

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
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FOI/PA# 1511466-000

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MR. TOLSON

12/15/53

The Executives Conference

SEARCHING OF FINGERPRINTS  
DECEASED INDIVIDUALS  
TECHNICAL SECTION  
SUGGESTION, [REDACTED]

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b7c

The Executives Conference consisting of Messrs. Ladd, Nichols, Clegg, Harbo, Trotter, Belmont, Rosen, and Tracy on December 14, 1953, considered a suggestion from [REDACTED] of the Identification Division concerning the searching of fingerprints of deceased individuals.

PRESENT PROCEDURE:

When a missing person notice is received, a 3" x 5" index card is made in the Posting Section. When fingerprints of unknown deceased are received, they are searched in the Technical Section.

PROPOSED PROCEDURE:

1. When a 3" x 5" index card is made in a missing person case, a carbon copy be sent for filing by fingerprint classification in the Technical Section.
2. When unknown deceased fingerprints are received in the future having missing fingers or where the classification can only be approximated, an initial search be made in this special Card Index file on missing persons. Such a check would only take a matter of minutes.
3. Of the approximately 4,000 missing person index cards, only 2,400 are posted against fingerprints on file. It is proposed that index cards be made for the 2,400 and filed in the Technical Section by fingerprint classification. This will take the time of one typist approximately six days and the time of a Technical Section employee less than two days to file them by fingerprint classification.

3-2-57-4257  
ORIGINAL FILE

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

Attachment  
cc - Mr. Clegg  
Mr. Mohr

EX-125

RECORDED - 60

66-2554

JAN 4 1954

INDEXED - 60

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5C/deg

INITIALS ON ENCL.

11016

SJT:edm

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Memorandum for Mr. Tolson

December 15, 1953

In a recent case, two hands were received in the Single Fingerprint Section of an unknown deceased individual found in an abandoned shaft. Only an approximate classification was possible. A search was made against the missing person Card Index file and in approximately two hours several possibilities were found. The fingerprint jackets were pulled and an identification was effected. In this case, many hours of searching time in the Technical Section were avoided.

RECOMMENDATION:

It is recommended that the suggestion be placed in effect for a trial period of six months.

The Executives Conference unanimously recommends approval of the suggestion, and there is attached hereto a letter thanking [redacted] for his suggestion.

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b7c



MR. TOLSON

December 7, 1953

EXECUTIVES CONFERENCE

SUGGESTION #778-53  
MADE BY MRS. [REDACTED]  
TYPING SECTION  
IDENTIFICATION DIVISION

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP3 a/dg

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b7c

It is suggested <sup>of</sup> that a change be made in the procedure <sup>IN</sup> now used in ~~handling current identifications~~ when they reach the ~~Typing Section, Identification Division~~, for answer and the master index cards are not attached.

Present Procedure

When a Typing Section employee receives a current print and the jacket with which it is identified for answer, the master index card is usually attached. Under the present procedure, if the master index card has become detached en route to the Typing Section, it is necessary to return the current print and fingerprint jacket identified with it to the Card Index Section to locate the master index card before the current print is answered. In the majority of cases of this type the master index card is not in file and the Card Index Section makes a copy of the charge-out card and returns it to Typing Section attached to the identification being handled. This procedure, of course, makes it necessary to send the current print and fingerprint jacket identified with it out of the Typing Section and delays the answering of the current print.

Suggested Procedure

In lieu of the present procedure, it is suggested that the Typing Section prepare the charge-out index cards entering thereon the FBI number and probable master name (name used first on the identification record packet sheet). If no FBI number is available or if the FBI number is newly assigned, the employee preparing the charge-out card would enter on the charge-out additional identifying information. Card Index Section would handle the card in the same way charge-out cards are now being handled.

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

The suggesting employee has in mind that the suggested procedure will prevent delay in answering and will eliminate the necessity of routing the fingerprint jackets out of the Typing Section.

Mr. Mohr  
Mr. Clegg

RECORDED-33

INDEXED-33

166-2554-1110  
JAN 5 1954

53 MAR 3 1954

EX-126

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Memorandum to Mr. Tolson

OBSERVATIONS:

The Identification Division recommends adoption of the suggestion. In the event the suggested procedure is adopted, it is further recommended that the Typing Section maintain a check on the number of charge-out cards prepared during a one-month period in order that savings effected may be accurately computed.

EXECUTIVES CONFERENCE CONSIDERATION: 12-7-53 EDM:ATN J

Per presentation of Mr. Clegg December 3, 1953, it is recommended that the Typing Section of the Identification Division maintain a check on the number of charge-out cards prepared during a one-month period in order that savings effected may be accurately computed in accordance with Mr. Tracy's views. It is also recommended that the suggestion be adopted.

If approval is granted Mr. Tracy should prepare an appropriate letter to Mrs. [redacted] and designate a copy for the Suggestion Desk of the Training and Inspection Division. Mr. Tracy should also submit his recommendations for a cash award or other recognition after the trial period of thirty days has expired.

b6  
b7c

SAC, New York (80-399) 12/21/53  
66-2554-11018  
Director, FBI

EDWARD N. BRIDGE  
CHIEF OF POLICE, BROOKHAVEN TOWN PD  
PATCHOGUE, NEW YORK  
POLICE COOPERATION

Reurlet dated 12/1/53.

Authority is granted to you to extend to Chief Bridge all the normal courtesies including police training schools.

EDS:GLC

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5U/dcg

O.K.  
H.

79 JAN 12 1954

ORIGINAL COPY FILED IN 62-488-110

Mr. Clegg

12/8/53

G. C. Gearty

EDWARD N. BRIDGE  
Chief of Police, Brookhaven Town PD  
Patchogue, New York

~~POLICE COOPERATION~~  
~~DEPARTMENT~~

~~POLICE TRAINING~~

SYNOPSIS: EXECUTIVE CONFERENCE

Letter of 12/1/53 from New York requests reconsideration of instructions of 6/1/49 that New York be circumspect in dealing with Bridge. In March 1949, Bridge submitted revolver to Bureau Lab for examination, the handling of which he criticized, and the Director advised that no more Lab work was to be done for Bridge, and New York was to be circumspect in dealing with him. Request for training made in 1950 not granted although classes previously conducted for Bridge. Letter of 8/11/53 advised that in July, 1953 Bridge furnished information to Bay Shore resident agents concerning escape plan of subject of Bureau Unlawful Flight to Avoid Confinement - Murder case, and after apprehending subject delivered him to these agents. Letter also advised eight men from Bridge's Department enrolled in classes conducted by Bureau in Bay Shore and Riverhead, New York, in May and June, 1953; since incident in 1949, Bridge has been cooperative with agents of NYO and complimentary of Director and work of Bureau; when the "Lowenthal Book" was published, he allegedly stated he would like to have Chiefs of Police of country sign petition affirming faith in Director and Bureau; and he is considered a "crusty", tactless person, but an honest police officer. Based on information in this letter, the Executives Conference on 8/24/53 agreed no affirmative action at that time. New York letter of 11/30/53 advised that Bridge was brought to the Conference of NYS Long Range Police Training Committees, held in Albany on 11/18/53, by President of NYS Sheriffs' Association, who considered Bridge a moving factor in the long range training program. At the conference Bridge stated that he had much experience in this program and had always been afforded any training he requested. Letter noted that Bridge's Department is largest in Suffolk County with excellent facilities for police training.

62-46357-12

ORIGINAL COPY FILED IN

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

EDS:GLC  
Attachment

RECORDED - 95  
INDEXED - 95

66-2554-11018

RECORDED  
189 JAN 6 1954

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5C/deg

HARRIS ON CATCHMAN

eds

RECOMMENDATION:

That all normal courtesies, including police training, be extended to Chief Bridge. If you agree, an appropriate letter to New York is attached.

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, recommended unanimously favorably and there is attached hereto, if approved, a letter to the New York Office accordingly.

DETAILS:

By letter of 12/1/53 the New York Office requested the Bureau to reconsider instructions given in a letter of 6/1/49 to the effect that New York was to have only the most circumspect dealings with Chief Bridge.

Bufiles reflect that in March, 1949 Bridge criticized the way the Bureau conducted an examination of a Colt revolver submitted by him to the Bureau Lab. He later submitted the revolver to the New York Police Department for re-examination and thereafter criticized the Bureau for not restoring the serial number as did the New York Police Lab. Following this incident the Director noted, "See that no further Lab work is done for this outfit as long as Bridge is Chief, and that New York Office has only the most circumspect dealings with him."

Although several lectures and schools had been conducted for Bridge prior to 1949, a request from New York in October, 1950 to conduct a school for him in January and February, 1951, was not granted because of the above incident.

By letter of 8/11/53 New York furnished additional information concerning Bridge which reflected that in June, 1953, he furnished information to resident agents at Bay Shore concerning an escape plan of a prisoner in the state of North Carolina. As a result of this information, which had been furnished to Bridge by an informant, Charlotte was advised and opened an

Unlawful Flight to Avoid Confinement - Murder case on the subject. On 7/8/53 the prisoner was taken into custody in Brookhaven and Bridge immediately notified the Bay Shore resident agents and delivered the subject to them.

During May and June, 1953, eight men from the Brookhaven Town Police Department were enrolled in classes conducted by the Bureau in Bay Shore and Riverhead, New York.

This letter further advised that since the incident in 1949 Bridge has been cooperative with the New York Office, has never made any uncomplimentary remarks to agents of the New York Office, has always expressed a high regard for the Director, and although he is considered headstrong, "crusty", and somewhat tactless, he endeavors to run a clean, honest police department.

Also this letter advised, when the "Lowenthal Book" was published, Bridge allegedly made the remark that he would like to draw up a petition to be signed by all Chiefs of Police throughout the country affirming their confidence in the Director and the work of the Bureau.

