used only twice.

Based on usage, the Knoxville Office advised the cost to the Bureau per 100 folders is as follows:

Reinforced tops (used 3.75 times).....	\$71 each time used
Non-reinforced tops (used 2.0 times).....	.44 each time used
Average under survey.....	.52 each time used.

Based on approximately 4,500 cases opened during the survey, comparative costs per 100 folders are as follows:

Previous average.....	\$91.95
Average under survey.....	23.40
Estimated average saving accruing.....	8.55
Reinforced tops only (3.75 uses).....	19.80
Non-reinforced tops only (2.0 uses).....	26.40
Advantage over previous average by buying reinforced folders only.....	12.15.

The purchase of folders with reinforced tops represents considerable long-run savings, although an initial purchase there is a difference of 45¢ per hundred between them and non-reinforced folders.

Non-reinforced tabs crumple and blur quickly from wear. Also, paper cuts sometimes result from working with non-reinforced folder tabs.

OBSERVATIONS:

Records Section, Records and Communications Division, believes it is basically undesirable to re-use file folders and file fronts having old numbers and/or subject matter imprinted thereon since there is always the possibility that upon re-use the old number will be left on the new file and thereafter be misfiled. However, in view of the urgent need for economy, this is not a fatal defect if extreme care is used in obliterating old dates and subject matter if the effort and expense do not nullify the ultimate savings. Records Section believes if the use of a file folder can be multiplied two times or possibly four times without confusion, economy would appear to dictate such a procedure should be followed.

The Chief Clerk, Washington Field Office, is opposed to putting the new number beside the old blocked-out file number on file folders and file fronts inasmuch as they write file numbers in large figures and there would be inadequate space for placing two sets of file numbers in the space allotted. By the time jackets or folders are used twice most of them are unfit for use as file backs and file fronts. The Washington Field Office has been cutting and hole punching file folders twice used; however, the surplus on hand is so great that they have been sending them to the Bureau, because of the storage problem, for re-use as file fronts and backs.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: 12/11/53 LDM:ATN *atn*

Per presentation by Mason, inasmuch as it appears that the disadvantages outweigh the advantages, no further action is recommended.



Executives Conference

BUREAU WAR PLANS, COMMUNICATIONS General  
LOCAL CONTROL OF 250-WATT FM TRANSMITTERS

On December 3, 1953 the Conference composed of Messrs. Tolson, Ladd, Tracy, Trotter, Belmont, Rosen, Clegg, McGuire, Glavin, Holloman and Harbo considered the proposal to advise field offices with 250-watt radio stations of the possibility of modifying the transmitter equipment to allow nontechnical personnel to operate the transmitter without opening the transmitter cabinet. This pertains to those 14 offices which have the transmitters located outside the field office building.

The Conference was advised that the installation consists of two complete transmitters, two complete consoles situated at the dispatching position in field office space, with two pairs of telephone lines connecting the consoles with the transmitters. In the event of a war emergency the connecting telephone lines could be damaged by an act of sabotage or could otherwise be interrupted as a result of damage to telephone company equipment. In this event the transmitter could be operated only by a Bureau employee proceeding to the transmitter site and operating the transmitter at that point. Due to high voltage this could be done safely only by technically qualified radio personnel. Necessary modifications of the equipment to permit safe operation of the transmitter under such emergency conditions by nontechnical personnel would cost on an average of \$150.00 per field office.

The Conference unanimously felt that we should not undertake to make the changes proposed in the equipment. The Conference felt that any funds available for radio equipment could better be devoted to the purchase of equipment which would be used on a day-to-day basis in handling our current investigative problems.

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

RECORDED-57

INDEXED-57

66-2554-10971

DEC 16 1953

92

EX-125

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5 C/dj

53 DEC 28 1953

ORIGINAL FILED IN 44-17385-

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: December 8, 1953

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #764-53  
MADE BY SA JOSEPH G. KELLY  
PHILADELPHIA OFFICE  
MAINTENANCE OF BUREAU AUTOMOBILES

Present at the Executives Conference December 7, 1953, were Messrs. Tolson, Ladd, Nichols, Glavin, Jamm, Harbo, Mohr, Belmont, Rosen, and Mason.

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

*Jm*

SUGGESTION:

The book "How to Double the Performance of Your Car" by Edgar Almaust was submitted for the Bureau's consideration. The suggesting employee has in mind that the use of the procedures recommended in this book would result in savings to the Bureau in the amount of thousands of dollars per year. The employee made particular reference to the following items:

1. Increased mileage, Chapter 3, "How to Get 2 to 1 Miles More Per Gallon - without Touching a Tool." Chapter deals with driving habits and resulting effects which promote economies.
2. Repairs be made by Bureau employees in lieu of garage repair men and preventive measures could be taken to avoid costly breakdowns.
3. Use of special internal lubricants "Moly Products" to reduce friction, thereby increase gas mileage and finally increases efficiency of oil enabling such oil to be used twice as long as present normal use.
4. How to increase mileage by making simple adjustments to fuel pump (carburetor) and by using vacuum gauge. SAC at Philadelphia considers purchase of one or two vacuum gauges per office sufficient rather than purchase one for each car @ \$3.00 each.
5. How to deal with the problem of overheating and vapor lock in the summer which the suggesting employee points out disables untold numbers of cars at times when those cars are needed to successfully maintain surveillances, et cetera.
6. Use of AD-X2 in batteries to improve efficient utilization of Bureau cars in relation to case work.

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 8/14/92 BY SP-5/BJG

*JN*

RECORDED-16 INDEXED-16 66-2554-10972

ORIGINAL FILED IN 66-2554-10972

58 DEC 28 1953

Attachment

cc-Mr. Mohr  
Mr. Clegg

power rated by purchasing expensive cars with high performance ratings convert conventional pursuit cars to high-speed equipment by utilizing Dual Carburetor Manifolds, Custom Camshafts, special exhausts and high compression heads. Bureau would then have fast cars capable of handling any type of surveillance.

FR-100  
TWO

Memorandum to Mr. Tolson

OBSERVATIONS:

The Administrative Division, without going into detailed rebuttal concerning the merits of the book, feels this publication was edited to meet requirements of those individuals who make a hobby of "tinkering" with the internal performance and exterior appearance of their personally owned cars. It appears to be a good reference book for this type of individual, but when applied to the operation of a fleet of some 3,000 cars driven by over 6,000 individuals it could have dangerous effects. Repairs are presently being made to Bureau cars by reputable contract garages throughout the country at economical cost and it is not believed that Bureau personnel should make such repairs. The Bureau's liability in accidental death or injury by automobile accident to a Bureau employee and/or one of the public would be considerably complicated if the record reflected the Government had permitted unqualified employees to adjust brakes, carburetor, transmission, increase horsepower of light equipment by installing special gadgets, et cetera, on vehicles involved in the accident.

Relative to the use of new products "Moly Products" AD-X2 (nationally controversial) in batteries, as suggested in this book, the Administrative Division pointed out that the present policy followed by the Bureau is to utilize well-known, better-grade products and not to use new products until specific recommendations for their use has been promulgated by the General Services Administration, Federal Supply Service for universal use throughout the Government. In addition, the Bureau also seeks advice from time to time of the Bureau of Standards, Bureau of Mines and other technical agencies of the Government concerning the nature of new products appearing on the market. These products fail to meet certain technical requirements of certain Government agencies interested in the purchase of equipment and supplies for use in Government vehicles.

With regard to increasing the horsepower in some of our pursuit cars to better cope with speed problems presented in certain types of cases, it is felt that this should be handled by experienced engineers as a factory job and to do otherwise would endanger the life of Bureau personnel or the public.

It is believed that the driving habits of Bureau employees are generally sound and safe and each employee operating automotive equipment to official duties is required to possess a valid operating permit from the proper issuing authorities within the area of operation.

The Administrative Division recommends unfavorably as to this suggestion.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: 12/3/53 EDM:APV

The Executives Conference felt that the proposals in the book might be of value, in part, to an individual car owner; however, they are not applicable to fleets of cars. The Conference also took cognizance of the fact that some of the ideas expressed in the book are quite controversial. An example is that the book recommends the use of AD-X2 as a battery additive; however, it will be recalled that the Bureau of Standards publicly advised several months ago that this additive has no value to a battery and there was extreme public controversy concerning this chemical. Although the book recommends the use of this additive, it appears obvious that since it is of no value the Bureau should not spend the money for it. Inasmuch as the Administrative Division is constantly alert as to ways and means of improving the life and services of automobiles and frequently sends SAC Letters to the field concerning these topics, the Conference unanimously felt that no action should be taken relative to this suggestion. It is noted that the suggesting employee has already been thanked; however, the book should be returned per his request.

Attached is a letter to Kelly returning the book.

K.

PROPOSED CHANGE IN  
MANUAL OF RULES AND REGULATIONS  
Section 7, Paragraph B, Sub. Paragraph 1C

*gsm*  
In the future only the ~~file copy~~ of FBI Purchase Orders will be returned to the office of origin. General Services Administration copies will be forwarded direct from the Bureau.

The above phraseology should be included in the Manual of Rules and Regulations in lieu of Section 7, Paragraph B, Sub. Paragraph 1C.

GSM: jsg

*JSM*

RECORDED - 94  
INDEXED - 94

66-2554-110974  
DEC 18 1953  
68

~~NOT RECORDED~~  
126 DEC 18 1953

ADDENDUM: (WRG:mfs)

December 8, 1953

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, and Glavin, approved the SAC Letter and Manual Change in question.

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

323,03  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5 Ce/dcg

*JSM*  
*h*

DEC 23 1953

ORIGINAL FILED IN

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo *RH*

DATE: Nov. 20, 1953

FROM : I. W. Conrad *IWC*

SUBJECT: MULTI-LINE RECORDER CIRCUIT  
*Bufile 80-769*

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

*y*

On March 27, 1952, the Executives Conference approved the expenditure of \$850 for parts and 30 employee days for the construction of one ten-line monitoring circuit. On May 1, 1953, ten additional man days were allocated for this project. These days have been expended.

It is believed that unless some unforeseen technical difficulty develops one additional week, if authorized, would make this unit available for field tests. It should be pointed out that continuous work on this project has not been possible because of the pressure of current work for both the Seat of Government and field requiring services of all personnel in this unit.

RECOMMENDATION:

It is recommended that five additional days be authorized for the continuation of the multi-line recorder development project.

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9-5-92 BY SP5 CJD/eg

*A*

*Don*

CKC:kmb

Approved by Executives Conference  
12-3-53 Messrs. Tolson, Ladd,  
Tracy, Trotter, Belmont, Rosen,  
Clegg, McGuire, Glavin, Holloman  
and Harbo. RTH:VH

*80-769*

INDEXED-77

RECORDED - 106

DEC 28 1953

100-2554-10975  
DEC 17 1953

ORIGINAL COPY FILED IN 80-769-137

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 11/25/53

FROM : W. G. EAMES *E*

SUBJECT: INDEX PROCEDURES - CRIMINAL CASES

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

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP-5CJ/DCJ

SYNOPSIS:

Bureau Bulletin #53-15 instructed that ~~indexing~~ indexing of reports in all criminal cases will be done only on the basis of names appearing in the title and synopsis. Classifiers have observed and examined reports received recently which show many names that should be indexed at the seat of government which are not being placed in the title or synopsis.

RECOMMENDATION:

That the attached Bureau Bulletin be issued to emphasize the importance of the instructions in Bureau Bulletin #53-15.

Approved 12-3-53, by the Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Trotter, Belmont, Ladd, Rosen, Clegg, McGuire and Holloman.

RECORDED - 22  
INDEXED - 32

-10976

DETAILS:

DEC 18 1953  
127

Bureau Bulletin #53-15 dated June 25, 1953 indicated that in the interest of economy and because of the serious problem in handling indexing and searching of indices at the seat of government, that certain changes in procedure were necessary. The field was instructed that indexing of reports in all criminal cases will be done only on the basis of names appearing in the title and synopsis. It was pointed out that to effect economy and still maintain high quality indexing, the cooperation of the field would be essential. It was specifically set forth that it is incumbent upon all Special Agents to make certain that the true, full name, variations of the name actually used by the subject, nick names, and aliases, appear in the title in order to insure that essential indexing will be done.

Our Classifiers in handling criminal reports observed that names on which index cards should be prepared were not being placed

R. AML: jw  
Attachment

JAN 15 1954

Memorandum to Mr. Nichols  
Re: Index Procedures - Criminal Cases

11/25/53

in the title and synopsis in accordance with Bureau Bulletin #53-15. Where this has been noted, cards have been prepared and instances of incomplete or improper titling and synopsis has been called to the attention of the field by routing slip. A survey of representative reports in August, 1953 indicated that improvement was being made.

A survey recently completed reflects a substantial number of relatively serious errors being made in the title and synopsis of the criminal reports. Some of these errors are failure to change title to add new aliases or a true name, failure to list all subjects and aliases in an initial report. Concerning the contents of the synopsis, it was found that names that should be indexed were not included in the synopsis of the report.

There is no question that a tremendous responsibility was placed on the field in requiring that all names in criminal reports worthy of indexing be placed in the title or synopsis. A substantial savings will result to the Records Section if this responsibility can be permanently lifted from us. However, in order that our index may contain all of the information resulting from our criminal investigations, responsibilities of the field must be carried out with a high degree of accuracy and it is felt that existing instructions should be reiterated and then closely followed in an effort to prevent our having to revert back to a system of reading all criminal reports thereby substantially increasing the work load in this section.

It is further felt that the attached Bureau Bulletin should be issued to emphasize the provisions of Bureau Bulletin #53-15.



*mk* 66-2554-10977

December 11, 1953

Recordak Corporation  
705 12th Street, N. W.  
Washington, D. C.