On 8/24/53 the Executives Conference considered information in the letter of 8/11/53 and agreed that no affirmative action should be taken at that time based on the information in the letter.

New York advised on 11/30/53 that at the Conference of the NYS Long Range Police Training Committees held in Albany on 11/18/53, Sheriff WILLIAM C. MC COLLOM of Suffolk County, President of the NYS Sheriffs' Association, brought Bridge to the Conference as he considered him a moving factor in the Chiefs' Association covering both Nassau and Suffolk Counties, and that he, Mc Collom, wanted Bridge to push police training under the NYS Long Range Police Training Program in both Nassau and Suffolk Counties. At the conference Bridge remarked that he had had considerable experience with the NYS Long Range Police Training Program and that over a period of years he had never requested any type of training that was not immediately afforded him. The letter pointed out that Brookhaven Town Police Department is the largest in Suffolk County and has excellent facilities for holding police schools.



12/18/53

MR. [redacted]

The Executives Conference

SUGGESTION OF MRS. [redacted]

11041

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The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Mohr, Winterrowd, Hennrich, Holloman, Nichols, and Tracy, on December 17, 1953, considered a suggestion of Mrs. [redacted] of the Identification Division concerning the posting of flash notices for the U. S. Immigration and Naturalization Service.

PRESSENT PROCEDURE:

An immigration flash notice is forwarded to the Identification Division when an individual is arrested and deported. Over a thousand pieces of correspondence containing flash notices are received per month from the Immigration and Naturalization Service, and in addition from two to three thousand flash notices are received per month on current fingerprint cards; and of these, between four and five hundred are on individuals for whom flash notices have been previously posted.

PROPOSED PROCEDURES:

That flash notices for INS be discontinued entirely, and that the Identification Division automatically forward a copy of the identification record to INS in each instance where the prior record shows a previous arrest by INS.

The proposed new procedure of automatically sending a copy of the identification record to INS will insure that agency receiving the information it now receives through the use of flash notices. A conservative estimate of the savings involved is \$10,000 a year.

The Streamlining Committee of the Identification Division has studied this suggestion and is in favor of its adoption.

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The Executives Conference unanimously approves the adoption suggestion and there is transmitted herewith a proposed thank-letter to Mrs. [redacted] and a memorandum to the Identification Division instructing that the INS be contacted and advised of the proposed new procedure.

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

RECORDED - 87

INDEXED - 87

66-2557-11019

RECORDED  
180 JAN 4 1954

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 11-18-92 BY 3250/epg

INITIALS ON ORIGINAL

JAN 20 1954  
F-48

ORIGINAL COPY WITH IN

MR. TOLSON

12-23-53

The Executives Conference

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION  
PROPOSAL TO INCREASE RENT

The Executives Conference consisting of Messrs. Ladd, Gearty, Glavin, Rosen, Holloman, Harbo, Nichols, Belmont, Mohr, and Tracy, on December 22, 1953, considered a matter pertaining to SAMBA.

The Special Agents Mutual Benefit Association has been paying as a part of office expenses the sum of \$1,400 per annum as its rent for the space utilized by employees of SAMBA in the office building at 1720 Massachusetts Avenue, Northwest.

The War Agency Employee's Protective Association is the owner of the building and Mr. Stacey K. Beebe, who is manager of both WAEPA and SAMBA has asked in the past that SAMBA pay \$1,800 per annum as rent. The third floor of this building, a former private residence, is utilized by Mr. Beebe as an apartment when he is in Washington.

During the recent annual audit by Agents in the Washington Field Office a schedule of the expenses of the building was obtained. The expenses are as follows:

Heat	\$ 404.46
Light	332.46
Maintenance	240.00
Supplies	120.00
Taxes (actual)	583.40
Water	17.83
Salaries for cleaning woman and porter	1,800.00
Insurance	191.01
Depreciation at 4 per cent	2,339.10

TOTAL \$6,028.26

RECORDED - 68  
INDEXED 68

66-2554-110-20  
JAN 2 1954

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323013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5C/deg

- 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

SENT DIRECTOR  
58 JAN 19 1954 F-445

ORIGINAL FILED IN 66-2554-97



Memorandum for Mr. Tolson

12-23-53

There are two methods of apportioning the rental:

I. Based on number of employees<sup>insured</sup>, WAEPA has 4,975 and SAMBA has 3,884.

2. On basis of insurance premiums, WAEPA collected \$529,272.56, and SAMBA collected \$391,506.

It appears, therefore, even considering the fact that Mr. Beebe has an apartment on the third floor, that \$1,800 per annum would be a fair rental for SAMBA to pay.

The Executives Conference unanimously approves the recommendation of the Board of Officers of SAMBA that the rental paid be increased from \$1,400 to \$1,800 per annum effective at the beginning of the SAMBA new fiscal year, October 21, 1953.

I WANT MORE DETAILS RE THIS WHOLE SET UP.  
HOW MUCH DOES W.A.E.P.A. PAY? HOW MUCH  
DOES BEEBE GET? IS BUILDING OWNED OR  
RENTED? ETC.

H.

MR. TOLSON

December 29, 1953

THE EXECUTIVES CONFERENCE

\*Auto. Automobiles - 1954

The Executives Conference of December 23, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Heinrich, Clegg, Winterrowd, Nichols, Holloman, Tracy, and Glavin, was advised that arrangements have been made whereby we can request the Federal Supply Service of the General Services Administration at this time to negotiate for the purchase of five different types of passenger-carrying automobiles for us. The Conference was advised that we are requesting 40 each of the following-type cars:

- Ford Police Cars
- Chevrolet 4-door Sedans
- Nash 4-door Sedans
- Plymouth 4-door Sedans
- Hudson 4-door Sedans

The regular specifications for the purchase of automobiles will be abided by with the exception that no maximum speed limit will be included therein since, if an 85-mile speed limit is requested, only Ford and possibly Hudson cars could be purchased. The request for five different types of cars in this order is being made because of the request of the Domestic Intelligence Division that different types of automobiles be secured for use on surveillances. It is pointed out that time and time again Special Agents in the field have requested different types of automobiles for surveillance purposes since one type of car becomes known to those being surveilled.

Pending approval, there is attached hereto an appropriate memorandum to the Federal Supply Service requesting the purchase of the cars in question.

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5/deg

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

Mr. Clegg  
Mr. Mohr

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66-2554-

JAN 7 1954

17021

53 JAN 19 1954

ORIGINAL COPY FILED IN 66-2554-17021

Mr. TOLSON

12/18/53

EXECUTIVES CONFERENCE

3231013

SUGGESTION 4605-53

THIS DOCUMENT CONTAINS INFORMATION WHICH IS UNCLASSIFIED  
DATE 8-13-92 BY SP-5C/DEY

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

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b7c

SUGGESTION:

It was suggested that Personnel Records Section institute a file pickup schedule for collecting personnel files from the offices of various Supervisors throughout the building.

The suggesting employee pointed out that under the present system personnel files are picked up at the same time as investigative files and they are all delivered to a certain room on the first floor. The employee had in mind that under the proposed system file searchers assigned to Personnel Records Section would no longer have to make trips to this room or the first floor to locate files.

ACTION TAKEN:

This suggestion was adopted for a trial period of 60 days only in those offices which refer to a considerable number of personnel files daily. The suggested procedure is operating satisfactorily and although there is a very slight duplication of travel, since personnel files and administrative files are picked up on separate runs through the Administrative Division, it has been possible to return the files to the cabinets more rapidly and eliminate one sorting procedure.

RECOMMENDATION:

The Records Section recommends that the suggestion be adopted permanently.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Hennrich, Ladd, Winterrowd, Holloman, Nichols and Clegg being present, recommended unanimously favorably.

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

cc: Mr. Mohr  
Mr. Clegg  
Edman

RECORDED - 87  
INDEXED - 87

166-2554-11022  
RECORDED  
189 JAN 7 1954  
INITIALS ON ORIGINAL

JAN 20 1954

677-3-8  
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RECEIVED READING ROOM  
FBI  
JAN 29 10:09 AM '53

MR. TOLSON

12/24/53

EXECUTIVES CONFERENCE

33013

INVESTIGATIVE REPORTS  
DELAY IN SUBMISSION

THIS IS UNCLASSIFIED  
DATE 8-18-92 BY SP5/BJD

HANDLING OF MAIL IN FIELD OFFICES

On November 18, 1953, it was brought to the attention of the Executives Conference that investigative reports received from the field are not being challenged by Seat of Government Supervisors with any degree of uniformity when there is an extensive gap between the date of the report and the last date in the "period for which made." The period for which made appears in every report and is intended to include days on which investigative activity was conducted and days on which administrative matters relating to the investigation were handled.

The Executives Conference of November 18, 1953, recommended a one-week survey at the Seat of Government to determine how many investigative reports are being received with a gap of more than thirty calendar days between the date of the report and the "period for which made." Such a survey was conducted during the week ending December 4, 1953, at the Seat of Government. The findings were:

	No. of Reports Examined	No. of Reports With Gap of Over 30 Days	Percentage of Reports With Gap Over 30 Days
Administrative Division	4	0	0
Domestic Intelligence Division	1817	58	3.11
Investigative Division	8758	138	1.577
Totals	10579	196	1.852

From the above figures it will be seen if the Seat of Government commences challenging investigative reports with gaps of more than thirty days, it will be necessary to challenge approximately 800 such reports per month at first. As time goes

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

cc: Mr. Mohr  
Mr. Clegg

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Memorandum for Mr. Tolson

on and as the field realizes that the Bureau is challenging delays it could logically be expected that the number of delays would be reduced and thus fewer would have to be challenged.

Such delays may occur from either of the following reasons:

(1) Typing delay in the field office. Since there is a rule that all dictation and all rough drafts must be transcribed within five days and this rule is seldom violated at present, this reason appears to be only a partial factor in delays.

(2) Delays for the most part occur when an Agent neglects to dictate or a Resident Agent neglects to prepare a rough draft or dictate on the telephone and the lack of prompt dictation may be attributable to the Agent being engaged in more expeditious work, leave, sickness, or dilatoriness.

The Conference was advised that it would be very undesirable to go to the expense of preparing some 800 letters to the field per month challenging these delays, and yet the Conference felt that the gaps between the date of the report and the last date of the period should be held to an absolute minimum, inasmuch as the great majority of our reports are disseminated either to United States Attorneys, the Department, or to one of the other intelligence agencies. The Conference was advised that it would be possible for an Agent to eliminate a lengthy gap by conducting appropriate file reviews or other administrative work and adding that date to the "period for which made." This is of course a loophole which can be corrected through proper field supervision.

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: CCG-JEK

The Conference, on December 22, 1959, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty, present were unanimously agreed that field office Supervisors, when forwarding reports to the Bureau containing a gap of more than thirty days between the date of the report and the "period for which made" should attach to the report an explanation for the delay. In the event you approve, there is attached a Letter to All Special Agents in Charge.



Mr. Tolson

12/14/53

H. H. Clegg

INVESTIGATIVE REPORTS -  
DELAY IN SUBMISSION

In accordance with the recommendation of the Executives Conference of 11/18/53, a survey was conducted at the Seat of Government during the week November 30 - December 4 as to the percentage of investigative reports received with a gap of more than 30 calendar days between the date of the report and the "period for which made." The survey disclosed the following:

	<u>No. of Reports Examined</u>	<u>No. of Reports With Gap of Over 30 Days</u>	<u>Percentage of Reports with Gap Over 30 Days</u>
Administrative Div.	4	0	0
Domestic Intelligence Division	1817	58	3.11
Investigative Div.	8758	138	1.577

RECOMMENDATION:

None - informative.

MHS:cs

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- Harbo \_\_\_\_\_
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- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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DATE 8-18-92 BY SP5A/dig

58 JAN 13 1954

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION #849-53  
MADE BY ASAC EARL E. BROWN  
ALBANY OFFICE.

323013

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DATE 8-18-92 BY SP-5/dcy

SUGGESTION:

It is suggested that the requirement that the records of the Bureau's Identification Division be checked as soon as a prospective Criminal Informant is identified be eliminated and hereafter the requirement be that the records of the Identification Division be checked for an up-to-date arrest record:

1. When it appears from the outset that the Potential Criminal Informant will ultimately develop into an approved informant, or when having his complete record would materially assist in the approach toward developing the Potential Criminal Informant;
2. When he has furnished positive information of value to the extent that he may be considered half qualified;
3. Prior to requesting that the Criminal Informant be approved as such.

ASAC Brown believes Forms FD-9 (Request for Identification Record) are being submitted prematurely in  cases because of the language of the present regulations. He pointed out that in New York it takes time to obtain the results of the local police department check and if that check were made first and inquiry made to determine if the subject of the arrest record is identical with the Potential Criminal Informant, and then the Form FD-9 submitted furnishing the name and police department number, a positive and current record could then be obtained. He feels that under the current instructions the checks are name checks only in an estimated 90% of cases. Further, it is estimated in about one-third of the cases where records are received from the Identification Division based on a name check only, investigation ultimately establishes that the record does not pertain to the Potential Criminal Informant.

ASAC Brown estimates in 99% of the cases, obtaining the local police department record will be sufficient in so far as background is concerned. He feels if the man is not active locally in the criminal

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- Holloman
- Miss Gandy

cc-Mr. Mohr  
Mr. Clegg

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Memorandum of Mr. Tolson

field it is unlikely that he will develop even though he has an arrest record elsewhere. If circumstances indicate otherwise, the Identification Division record could be obtained under the provisions of (1) of the proposed revised regulation. ASAC Brown believes considerable savings could be effected through adoption of his suggestion.

OBSERVATIONS:

Inspector B. C. Brown of the Training and Inspection Division concurs in the suggestion.

ASAC E. J. McCabe of the New York Office believes this suggestion has considerable merit in that no real helpful purpose is achieved in obtaining the Bureau's identification record in the initial steps of the investigation in a Potential Criminal Informant case. ASAC McCabe does not believe it makes too much difference how extensive a Potential Criminal Informant's criminal record is and, as a matter of fact, the more crimes for which he has been arrested and convicted the better potentialities he shows for development in most instances. Mr. McCabe does not believe a policy should be set by the Bureau as to when an identification record should be requested similar to the three instances cited by ASAC Brown in his suggestion. ASAC McCabe would prefer to have a general policy laid down that the Agent should consider the advisability of checking identification records and making credit checks on potential Criminal Informants when it is believed such checks will be of substantial value to the investigation in the [redacted] case. In every instance this information should be obtained and included in the memorandum to the Bureau designating a potential Criminal Informant as a Criminal Informant. b7D

The Investigative Division is opposed to ASAC Brown's suggestion for the following reasons:

1. The complete criminal record is an important factor in judging whether or not an individual has a potentiality as an informant and the extent to which he can be helpful to the Bureau and where and as to what categories of crimes he can cover.
2. The agent doing the development work is better armed to be successful having as complete knowledge as possible relative to the individual under development.
3. A case should not be opened on a potential Criminal Informant unless (a) he is known to be in a position to furnish the Bureau information and (b) there is some reason to believe he can be persuaded to be cooperative. Obviously, the determination of (1) above is concerned to a considerable extent with the potential Criminal Informant's criminal background.

Memorandum to Mr. Tolson

The Identification Division advises it costs \$1.20 to make a name search and send out a record if an identification is effected. It costs \$.29 if there is no identification. There is no way of knowing what volume of name searches would be handled relative to prospective Criminal Informants; however, it is felt the suggestion has merit. The amount of saving would depend upon the volume.

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, agreed with the conclusion of the Investigative Division that it was important for Agents to be informed concerning any criminal background of a potential informant during the process of development, and it was believed, therefore, to be desirable, as the present practice, of checking the Identification Division records, as soon as a prospective criminal informant is identified, be continued. The suggestion, therefore, was recommended unanimously unfavorable.

MR. FOLSON

12/30/53

The Executives Conference

~~SECURITY PROTECTION~~  
~~GARAGE~~  
~~IDENTIFICATION DIVISION BUILDING~~  
~~BUILDING~~

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DATE 8-18-92 BY SP8 SCD/df

The Executives Conference consisting of Messrs. Ladd, Nichols, Glegg, Glavin, Harbo, Belmont, Holloman, Winterrowd, Mohr, and Tracy on December 29, 1953, considered the matter of security protection in the garage of the Identification Division Building.

The Executives Conference on November 10, 1953, (Executives Conference memorandum dated November 13, 1953) considered a request of the General Services Administration that the Bureau pay the sum of \$2.43 per hour for four hours of the time of a ~~building~~ guard to handle security guarding in the garage of the Identification Division Building. The Bureau decided not to pay the General Services Administration for this service and the Building Manager, R. L. Swenson, was so advised.

The General Services Administration has now advised the Bureau that they are discontinuing security guarding on the day shift commencing January 4, 1954. It will, therefore, be necessary for the Bureau to supply security guarding for the day shift, 9:00 AM to 5:00 PM Monday through Friday. The General Services Administration will continue to handle security guarding on the two night shifts.

The Conference was unanimously of the opinion that the Bureau should assign a security guard to the garage of the Identification Division Building between the hours of 9:00 AM and 5:00 PM daily.

At the present time the Bureau has a security guard on the Second Street entrance of the Identification Building from 7:00 AM to 7:30 PM and on the Third Street entrance from 7:00 AM to 4:45 PM.

- 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

cc - Mr. Glegg  
Mr. Mohr

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MR. TOLSON

12/18/53

EXECUTIVES CONFERENCE

SUGGESTION #241-53  
MADE BY SA S. T. HOLLAND  
DOCUMENT SECTION, FBI LABORATORY  
NATIONAL FRAUDULENT CHECKS FILE

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ALL INFORMATION CONTAINED  
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DATE 8-18-92 BY SP5 C/deg

The Executives Conference of 6/10/53, unanimously recommended a 90-day trial of the suggestion of SA S. T. Holland that a separate section be established in the National Fraudulent Check File containing specimens of checks passed by all subjects of cases designated by the Bureau as Master Check Cases under a program adopted in April 1953.

The objective of this suggestion is to increase the possibility of identifying checks currently received in the Laboratory as the work of subjects of Bureau Master Check Cases. Under existing procedures only selected checks are searched through the file of specimen checks in the event preliminary steps in the processing of checks fail to result in an identification. Under the proposal all checks currently received for examination will be searched through the section representing Master Check Cases unless the examiner can eliminate it as obviously not related to a Master Check Case.

RESULTS OF SURVEY:

The Master Check Case Section of the National Fraudulent Check File, started on a trial basis 7/1/53, as the result of Mr. Holland's suggestion. The trial period was extended because of a special survey being made in connection with the National Fraudulent Check File and a number of suggestions made by Document examiners along similar lines.

The Master Check Case Section contains photographs of checks passed in the Bureau's Master Check Cases and 159 specimens are in this Section of the file. During the 5 months of its operations a total of 1,040 specimens have been searched, requiring 48 hours of time. Two handwritten specimens were identified on 7/7/53 and 7 typewritten specimens were identified on 7/8/53, in two different cases.

The 9 specimens identified represent .9% of the specimens searched for 5.3 hours of searching time for each identification. During the period 7/1/53 through 10/31/53, 267 specimens were searched in the complete Check Section of the National Fraudulent Check File and 21 specimens, or 7.9% were identified. Figures are not available to

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

cc-Mr. Mohr

Mr. Clegg

by: dng

Attachment

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Memorandum to Mr. Tolson

show the amount of time spent in searching through the Complete Check Section during that entire period; however, during October 1953, it required a total of 73½ hours to search 47 specimens in the Complete Check Section. Nine specimens were identified, or 19.2% of those searched. One identification was made for each 8.2 hours of searching time in October in the Complete Check Section.