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP-5CJ/dcg

Gentlemen:

It is requested that Purchase Order 18761, dated July 7, 1953, covering the rental of Recordak Equipment installed in this Bureau, be amended to include the following:

- 2 each - Model RE Microfilers, Rental \$31.00 each per month.
- 1 each - Model RF Microfilmer, Rental \$52.50 per month.
- 1 each - FC-1 Automatic Loader, Rental \$12.50 per month.
- 2 each - Model PD Readers, Rental \$5.00 each per month.

The above items are to be delivered to 2nd and D Streets, S. W. and delivery is to be made as soon as possible.

The records of this Bureau have been changed accordingly.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover  
Director

cc - Mr. Jackson, Rm. 5511 (1) (Rental is to be figured for 7 months, installation is to be made in Dec. but charges are to be for the full month of Dec.)  
Voucher Unit, Rm. 6125 Ident(2)

Mr. James, Rm. 7206

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

ANN/f JW

53 DEC 23 1953

MAILED 6  
DEC 11 1953  
COMM-FBI

REC 11 2 55 PM '53  
DIRECTOR'S OFFICE  
COMM-FBI  
66-16304-120  
ORIGINAL COPY FILED IN

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS *mf*

DATE: 11-27-53

FROM : W. G. EAMES *E*

SUBJECT: MICROFILM - RECORDS SECTION

*Executive Conference*

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

Microfilming (Alphabetical) Abstracts

We have recently acquired some additional space in the Identification Building, which will permit us to operate additional microfilm machines. Space is still very much at a premium, and it is believed that we should complete the micro-filming of the No Record Loyalty Forms and the Alphabetical Abstracts in the Justice Building at the earliest possible date. At the present time, we are operating three microfilm machines on the No Record Loyalty Forms and have one machine assigned to the Service Unit Abstracts. By renting three additional machines, we can complete these projects in three months and continue with our regular microfilm work which has not received any attention for nearly a year.

RECOMMENDATION:

*RECORDED - 54* | *66-2554-10977*  
~~RECORDED~~ | **RECORDED**  
 127 DEC 18 1953

That the following equipment be rented from Recordak Incorporated:

323,013  
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 HEREIN IS UNCLASSIFIED  
 DATE 8-11-92 BY SP-5/da

QUANTITY	TYPE OF MACHINE	MONTHLY RENTAL	TOTAL
2	RE Microfilmer	\$31.00	\$ 62.00
1	RF Microfilmer	52.50	52.50
1	FC-1 Automatic Feeder	12.50	12.50
2	PD Readers	5.00	10.00
		Total	\$137.00

WGE:db

*Stu*  
*12/11/53*  
*JW*

ADDENDUM: (WRG:mfs)

DEC 15 1953

December 7, 1953

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, Maguire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, Harbo, and Glavin, approved the procurement of this additional equipment.

ORIGINAL COPY FILED IN 66-16304-120

MR. TOLSON

12/15/53

The Executives Conference

SUGGESTION SUBMITTED BY FRANCIS J. GROSS  
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Harbo, Trotter, Belmont, Rosen, and Tracy on December 14, 1953, considered a suggestion of employee Francis J. Gross of the Identification Division.

Mr. Gross suggested that the ~~hand~~ stamps used in the Recording Section for recording the receipt of criminal fingerprint cards be replaced by self-inking stamps for the reason that it would eliminate the necessity of employees changing the date on such stamps.

The Identification Division Streamlining Committee recommends unfavorably as to the suggestion for the reason that the self-inking stamps suggested by employee Gross were tried several years ago in the Recording Section and were found to be slower. In addition, their use caused a great deal of fatigue among the employees inasmuch as they are heavier.

The Executives Conference recommends that the suggestion not be adopted, and there is attached a proposed letter to employee Gross thanking him for his suggestion.

Attachment

cc - Mr. Clegg  
Mr. Mohr

SJT:edm

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP5 C/dg

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

edw

INDEXED-37

66-2554-10778  
DEC 21 1953

DEC 12

RECORDED 27 65

JAN 21 1954

FILED IN

Mr. Callahan

11-27-53

A. M. Newman

Proposed SAC Letter and Manual Change  
FBI Purchase Orders

The present procedure requires that all FBI Purchase Orders written against General Services Administration Supply Centers by the field divisions be forwarded to the Bureau for approval. After they are approved the original and two copies are returned to the SAC who in-turn forwards the original and one copy to General Services Administrations.

It is suggested that the General Services Administration copies be forwarded direct to the Federal Warehouse and only the file copy be returned to the SAC. By eliminating this step, will result in the field divisions getting their supplies much faster.

Attachment

ADDENDUM: (WRG:mfs)

December 8, 1953

The Executives Conference of December 3, 1953, consisting of Messrs. Tolson, McGuire, Clegg, Rosen, Ladd, Belmont, Trotter, Tracy, and Glavin, approved the SAC Letter and Manual Change in question.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-11-92 BY SP5 cu/deg

RECORDED-57

INDEXED-57

16-2554-10980  
RECORDED  
141 DEC 22 1953

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 100-2317-472

1357

60 JAN 4 1954

MR. FOULSON

12-9-53

The Executives Conference

**SPECIAL AGENTS MUTUAL  
BENEFIT ASSOCIATION**

The Executives Conference, consisting of Messrs. Folsom, Glegg, Ladd, Glavin, Rosen, Belmont, Holloman, McGuire, Harbo, Trotter, and Tracy, on December 3, 1953, considered the annual financial report of the Special Agents Mutual Benefit Association.

The Conference was advised by Mr. Tracy of the results of the annual audit of the books of SAHBA, and that the books were found to be in excellent condition. The Conference unanimously approved the suggestion that a letter be sent to all Special Agents in Charge advising them of pertinent information concerning the growth of SAHBA during the past five years, the additional benefits provided without any increase in costs, and the financial net worth. A proposed SAC Letter is transmitted herewith.

STJ:cpn

cc - Mr. Mohr  
Mr. Glegg

Attachment

RECORDED - 2

66-2551-10981  
NOT RECORDED  
189 DEC 23 1953  
ENTRALS ON ORIGINAL

323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5CJ/dly

Mr. Tolson	
Mr. Ladd	
Mr. Nichols	
Mr. Belmont	
Mr. Glegg	
Mr. Glavin	
Mr. Harbo	
Mr. Holloman	
Mr. McGuire	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Miss Gandy	

2 JAN 6 1954

ORIGINAL COPY FILED IN

94-39578-93

Albany  
 Atlanta  
 Baltimore  
 Birmingham  
 Butte  
 Charlotte  
 Cincinnati  
 Denver

Honolulu  
 Indianapolis  
 Miami  
 Milwaukee  
 Mobile  
 Newark  
 New Orleans  
 New York

Philadelphia  
 Phoenix  
 Pittsburgh  
 Richmond  
 San Francisco  
 Savannah  
 Springfield  
 Washington Field

Offices Recommending Working Hours of 8:00 AM to 5:00 PM:

Albuquerque  
 Anchorage (already on 8-5 basis)

Kansas City  
 Knoxville  
 Los Angeles  
 Louisville  
 Memphis

Portland  
 St. Louis  
 Salt Lake City  
 San Diego  
 San Juan (already on 8-5 basis)

Buffalo  
 Chicago  
 Cleveland  
 Detroit  
 El Paso

Minneapolis  
 Norfolk  
 Omaha

Seattle

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

cc - Mr. Mohr  
 Mr. Clegg

RECORDED - 60  
 INDEXED - 60

66-2514-10982  
 DEC 28 1953

RETAINS ON ORIGINAL

Mr. Tolson

11/23/53

The Executives Conference

OFFICE HOURS

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5 w/dg

The Executives Conference of 11/19/53, those present being Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Glegg, further considered the suggestion which had been previously made by SAC Banister of the Minneapolis office that the working hours for the Minneapolis Office be changed to 8:00 a.m. to 5:00 p.m. due to the fact that this would coincide with the general practice in business and industry in the city of Minneapolis.

Hours of 11/24  
There was approved on SAC letter to all offices asking information as to whether there were enough facts to justify the change in office hours.

The present field office hours are 8:30 a.m. to 5:30 p.m. except for Anchorage and San Juan where the office hours are 8:00 a.m. to 5:00 p.m.

Results of the Survey

Offices Recommending Present Working Hours of 8:30 AM to 5:30 PM:

Offices Recommending Working Hours of 8:30 AM to 5:00 PM With  
One-half Hour Lunch:

Boston  
Little Rock  
New Haven  
San Antonio

Offices Recommending Working Hours of 8:00 AM to 4:30 PM With  
One-half Hour Lunch:

Dallas  
Houston  
Oklahoma City

RECOMMENDATIONS:

1. In view of the lack of uniformity in the recommendations of the various field offices and because of a desirability for uniform working hours, the Executives Conference recommended there be no change in the present requirements for the working hours of all offices to be from 8:30 a.m. to 5:30 p.m. and that Anchorage and San Juan, as territorial offices, could continue on the 8:00 a.m. to 5:00 p.m. basis.

2. It was further recommended that insofar as could now be determined that these same office hours continue when daylight saving time goes into effect in many parts of the country. The office hours will be on daylight saving time where that time is effective and on an 8:30 a.m. to 5:30 p.m. basis as at present.



MR. TOLSON

12/18/53

EXECUTIVES CONFERENCE

SUGGESTION #839-53  
MADE BY SA JOHN L. KETCHAM  
SEATTLE OFFICE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5CJ/dfj

Executive Conference

Fugitives

SUGGESTIONS:

(1) It is suggested that the Bureau request contributing agencies of fingerprints in Criminal cases to submit photographs of tattoos and to include descriptions of tattoo colors.

IDENTIFICATION OF FUGITIVES BY TATTOOS  
(2) It is also suggested that each field division prepare a list of tattoo shops in operation in their territory. The suggesting employee has in mind that these shops might be contacted in Fugitive cases as a lead where tattoos are a favorable means of identification. The employee believes that photographs of such tattoos on a fugitive would be of value in such contacts.

OBSERVATIONS:

SAC Auerbach of Seattle doubts whether agencies contributing fingerprints will take the trouble to submit photographs and descriptions of tattoos. However, he feels a utilization of tattoo shops in each field division might be feasible as a confidential source in connection with such cases.

The Identification Division stated that while the filing of such photographs in the Identification Division files would present no problem, their value is questionable.

The Investigative Division recommends unfavorably as to the suggestion that agencies contributing fingerprints be requested to submit photographs and descriptions of tattoos. They feel that many persons could have the same general type of tattoo and the inclusion of photographs of tattoos would overemphasize that particular descriptive item and might result in numerous erroneous leads, based on the observation of a tattoo alone, without consideration for other descriptive data appearing on the Identification Order or Wanted Order. The only positive identifying data furnished on Identification Orders and Wanted Flyers which could not pertain to another person is the fingerprints.

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

cc - Mr. Mohr  
Mr. Clegg

RECORDED-99

INDEXED-99

JAN 5 1954

DEC 28 1953  
106 29

ORIGINAL FILED IN 62-122-15321

Mr. Tolson

December 22,  
1953

The Executive's Conference

323,013  
HEREIN IS UNCLASSIFIED  
DATE 2/11/92 BY SP5 w/dly

The Executive's Conference consisting of Messrs. Ladd, Tracy, Harbo, Belmont, Rosen, Clegg, Mohr, Glavin, Holloman and Nichols considered the matter of how best to handle in the Greenlease kidnaping/ransom list and in future ransom lists the series number on currency.

It was pointed out that there are eight possible points of identification. The serial number, which we publish in a ransom list, is only one. Another point of identification is the series, namely, the year wherein the currency was authorized, of which there are numerous series. It was pointed out that heretofore this has never been a problem. The Conference considered two propositions, as follows:

1. The Conference was unanimous that Mr. Leonard and a representative of the Investigative Division should make a thorough survey of the identification of money, confer with Treasury Department officials to ascertain full details on the number of series in which bills are issued, etc. They should further explore with the Treasury Department the possibility of the Treasury prepackaging ransom money to be retained in the Treasury Department in the event of future kidnapings, and to explore the further possibility that a special series of money might be prepared that special identification might be worked out to be utilized in a given case wherein it would not be necessary to even issue a ransom list.

2. The Conference considered the recommendation of the Investigative Division that a new tabulation be prepared which would include the series number.

It is pointed out that for the first time in the Bureau's history, a Recordak film was made of each bill in the Greenlease case. Heretofore, all that we have ever had was merely the serial number of the bill. It is further pointed out that it is possible to secure the series number for 80% of the Recordak films. In the other 20%, the number is either unintelligible or it is covered by another bill. Otherwise, should suspected bills show up

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

cc: Mr. Clegg  
Mr. Mohr

DEC 30 1953

RECORDED-99  
INDEXED-99

66-1251-10984

DEC 29 1953

STONY DIRECTOR

SEARCHED  
SERIALIZED  
INDEXED  
FILED

Memorandum to Mr. Tolson from The Executives Conference

in the future, to ascertain the series number, it would be necessary to check each Recordak image which would take several hours; and while none of the ransom money has as yet appeared, the Conference was unanimous in its view that in view of our experience for the first time running into confusion in identifying ransom money in this case, that we have no other alternative but to get up such a list.

In the preparation of the new list, the Statistical Section will be instructed to include on the punch cards identifying data as to the image on the Recordak film so that by looking at this list it will be possible quickly to go back to the originals for identification purposes. It is not contemplated that this list will be circularized, but will be available in the Bureau for quick checking.