Of 600 cases analyzed during the survey between 10/5/53 and 10/30/53, 260 searches were made in the Master Check Case Section. No identifications were made. This required 5½ man-hours of time.

The Laboratory concluded that the rate of identifications per hour of searching in the Master Check Case Section compares favorably with that of the Complete Check Section of the National Fraudulent Check File. It was pointed out that identifications in the Master Check Case Section have more potential value to the Bureau inasmuch as they relate to the Bureau's Major Check Cases.

RECOMMENDATION:

The FBI Laboratory recommends that the Master Check Case Section of the National Fraudulent Check File be retained and, if approved, the value of this Section of the file will be re-examined periodically.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs

The Executives Conference of 12/17/53, Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Heinrich, Ladd, Winterrowd, Holloman, Nichols and Glegg being present, unanimously agreed with the above recommendation and recommended the requirement that the result of the re-examination be submitted after six months in order that this program may be re-evaluated.

MR. TOLSON

12-23-53

The Executives Conference

STAMPING INCOMING CORRESPONDENCE  
IDENTIFICATION DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5/Sci/deg

The Executives Conference consisting of Messrs. Ladd, Gearty, Glavin, Rosen, Holloman, Harbo, Nichols, Belmont, Mohr, and Tracy, on December 22, 1953 considered a suggestion concerning time stamping of incoming correspondence in the Identification Division.

PRESENT PROCEDURE:

A considerable portion of incoming mail received in the Identification Division concerns missing persons and other miscellaneous requests requiring an answer by signature mail. Such correspondence is returned with the outgoing answer and is not retained in the Bureau's files.

Such incoming correspondence is time stamped in the Identification Division on the envelope in order to avoid the Bureau's official time stamp being on correspondence being returned to the sender.

New employees are assigned to messenger duties and it is difficult, in view of the rapid change of employees in messenger jobs, to keep them instructed as to what material to time stamp on envelopes as this requires examination of each letter to determine if it is the type to be returned.

PROPOSED PROCEDURE:

That all incoming correspondence be time stamped on the back of the correspondence.

The adoption of this suggestion will save time in the handling of mail in the Identification Division.

The Executives Conference unanimously recommends the adoption of the suggestion in view of the fact there appears to be no objection to the official time stamp being on the back of correspondence being returned to the sender with the Bureau's acknowledgment.

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

Mr. Clegg  
Mr. Mohr

RECORDED-97  
INDEXED-97

166-2554-11028  
NOT RECORDED  
138 JAN 7 1954

53 JAN 19 1954 EX-125

F 488

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MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
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DATE 8-18-92 BY SP-5 C/deg

SUGGESTION #167-53  
MADE BY SUPERVISOR O. F. MYERS  
AND MISS [REDACTED]  
INVESTIGATIVE DIVISION  
ELIMINATION OF FORM O-18  
RE CHANGE IN OFFICE OF ORIGIN

FORMS

b6  
b7c

The Executives Conference was requested to consider whether an award or other recognition be granted to Supervisor O. F. Myers, Grade GS-13, \$8,760, who made this suggestion. Miss [REDACTED] stenographer, Grade GS-6, \$3,950, assisted Mr. Myers by making certain refinements in the information stamped on copies returned to the field, and the Conference was also requested to consider whether an award or other recognition should be granted to this employee.

At the time of this suggestion the procedure was for a field office to recommend that the office of origin be changed and when the Bureau agreed, Form O-18 was used to notify the present and new office of origin and all auxiliary offices of the change.

Mr. Myers proposed that the form be dispensed with and that any field office which desired to recommend a change in the office of origin would prepare a letter to the Bureau and forward as many extra copies as there are auxiliary offices. The Bureau could then make the notation of approval by means of a rubber stamp on the copies for the field offices where the cases are pending and save typing this material. Miss [REDACTED] assisted by making certain refinements in the information contained in the stamp.

During a test check it was found there was an average of more than ten original communications of this type per day with the various copies involved and there was a time lapse of 10 to 20 days usually in handling these items of correspondence. Because of the fact that it would save time and expedite handling of routine procedure of changing the office of origin, the Executives Conference on 4/27/53 unanimously recommended favorably as to the suggestion. An appropriate SAC Letter was issued to the field in order to put this procedure into effect.

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

58 JAN 1 1954  
The procedure has been in effect for six months and Supervisors in the Criminal and Fraud Sections of the Investigative Division estimate 200 changes in office of origin are authorized by the Bureau each month or 2,400 per year. Changes in office of origin in other sections are negligible and it is believed the greater bulk changes are handled by the Criminal and Fraud Sections.

RECORDED - 60  
INDEXED - 60  
JAN 7 1954

110297

Mr. Mohr  
Mr. Glegg  
EDM:dmg

ORIGINAL COPY FILED IN 11729

Memorandum to Mr. Tolson

An estimate of the annual savings to the Bureau as a result of this suggestion is as follows:

Typing Costs..... \$397.60  
(7 minutes per form x 2,400 forms =  
280 hours at (GS-3) \$1.42 per hour)

Filing Costs..... 648.00  
(2,400 yellow copies @ \$.27)

Printing Costs:  
(Based on 2,000 copies)

Plate.....	\$ .38
Chemicals.....	.01
GS-13 for $\frac{1}{4}$ hour.....	.50
GS-9 for $\frac{3}{4}$ hour.....	1.26
Paper and Ink.....	4.33
	<hr/>
	\$6.48

Cost per sheet	.0032
Cost per set of 6	.019
Cost per 2,400 sets	
(2,400 x \$.019)	
	<hr/>
	45.60
	<hr/>
	\$1,091.20

There should be deducted from \$1,091.20 the cost of additional copies furnished by the field. It is estimated two additional thin white copies, on an average, must be furnished by the field. Thin white copies cost \$00132 per sheet, or \$6.34 for 4,800 sheets.

	\$1,091.20
	<hr/>
	6.34
	<hr/>
Total Estimated Annual Savings..	\$1,084.86.

RECOMMENDATIONS:

(1) Based on estimated annual savings of \$1,084.86 effected through adoption of this suggestion and the reduced time required to handle the incoming communications at the Seat of Government, the Investigative Division recommends consideration be given to granting a cash award to SA O. F. Myers who made the suggestion. This suggestion involved procedures which were not within the normal scope of the duties of Mr. Myers.

(2) It is also recommended that consideration be given to granting a cash award to Miss [redacted] who suggested certain refinements in the information stamped on the copies returned to the field. This suggestion involved procedures which were not within the normal scope of the duties of Miss [redacted]

b6  
b7c



Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

GCG:ATN

The Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present, was unanimously opposed to granting a cash award to SA O. F. Myers and Miss [redacted]. It was pointed out that SA Myers is a Grade GS-13 Supervisor and, as such, is expected to make suggestions for the benefit of the Bureau, and that Miss [redacted] merely suggested refinements to SA Myers' original suggestion. No further action is necessary, inasmuch as these employees have already been thanked.

b6  
b7c

December 28, 1953

RECORDED - 60

66-2554-11030

MEMORANDUM FOR MESSRS. TOLSON  
NICHOLS

EX-125

You will recall that Mrs. [redacted] of the Recording Unit suggested that additional information be added to main index cards for identifying purposes under certain circumstances when files are reviewed by a Name Check Searcher Reviewer.

b6  
b7c

Mr. Eames, in a memorandum of November 27, 1953, recommended a trial period of ninety days. The Bureau has approved the institution of this trial, and you should make certain that an appropriate report is prepared at the end of the trial, showing the advantages and disadvantages, and including all cost factors. Your recommendation should also be contained in the reporting memorandum along with any observation as to the desirability of recognition for the suggesting employee.

Very truly yours,

John Edgar Hoover  
Director

EDM:ATN

Based on Exec Conf memo dated  
12/24/53, EDM/dmg/GCC:ATN

323,013  
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DATE 8-18-92 BY SP5c/dig

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55 JAN 19 1954  
1488

MR. TOLSON

12/24/53

EXECUTIVES CONFERENCE

SUGGESTION #794-53

MADE BY MRS. [REDACTED]

~~RECORDS SECTION STREAMLINING PROGRAM~~  
~~RECORDS & COMMUNICATION DIVISION~~

b6  
b7c

SUGGESTION:

~~Indexing~~

During the normal course of ~~a name check~~, the elimination of a sufficient number of index references is contingent upon the information contained in a particular main file and when the ~~main index card~~ has insufficient information for elimination purposes, a review is made of the main file prior to completion of the name check.

It is suggested that when this review is made the additional identifying information thereby obtained be added to the main index card.

323013

OBSERVATIONS:

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DATE 8-18-92 BY SP-5CJ/dag

The Records Section stated that for some time additional identifying data has been added to index cards when personnel has been available under the Common Name Project. This procedure has been found to be very beneficial. Since it appears the suggested procedure could be set up with slight additional cost, the Records Section recommends a ninety-day trial after which an evaluation could be made to determine whether the suggested method is sufficiently productive. Mr. Nichols agrees.

EXECUTIVES CONFERENCE CONSIDERATION:

CGG:ATN

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 the suggestion should be given a ninety-day trial in the Records Section. The employees will be advised of the results at the conclusion of the present program in the Records Section. If approved, the attached memorandum should go forth to Messrs. Tolson and Nichols.