*Tolson*

1. I agree most reluctantly. This list has been so "messed up" several times I have little confidence in what the Inv. Div. & Statistical Section will come up with.
  2. Hereafter I want cost of any project to be clearly set forth in each memo. The it was put in as an after thought.
- H*

COPY: nls

TO : Mr. Tolson

Date: 12/18/53

FROM : Executive Conference

SUBJECT:

33,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP5 a/deg

The Executives Conference on 12/14/53, Messrs. Tracy, Harbo, Trotter, Belmont, Ladd, Callahan, Nichols, Rosen and Glegg being present, considered the matter of credit being granted by George Washington University for work done in the FBI training schools, such credit being considered for advanced degrees at GWU. The Conference unanimously were favorable to the following proposals:

1. That instead of the University granting one hour's credit for one week's work at the University, that President Marvin's proposal for three hours' credit for two weeks' work, including three week-ends, be considered acceptable. You will recall that they proposed to give examinations and those who pass will get 15 hours' credit for work already done in New Agents classes. A Master's Degree thesis would give an additional six hours' credit, leaving only nine hours to satisfy the requirement for thirty hours for a Master's Degree. President Marvin felt that to give three hours' credit for two weeks' work plus three week-ends, that is the week-end preceding and following the two regular weeks as well as the intervening week-end, would permit an Agent to take two weeks vacation on three successive years and acquire the required nine hours' credit.

2. The University has now made a survey of our schools and proposes to accept future certification by the Bureau of work done in a New Agents class as 15 hours' credit. They can do this without examination in the future since the occasional conferences, they consider, will give them a nominal type of supervision so that they can accredit this work in the future without such examination. For Agents who have in the past finished New Agents' courses they would propose to give 15 hours' credit only upon satisfactorily passing a written comprehensive examination which might last, they advised, from five to seven

cc - Mr. Mohr  
Mr. Glegg

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

RECORDED - 78

INDEXED 78

106-2554-10985

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HHC:p65 3 DEC 30 1953

hours. A question as to supervision of these examinations in the field arose. It was the unanimous view of the Conference that the time of the supervisory officials during official working hours could not be used for this purpose even though the examinations would relate strictly to FBI work given in FBI training courses in the past; nor could this be done, without possibility of criticism, by the Agents unless it was on a week-end, after hours or on annual leave. The Conference therefore proposed these examinations be given on Saturdays and that it be agreeable if any supervising official volunteered to supervise these examinations, or one of those taking the examination might be designated as a monitor and thus give the matter supervisory attention.

*[Handwritten signature]*

3. In the preparation of the master's thesis, this is regularly done in colleges under the general guidance and direction of the faculty of the graduate school. Of course, the preparation of the master's thesis by an Agent in the field could not be handled in such a manner since the University faculty is not available. President Marvin proposed, therefore, that the University might accept this thesis preparation work if in the evenings or on week-ends those engaged in the preparation of their master's thesis would meet together in informal discussion groups with someone designated to lead these discussions, since it is assumed that most of the theses would be on some phase of Law enforcement work. The Conference believed that this was a matter between the University and the student but that it would be acceptable if Agents were available for meetings in the evenings after hours, or on week-ends and holidays, to meet together with one of the number being designated as the chairman of the meeting. This might well be a police instructor or a supervisor or the ranking Agent present, although the FBI would not officially assume responsibility for these meetings.

*[Handwritten signature]*

4. Of course, the Bureau could not schedule men to attend In-Service classes merely to afford an opportunity for an Agent to come to Washington and at the end of In-Service class take annual leave in order to attend courses at GWU. In-Service class schedules do not lend themselves to this type of arrangement.

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

5. It was the opinion of the Conference that the Bureau could with a minimum of effort and with propriety send out the circulars and notification to Agents in the field as to the availability of the courses offered by the University and describing the procedures adopted by the University and approval by the Bureau for this program. Also the Bureau could advise the field offices of the specific dates when the two-week institutes would be held at the University so that those they were available, that their leave had been approved by the SAC and they could advise of the specific institute which they desired to attend. This information as to those who agreed to attend a particular institute could be communicated by the Bureau informally to the University.

*[Handwritten signature]*

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
- Clegg \_\_\_\_\_
- Glavin \_\_\_\_\_
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- Gandy \_\_\_\_\_

COPY: nls

TO : MR. TOLSON

Date: December 22, 1953

FROM : THE EXECUTIVES CONFERENCE

SUBJECT:

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/11/92 BY SP-5/CDJ

The Executives Conference of December 21, 1953, consisting of Messrs. Ladd, Harbo, Nichols, Holloman, Tracy, Mohr, Clegg, Rosen, Belmont, and Glavin, considered the suggestion submitted by the Streamlining Committee of the Administrative Division to eliminate the use of envelopes in transmitting carbon copies of disciplinary letters or notifications of removal from probation to Assistant Directors at the Seat of Government, Movement Unit, Leave Unit, and Personnel Action Unit of the Administrative Division.

It was pointed out to the Conference that these three units of the Administrative Division must secure copies of the actions in question to make the appropriate notations on records which are affected thereby.

It was recommended that carbon copies of letters be transmitted by writing the name of the Assistant Director, or the other units involved, on the copy and checking it to the appropriate person or unit.

The present procedure is to send the disciplinary letter to the recipient in an envelope marked "Personal and Confidential." A copy of the letter is sent to the Assistant Director of the Division where the employee is assigned. Also, copies are sent to the three units mentioned above, all in envelopes. The Streamlining Committee stated that the regular "U. S. Government Messenger Envelope" could be utilized in sending copies to Assistant Directors and others.

The Streamlining Committee pointed out that envelopes presently being utilized cost \$2.93 a thousand and that through the discontinuance of using the envelopes in question a savings in expenditures would be made.

RECORDED - 78  
INDEXED - 78

166-2554-10986

The Conference unanimously recommended approval of this suggestion.

DEC 29 1953

WRG:mjs

CC: Mr. Mohr  
Mr. Clegg

58 DEC 30 1953

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

1. Q  
2. See again I have search these whole memo to find out what is being recommended

TO : Mr. Tolson Date: 12/23/53  
FROM : Executive Conference  
SUBJECT: ~~SPECIAL ADMINISTRATIVE SCHOOL~~  
1/11 - 19/54

On December 22, 1953, it was brought to the attention of the Conference that the next session of the Special Administrative School will convene on January 11, 1954. Certain changes in the curriculum are considered desirable. Revised curriculum attached. Changes include the expansion of discussions on many of the subjects, provision for practical work in some subjects such as those given by the Administrative Division, and the addition of certain new subjects. Among the new subjects are: practical work on supervision of cases through file reviews; problems in supervising the preparation of correspondence; Bureau's war plans; and duties of number one man on field office inspections. Over-all changes result in extending the school from previous 5 days to 8 days. The school, therefore, will run from Monday, January 11, 1954, to 4:30 p.m. on Tuesday, January 19, 1954, including Saturday.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Belmont, Rosen, Tracy, and Gearty present unanimously approved the proposed curriculum.

*(to Security)*  
2 ENCL  
86

*4 per m 12/23*

*1-32-53*

*12-16-53*

*AG*

*ed*

CC: Mr. Mohr  
Mr. Clegg

GCG: ATP

Attachment

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/14/92 BY SP-3ai/df

RECORDED - 86

166-2554-70987

INDEXED

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

20 JAN 4 1954



C. O. P. Y:nl's

PROPOSED PROGRAM

SPECIAL ADMINISTRATIVE SCHOOL

<u>Time</u>	<u>Subject</u>	<u>Instructor</u>
<u>MONDAY</u>		
10:00 - 10:10	Roll call and Administrative Instructions	Mr. Gearty or Mr. Rogers
10:10 - 12:00	Current Problems in Field Office Administration	Mr. Clegg or Mr. Mason
12:00 - 1:00	Identification Division - Administrative Problems of Interest to the Field	Mr. Tracy or Mr. Tamm
1:00 - 2:00	Luncheon	
2:00 - 3:00	Relations with Press, Radio and Television	Mr. Nichols or Mr. McGuire
3:00 - 4:00	Bureau Policies Concerning Speeches, Research Matters, and Bureau Publications	Mr. M. A. Jones
4:00 - 5:00	Field Office Administrative Problems Laboratory Matters	Mr. Harbo or Mr. Parsons
5:00 - 6:00	Duties of the #1 Man on Field Office Inspections	Mr. Nugent
<u>TUESDAY (At Washington Field Office)</u>		
9:00 - 1:00	Supervision and Operation of Chief Clerk's Office including Practical Application	Mr. H. B. Fletcher
1:00 - 2:00	Luncheon	
2:00 - 4:00	Fundamentals of the Practical Operations of the ASAC's Office - Supervision of Cases, Assignment of cases, Handling of Leads, Specials	Mr. H. B. Fletcher
4:00 - 6:00	Fundamentals of the Practical Operations of the SAC's Office - Field Administrative Devices, Tickler Systems, Registers, Informant Indices, Road Work Box, Personnel Matters, Office Organizations	Mr. L. L. Laughlin

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

NOV 20 1954

66-2554-10987

SATURDAY

- 9:00 - 11:00 Inspection Matters - Including Self- Mr. Mason or  
Inspections Other Inspec-  
tor
- 11:00 - 1:00 Case Supervision - File Reviewing Training Division  
Practical Applicaton Mr. Nugent
- 1:00 - 2:00 Luncheon
- 2:00 - 4:00 Case Supervision, Cont'd Training Division  
Mr. Nugent
- 4:00 - 6:00 Responsibilities in Training of Mr. Gearty or  
Personnel - Practical Programs Mr. Rogers

MONDAY (Second Week)

- 9:00 - 10:00 Tour of Records Section Mr. Walkart or  
Mr. Eames
- 10:00 - 1:00 Policies and Procedures; Supervisory Mr. Rosen and Staff  
Techniques; Applicant; Special  
Inquiry, and Noncriminal Matters;  
Accomplishments and Statistics in  
Criminal Cases; Informant Matters
- 1:00 - 2:00 Luncheon
- 2:00 - 4:00 Policies and Procedures (Cont'd) Mr. Rosen and Staff
- 4:00 - 5:30 Problems in the Preparation of Crime Records Section  
Correspondence - Supervisory  
Responsibilities, Common Errors  
Noted
- 5:30 - 6:00 Bureau's War Plans Training Division

TUESDAY (Second Week)

- 9:00 - 1:00 Current Supervisory Problems in Mr. Belmont and Staff  
Security Field - Policies and  
Procedures, Weaknesses and Ob-  
jectives
- 1:00 - 2:00 Luncheon
- 2:00 - 3:00 Current Supervisory Problems, Cont'd Mr. Belmont and  
Staff
- 3:00 - 3:30 Suggestions in the Field of Investi- Mr. Ladd  
gations
- 3:30 - 4:30 Question Forum on General Bureau Prob- Mr. Clegg or  
lems Mr. Mason

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

G O P Y:nlis

WEDNESDAY

- 9:00 - 10:30 Policies and Procedures in Assign- Mr. Mohr or  
of Personnel and Administrative Mr. Trotter  
Action.
- 10:30 - 1:00 Budget and Finances - Preparation of Mr. Glavin and  
Budget; Estimating Expenditures; Staff  
Preparation of Testimony; Securing  
Justification for Funds; Interesting  
Cases; Payrolls; Vouchers, All Types  
Including Confidential Vouchers
- 1:00 - 2:00 Luncheon
- 2:00 - 6:00 Budget and Finances (Cont'd) Mr. Glavin and Staff

THURSDAY

- 9:00 - 10:00 Budget and Finances - Practical Mr. Glavin  
Aspects of Field Office Adminis-  
tration; Budgetary Restrictions  
SAC's Responsibility
- 10:00 - 1:00 Problems of Procurement: Contracts, Mr. Glavin and Staff  
Bids, Acquisition and Disposition  
of Supplies
- 1:00 - 2:00 Luncheon
- 2:00 - 6:00 Problems of Procurement, Cont'd Mr. Glavin and Staff  
(Including Practical Applications)

FRIDAY

- 9:00 - 1:00 Personnel - Procurement of Employees, Mr. Glavin and  
Qualifications of Employees, Per- Staff  
centage of Clerks to Agents on  
Field-Wide Basis, Performance Ratings,  
Administrative Action, Promotions and  
Demotions, Veterans Matters
- 1:00 - 2:00 Luncheon
- 2:00 - 6:00 Personnel, Cont'd. Mr. Glavin and Staff

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

C. O. P. Y:nls

TO : Mr. Glegg

Date: 12/16/53

FROM : G.C. Gearty

SUBJECT: SPECIAL ADMINISTRATIVE SCHOOL

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/97 BY SP5/dfj

SYNOPSIS:

Next session of Special Administrative School will convene on January 11, 1954. Certain changes in curriculum considered desirable. Revised curriculum attached. Changes include expansion of discussions on many of subjects in original curriculum, provision for practical work in some subjects, such as those given by Administrative Division, and addition of certain new subjects. Among new subjects are: Practical Work on Supervision of Cases Through File Reviews, problems in Supervising Preparation of Correspondence, Bureau's War Plans, and Duties of #1 Man of Field Office Inspections. Over-all changes result in extending school from 5 days to 8 days.

RECOMMENDATION:

That attached revised curriculum be approved.

DETAILS:

The next session of the Special Administrative School will convene on January 11, 1954.

As a result of our experience in the first of these schools it appears that there should be some revision of the curriculum. Accordingly, there is attached a proposed new curriculum. Certain subjects have been expanded and others have been added. Provision has been made for practical work and there has been a rearrangement of the subjects to provide a more logical sequence. The changes result from observations and suggestions made by those in attendance at the first school. The over-all changes result in an extension of the School from 5 days to 8 days.

Your opening lecture was considered to be a real, "down to earth," practical discussion of the philosophy of field office operations on the policy level which set the general tone of the school.

Attachments

NAW:gsr

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

ENCLOSURE

66-2254-10987

It is felt that you should not be restricted in the amount of time available and, consequently 30 minutes have been added to the 1 hour and 20 minutes previously scheduled for you.

Several of the men in the first school observed that, if they had had the instruction in the Washington Field Office earlier in the week, they would have been in a position to study the problems presented more intelligently. For example, it was not until they observed the Washington Field Office's Chief Clerk's Office in action that they truly appreciated some of the practical problems about which they had heard in theory in the past. Furthermore, this phase of the instruction was considered to be the practical "heart" of the school from the operational viewpoint. Therefore, the 6 hours formerly scheduled for the Washington Field Office have been expanded to 8 hours and moved ahead to the second day of the school.

The material presented to the Administrative Division is vital to potential ASACs and SACs. The presentation of this material is being revised to allow for more intimate study and practical application. For example, it is anticipated that considerable time will be spent on the study of vouchers, including the practical supervision of their preparation, legal requirements, and the mechanics of procurement, preparation of contracts, solicitation of bids, and the like.

It was felt that the material presented by the Personnel Section needed more time for full discussion and practical application in the matters of job descriptions, personnel administrative action, etc.

With these things in mind, one hour has been added to the 6½ hours previously scheduled for budget and finance matters, one hour has been added to the 6 hours scheduled for problems in procurement, contracts, bids, and supplies, and one hour has been added to the 7 hours previously allotted to the Personnel Section.

Since the men in attendance at these schools are often called upon to assist in field office inspections in the capacity of #1 Man to the Inspector, it is felt that some instruction is needed as to these duties. Accordingly, 1 hour has been added to the curriculum during which Mr. Nugent, at Mr. Mason's suggestion has been scheduled to discuss the problems of the #1 Man of field office inspections.

Thirty minutes have been added to the 1½ hours previously set aside to consider inspections and self-inspections.

One and one-half hours have been added to the 30 minutes

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

C O P Y:nls

previously scheduled for the discussion of training field office personnel.

One important improvement of the original curriculum is the addition of 4 hours for practical work on reviewing case files. It is anticipated that each man will review several case files, exchange files, and critically compare their findings. In this way, it is believed that workable standards and efficient supervisory procedures can be taught.

The consensus in the first class was that both the Investigative Division and the Domestic Intelligence Division were forced to cut short valuable discussions because of restricted schedules. Consequently, 2 hours have been added to the 3 hours previously scheduled for each of these divisions for a total of 4 additional hours.

Thirty minutes have been added for a discussion of the details of Bureau War Plans.

One and one-half hours have been added for a discussion of problems in the preparation of correspondence and the supervision of correspondence generally. It is felt that this subject will be a helpful addition in setting our sights on high standards and will tackle another phase of our operations which needs constant attention for improvement in quality.

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Belmont \_\_\_\_\_  
Clegg \_\_\_\_\_  
Glavin \_\_\_\_\_  
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Rosen \_\_\_\_\_  
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Laughlin \_\_\_\_\_  
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Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MR. TOLSON

12/18/53

EXECUTIVES CONFERENCE

SUGGESTION #850-53  
MADE BY SA WILLIAM A. LAMB  
INVESTIGATIVE DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 7/11/92 BY SP-5 CJD/df

SUGGESTION:

It is suggested that a Dictaphone or similar recording device which would permit the recording of incoming telephone calls be made available to the Special Agent assigned to week end duty on the midnight to 8:00 a.m. shift.

This suggestion was prompted by difficulties experienced while he was assigned to this particular work shift. During this period the Bureau was handling a major case and it was necessary for the Agent to take handwritten notes on what would otherwise have been a lengthy memorandum and dictated to stenographer had one been available. The suggesting employee felt that a recording of lengthy telephone conversations would be helpful in the event any question should arise later as to the specific content and a recording would also permit transcription by a stenographer at a time when stenographic help would be readily available.

SA Lamb is aware of Federal Communications Commission regulations pertaining to the recording of telephone conversations and the necessity of advising the party calling in some manner that his conversation is being recorded. However, SA Lamb experimented by placing a microphone attached to the Dictaphone on a desk next to the receiving portion of a telephone and was able to obtain an excellent recording. He pointed out it would be possible to make such a recording and at the same time to carry on the ordinary telephone conversation by using a different hand set on the same telephone extension. The suggesting employee believed Agents with sound training undoubtedly would be able to arrange a much more effective system.

OBSERVATIONS:

RECORDED - 75  
INDEXED - 75

66-2554-110988  
RECORDED  
148 DEC 24 1953

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

Mr. Rosen of the Investigative Division is opposed to this suggestion. Mr. Belmont is also opposed and points out that this is against Federal Communications Commission regulations unless "beeper" is present. Mr. Nichols of Records and Communications Division is opposed to the adoption of this suggestion and points out that at night and during emergencies the calls from the field would be handled on the switchboard.

AM 5  
Messrs. Mohr and Clegg  
EDM:dmg

ORIGINAL FILED IN 62-22447-387

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: HHG:cs

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman, Nichols and Glegg being present, recommended unanimously unfavorably and agreed with the objections of the Investigative Division.



MR. TOLSON

December 21, 1953

EXECUTIVES CONFERENCE

SUGGESTION #843-53  
MADE BY SA FRANK V. HITT  
ESPIONAGE SECTION  
DOMESTIC INTELLIGENCE DIVISION  
AGENTS BE ALLOWED TO SIGN IN ON  
A NO. 1 REGISTER AT CONTRACT GARAGE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP3 a/ky

DAILY REPORTS AND REGISTERS

Special Agent Frank V. Hitt, Domestic Intelligence Division suggested, December 1, 1953, that field office Agents be permitted to sign in on a No. 1 register at the contract garage when they are going to use Bureau cars, without the necessity of reporting to the field office. Mr. Hitt felt that this procedure would permit employees to save travel time, commence productive investigative work earlier, encourage Agents to prepare their work in advance, and would also result in saving the Bureau \$609,000.00 per year. Mr. Hitt arrived at his estimated savings through the method of multiplying one-half the number of Bureau cars (1400) by one-half the hourly rate of a GS-12 employee by the number of work days in a year (\$1.74 times 250).

Present at the Inspector's Conference December 3, 1953, were Messrs. Williams, Van Pelt, J. E. Edwards, Strong, Stein, Nugent, B.C. Brown and Mason. Members present pointed out pros and cons as to this matter as follows:

DISADVANTAGES

1. Customarily Agents check their mail folders upon arrival at the field office each morning, inasmuch as the mail folders contain teletypes, memoranda, letters, and other documents of interest to the Agent. These documents may require immediate attention, or the presence of the documents may substantially alter the work plans of the Agent for the day, because of deadlines, cancellation of leads, etc.

2. SAC Letter 53-75 (November 17, 1953) instructs that Agents must execute registers personally; however, SACs have authority to permit one employee to sign another employee in for out whenever circumstances dictate. Thus, in exceptional

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 90  
INDEXED - 90

66-2554-10989  
RECORDED  
148 DEC 30 1953

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

EDM:ATN  
Dec 12-28-53 cc Mr. Ladd  
HHC:ATN

ORIGINAL FILED IN 66-2554-10989

Memorandum to Mr. Tolson

circumstances, such as Agents reporting to a plant, an SAC may authorize an employee to have someone else sign him in in response to a telephone call or other arrangements.

3. The maintenance of a No. 1 register (Basic Sign In Attendance Document) at the contract garage would necessitate supervision of this register and delivery of the document to the field office at 8:30 a.m., which is the hour for commencement of business in the average field office.

4. Each Agent must make out a No. 3 card showing his work plans for the day. Work plans change frequently, there is a possibility of inaccuracy on the card, and also the problem of getting the card into the No. 3 file.

5. Some field offices do not have enough automobiles to provide one for each Agent. Some Agents reporting directly to the contract garage would find that all cars had been charged out and their trip to the contract garage would then be fruitless. Possibly this could be countered by making advance arrangements; however, this would necessitate meeting another administrative problem.

6. The maintenance of a register for attendance at the contract garage would offer a greater opportunity for employees to register improperly if they wish to do so.

7. A poll of the Inspectors indicated that the only offices currently having a problem of distance or travel time other than a minor amount between the field division proper and the contract garage are:

Name of Office

Travel Time from  
Office to Contract  
Garage

New York

20 minutes (actually New York Agents sign in from the contract garage via direct telephone line at the present time so that travel is eliminated.)

Los Angeles

20 minutes (actually Los Angeles Agents sign

Memorandum to Mr. Tolson.

Name of Office

Travel Time from Office  
to Contract Garage

in from the contract garage via direct telephone line at the present time so that travel is eliminated. If new space is approved for Los Angeles, this problem should be largely eliminated.)

Washington Field 15 minutes

Chicago 15 minutes

San Francisco

20 minutes (actually San Francisco Agents sign in from the contract garage via direct telephone line at the present time so that travel is eliminated.)

San Juan 15 minutes

Philadelphia 10 minutes

ADVANTAGES

1. There will be a few minutes savings of Agent time in Washington Field, Philadelphia, Chicago, and San Juan, and it will be possible for certain Agents to commence investigative work earlier. Any savings in other offices are doubtful. New York already permits Agents to sign in from the contract garage, using a direct telephone line, which initiates at the contract garage and terminates in the field office. No attendance register is kept at the garage. Thus, for an Agent to sign in he must be in the contract garage and a phone call from elsewhere will not be honored.

Los Angeles and San Francisco also have the same arrangement. All are Bureau approved.

Memorandum to Mr. Tolson

CONCLUSION

It will thus be seen that the only offices now having a travel problem other than of most minor nature, are Washington Field (15 minutes), Chicago (15 minutes), San Juan (15 minutes), and Philadelphia (10 minutes).

RECOMMENDATIONS OF THE INSPECTORS

1. All persons present at the Inspector's Conference shared the unanimous view that the disadvantages attendant to the suggestion outweigh the advantages. It was concluded that the Bureau's procedures are proper and no change is suggested. It was further recommended that since the procedures in New York, Los Angeles and San Francisco (the three offices having the greatest problems) have been operated satisfactorily over a period of time and have been carefully checked on inspections, that these procedures should be considered by Washington Field, San Juan, Chicago, and Philadelphia, to see if travel time can be saved in those offices. While the Conference had no specific figures as to how much in the way of savings could be effected from the adoption of the suggestion, the Conference believes the indicated savings of \$609,000.00 as estimated by the suggesting employee would not be realized and in fact would be more than offset by the disadvantages listed.

2. That the attached letter go forth to Supervisor Frank V. Hitt.

3. That the attached letter go forth to the SACs at Chicago, Philadelphia, San Juan and Washington Field, calling their attention to the procedures used by the New York, Los Angeles and San Francisco Divisions.

Executives Conference Consideration:

Executives Conference 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman, Nichols, and Clegg being present, recommended unanimously unfavorably and believed that the disadvantages far outweigh any prospective advantages. This is especially true in the field of proper supervision of the attendance registers.

MR. TOLSON

December 7, 1953

EXECUTIVES CONFERENCE

SUGGESTION #766-53

MADE BY [REDACTED]  
SAN DIEGO OFFICE  
INDEX CARDS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/11/92 BY SP3/ldj

b6  
b7C

SUGGESTION:

Relative to the preparation of index cards, it is suggested that the figures be typed on the first line of the index card instead of two spaces down and that the identifying data, such as Motor Vehicle Number, License Number, Firearms, et cetera, be typed two spaces below the figures rather than on the first line of the index card. (Sample attached)

Present regulations in the Field Stenographers' Manual, Section 4, pages 7, 8 and 9, require that when the Motor Vehicle Number, Serial Number, et cetera, are available, an index card be made under the title "Motor Vehicle" and that the last three digits of the Motor Number and Serial Number be underlined.

It is noted that each field office has thousands of index cards filed by numerical order behind appropriate guide cards, such as Motor Vehicles, License Numbers, Firearms, et cetera. The suggesting employee has in mind that the suggested procedure would decrease searching time inasmuch as the cards are filed numerically.

OBSERVATIONS:

INDEXED - 54  
RECORDED - 54

166-2554-1099

SAC, San Diego favors the suggestion. However, it is his belief that it would be a waste of typing effort to indicate on each card the type of item inasmuch as the item itself is described on the card. For instance, when indexing the Motor Number of an automobile and model are shown and, therefore, the addition of the type of the item on the upper left-hand corner would appear to be redundant and unnecessary. SAC Santolana believes considerable time could be saved in preparing the card as well as in the searching process.

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

Records Section prepares index cards with the number typed on the first line, as suggested. However, the number is prefixed by the type of number. For example, "Hudson Motor #432,567," "Pistol #789,302," and "Typewriter #321,846." Thus, all of the information needed appears on one line instead of three, as set forth in the examples submitted by the suggesting employee. It is pointed out that it would still be necessary to read both lines when filing the cards and since numerical cards are filed in different places.

Let to Mrs. [REDACTED]  
cc - Mr. Clegg 12/7/53 cc - SAC, SD  
EDM:ama EDM:ATN

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b7C

ORIGINAL FILED IN 66-5084-565

Memorandum to Mr. Tolson

throughout the index, depending upon the type of item referred to, some identifying information is necessary. Therefore, the comment of SAC, San Diego that the information as to the type of item is unnecessary does not appear to be sound.

Alternate Suggestion By Records Section

Rather than adopt the suggestion by Miss [redacted] it is recommended that the field adopt the method in use in the Records Section of setting forth all necessary information for filing purposes on the top line of the index cards where numbers are concerned. (A sample is attached).

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Manuals Desk, Training and Inspection Division, recommends that the Field Stenographers' Manual be reconciled with the Index Guide which requires that numbers be listed on the first line of index cards when filed numerically.

The Chief Clerk of Washington Field Office favors the alternate suggestion of Records Section for the first line of the index card, such as "Motor #432,567," "Pistol #789,302," et cetera. However, Washington Field Office feels that the additional information listed by the suggesting employee should be included inasmuch as the further identifying data is of considerable aid to field offices in their operations.