Attachment

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

cc: Mr. Mohr  
Mr. Clegg

EDM: dmg

RECORDED-96

INDEXED-96

EX-126

66-1534-1103

JAN 7 1954

INITIALS ON ORIGINAL

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323013  
66-1534-1103

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION #845-53

MADE BY [REDACTED]  
SALT LAKE CITY OFFICE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-18-99 BY [REDACTED]

b6  
b7c

SUGGESTION:

SAC Letter #53-76, section F, requires that in the future it will be necessary for all applicants for stenographic positions and field employees desiring to qualify as stenographers to pass a spelling and vocabulary test.

(1) It is suggested the Bureau give consideration to affording such tests also to typist applicants who are considered for use in stenographic pools inasmuch as typists transcribe a large number of Dictaphone records and the proper knowledge of spelling and vocabulary is equally important in transcribing Dictaphone records as it is in transcribing shorthand.

(2) It is also felt that the Bureau could to advantage extend this requirement to include a simple test in punctuation both for stenographic applicants and typist applicants who are to be used in stenographic pools.

The suggesting employee has in mind that adoption of these suggestions would result in saving of supervisory time and stenographic and typing time necessary to correct or retype work in which errors of this type have been made.

OBSERVATIONS:

SAC Cornelius of Salt Lake City Office favors adoption of the suggestion and points out it is fully as important for typists working in stenographic pools and transcribing Dictaphone records to be qualified in spelling, vocabulary and punctuation as it is for stenographers to be so qualified.

ORIGINAL FILED IN 62-7367-121

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

Administrative Division advised that Mrs. [REDACTED] of Civil Service Commission made available the Civil Service test afforded to typist and stenographic applicants and it was noted this test contains no punctuation test.

RECORDED 13

INDEXED - 13

66-254-11031  
JAN 27 1954  
83

EX-112

b6  
b7c

Memorandum to Mr. Tolson

The Administrative Division does not feel a test in punctuation should be instituted since it might well eliminate from consideration applicants who would otherwise be qualified and who in a short time after appointment would be able to successfully master the necessary rules of punctuation.

With regard to affording vocabulary and spelling tests to typist applicants, the Administrative Division is opposed to this idea. They point out that at the time such typists are considered as applicants it is not known what assignments will be given to the applicant and it is not essential for a typist performing straight copy work to have a knowledge of spelling and vocabulary. Some applicants might be eliminated by the test who would never be used on Dictaphone work and otherwise would be satisfactory employees for copy work. Typist applicants enter on duty at Grade GS-2, whereas stenographic applicants enter on duty at Grade GS-3 or GS-4 in the field and it is not believed the typists should be required to meet as rigid qualifications in these respects as stenographers because of the difference in grade. However, any typists wishing to qualify as stenographers would be required to pass vocabulary and spelling tests now given before being assigned to stenographic positions.

EXECUTIVES CONFERENCE CONSIDERATION: GGG:ATW

The Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present, was unanimously opposed to this suggestion. No further action is necessary as the employee has already been thanked.

MR. TOLSON

12/11/53

EXECUTIVES CONFERENCE

SUGGESTION #816-53  
MADE BY SA [REDACTED]  
SAN FRANCISCO OFFICE

b6  
b7c

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-13-92 BY SP-5/def

SUGGESTIONS:

INVESTIGATIVE REPORTS

In Security Index cases, where documentation from one other office is necessary for a summary report, it is suggested that the other office not forward the requested documentation by letter but prepare amended administrative pages for the Bureau and all interested offices. The suggesting employee points out this would necessitate sending a copy of the report to the office which is to provide the documentation together with a lead that the documentation be provided. The suggestor has in mind that this procedure would avoid duplication of effort and result in saving Agent and stenographic time.

OBSERVATIONS:

- 11032

The Records Section, Records and Communications Division, recommends unfavorably as to the adoption of this suggestion. It is felt the suggested procedure would result in some confusion on the Stop Desk and in the Locate Units in the Records Section unless substantial savings would be effected through adoption of this idea, Records Section is opposed.

INDEXED *as* RECORDED *op* RECORDED  
189 DEC 18 1953

The Records Section also pointed out that the suggestion could not be adopted if documentation were required from more than one office since it would not be possible to place pages in their proper sequence. It would be necessary to set up a separate procedure to apply only to a portion of the requests for documentation and amended reports would be received from offices other than the office originally preparing the report. This would result in confusion.

SAC Whelan of San Francisco recommends adoption of the proposed system and states it would undoubtedly save Agent, stenographic and clerical time.

The Domestic Intelligence Division agrees with Records Section that the suggestion is limited exclusively to the situation in which there is but one other office concerned with documentation.

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

JAN 12 1954  
EDM:dmg

ORIGINAL COPY FILED IN 100-35086-1589

*WAC*



Memorandum to Mr. Tolson

Internal Security Section, Domestic Intelligence Division, believes this suggestion should not be adopted for the following reasons:

- (1) Suggestion applicable only to limited set of circumstances;
- (2) For this reason, suggestion is susceptible to misinterpretation; each report would have to be analyzed carefully to prevent multiple offices from receiving leads to supply administrative pages;
- (3) Office preparing the report is in the best position to correlate the material therein, including the documentation;
- (4) Administrative pages which are amended should be transmitted by cover letter, an added burden of administration, in the interest of clarity inasmuch as they are in response to a lead stated in the report;
- (5) Reports, some of which are voluminous, would, under the suggested procedure, be sent to offices having no interest in the case beyond documentation. Therefore, the suggestion entails (a) preparation of an additional copy of the report and (b) receipt of same by an office having no interest in its substance;
- (6) Suggested system represents exception to procedure which has proved satisfactory to date, with 48% of scheduled summary reports already received at the Bureau as of 10/1/53.

EXECUTIVES CONFERENCE CONSIDERATION: 12/11/53 EDM:ATN *[Signature]*

Per presentation by Mason, no further action is recommended in view of the opposition of the Internal Security Section, the Domestic Intelligence Division, and the Records Section. The suggesting employee has already been thanked.

MR. TOLSON

January 8,  
1954

THE EXECUTIVES CONFERENCE

The Executives Conference of January 7, 1954, consisting of Messrs. Tolson, Ladd, Harbo, Mohr, Tracy, Belmont, Holloman, Nichols, Rosen and Glavin considered the attached suggested posters to be prepared for placing on bulletin boards throughout the Seat of Government and the Washington Field Office in connection with the FBI Employees Consolidated Charity Fund. One poster reflects that the March of Dimes campaign was included in the FBI Employees Consolidated Charity Fund, that the Metropolitan Police Boys' Club was another activity included in the Fund, and that our employees have already contributed to these worthy activities.

RECOMMENDATION

The Conference unanimously recommends that the posters be approved and distributed as recommended above.

*[Handwritten initials and marks]*

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5/deg

RECORDED - 129

INDEXED - 129

66-2554-11034  
JAN 13 1954

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

58 JAN 11

*[Handwritten signature]*



MR. TOLSON

1/7/54

EXECUTIVES CONFERENCE

The Executives Conference of January 7, 1954, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Clegg, Belmont, Rosen, Holloman, Nichols and Mohr, was advised that whenever any division issues instructions or orders for an SAC or ASAC to report to Washington, D. C., a copy of the communication should be designated for Mr. Glavin so that a brief of the file and a summary can be prepared for the Director in the event he desires to interview the SAC or ASAC.

The Conference was further advised there have been slip-ups in this regard in the past and in the future it will be the responsibility of each Assistant Director to assure that there is no failure in this regard.

JPH:DW  
CC - Mr. Clegg

*[Handwritten initials and marks]*

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-02 BY SP-5c/acy

RECORDED - 32 66-2554-11035  
JAN 8 1954

INDEXED - 32

EX-126

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

63 JAN 11 1954

MR. TOLSON

January 7, 1954

THE EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 5-18-92 BY SP-5ci/dig

The Executives Conference of January 6, 1954, consisting of Messrs. Tolson, Harbo, Mohr, Tracy, Belmont, Ladd, Holloman, Nichols, Rosen and Glavin was advised Mr. John Moore of the Bureau of the Budget communicated with Mr. Glavin concerning certain [redacted] police officials who are presently in this country.

b7D

For informative purposes, Mr. Moore is the Bureau of the Budget representative whose responsibility it is to arrange tours for foreign officials who are visiting this country under the auspices of the Foreign Organizations Administration.

Moore advised that there are 10 [redacted] police officials presently in the country under the sponsorship of FOA. They have been in the country approximately 4 months and have been studying at the New York University School of Criminology. In addition thereto they have been securing certain training information from the New York City Police Department and are going to be in the country approximately 2 more months. These officials are going to be in Washington during the week of January 11 and have requested that Mr. Moore, if possible, arrange to have them visit this Bureau's Quantico installation during the period of time they are in Washington.

b7D

It was pointed out to the Conference that one of the police officials in this group is [redacted]

b7D

[redacted] of the [redacted] has visited our Laboratory on several occasions during the period of time he has been in this country and has discussed laboratory matters with Mr. Parsons of the Laboratory. It was pointed out to the Conference that [redacted] has been a good friend of the Bureau for several years. During the last war he was most co-operative with Bureau personnel assigned to SIS. He presently co-operates with the Bureau's Legal Attache at [redacted] whenever he is called upon for assistance and does so enthusiastically. He is considered to be one of the Legal Attache's key contacts in the [redacted]

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

RECOMMENDATION

In view of the above, the Conference unanimously recommends

JAN 12 1954

WRG:jmf

RECORDED

INDEXED - 326-2554-11036

JAN 8 1954

EX-126

10

Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

that upon the visit of these officials to Washington, arrangements be made to have them visit Quantico on one day during the week of January 11.

Should you agree, Mr. Moore of the Budget Bureau will be immediately advised.