EXECUTIVES CONFERENCE CONSIDERATION: 12-7-53 EDM:ATM *atm*

Per presentation of Mr. Clegg December 3, 1953, it is recommended that the alternate suggestion of the Records Section, which is concurred in by the Chief Clerk of the Washington Field Office and the Inspection Staff, be adopted. This will not require that any previously-prepared index cards be retyped. It will standardize the preparation of certain index cards in the future. The index card relating to motor and other numbers will show in the top line information, such as, "Hudson Motor #432,567." The file number will be shown in the upper right corner of the card, and other identifying data will be shown in the body of the index card.

If you agree, there is attached an appropriate letter to [redacted] of the San Diego Office.

b6  
b7C

Memorandum to Mr. Tolson

Appropriate adjustments will be made in the Bureau Manuals by the Manuals Desk of the Training and Inspection Division.

MR. TOLSON

12/11/53

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/93 BY SP5 a/dg

SUGGESTION #909-53  
MADE BY SA HOMER A. BOYNTON, JR.  
PHILADELPHIA OFFICE

~~MOBILE RADIO EQUIPMENT~~

SUGGESTION:

In connection with a recent investigation, the 60-watt portable transmitter was used by the Philadelphia Office to coordinate the activities of radio cars. The transmitter was placed in a building with the aerial of the transmitter extending out of a window and it was observed that contact with the radio cars in the area could be maintained for a distance of from 15 to 20 miles if these cars were in operation on the same side of the building from where the aerial of the transmitter extended, whereas radio contact could be maintained for an approximate distance of three miles on the opposite side of the building from where the aerial was located.

It is suggested that a "kit" be provided for all 60-watt transmitters. This "kit" would contain a lead wire and a metal stand to enable the aerial for the transmitter to be placed on top of a building or other suitable location, with proper connections made and tested. It was suggested that such a "kit" could be furnished to all field offices having this type of radio equipment, if found satisfactory. It was further suggested that a stand for the aerial and the coaxial extensions could be made at minimum expense.

OBSERVATIONS:

The Radio-Electrical Section, FBI Laboratory, states that such equipment would increase the transmitting range. However, the Laboratory points out that to include two 50-foot lengths of coaxial cable, antenna and special stand to mount the antenna on would rapidly remove the 60-watt unit from the portable category. It is also believed there would be a hazard from the standpoint of the wind blowing the antenna down and possibly off the roof of the building.

The Radio-Electrical Section of the Laboratory does not believe it is practical to furnish such equipment to offices on a field-wide basis; however, if one office has a problem and requires an outside antenna to increase the range of the equipment in order to properly conduct an investigation, this problem could be handled on an individual basis.

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Gearry
- Mohr

JAN 8 - 1954

Therefore, the Laboratory recommends unfavorably as to the adoption of the suggestion.

cc-Messrs. Mohr and Clegg  
EDM:dmg

RECORDED  
INDEXED

66-2554-10992

DEC 23 1953

EX-126

ORIGINAL FILED IN 66-2554-10992



Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

12/11/53

*dm*  
EDM:AMH

Per presentation by Mason, no further action is recommended with regard to this suggestion, in view of the opposition by the Radio-Electrical Section of the FBI Laboratory. The suggesting employee has already been thanked.

MR. TOLSON

12/15/53

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/10/92 BY SP-5 a/dy

TEMPO, INCORPORATED  
PLANNED WORK MUSIC FOR INDUSTRY

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Harbo, Trotter, Belmont, Rosen, and Tracy on December 14, 1953, considered a request from Tempo, Inc., to install music in the Identification Division.

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[redacted] of Tempo, Inc., called at the Identification Division and stated that several Government agencies have installed music with an increase in production on the part of employees, that the music is controlled by a central source in Washington using an FM band. It is played intermittently every 30 minutes from 7:00 AM to 12:00 noon; continuously from 12:00 noon to 1:00 PM; intermittently from 1:00 PM to 5:00 PM; and continuously from 5:00 PM to 2:00 AM. The service is discontinued at 12:00 midnight on Saturday and at 1:00 AM Sunday.

The cost would be \$27 per month plus \$3 per month for each speaker, the speakers being individually controlled in the sections.

[redacted] advised that the Government agencies utilizing this music are paying for it out of welfare funds or taking up collections from employees for this purpose.

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The Executives Conference was unanimously opposed to the proposal of Tempo, Inc., for the following reasons:

1. The Bureau cannot officially pay for such music.
2. It is not felt that the limited funds available to the FBIRA for welfare purposes should be utilized for this purpose.

Collections should not be taken among employees for the purpose of paying for music.

- Mr. Tolson 3
- Mr. Ladd
- Mr. Nichols
- Mr. Belmont
- Mr. Clegg cc
- Mr. Glavin
- Mr. Harbo
- Mr. Rosen
- Mr. Tracy SJT:edm
- Mr. Mohr
- Mr. Winterrowd
- Tele. Room
- Miss Gandy

Mr. Clegg  
Mr. Mohr  
*edm*

INDEXED - 89  
RECORDED - 93

66-2554-10993

DEC 28 1953  
106

63 JAN 7 1954

ORIGINAL FILED IN

Mr. Tolson

December 17,  
1953

Executives Conference

IN-THE-CAR TRANSMITTERS

On December 17, 1953, the Conference, composed of Messrs. Tolson, Ladd, Tracy, Henrich, Clegg, Winterrowd, Mohr, Callahan, Nichols, Holloman and Harbo, considered the proposal of the Laboratory that we construct five in-the-car transmitter units to operate in the 160 megacycle band. The parts for these units would cost \$1,500 and the construction would be handled in the Laboratory.

The Conference was advised that at present we have several such units to operate in the 40 megacycle band (frequency used by 35 offices) but we have only one to operate in the 160 megacycle band (frequency used by 17 offices) and it is presently in use.

The Conference unanimously recommends that the Laboratory proceed with the purchase of parts for constructing five in-the-car transmitters at a total cost of \$1,500, with the construction to be handled in the Laboratory.

523,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/92 BY SP-5C/KCJ

CC - Mr. Clegg  
Mr. Mohr

ETH:KMB

*Handwritten initials*

RECORDED - 90 166-254-10994  
INDEXED - 90 JAN 4 1954

101 83  
INITIALS ON ORIGINAL

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

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55 JAN 6 1954

*Handwritten initials*

ORIGINAL FILED IN

MR. TOLSON

12/18/53

EXECUTIVES CONFERENCE

SUGGESTION #840-53  
MADE BY SPECIAL EMPLOYEE ROBERT J. WIRTH  
MINNEAPOLIS OFFICE  
CIRCULARIZATIONS

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/82 BY SP5C/ly

SUGGESTION:

gjm

It is suggested that a small unit be set up at the Bureau as an adjunct to the Fugitive Desk for the purpose of correlating all activity concerned with nation-wide special distributions of any Bureau matters, such as Identification Orders, Wanted Flyers, Ransom lists, et cetera.

The employee proposes that the entire field determine in advance the number of Identification Orders, Wanted Flyers, ransom lists, et cetera, needed to circularize certain groups of persons in the individual field division territories. After these figures are determined they would be forwarded to the Bureau for use when and if a circularization was contemplated.

It was also suggested that such a list be brought up to date once a year and at this time it be determined whether mailing lists exist by which circularization could be handled by one or two offices through one source.

OBSERVATIONS:

The Investigative Division recommends against the adoption of this suggestion. They state there is no way of pre-determining the groups of persons to be circularized in the future, and when a case arises the number should be determined at that time to prevent any possibility of unnecessary communications to the Bureau. It would require a great deal of work to make a survey at this time and there would be no guarantee that the figure would be accurate at some future time when it would be needed.

The Investigative Division advised the problem of circularization by one office of an entire area is always considered and the office making the suggestion usually has predetermined whether this possibility exists.

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

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED-29  
INDEXED-29  
HHC:cs

66-2554-10995

JAN 4 1954

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman,

INITIALS ON ORIGINAL

60 JAN 7 1954  
RM-dma

834  
66-2554-10995  
ORIGINAL FILED IN 66-2554-10995

Nichols and Clegg being present, recommends unanimously unfavorably and agrees with the objections made by the Investigative Division.

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION #858-53

MADE BY [REDACTED]  
MEMPHIS OFFICE  
TELETYPE PAPER

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 2/10/92 BY SP5CJ/ky

b6  
b7c

SUGGESTIONS:

(1) It is suggested that teletype paper for the field and Bureau teletype machines be purchased in eight-inch widths instead of eight and one-half inch widths as at present.

The suggesting employee has in mind that paper in Bureau files would then be of uniform size and there would be no need for a paper cutter to be maintained at the teletype machine. This would reduce the time required to cut teletypes to proper size for Bureau files to one-eighth of that now required and would eliminate the cost of repairing and replacing paper cutters throughout the field.

(2) It is suggested that teletype machines in the field and at the Bureau be marked with tape or paint at a point ten and one-half inches from the tearing edge on the machine so that teletypes can be torn off the machine at the proper length. This cutter on the machine will be replaced by the Teletype Company free of charge upon request and any adjustments necessary for use of the eight-inch paper would also be made at no cost to the Bureau.

OBSERVATIONS:

Mr. Wherry of the Communications Section, Records and Communications Division, advised if it were practical to implement the suggestion, the advantage would be the elimination of the trimming of the width of the paper now done to make for a neat and orderly appearance when filed.

The disadvantages are that this cannot be implemented inasmuch as Seat of Government teletype machines are used to exchange messages with outside agencies which are equipped with the standard size roll of paper which the Bureau is now using. We have no way of determining which of the machines a call will appear on and if we used the eight-inch roll of paper on our machines a message received

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

cc-Mr. Mohr  
Mr. Clegg  
NHC:dmg

RECORDED-29

INDEXED-29

66-2554-10996  
JAN 4 1954  
51

INITIALS ON ORIGINAL

JAN 8 - 1954

ORIGINAL FILED IN 66-2394-475

Memorandum to Mr. Tolson

from an outside agency would be typed beyond the margin of our paper or the letters would pile up at the end of a line. In either instance the message would not be legible. Some of the teletype machines used by the Bureau are used for calls to and from both outside agencies and Bureau field offices and all machines concerned must use the same width of paper and the machine carriage width capacity set accordingly.

Mr. Wherry of the Communications Section recommends unfavorably as to the suggestion inasmuch as it cannot be implemented due to the disadvantages set out above. With regard to the marking of the teletype machine ten and one-half inches from the cutting edge so that teletypes may be torn off the machine at the proper length, Mr. Wherry advised the Communications Section experimented with a similar cutting device last year, but that this offered no advantages over the present method of cutting.

EXECUTIVES CONFERENCE CONSIDERATION:

HHC:gsr

The Executives Conference on 12/23/53, Messrs. Ladd, Harbo, Glavin, Mohr, Hennrich, Nichols, Holloman, Winterrowd, Tracy and Clegg being present, unanimously recommended unfavorably and agrees with the impracticality of the suggestion as pointed out by Mr. Wherry above.

MR. TOLSON

12/18/53

EXECUTIVES CONFERENCE

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 9/10/92 BY SP5 cjt/g

SUGGESTION 813-53

MADE BY [REDACTED]

RECORDS SECTION STREAMLINING COMMITTEE  
RECORDS & COMMUNICATIONS DIVISION

b6  
b7c

SUGGESTION:

Very often a piece of incoming mail is processed through the Records Section and is given a file and serial number before an acknowledgement is prepared. After an acknowledgement has been sent out of the Bureau, the yellow of the outgoing is attached to the incoming and both are routed to the Records Section in order that an appropriate serial number can be placed on the yellow file copy of the outgoing. The procedure of putting a serial number on the yellow file copy is known as "giving a corner number" and such work is handled by the Corner Number Desk of the Records Section.

When the Corner Number Desk in the Classifying Unit, Records Section, receives several pieces of correspondence from the FBI Laboratory on the same subject, all of the Laboratory work sheets are attached to one piece of mail. The Records Section employee then detaches each work sheet and places it with the letter to which it refers.

It is suggested that the Records Section no longer detach the work sheets. It is proposed that they be sent to file attached to the correspondence with which they are received in the Classifying Unit.

The suggesting employee pointed out that all of the material involved eventually goes into the same file and the suggested procedure would eliminate the time required in sorting the Laboratory work sheets.

OBSERVATIONS:

EX. 122 RECORDED-39  
INDEXED-39

106-2554-10999  
JAN 4 1954

All of the Section Chiefs of the Laboratory favor the suggestion. The Laboratory prefers to have the Laboratory work sheets placed in file attached to the correspondence with which the work sheets are sent out from the Laboratory to Records Section.

Attachments  
cc: Mr. Mohr

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

JAN 17 1954

ORIGINAL COPY FILED 106-2554-10999



Memorandum for Mr. Tolson

It should be noted that the handling of Single Fingerprint Section work sheets differs from the handling of the Laboratory work sheets. In most cases the Single Fingerprint Section work sheet is attached to the correspondence to which it pertains. At present the Records Section advised there are no instances where this suggestion would be applicable to the work sheets of the Single Fingerprint Section.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Penrich, Ladd, Winterrowd, Holloman, Nichols and Glegg being present, unanimously approved this suggestion. If this is agreeable, there are attached hereto a memorandum to Messrs. Tolson, Nichols and Harbo and a letter to  placing the suggestion in effect.

b6  
b7c

Mr. Tolson

12/11/53

Executives Conference

SUGGESTION #754-53  
MADE BY INVESTIGATIVE DIVISION  
FORM FD-131 (Form Used by Field in  
reporting location of Deserter or  
Absentee from Armed Service Other  
Than Fugitive Deserters)

SUPERVISOR

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/92 BY SP-5 ci/dag

SUGGESTION:

Since the inception of the Deserter-Fugitive Program, Form FD-131 has been used and submitted by the field in triplicate. Originally, it was planned that one carbon copy would be sent to the Identification Division, one copy would be placed in substantive offense file and the third copy would be used to open a new "42" case.

(1) It is suggested that, instead of submitting the form in triplicate, only one copy be submitted by the field. This copy could be designated for Identification Division, Statistical Section of Records and Communications Division and the Fugitive Supervisor of the Investigative Division. All necessary action could be taken on the one copy.

(2) It is further suggested that no abstract be made by Records Section for Form FD-131 but that a "See Card" or a cross reference card be made and the form could then be placed in the general file (42-0) or the substantive file. This would eliminate making up in excess of 400 files, which the Investigative Division points out was the approximate number of such files opened during the last fiscal year.

The Investigative Division believes the saving on the form alone would be approximately \$15.00 per year and the saving in Records Section would be approximately \$500. These figures are based on the approximate number of such files opened during the last fiscal year.

OBSERVATIONS:

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

Form FD-131 is a printed document used by an SAC to notify the Bureau of the location of a deserter or absentee from the

Attachments

cc: Mr. Mohr  
Mr. C

RECORDED - 66

INDEXED - 66

76 DEC 30 1953

FILES ON ORIGINAL

66-6340-42-1015  
ORIGINAL COPY FILED IN

66-2554-10998 Form  
R 918 Form

JAN 11 1954

Armed Forces other than a deserter fugitive. Each year during the course of our regular work the Bureau locates roughly 9,000 absentees from the Armed Forces who have not yet been declared deserters and concerning whom the military has not yet requested an FBI investigation. For example, in the handling of an investigation relating to a stolen automobile it may be that the subject will turn up to be an absentee from the armed forces. Under such circumstances, the field office notifies the local military post of the whereabouts of the absentee. The field office also sends an original and two copies of Form FD-131 to the Bureau.

Heretofore one of the copies of FD-131 has been sent to the Identification Division but Mr. Tracy advises that this copy is no longer necessary inasmuch as Ident is not posting against fingerprint records information regarding absentees from the armed forces other than deserter fugitives.

The suggestion that only an original of Form FD-131 be submitted by the field appears to be a good suggestion for no useful purpose is now seen in having copies. The Records Section and the Investigative Division both agree that an original will be sufficient for the Bureau's needs. Upon receipt of this form at the Seat of Government, it is sent to the Deserter-Fugitive Desk. There it is checked against the deserter fugitive indices to see whether we have a deserter investigation pending on the absentee who has been located. A blue card (form 6-47) is prepared showing that this absentee was located and the blue card is kept in the deserter fugitive index so that if the armed forces ultimately request a deserter fugitive investigation the Deserter-Fugitive Supervisor will be on notice to refrain from sending any instructions to the field for an investigation. This, of course, results in considerable savings of time at the Seat of Government and in the field because it prevents unnecessary administrative handling and it prevents unnecessary investigation.

Thereafter Form FD-131 goes to the Statistical Section so that a tabulation may be drawn up for possible use in appropriations testimony. Thereafter the form goes to the Records Section where a new case file is opened. We are proposing that the practice of opening a new case file on Form FD-131 be discontinued and that these forms be placed in a general file and it will be noted that this is the second part of the suggestion submitted by Mr. Frohbose.

#### RECOMMENDATIONS:

1. That in the future the field submit only an original of Form FD-131 to the Bureau. Attached for signature is a Bureau Bulletin.

2. In the future the Statistical Section not record for tabulation purposes the location of absentees or deserters from the armed forces who have not been declared deserter fugitives. This will save only about two hours' work per year for a grade 4 employee; however, it will result in Form FD-131 getting to file more quickly. During fiscal year 1953, there were 371 Form FD-131 tabulated in the Statistical Section. These figures are not used in connection with appropriations. Messrs. Leonard (Statistical Section) and Glavin (Administrative Division) agree.

If approved, there is attached an appropriate memorandum ordering an adjustment in our procedures and covering also recommendations No. 3 and 4 set forth below.

3. In the future the Bureau not tabulate or keep statistics on those deserter fugitives now known as "B Statistics." This group consists of individuals concerning whom the military requested a regular fugitive investigation but the subjects returned to military control before apprehension by the FBI. This may have been accomplished by voluntary surrender of the fugitive to a military base or to military police. During fiscal 1953 there were 8,469 such reports tabulated by the Statistical Section which cost an expenditure of approximately two work weeks for a grade GS-4 employee. These individuals are not carried as deserter fugitives whose apprehension was caused by the FBI. If a tabulation of this class of deserter fugitive is used at all in appropriations testimony it would appear as "8,469 deserter fugitives returned voluntarily to military control although an investigation was then pending by the FBI or was subsequently requested by the military." Messrs Tolson, Glavin and Leonard favored discontinuing the recording of statistics of this type. It is pointed out that this discontinuance would have no bearing upon our regular fugitive accomplishments.

4. Heretofore Form FD-131 when received at the Bureau has been made the initial document in a new individual case file in Classification 42. It is recommended that in the future Form FD-131 be placed in a general 42 Classification file in the event there is more pending deserter fugitive investigation on that subject. This will save the Bureau the cost of opening in excess of 200 individual files per year, will save space, and also will make it unnecessary to route Form FD-131 to the Statistical Section or to the regular Fugitive Supervisor. It can be routed solely to the deserter fugitive desk. It is further recommended that abstracts not be prepared on Form FD-131 and that the forms be unserialized in the general file but that the forms be appropriately indexed as to the subject. Records Section agrees.

5. Inasmuch as this suggestion initiated with Supervisor [redacted] of the Deserter-Fugitive Desk, it is recommended that a letter of commendation be addressed to [redacted] if the above recommendations are adopted. It should be noted that [redacted] has made a number of worthwhile suggestions concerning deserter-fugitive operations since he became a supervisor there approximately nine months ago.

Attached is a proposed letter to supervisor [redacted] [redacted] brief is also attached.

b6  
b7c

EXECUTIVE CONFERENCE CONSIDERATION:

12/22/53

LDH:AMH

Per presentation by Mason, approval of each of the five recommendations above is recommended. Appropriate letters and memoranda are attached.

MR. TOLSON

December 30, 1953

THE EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/92 BY SP-5CJ/drg

The Executives Conference of December 29, 1953, consisting of Messrs. Clegg, Winterrowd, Belmont, Nichols, Ladd, Harbo, Holloman, Tracy, Mohr and Glavin, was advised that a suggestion had been made that ~~membership cards be furnished to employees of the Bureau who contributed to the FBI Employees' Consolidated Charity Fund.~~

There were exhibited to the Conference suggested types of membership cards which might be issued should it be felt that it would be desirable to issue such cards at this time. Six samples of the cards referred to are attached hereto.

It was pointed out to the Conference that some inquiry had been received from Bureau employees as to whether membership cards could be issued, they feeling that if membership cards were issued they could exhibit them to persons who may contact them outside the office during the remainder of the charity year to show that they had contributed to the Consolidated Charity Fund.

There is <sup>Sub</sup> attached hereto, labeled "A," one of the regular subscription cards utilized during the FBI Employees' Consolidated Charity Fund. That portion of the card labeled "A" was separated from the pledge card at the time the pledge was made and the employee retained the small portion reflecting that he was a subscriber to the FBI Employees' Consolidated Charity Fund.

RECOMMENDATION:

The Conference feels that since all employees who contributed to the fund were furnished a portion of the pledge card reflecting their subscription to the fund, that no further membership card is necessary or desirable.

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

Mr. Clegg  
Mr. Mohr

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

RECORDED-34

INDEXED-34

EX-126

5 5 JAN 6 1954

66-2554-10999  
20 JAN 5 1954

MR. TOLSON

December 30, 1953

THE EXECUTIVE CONFERENCE

MANUAL REVISIONS

ASCERTAINING FINANCIAL ABILITY CASES

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/10/92 BY SP-5 C/dcg

SYNOPSIS:

The Conference consisting of Messrs. Ladd, Nichols, Clegg, Glavin, Tracy, Harbo, Belmont, Mohr, Holloman and Winterrowd considered on December 29, 1953, the following:

The Bureau's manuals presently provide in connection with the policy to be followed in handling Ascertaining Financial Ability cases that when the subject makes arrangements with the U. S. Attorney to pay his obligation to the Government on an installment basis, a report setting forth the payments made is to be submitted once every six months following a check of the court docket. At the present time there are approximately 1000 cases throughout the Field in this category. It is felt this policy should be revised so as to require that henceforth reports should be submitted once each year instead of once every six months. This would eliminate the submission of approximately 1000 reports each year and cut in half the amount of work necessary in the field and at the Seat of Government in reporting and recording the recoveries.

RECOMMENDATION:

The Conference unanimously recommended that the attached manual revisions be adopted to change the requirement that a report be submitted once every six months to the requirement that henceforth such reports will be submitted once each year.

In connection with the attached manual revisions they also include minor changes and additions: (1) specifically requiring Field to determine from United States Attorney if obligation is uncollectible before closing report is submitted; and (2) to set forth reports exact details, as to amount, date, and manner in which fine, or judgment arose as well as any action taken by United States Attorney prior to Bureau investigation.

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

Mr. Clegg  
Mr. Mohr

JAN 6 1954

RECORDED - 76  
INDEXED - 76

JAN 5 1954

Handwritten initials and numbers: PW, 66-2559, 11000

MR. TOLSON

12-15-53

EXECUTIVES CONFERENCE

323,013

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DATE 8/10/92 BY SP5CJ/dg

SUGGESTION #724-53

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

b6  
b7c

Special Mail Locates

SUGGESTION:

At present mail sent to File Review Unit for search is held in that Unit until all of the locates have been found.

It is suggested that the File Review Unit return special mail to the Supervisor before the locates are found. The suggesting employee feels that in many instances the Supervisor could eliminate some of these locates by his review of the available files or by checking the abstract.

It is noted that the suggested procedure is followed on all specials received from the Name Check Unit in the General Investigative Division and the suggestor believes the time of from four to six Grade GS-4 employees could be saved by adoption of this idea.

OBSERVATIONS:

The Records Section states that adoption of this suggestion would undoubtedly result in a savings in that Section, but it would require the various Supervisors to place and follow locates after they had received the Name Check Form and files which were available in the cabinets.

The Investigative Division recommends that no change be made in the procedure of handling locates in connection with expedite forms and correspondence. The suggested procedure would save time in the Records Section, but would cause a corresponding increase in personnel in the Investigative Division to follow and supervise the handling of such locates. Maintenance of the available files, while awaiting the location of other files would require additional file cabinet space which is at a premium. Inasmuch as the location of files is a Records Section function and the actual searching would be performed by Records Section employees, it is believed that the present system affords better control and supervision over locate clerks and their efforts than would an Agent/Supervisor in one of the other Divisions.

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

cc-Hessrs. Mohr & Clegg  
EDM:dmg:jaw

INDEXED - 93

80 JAN 5 1954

ORIGINAL FILED IN 67-2115-211



It should be noted that it has been the practice for many years for the Records Section to forward "specials" to the Name Check Section without waiting until all the files are available. Thereafter the Name Check Section conducts a preliminary review and any files needed are placed on locate. Name Check Section of Investigative Division sometimes processes in excess of 100,000 forms per month and handles thousands of files in a day. Because of the volume of work handled in the Name Check Section, the subject matter of this suggestion has been considered previously by the Records Section, Name Check Section and Training and Inspection Division. Reference is made to memorandum from G. L. Trotter to Mr. Nichols entitled "Name Check Material," dated 12-13-51 (Bureau file 66-818-3066) in which present procedures were discussed at length and approved by Mr. Tolson and other Bureau officials. It is not believed the same problems arise in connection with locate matters in other sections of the Investigative Division as exist in the Name Check Section. This is because of the volume of work handled and the unusual functions performed in handling name checks.

Domestic Intelligence Division has no objection to the suggestion. They point out the Internal Security Section of that Division presently refers but two types of material to File Review Unit for search: (1) Forms concerning Security Informants originating with the Security Informant Desk. At present Security Informant Desk searches are handled on expedite basis and are followed from the Internal Security Section and, therefore, the suggestion is not applicable to those searches. (2) A small number of Security case reviews are referred to File Review Unit on an individual case basis; i.e. when a search is desired involving a large number of references too voluminous for individual supervisors in the section to handle along with the volume of their other mail. Plant Informant forms previously referred to the File Review Unit are now handled by the file review clerk assigned to the Plant Informant Desk. The suggestion would speed the handling of searches under (2) above. However, it might be desirable in cases with voluminous references to consult the Supervisor before the mail and files are forwarded to him with the locates indicated. The Liaison Section of the Domestic Intelligence Division has no objection to the suggestion.

In recommending this suggestion it is the belief of the Records Section that if adopted the following benefits would accrue to supervisors:

1. The supervisor could open a case sooner.
2. The supervisor can frequently eliminate certain files in accordance with the rules of dissemination, whereas this latitude does not extend to clerical employees of the Records Section.

3. The "hot" cases would be in the immediate possession of the Seat of Government supervisor for such action as may be necessary in contrast to the present practice of holding this material in the Records Section.
4. Since the files are charged to the Seat of Government supervisor, the work of locate clerks of the Records Section would be facilitated.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs 12/18/53

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman, Nichols and Clegg being present, recommends unanimously unfavorably and agrees with the objections of the Investigative Division.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 12-18-53

FROM : E. J. Ingram

SUBJECT: - Bureau Automobile Accident  
1951 Ford #PIAR-148809  
Date - 12-14-53  
Damage - \$125.05  
SA Harmon J. Ogren - Washington Field

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-10-92 BY SP-5CJ/DA

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

b6  
b7C

SUMMARY MEMORANDUM

At approximately 10:15 a.m. on 12-14-53 Agent Ogren was involved in an accident in Arlington, Va., with a panel truck operated by [redacted]. Ogren related he was traveling east on N. 14th Street at 10 mph; his vision was obscured by rain and fog and he failed to notice a detour sign across 10th Street at the intersection with Barton Street, which blocked his travel on 10th. As he was about to enter the intersection he read the detour sign and attempted to make a right turn into Barton, and as a result the car was carried into the improper lane on Barton due to his wide right turn. Upon completion of the turn he noted the third party's truck approaching and stopped the car in an effort to avert a collision. However, the third party failed to see the Bureau car in his lane until too late to stop on the pavement and it slid into the front of the Bureau car.