OK  
↑

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

323,013

DATE: Dec. 14, 1953

FROM : I. W. Conrad

8-18-92 sp. sc. dca

SUBJECT: CF NETWORK - Washington, D.C.  
WALDORF TRANSMITTER REPLACEMENTS

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

Reference is made to Executives Conference memorandum dated 6-29-51 authorizing the purchase of three 2.5 kilowatt radio transmitters to replace older equipment at the Waldorf transmitting station. Reference is also made to Executives Conference memorandum dated 11-5-51 authorizing the purchase of three additional 2.5 kilowatt transmitters to be stored at the Bureau's emergency headquarters near Shepherdstown.

The major part of all six of the above transmitters now has been received, with only certain accessories remaining to be delivered. In view of the somewhat altered international situation, it is now proposed to use four of these new transmitters at Waldorf and take only two of the new transmitters to Shepherdstown, in order to derive a somewhat better ratio of immediate performance from the new equipment. The four older units which are being removed from Waldorf will be likewise placed in storage at Shepherdstown for possible emergency use on a secondary basis.

RECOMMENDATION:

Although this proposed distribution differs slightly from that originally authorized at the time of purchase, it is recommended that use of the fourth unit at Waldorf be approved as outlined above, in the interests of securing a better performance return on our present investment, in the light of the somewhat better international atmosphere.

ADDENDUM: (R. T. Harbo, 12-17-53) Executives Conference on 12-17-53 unanimously recommended that three new 2.5 kilowatt transmitters be stored at Bureau's emergency headquarters according to original authorization. Present were Messrs. Tolson, Ladd, Tracy, Henrich, Clegg, Winterrowd, Mohr, JLP/IWC:kmb Callahan, Nichols, Holloman and Harbo.

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12/14/53  
IWC

11 00 BH

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11035

EX-112

JAN 5 1954

58 JAN 12 1954

DEC 30

369

Mr. Tolson

12/23/53

The Executives Conference

HANDLING OF OFFICE SUPPLIES  
SUGGESTION BY [REDACTED]

11043

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The Executives Conference on 12/23/53, Messrs. Ladd, Harbo, Glavin, Mohr, Hennrich, Nichols, Holloman, Winterrowd, Tracy and Clegg being present, recommended unanimously favorably the suggestion of [REDACTED] that an employee be designated in each section to requisition office supplies for that section. This would have the purpose of placing responsibility on a designated employee and at the same time will limit the number of emergency requisitions. If this is approved, there is attached hereto a memorandum to Bureau Officials and Supervisors at the Seat of Government for this purpose, also an appropriate letter to Mr. [REDACTED]

cc: Mr. Clegg  
Mr. Mohr

3230 B  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-15-92 BY SP5CJ/PCJ

HHC:gst

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

RECORDED-97

INDEXED-97

76 JAN 8

11039  
INITIALS UNCLASSIFIED

66-23394-480  
Orig. Filed in

MR. TOLSON

December 7, 1953

EXECUTIVES CONFERENCE

323,013

SUGGESTION #729-53  
MADE BY [redacted]  
MEMPHIS OFFICE  
BIWEEKLY REPORT OF POSTAGE USED

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5scj/dcg  
b6  
b7c

SUGGESTION

That a new form be prepared for offices having postage meter machines to report the amount of postage used. (Copy of proposed form is attached.)

The suggesting employee advised that offices having postage meter machines must write in suitable wording for a biweekly report on Form FD-161. The employee feels that the new form will speed up the preparation of these reports and make them neater. There are 7 postage meters in the field and 2 at the Seat of Government.

OBSERVATIONS:

It is to be noted that the Manual of Rules and Regulations provides that in those offices where postage meter machines are used the report on stamps used be submitted biweekly. No specific requirement exists concerning the postage used in connection with postage meter machines.

Offices not having postage meter machines are required to submit to the SAC a daily report of postage stamps used. Form FD-161 has been used for this daily report. Up until now no space has been provided on the form for postage meter machine readings. A proposed revision of Form FD-161 has been attached so that the form can be used for recording postage stamps as well as for recording postage meter readings.

EXECUTIVES CONFERENCE CONSIDERATION:

RECORDED-1  
11040  
JAN 1954

Per presentation of Mr. Clegg December 3, 1953, it is recommended that the revised Form FD-161 be approved and that the attached SAC Letter go forth instructing that the revised form be used in the field after all supplies of the present form have been exhausted. There is also attached a letter to Clerk [redacted] Memphis Office, advising him of the outcome of his suggestion.

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

52 JAN 20 1954  
F 485  
EDM: ATN  
Mohr and Clegg  
Let. to Mr. [redacted]  
cc: SAC, Memphis  
12/7/53 EDM: ATN

ORIGINAL COPY FILED IN 66-3080-

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b7c



Mr. Tolson

12/31/58

The Executives Conference

SUGGESTION NO. 856-59  
STENCIL DUPLICATORS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 cu/dcg

Present at the Executives Conference December 30, 1958, were Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Winterrowd, Mohr, McGuire and Mason.

The Conference considered a suggestion from [redacted] Charlotte Office, that field offices purchase stencil duplicators in order to duplicate small amounts of information. Large amounts of information, such as reports or memoranda, are normally reproduced by means of Mimeograph, Multigraph or Dupliant.

Stencil duplicators are hand stamps of varied sizes, normally measuring a few inches in each direction. They are used by means of a stencil (identical with a Mimeograph stencil). After a typist has cut a stencil, the stencil is attached to the bottom of a stencil stamp and by means of ink contained in the stamp a reproduction may be made as many times as is necessary on cards or paper.

Stencil duplicators are on Government schedule. [redacted] had in mind the use of numbers 1, 1A and 3, which are various sizes of stencil duplicators. There is less value to size #1 because it reproduces only 4 lines of information whereas 1A will reproduce about 6 lines and size 3 will reproduce about 13 lines.

The principal uses of such a gadget in a field office would be in the preparation of numerous index cards all containing the same information except the title or in putting the physical description of an individual on the reverse side of numerous photographs.

Since the availability of stencil duplicators is well known and is not a new development, the Conference saw no need of calling attention of the entire field to these duplicators and felt unanimously that if any office needs one it may request one. A few have been furnished to the field in the past.

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

cc: Mr. Mohr  
Mr. Glagg

EDJ:maw

RECORDED - 106  
INDEXED - 78  
EX - 103

66-2554-11041

NOT RECORDED  
138 JAN 11 1959

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b7C

b6  
b7C

For record purposes, size 1A sells for \$12.13 per duplicator and size 3 sells for \$18.92. To use these duplicators, it would be necessary for the office to lay in a supply of stencils, ink, a writing board, a stylus pen, cleaning fluid, and correction varnish.

RECOMMENDATION:

No action.

Miss Gandy  
Hollman  
Tele. Room  
Winterrowd  
Mohr  
Candy  
Tacy  
Rosen  
Halo  
Glavin  
Clegg  
Belmont  
Nichols  
Ladd  
Tolson

Mr. Tolson

12/23/53

Executives Conference

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.

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 c/dcg

EX-108  
26

RECORDED - 26  
INDEXED - 26

66-2554-11042  
17 JAN 12 1954

EX-108

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

CC: Mr. Mohr  
Mr. Clegg

GCG:ATP

Attachment

SENT DIRECTOR

53 JAN 15 1954

PROPOSED PROGRAM

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

SPECIAL ADMINISTRATIVE SCHOOL

DATE 3-18-92 BY SP-5/def

<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. Negele
<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, Ticker Systems, Registers, Informant Indices, Road Work Box, Personnel Matters, Office Organization.	Mr. L. L. Laughlin

ENCLOSURE

66-25-1 11042

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

WEDNESDAY

9:00 - 10:30 Policies and Procedures in Assignment of Personnel and Administrative Action Mr. Mohr or Mr. Trotter

10:30 - 1:00 Budget and Finances - Preparation of Budget; Estimating Expenditures; Preparation of Testimony; Securing Justification for Funds; Interesting Cases; Payrolls; Vouchers, All Types Including Confidential Vouchers Mr. Glavin and Staff

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 Aspects of Field Office Administration; Budgetary Restrictions, SAC's Responsibility Mr. Glavin

10:00 - 1:00 Problems of Procurement: Contracts, Bids, Acquisition and Disposition of Supplies Mr. Glavin and Staff

1:00 - 2:00 Luncheon

2:00 - 6:00 Problems of Procurement, Cont'd. (Including Practical Applications) Mr. Glavin and Staff

FRIDAY

9:00 - 1:00 Personnel - Procurement of Employees, Qualifications of Employees, Percentage of Clerks to Agents on Field-Wide Basis, Performance Ratings, Administrative Action, Promotions and Demotions, Veterans Matters Mr. Glavin and Staff

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 \_\_\_\_\_
- Gearty \_\_\_\_\_
- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Sizoo \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

SATURDAY

- 9:00 - 11:00 Inspection Matters - Including Self-  
Inspections. Mr. Mason or  
Other Inspector
- 11:00 - 1:00 Case Supervision - File Reviewing  
Practical Application. Training Division  
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  
Personnel - Practical Programs Mr. Gearty or  
Mr. Rogers

MONDAY (Second Week)

- 9:00 - 10:00 Tour of Records Section. Mr. Warkart or  
Mr. Eames
- 10:00 - 1:00 Policies and Procedures; Supervisory  
Techniques; Applicant, Special Inquiry,  
and Noncriminal Matters; Accomplishments  
and Statistics in Criminal Cases;  
Informant Matters. Mr. Rosen and Staff  
Crime Records Section
- 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  
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  
Security Field - Policies and  
Procedures, Weaknesses and Objectives. Mr. Belmont and Staff
- 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 Investigations Mr. Ladd
- 3:30 - 4:30 Question Forum on General Bureau Problems Mr. Clegg or  
Mr. Mason



Mr. Tolson

12/18/53

Executives Conference

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 C. J. DEG  
303013

PERSONALLY OWNED AUTOMOBILES

The Executives Conference of 12/14/53, those present being Messrs. Tracy, Harbo, Trotter, Belmont, Ladd, Callahan, Nichols, Rosen and Clegg, unanimously recommended that with respect to Agents' using personally owned automobiles traveling to and from Quantico, that the following rules prevail:

1. In-Service Agents, New Agents and Agents attending specialized schools, such as the kidnaping squad school, may not travel back and forth to Quantico in personally owned automobiles. This is the present rule.

2. It should be considered agreeable for instructors, counselors, supervisors who are commuting between Washington and Quantico, or between their residences and Quantico, for the purpose of assisting in training, to use their personally owned automobiles. This applies also to Bureau instructors who have assignments at Quantico for part of a day.

3. For monthly firearms training groups, the Bureau supervisors in Washington and the Washington Field Office Agents may travel to Quantico and return in personal automobiles or in Bureau automobiles, particularly since to do so would eliminate the need for bus service and chauffeurs. This has been regularly done in the past.

4. In the event Agents are in training at Quantico and their wives, relatives or family members are located in Washington, it was agreed that it would be OK for these wives or relatives to drive to Quantico to pick up their husbands or relatives and any of his classmates and return them to Washington, provided there is no parking of the cars on the reservation for more than very brief and nominal periods of time necessary to load the car with luggage of the Agents.

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

The above is unanimously recommended.

INDEXED-37 66-2554-11043

RECORDED-37 NOT RECORDED 189 JAN 12 1954

CA-103

cc Mr. Mohr  
Mr. Clegg

HHC:cs

ORIGINAL COPY FILED IN 66-2616-131

Mr. Tolson

12/28/53

The Executives Conference

~~SURVEY REGARDING DESIRABILITY OF  
DISCONTINUING CERTAIN SERVICES OF  
THE IDENTIFICATION DIVISION~~

323,013  
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HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP5/SCJ/deg

The Executives Conference of 12/28/53, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Holloman and Clegg being present, considered the informal memorandum submitted by Clegg July 13, 1953, suggesting questions as to the value of our fingerprint identification service in connection with lesser or minor violations, in connection with fingerprint records which are received by police departments after conviction and sentence, or those based on transients, whether it would be desirable to furnish fingerprint records only for major violations or in case of misdemeanors upon specific request, and whether police should be encouraged to send in fingerprints only for a major violation on which they would post any intervening misdemeanors records which they had accumulated.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference considered the fact that the Bureau has recently approved an added inquiry on the fingerprint card form as to whether the contributor of the fingerprint desired a criminal record forwarded and it was believed that this might reduce the number of replies which should be made to contributors. Conference also took cognizance of the fact that the 1-1 form used by contributors in furnishing additional criminal record instead of a new fingerprint card had, since February, 1953, resulted in more than 52,000 instances of the use of this form. Also since the 38-day survey in the fall of 1953 showed that of 600 fugitives identified, 262 were identified as a result of fingerprints submitted for minor offenses.

The question arose as to whether police departments should be circularized to find out their views as to the various forms involved and their evaluation. This was unanimously opposed by the Conference.

The Conference considered whether it would be desirable to contact various police departments to take a sampling and the

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- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

cc: Mr. Mohr  
Mr. Clegg

RECORDED-77

166-2554-11044

JAN 11 1954

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45

20 JAN 22 1954 31 v.

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Mr. Tolson

January 6,  
1954

The Executives Conference

Indexing Procedures

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

DATE 8-18-92 BY SP-5/deg

The Executives Conference consisting of Messrs. Tolson, Nichols, Ladd, Belmont, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman and Mason on January 5, 1954, considered the desirability of including in the caption of communications the name and location of a company, firm, corporation, agency, or defense installation which is the alleged victim of any criminal or subversive activity within Bureau jurisdiction or is an integral factor in security-type investigations. Purpose of including in caption is to facilitate indexing and subsequent location of various categories of cases involving specific companies, firms, etc.

Problem arose as outgrowth of fact that on October 31, 1953, it was not possible to fully determine through Bureau indices' check identity of individual cases involving missing documents at General Electric Company, Schenectady, New York, by checking name of company in indices. Question of whether Bureau indexing procedures sound examined by Domestic Intelligence Division, Training and Inspection Division, Records and Communications Division, and Assistant Director R. T. Harbo. As result, you instructed, and the Director agreed, that company name should appear in caption and be indexed.

In considering the implementation of these instructions it was recognized that question of location of missing documents' cases at a specific company was not sole issue as many and varied questions could arise as to scope of any type of criminal or security-type problem involving a company, firm, etc. Records and Communications Division estimated cost of preparing and filing index cards on companies, firms, etc., for espionage cases alone as \$1,555.87 per year. If extended to all other type cases to provide all-inclusive coverage, estimated costs could well go between \$50,000 and \$100,000 per year.

The Executives Conference considered the cost factor involved and unanimously recommended that the captioning and indexing procedures previously outlined be implemented for Espionage, Sabotage, and Atomic Energy Act (violation) cases. Estimated cost - \$3,121.28.

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

cc - Mr. Clegg  
Mr. Mohr  
Attachments - 3

RECORDED - 73  
INDEXED - 73

166-2554-11045

JAN 12 1954

55 JAN 20 1954

RECOMMENDATIONS:

1. Attached for approval is an SAC letter implementing these instructions.

2. Attached for approval are proposed manual changes for the Manual of Rules and Regulations and the FBI Handbook.

THE DIRECTOR

THE EXECUTIVES' CONFERENCE

DISSEMINATION OF INFORMATION BY THE BUREAU OUTSIDE THE EXECUTIVE DEPARTMENTS

Safeguarding Official Papers And Records

The Executives' Conference consisting of Messrs. Tolson, Ladd, Mason for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman and Belmont on October 28, 1953, again considered certain phases of our program entitled "Responsibilities of the FBI in the Internal Security Field."

On October 14, 1953, this matter was considered by the Executives' Conference and the recommendation was made and approved that the program should be continued; that the voluntary dissemination of information by the Bureau should be restricted to Security Index subjects and any exception should be most carefully considered. The Conference split as to the method of dissemination, part recommending that we continue the policy in effect up to October 14, 1953, that is, that the information be disseminated to the Governor of a state or other state official, or to a responsible local official or Chief of Police, whoever is the most appropriate under the circumstances, with the understanding in each case that the information is furnished confidentially. The remainder of the Conference recommended that dissemination be made confidentially to the State Governor, or in his absence or if reason exists why it should not be furnished to the Governor, to another responsible state official recommended by the field office; that if a good reason exists why the information cannot be given to the Governor or state official, we can then consider as an exception furnishing the information to a reliable local official. The Director concurred in the latter recommendation.

On October 28, 1953, the Conference again considered this question of the method of dissemination, based on concrete examples where the field requested authority to disseminate information on Security Index subjects, as follows:

- (1) [redacted] a school teacher at a Brooklyn public school, to the Assistant Corporation Counsel, New York City

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

cc - Mr. Mohr  
55 JAN 18 1954 Legg

RECORDED - 12  
INDEXED - 18

66-2554-116  
NOT RECORDED  
47 JAN 8 1954  
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-17225-818

MEMORANDUM FOR THE DIRECTOR

- (2) [redacted] Assistant Supervisor in the New York City Welfare Department, to the Commissioner of Welfare, New York City.
- (3) [redacted] a laborer in the Department of Public Safety in Rochester, New York, to the Commissioner of Public Safety in Rochester.

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EXECUTIVES' CONFERENCE  
RECOMMENDATION:

Messrs. Tolson, Ladd, Mason, Rosen, Tracy, Holloman and Belmont recommended that this information be disseminated to Governor Dewey, rather than to the local officials named above. They pointed out that the Governor of a State as the top official in the state has a responsibility to all of the people in the state, particularly in the field of security and that the Governor, if furnished information by the FBI on a confidential basis, can direct the information without revealing the source to responsible officials who can act on it. They pointed out that by this method we are restricting our direct dissemination to a limited number of sources and thus have a far better probability that our cooperation will be kept confidential.

Messrs. Glavin, Harbo and Mohr recommended that we disseminate the information to the Governor or other state official or local official whoever is the most appropriate under the circumstances on a confidential basis. They felt that delay would ensue if the information were channeled through the Governor down to the action level and that the Governors would probably advise the local officials that the information came from the FBI, regardless of arrangements made with the Governors.

Employment Positions of Subjects  
To Be Covered By Dissemination

The Conference also considered whether dissemination on Security Index subjects under this program should be limited strictly to persons employed in public utilities.



MEMORANDUM FOR THE DIRECTOR

It was pointed out that the theory of the Responsibility Program is that the FBI is responsible for the internal security of the country as a whole and that public utilities, public organizations and semi-public organizations are serving large portions of the people and that we have a responsibility for the protection of the facilities when we have information of a subversive nature affecting them.

Under this theory it would appear highly desirable that we furnish information on those subjects of the Security Index who are employed in state, municipal or local government, or employed in public school systems or in public utilities such as city water works, electric and gas companies not included in the Vital Facilities Program. (Those utilities in the Vital Facilities Program are covered by dissemination to the Armed Services.) It was pointed out that persons employed in the above categories are in a position to commit sabotage because of employment in a public utility or to influence the people or misshandle information affecting the people because of their public position which carries a public trust.

EXECUTIVES' CONFERENCE  
RECOMMENDATION:

The Executives' Conference unanimously recommended that the dissemination under this program of information pertaining to Security Index subjects be applied, on the basis of employment in public and semi-public organizations and facilities, as set forth above. If you agree, this will be done.

Respectfully,  
For the Conference

Clyde Tolson

MR. TOLSON

January 11, 1954

THE EXECUTIVES CONFERENCE

323,013  
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DATE 8-18-92 BY 60501/deg

The Executives Conference of December 30, 1953, consisting of Messrs. Ladd, Harbo, Mohr, Winterrowd, Mason, Maguire, and Glavin considered a memorandum submitted by Mr. Nichols regarding a test in oral Spanish.