There were no personal injuries and no police investigation was conducted. There was no investigation conducted by WFO.

Agent Ogren is insured by the Farm Bureau Insurance Company, which would cover cost of any damages to the third party's truck.

SAC's Comments & Recommendation:

SAC, WFO, recommends Agent Ogren not be held responsible for the damage to the Bureau car inasmuch as his vision was obscured by the wet conditions and the detour sign was not visible until he had almost entered the intersection; that the accident was apparently unavoidable as the third party did not have sufficient time to stop his vehicle.

RECOMMENDATION

It is noted Agent Ogren stated he was traveling 10 mph at the time he noted the detour sign as he was "about" to enter the intersection. It is believed that at this low rate of speed he could have made a proper

JAN 7 1954

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INDEXED-19

JAN 9 1954

EX-126

51

11002

ORIGINAL FILED IN

and short right turn into the proper lane of Barton Street or could have come to a complete stop without striking the detour sign, thereafter making his right turn properly. It is recommended Agent Ogren be held liable for his accident and that he assume the cost of the repairs to the Bureau car in the amount of \$125.05.

*see addendum  
leh*

In the event Agent Ogren's insurers decline to accept any claim for damages which may be presented by the third party, it is recommended the SAC be instructed to furnish him with Standard Form #95 in order that he might file a proper claim against the Government, if he indicates a desire to file such a claim.

ADDENDUM: (WRG:mfs)

December 22, 1953

The Executives Conference of December 21, 1953, consisting of Messrs. Ladd, Harbo, Nichols, Holloman, Tracy, Mohr, Clegg, Rosen, Belmont, and Glavin, considered the facts regarding this accident and was of the unanimous opinion that the Agent was not responsible for the accident and that the damages to the Bureau car should be borne by the Bureau.

*[Handwritten signature]*

ST

~~SECRET~~

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:  
FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 09-13-2011

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~~SECRET~~

EX - 122

08 JAN 7 1954

JAN 5 1954

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~~CONFIDENTIAL~~

ORIGINAL FILED IN

90-749-464

166-2554-11003

*[Handwritten signature]*

Mr. Tolson

12/18/53

The Executives Conference

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman, Nichols and Clegg being present, recommended unanimously unfavorably the suggestion of Special Agent [redacted] of the Portland Office, that a course in driver education and training be given during the course of the In-Service training given in Washington.

b6  
b7C

Due to the fact that the in-service courses are only two weeks in length and the subject matter presently being covered is considered more important and more profitable and more desirable than the subject matter of driver training, particularly in view of the amount of time it would require to give this course, it was unanimously recommended unfavorably that such a course of training be given during in-service courses.

cc - Mr. Mohr  
Mr. Clegg

HHC:cs

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-10-92 BY SP5ci/dig

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

RECORDED - 32

INDEXED - 1206-2554-11004

JAN 5 1954

SEARCHED ON ORIGINAL

JAN 8 1954

EX-1

ORIGINAL FILED IN 1-19-

Mr. Tolson

1/4/54

The Executives Conference

323,013

FIVE-DAY SCHOOL FOR NEW CHIEF CLERKS  
MARCH 8 - 12, 1954

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/10/92 BY SP-5 a/dg

The Executives Conference on 12/28/53, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Holloman and Clegg being present, unanimously recommended that a new Chief Clerks and Assistant Chief Clerks School be held for one week March 8-12, 1954, in Washington.

There are 15 Chief Clerks and Assistant Chief Clerks who did not attend the Chief Clerks Schools in 1952, since these 15 have been designated as Chief Clerks or Assistant Chief Clerks since those schools were held.

The 9 larger field offices (Boston, New York, Newark, Philadelphia, Washington Field, Chicago, Los Angeles, San Francisco and Detroit), it is believed, should also be permitted to send one selected supervisory clerk and, in the event the SAC of any of these 9 offices believes it to be desirable, upon recommendation and with Bureau approval, a second supervisory clerical employee from these 9 offices may be acceptable in this school.

There is attached a copy of the program which is similar to the program which was successfully conducted in 1952 for clerical employees.

It is estimated that the minimum number to be in attendance will be 24 and, depending upon the number of the larger offices requesting two representatives, the maximum number in this school will be 33. On these estimates the cost for conducting this school has been estimated at from \$4,035 to \$5,548.

If this school is approved, the Administrative Division will issue instructions for the employees to attend.

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

Attachment  
cc - Mr. Clegg  
Mr. Mohr

HHC:cs

53 JAN 6 1954

RECORDED 50  
INDEXED 50

WAC 66-2554-111005  
JAN 5 1954

Mr. Tolson

12/23/53

Executives Conference

*Long 581-52*

SUGGESTION

PERSONNEL DATA

MAJOR CASE SQUAD

SUGGESTION:

At one of the Specialized In-Service Schools (Kidnap Squad Courses) it was pointed out that the Personnel Officer of the Major Case Squad will collect and record such data regarding the Agents' assignments as will be helpful to the Inspector-in-Charge and the other officials. This data will include the full name of the Agent, local address, local telephone number, office of assignment, special qualifications, etc. It was suggested that the background information compiled also include a picture of the Agent. The advantages listed were that (a) it would be easy to connect the name with the face and thus the record would be more useful and (b) in selecting men for special assignment the picture would be helpful.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executive's Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Belmont, Rosen, Tracy, and Gearty present were unanimously opposed to the suggestion on the basis that it would be an administrative burden to prepare the photographs and place them with the other data and that the Inspector-in-Charge would know his men.

cc: Mr. Mohr  
Mr. Clegg

RECORDED-16

INDEXED-16

*66-2564-11064*  
RECORDED  
JAN 5 1954

GCG:ATP

EX-112

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DATE 8/10/92 BY SP-5 C/dg

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

JAN 12 1954

ORIGINAL FILED IN 1-24-120



Mr. Harbo

December 17, 1953

I. W. Conrad

MOBILE RADIO EQUIPMENT  
PHOENIX DIVISION

Reference is made to the attached letter from Phoenix dated 12-11-53 relative to their request on 11/17/53 to convert a 25-watt GE mobile radio unit to 110-volt AC operation and install at the firearms range.

The Phoenix office advises that the Moon Valley Range is located 15 miles from the office and the nearest telephone is approximately 2 miles away. This unit will be used for communication between the office and range during firearms training and will be locked securely at all times when not in actual use. The power supply necessary to convert the unit to 110-volt AC operation will be constructed by the radio technician of the Maricopa County Sheriff's Office at no cost to the Bureau. A mobile type antenna will be used.

Since the conversion of the above unit will be handled by a competent technician and the installation will be made with the full cooperation of the Maricopa County Sheriff's Office, it is believed the proposed installation should be authorized.

RECOMMENDATION:

It is recommended that the Bureau approve the proposed installation of a 25-watt mobile unit at the Moon Valley Range in order to provide communication with the Phoenix office during firearms training.

Attachment

WNB:vrh

Favorably recommended by Executives Conference  
12-21-53 Messrs. Ladd, Nichols, Glavin, Mohr,  
Clegg, Belmont, Holloman, Tracy and Harbo. RTH:VH

INDEXED - 60

RECORDED - 60

EX-125

RECORDED  
127 JAN 4 1954

53 JAN 7 1954

1954

INITIALS ON ORIGINAL  
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DATE 5/10/92 BY SP5 c/dy

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Mr. Tolson

12/28/53

Executives Conference

880-53

SUGGESTION  
RUBBER STAMPS - MAJOR CASE SQUAD

SUGGESTION:

At one of the Specialized In-Service Schools (Kidnap Squad Courses) it was suggested that several kits of rubber stamps be assembled for shipment to an office where a major case breaks to serve as aids in the administration of the case. These rubber stamps would include such as the following:

1. Lead card made
2. Lead covered
3. Indexed

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Belmont, Rosen, Tracy, and Gearty present were unanimously opposed to the suggestion on the basis that the exact needs of a future case cannot be anticipated and any necessary stamps can ordinarily be obtained in a matter of hours.

cc: Mr. Mohr  
Mr. Clegg

GCC:ATP:al

RECORDED - 76

166-2554-11008  
JAN 5 1954

INDEXED - 76

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/10/92 BY SP-5 c/dcg

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

Handwritten initials

DIFFERENTIAL ORIGINAL

ORIGINAL COPY FILED IN

MR. TOLSON

12/31/53

EXECUTIVES CONFERENCE

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/92 BY JPS/ldg

SUGGESTION NO. 864-53  
MADE BY ASAC ELMER F. EHRICH  
EL PASO OFFICE  
OFFICE OF ORIGIN IN PAROLE AND  
CONDITIONAL RELEASE VIOLATOR CASES

SUGGESTION:

That the Bureau consider designating the office where prosecution was originally instituted on the substantive offense as office of origin in Parole and Conditional Release Violator cases, irrespective of where the person was actually convicted and sentenced.

The employee points out that the present instructions as set out in the Manual of Instructions and Regulations (Sec. 4-2-10, page 2) specify that the office of origin in this type of case is that office where the subject was originally convicted and sentenced.

He points out in this respect that under the new Rules of Federal Procedure (Rule 20), a subject is on frequent occasions sentenced in a district other than where the prosecution was originally instituted. It can be appreciated that in the majority of cases the office covering the United States District Court where the sentence was imposed under Rule 20 is generally not in possession of full background information including the location of relatives, etc., or the extent of investigation previously conducted, as is the office where the prosecution was initiated and which office was the previous office of origin in the substantive case.

The employee states where the Parole Violator or Conditional Release Violator's warrant is issued by the Board of Parole in Washington, D. C., the office where subject was sentenced under Rule 20 automatically becomes office of origin under present procedure. He mentions that in most cases this office neither has sufficient information available in its file to set out logical leads for investigation in other districts, nor is there any actual investigation in the district covered by that office.

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

cc: Messrs. Mohr and Clegg  
EDM:atn

RECORDED - 76

66-2554-11009  
NOT RECORDED

138 JAN 6 1954

INDEXED - 76

WACW

ORIGINAL COPY FILED IN 66-6200-76-311

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FBI AUTOMATIC DECLASSIFICATION GUIDE  
DATE 07-14-2011

MR. TOLSON

12/31/53

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE

SUGGESTION #852-53  
MADE BY SA [REDACTED]  
SAN FRANCISCO OFFICE

b6  
b7c

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

~~Classified by SP5 cll/oms  
Declassify on: OADR~~

SUGGESTION:

It is suggested that a small iodine fuming chamber be developed for use of the iodine fuming process and it is proposed that this could be carried into a room or building as a small handbag or suitcase.

The suggesting employee pointed out that highly confidential techniques are used in connection with investigations of the Communist Party Underground and such investigative techniques have necessitated the examination of documents going through the Communist Party Underground and returning them to the source as soon as photographs have been prepared so that the Communist Party will not become aware of the Bureau's coverage. Documents examined are generally typewritten, making identification difficult. Names appearing in the documents are generally fictitious; however, any persons handling the documents probably have left their fingerprints on them. The suggesting employee had in mind that such documents could be treated in the iodine fuming chamber and if prints were developed they could be photographed and later compared with fingerprints of Communist Party Underground suspects or those fingerprints maintained in the Single Fingerprint Section. The iodine could then be removed in the air in a short enough time to allow for return of the document without any change in its appearance.

OBSERVATIONS:

Single Fingerprint Section of Identification Division advises the use of the portable iodine fuming gun presents several difficulties and these difficulties may cause documents to be stained and thus be an indication that the paper material has been disturbed.

It is noted that with certain paper material iodine fumes will leave purple stain which can be removed by the silver nitrate process or by other chemicals. Erasures on paper may also be permanently stained with the iodine fumes. Paper material may retain the odor of iodine unless the piece of paper is completely and thoroughly aired.

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

cc - Mr. Mohr  
Mr. Clegg #353  
JAN 8 - 1954

RECORDED - 75  
INDEXED - 75

66-2554-11010  
NOT RECORDED  
138 JAN 6 1954

~~CONFIDENTIAL~~

ENTRALS OF ORIGINAL

ORIGINAL COPY FILED IN 76-2-111

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

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

[The Domestic Intelligence Division believes that such a technique may be of occasional value during contact with highly confidential sources to identify persons handling documents in underground channels.] A Security and speed are primary considerations, however, and if the use of iodine fumes might reveal the operation to the Communist Party through lingering odors or discoloration of documents or if the necessary processing would be time consuming, the entire operation would be jeopardized.

X The FBI Laboratory believes it is feasible to treat documents [from highly confidential sources] with iodine fumes for the development of latent fingerprints if the proper care is exercised. The Laboratory favors use of the iodine-type fuming gun rather than the fuming chamber since the amount of iodine deposited on the documents can be controlled to a better extent. It would be necessary to treat only those portions of the documents where a person would logically handle them, that is near the edges. It would not be necessary to fume areas of the document containing obvious erasures, grease spots or other areas which tend to stain from use of iodine fumes. Care would be necessary in preventing moisture or water vapor from moistening those papers containing starch sizing, inasmuch as the starch and iodine with moisture or water vapor would produce a more or less permanent blue color. The blue coloring can be removed chemically. If any solid iodine or concentrated solution of iodine which collects in the fuming gun is permitted to touch the documents, it will make a permanent stain. The fumes adhering to the surface of documents may be removed in most instances by a current of warm air or with an ordinary hair dryer, and any odor remaining thereafter may be removed by treating the documents in an atmosphere of ammonia fumes. [The Laboratory recommends that the documents not be fumed with iodine in space occupied by the confidential source, but that this be done in space under the control of the Bureau even though close to space occupied by the confidential source.] X

If this suggestion is approved, the FBI Laboratory recommends that Agents in the San Francisco Office who will perform this work be given instruction in the use of the iodine fuming gun by SA Roy L. Erickson, now assigned to San Francisco and formerly a document examiner with the Laboratory, who has had considerable experience with the development of latent fingerprints by the iodine fuming method. The Laboratory further suggests that experiments be conducted by these agents of the San Francisco Office on the types of paper used by [the confidential source] to determine which papers are better suited for this process and those which should not be treated by this method.

~~CONFIDENTIAL~~

Memorandum to Mr. Tolson

OBSERVATIONS:

The Fugitive Desk of the Investigative Division commented that in many cases tried under Rule 20 the office wherein the subject is sentenced has as much background information as the office in whose territory the offense was committed.

If this suggestion was adopted, there could be no general rule applied to assigning the office of origin in this type of case, since frequently when cases are tried under Rule 20, the subject is sentenced simultaneously on two or more charges which may have originated in different localities. In these cases, one of the offices in whose territory an offense was committed would have to be arbitrarily chosen as origin.

If adopted, this suggestion would entail much additional file review at the Bureau in cases in question. At present, when a case is received from the U. S. Board of Parole requesting assistance in locating a subject, the Fugitive Desk must refer to the report which records the prosecution. Under the suggestion, in cases where a subject is sentenced under Rule 20, additional file review would have to be conducted to establish in which territory prosecution was originally instituted.

The Bureau does vary from the stated rule in unusual cases, but generally the rule is followed. If, after an investigation is opened, the assigned office of origin feels that the investigation can be more satisfactorily handled by another office, the Bureau always gives due consideration to changing the office of origin upon request from the field.

In view of the above, the Investigative Division recommends this suggestion unfavorably.

EXECUTIVES CONFERENCE CONSIDERATION: EDE: new (10)

Present at the Executives Conference of 12/30/53 were Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Mohr, McGuire and Mason. The Conference was unanimously opposed to the above suggestion and agreed with the unfavorable recommendation of the Investigative Division.

Memorandum to Mr. Tolson

~~CONFIDENTIAL~~

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:mew

Present at the Executives Conference of 12/30/53 were Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Mohr, McGuire and Mason. The Conference was unanimously unfavorable. The Conference felt the proposal is not feasible.

~~CONFIDENTIAL~~

MR. TOLSON

11/23/53

EXECUTIVES CONFERENCE

SUGGESTION #739-53

MADE BY [REDACTED]

NEWARK OFFICE

SECURITY OF GOVERNMENT EMPLOYEES AND

LOYALTY OF EMPLOYEES OF THE UNITED NATIONS CASES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5-18-92 BY SP5CJ/ajg

b6  
b7C

SUGGESTION:

It is suggested that, on a permissive but not mandatory basis, field offices be allowed to report the results of a preliminary inquiry in report form rather than by letter in Security of Government Employees and Loyalty of United Nations (LEUN) cases, when that office conducts all logical investigation during the preliminary inquiry which would normally be conducted during the course of a full field investigation.

The following advantages were cited by the suggesting employee:

- (1) Would effect savings in supervisory, agent, stenographic and clerical time in the field and at Seat of Government;
- (2) Would dispose of handling of case in field in one operation;
- (3) Would effect economies both in employee time and in material used in preparation of additional correspondence in the particular case;
- (4) In the event additional investigation would become necessary in the full field investigation, a supplementary report could be submitted.

OBSERVATIONS:

INDEXED-84

RECORDED-24

RECORDED

80 JAN 6 1954

SAC Hostetter of Newark is in favor of the suggestion. He states that, while it is realized reports will in some instances be unnecessarily prepared under the proposed plan, it is felt their preparation results in no considerable loss of time and would effect a saving in the long run.

The Investigative Division recommends adoption of the suggestion and points out the Security of Government Employees Section

cc - Mr. Mohr

Mr. Clegg

Mr. Egan

ORIGINAL FILED IN 69-100-100



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

Memorandum to Mr. Tolson

on several occasions since the inception of the Loyalty Program has considered the suggestion of submitting preliminary inquiries in report form on a nonrestricted basis. It was not adopted principally because of possible dissemination of such preliminary inquiries in report form at a later date, which might be construed by the Civil Service Commission or another Governmental agency as representing the results of a full field investigation.

Preliminary inquiries are initiated to determine identity or whether or not there is sufficient information to warrant a full field investigation under prescribed standards of Executive Order 10450 (Security of Government Employees) or Executive Order 10422 (Loyalty of Employees of the United Nations). If the field ascertains a Government employee is not identical with an individual on whom we have subversive or derogatory information, no dissemination is made. If there is no question of identity and the subversive or other derogatory information does not appear to be sufficient to warrant a full field investigation under prevailing standards a letter is addressed to the Civil Service Commission furnishing the derogatory information, a summary of the results of the inquiry conducted, and advice to the effect that no further action is being taken unless so requested. In replying to our letter, if the Civil Service Commission or other employing agency requests a full field investigation or if the field converted to a full field investigation, it is necessary to do a complete investigation and all field offices are required to submit in report form suitable for dissemination.

Investigative Division commented that the suggestion will in certain instances preclude duplicate reporting where all logical investigation conducted during previous preliminary inquiries has been forwarded to the Bureau in report form and, since the inception of the new Executive Order 10450 on 5/28/53, containing more stringent security measures than under Executive Order 9835, there has been an increase in the number of full field investigations, as compared to preliminary inquiries. In line with that increase there should be an increased advantage in using the proposed suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs

The Executives Conference of 11/19/53, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen and Clegg, recommended unanimously favorably that it be permissive but not mandatory that field offices be allowed to report the results of a preliminary inquiry in Security of Government Employees and Loyalty of United Nations cases in report form rather than by letter.

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION #780-53

MADE BY [REDACTED]

RECORDS SECTION STREAMLINING PROGRAM  
RECORDS & COMMUNICATIONS DIVISION

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/10/92 BY SP5C/dag

b6  
b7c

SUGGESTION:

(1) It is suggested that Classifiers in the Records Section no longer be required to search mail when the Laboratory quotes the file number. It was pointed out that the Laboratory often lists the file numbers on mail and the Classifier must review Numbering Unit abstracts to determine the subject of the file. In most cases the subject of the file is found to be identical with the name on the mail.

(2) It is suggested that when the Laboratory writes the file number on the mail they also write the subject, providing it is not identical with the subject matter listed on the mail.

OBSERVATIONS:

Records Section, Records and Communications Division, advised the adoption of this suggestion would definitely save time in that section.

FBI Laboratory Section Chiefs agree with the suggestion. Although a little additional work will be required on the part of a Laboratory employee in writing a name under the file number in a few cases, it is believed that the extra effort expended by the Laboratory employee will be more than offset by the substantial savings of time in Records Section. However, if the name of the subject is not known, the Laboratory would not call Records Section merely for the purpose of obtaining the name.

EXECUTIVES CONFERENCE CONSIDERATION: OCG:ATN

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

The Conference of December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present, unanimously approved the above

Attachments  
cc: Mr. Mohr  
Mr. Clegg  
Ed: atn

RECORDED-96  
EX-110  
INDEXED-96

66-257-11012

JAN 6 1954

38

Memorandum to Mr. Tolson

suggestion. If you are in agreement, it is recommended that the attached letters to the employees, as well as the memorandum addressed to Messrs. Tolson, Nichols, and Harbo, go forward.

Mr. Tolson

12/23/53

Executives Conference

BUREAU WAR PLANS - OFFICE Administration  
DESTRUCTION OF RECORDS Washington DC

WFO by letter 12/9/53 points out that [redacted] of the District of Columbia Trash Removal Service, has been instructed to make available to the Federal Government the facilities of the incinerators located in the District. [redacted] has pointed out the necessity for the establishment of a priority for destruction of records inasmuch as it is apparent to him that most of the agencies of the Federal Government will be interested in destruction of records by using the incinerators should an emergency occur.

b6  
b7C  
b7D

[redacted] a confidential source of WFO, has suggested that a meeting be held by the representatives of various government agencies now using the incinerators to determine the tonage of material which each agency will classify for urgent destruction and to determine the amount which will eventually have to be destroyed. He points out there are seven incinerators which can handle roughly five tons each per hour. Further, [redacted] advises that he is unable to allocate trucks and drivers for assistance in picking up material unless he has some approximation as to the volume involved for each agency.

WFO has estimated a total of 75 tons to be destroyed of which 25 tons are priority material consisting of (1) code material, (2) personnel files and payroll records, (3) security informant index and related files, (4) criminal informant index and related files, (5) books and records of the confidential fund, (6) June files, and (8) policy files, "00" files and SAC letter files.

WFO has suggested that, inasmuch as the Bureau may be desirous of using the incinerators for destruction of highly confidential Bureau records, perhaps the over-all situation could best be handled by the Bureau. It should also be borne in mind that other government agencies apparently are being contacted to submit a tonnage figure for destruction of records.

The Executives Conference on 11/6/53 recommended that no contact be made with the individuals in charge of the District of Columbia incinerators and that the FBI Laboratory

JAN 14 1954  
Mr. Clegg  
GCG:ATP  
Attachment

RECORDED-52  
INDEXED-52  
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66-2554-11013

DETAILS ON ORIGINAL - 9

523 013  
ALL INFORMATION CONTAINED  
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DATE 8/18/92 BY SSA/dg

ORIGINAL FILED IN 66-113

should continue its research in an effort to find ways and means of destroying large volumes of files. The Director agreed.

To date the Laboratory has been unable to come up with an effective means of destroying records. Extensive research has been conducted by the military for adequate destruction of records and to date they have been unsuccessful. It would appear from the WFO letter that [redacted] is requesting a tonage figure from the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference on December 22, 1954, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present considered the question as to whether the coordinating Bureau official in charge of war plans evacuation should present both the Bureau and Washington Field Office tonage figures to [redacted] at his proposed meeting or whether WFO should designate a representative and present only the WFO tonage figure. It was the unanimous opinion that WFO should make its own arrangements like any other of the Bureau's field offices. It was pointed out by Mr. Glavin that arrangements have been made with General Services Administration for trucks to be available to move the necessary Bureau priority files to Shepherdstown and that the Laboratory is continuing to work on plans to handle the destruction of the remaining Bureau files. In the event you approve of the above action, the attached letter to Washington Field should go forward.

b6  
b7C  
b7D

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

MR. TOLSON

12/31/53

EXECUTIVES CONFERENCE

SUGGESTION #863-53  
MADE BY SA JOHN E. DAVIS  
ATLANTA OFFICE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8/10/92 BY SP5ci/ag

SUGGESTION:

It is suggested that ~~"TOP"~~ be made a standard Bureau abbreviation for the words "turned over to."

The suggesting employee has in mind that the use of this abbreviation in teletypes and Air-Tels will save considerable typing time and communications costs inasmuch as this phrase is frequently used in connection with the apprehension of subjects.

OBSERVATIONS:

The Communications Section, Records and Communications Division, favors the adoption of this suggestion. The Identification Division has no objection to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:new *med*

The Conference was unanimously opposed to this suggestion, feeling that too many abbreviations are already in effect and beyond a certain point abbreviations cause confusion. It was not felt that the proposed abbreviation should be added to the standard Bureau list of abbreviations. Present at the Executives Conference of December 30, 1953, were Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Mohr, McGuire and Mason.

cc-Mr. Mohr  
Mr. Clegg

INDEXED-33

66-2550-110 84  
NOT RECORDED  
138 JAN 6 1954

EX - 104

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

1353

JAN 13 1954

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-2550-211

MR. TOLSON

12/24/53

EXECUTIVE CONFERENCE

RECORDED-33

COMMUNICATION 840-53  
MADE BY [REDACTED]  
ADMINISTRATIVE DIVISION  
BUREAU BULLETIN AND LAC LETTERS

b6  
b7C

SUGGESTIONS:

(1) That Bureau Bulletins and LAC Letters be mimeographed on both sides of the page, tumble style. Sample copy is attached.

The employee has in mind that this would cut paper costs. It would reduce the man-hours required to assemble and letters consisting of two pages would not need assembling. It was also pointed out by the employee that mailing costs would be reduced because of the reduction in pages and this reduction in size would provide additional space in files. The printing of letters in tumble style would permit employees assembling these letters to collate the larger letters by machinery and reduce working hours in completing the jobs.

(2) It was also suggested that the location of the designation, such as "Personal Attention, Strictly Confidential" be changed from the upper right-hand corner of the first page to the lower left-hand corner of the first page.

The employee noted that the present location of the designation "Personal Attention, Strictly Confidential" results in obliteration when the communication is hole punched for use with Acco fasteners and sometimes the Acco fastener itself covers the designation when placed in a file.

OBSERVATIONS:

Mr. Ranneberger of the Administrative Division favors the suggestions and believes they would save considerable paper and time in the mechanical Section.

The Training and Inspection Division is opposed to the suggestion that Bureau Bulletins and LAC Letters be

cc: Mr. Mohr  
Mr. Clegg

EDM:atn/

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

RECORDED-33  
INDEXED-33

166-2551-110/5  
RECORDED  
189 JAN 7 1954

JAN 11 1954 323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5/10/82 BY [signature]

Memorandum to Mr. Tolson

mimeographed on both sides of the page, tumble style, pointing out the paper saved in printing in tumble style will be lost due to the fact that more copies would have to be sent to the field for filing purposes. Field offices presently clip such communications in order to place information in various files to which they pertain. Printing letters in tumble style would also make file review more difficult, particularly if the file is voluminous.

The Training and Inspection Division favors that portion of the suggestion that the designation, such as "Personal Attention, Strictly Confidential" be changed in its location from the upper right-hand portion of the first page to the lower left-hand portion of the first page.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:ATW

The Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present, was unanimously of the opinion that there should be no change in the present procedure. The employee has been thanked for this suggestion.