The Conference was advised that Mr. F. E. Crosby of Mr. Nichols's office had prepared an oral test in Spanish so that it could be utilized by the Bureau in testing Special Agent personnel of the Bureau who state they have ability in the Spanish language. The test was reviewed by the Liaison Section of the Domestic Intelligence Division, it being the view of that Section that the proposed test is a rational approach to the problem of ascertaining the Agent's actual workable knowledge of Spanish which was the purpose for which it was designed, although it is not believed that it should be considered as the controlling factor in determining an Agent's suitability for assignment to Spanish speaking areas.

This test was also discussed with Mr. C. F. Downing, Chief of the Cryptanalysis and Translation Section, Laboratory Division, and with Mr. C. G. Gearty of the Training and Inspection Division. Mr. Downing advised that he was familiar with this test and in his opinion it is desirable, practical, and should do the job for which it was originally intended. Inspector Gearty advised that the test met with the approval of the Training and Inspection Division.

FACTORS OF TEST

Mr. Crosby, in preparing the test, states that it is a device to be used in measuring the ability of Special Agents to speak Spanish. It is a very simple, single-purpose quiz designed to determine whether an Agent has enough knowledge of the Spanish language at the time he is tested to cover a lead among Spanish speaking people. Crosby felt that if a man can pass the test he would be able to cover leads and that if he cannot pass the test, he should not be assigned a position where spoken Spanish is a requirement.

The test, which includes a recording on two sides of a phonograph record, would take twenty minutes to complete and it would take no longer than five minutes to grade the test.

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

cc: Mr. Clegg  
Mr. Mohr  
JAN 13 1954

RECORDED - 10  
INDEXED - 10

66-2554-11047  
JAN 12 1954

Memo to Mr. Tolson from the Executives Conference

January 11, 1954

Mr. Crosby observes that the test will do only one thing. It will accurately inform the Bureau whether a candidate knows enough Spanish to cover leads among people who speak Spanish. It will not tell how little or how poorly the man knows Spanish grammar, whether he has an accent, whether he has an academic background or is especially fluent. It will tell you nothing about aptitude. There will be no numerical ranking of candidates.

RECOMMENDATION:

The Conference, having the benefit of comments made in connection with this test, recommends that the test be approved and that the necessary supply of records be cut so that it can be used in testing Agents having ability in the Spanish language when it is felt necessary to acquire additional Agents having this qualification.

Mr. Tolson

12/29/53

The Executives Conference

REQUEST FOR PARTICIPATION IN SOUTH CAROLINA POLICE OFFICERS TRAINING SCHOOL, UNIVERSITY OF SOUTH CAROLINA - EXTENSION DIVISION

SYNOPSIS:

X POLICE TRAINING

Letter from Savannah, 12/18/53, requested advice re policy concerning participation in captioned program. Bureau files reflect Savannah, in letter 10/22/52, furnished Bureau copy of proposed bill to establish police training school for police officers in South Carolina. Bill provided state would pay expenses of school and candidates for police officer positions would be required to attend session of school prior to permanent appointment. SAC advised officials of police agencies that Bureau could not participate in any commercial type training school or in any in which other than law enforcement officials are invited. Letter of 12/18/53 advised Enabling Act now passed by Legislature authorizing Extension Division of University of S. C. to cooperate with police officers in police training program. Information concerning this program indicates it originated with the five ranking law enforcement agencies in S. C. which will formulate and direct the program. No tuition will be charged but there will be a registration fee of \$7.50. The University of South Carolina will provide facilities and may provide some instructors. [redacted] Extension Division, University of South Carolina, cooperating with police officers in formulating program. SAC, Savannah understands program proposed not as result of dissatisfaction with previous training programs but as result of desire to raise standards of police officers to secure higher salaries and greater benefits for them. As planned program not in conflict with Bureau policy of participation in such university programs, it appears Bureau should participate as a matter of cooperative assistance.

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ORIGINAL COPY FILED IN 1-152-49-5-11

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

Attachment

HHC:gsr

5 5 JAN 25 1954

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 DATE 8-18-92 BY SP-3 C/dig

RECORDED - 69

INDEXED - 69

166-2554-11048

NOT RECORDED

189 JAN 12 1954

INITIALS ON ORIGINAL

EXECUTIVE CONFERENCE The Executives Conference on 12/29/53, Messrs.  
RECOMMENDATIONS: Glavin, Tracy, Harbo, Mohr, Belmont, Ladd,  
Winterrowd, Nichols, Holloman and Clegg, recommended:  
(1) That Savannah be given authority to participate  
in this program with the understanding that no tuition will be  
charged and that only those active in law enforcement will be in  
attendance.

(2) That the attached letter be forwarded to Savannah.

DETAILS:

The Savannah Office, by letter of 12/18/53, requested  
Bureau advice concerning over-all policy in regard to the captioned  
program and specific advice as to actual Bureau participation in  
such a program.

Bureau files reflect that, by letter dated 10/22/52, the  
Savannah Office furnished the Bureau a copy of a proposed bill to  
be presented to the next session of the General Assembly of South  
Carolina for the purpose of creating and establishing a South  
Carolina Training School for training of law enforcement officers.  
This bill provided that the expense of said school would be borne  
by the State; the school would be supervised and directed by the  
Chief or Director of South Carolina Law Enforcement Division,  
acting with the Presidents of five law enforcement agencies in the  
State; and that all applicants for permanent employment as law enforcement

officers in the State of South Carolina must attend one session of the school prior to securing a permanent appointment.

The SAC, Savannah advised he had made no comments concerning merits of this bill, but in discussing the bill with various law enforcement officers, he had explained the Bureau's policy in regard to FBI participation in such programs and had advised them that the Bureau will continue to cooperate in police training program as in the past, although the FBI did not participate in any commercial type of school or in any kind of program in which other than active law enforcement officers are invited.

Savannah advised in the letter of 12/18/53 that the State Legislature of South Carolina has passed an Enabling Act authorizing the Extension Division, University of South Carolina, to cooperate with a Board of law enforcement officers in connection with a state-wide police training program for police officers of South Carolina. This Act, although authorizing such procedure, provided no funds for the program. The SAC, Savannah advised that he had been given the additional information as set out hereinafter concerning this program.

The program originated primarily among leaders of the five ranking law enforcement organizations in South Carolina, and the Governor of South Carolina has named one representative from each of these associations to act as the Board provided for in the act. These groups are: South Carolina Chapter, FBI National Academy, South Carolina Sheriffs Association, South Carolina Law Enforcement Officers Association, South Carolina Municipal Association, and the Peace Officers Executive Association of South Carolina. The Board would formulate the program of training and name the instructors, and the University Extension Division would arrange necessary details and provide suitable facilities and material for actual holding of the school. The Extension Division could also furnish instructors for the program.

[redacted] Assistant to the Director, Extension Division, University of South Carolina, is cooperating with the Board in setting up the first police training school which is scheduled for January 25 - 29, 1954, at Columbia, South Carolina. (Bureau files reflect no information concerning [redacted])

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McEachern has advised that the State Legislature of South Carolina will convene during this period and the Extension Division and the Board were desirous of putting on a successful school under the Act in order to increase the possibility of securing funds to expand this program. He advised that no tuition will be charged, but there will be a registration fee of \$7.50 for each participant to cover cost of expendable material, participation certificates, and a luncheon on the final day of the program. McEachern stated that both the Board and the Extension Division definitely desired FBI participation in this first school and he asked the SAC to speak at the luncheon.

The SAC advised that he understood that this proposed program resulted not from any dissatisfaction with the present police training program in South Carolina, or a feeling that there was an inadequate program in the State, particularly in regard to programs sponsored by the Bureau; but on the contrary, that such programs in South Carolina to date have tended to stimulate the interest of law enforcement groups to expand and improve their programs for the purpose of raising police standards and thereby making it possible to secure increased salaries and benefits for the officers.

OBSERVATIONS:

As this school proposes to charge no tuition, as the program originated with law enforcement organizations which will formulate and administer the program, and as it will be conducted for law enforcement officers only, this school violates no Bureau policy in regard to FBI participation in police training programs conducted in connection with universities. This fact, together with the fact that Bureau participation has been definitely requested, indicates that the Bureau should participate in this proposed school as a matter of cooperative assistance, with the view toward dominating an expanded program in the future.

MR. TOLSON

12-18-53

Executives Conference

~~SPECIAL AGENTS MUTUAL  
BENEFIT ASSOCIATION  
MAJOR MEDICAL INSURANCE~~

323,013  
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DATE 8-18-92 BY SP-5 a/ef

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Mohr, Winterrowd, Henrich, Holloman, Nichols, and Tracy, on Thursday, December 17, 1953, considered the vote on the Major Medical Plan of SAMBA.

With reference to the Special Agents Mutual Benefit Association vote on a proposed Major Medical Plan, the Conference was advised of the status of the vote:

Total Voting	2454	62 % Total Membership
In Favor of Major Medical	1581	64.4% of Votes Received
Opposed to Major Medical	873	35.6% of Votes Received

At the time the matter was originally submitted to the Field Prudential Insurance Company desired 100 per cent coverage, subsequently, Mr. Stacey K. Beebe, of the SAMBA office, advised that Prudential would consider 80 per cent; and on December 14, 1953, Mr. Beebe stated that Prudential agreed to accept 70 per cent with the proviso that all new members would be enrolled under Major Medical Insurance.

Mr. Tracy recommended that a SAC Letter be sent to the Field urging that all SAMBA members who have not voted do so immediately order that the vote of the full membership might be obtained and further advising the Field of the agreement by Prudential to accept 70 per cent. This would prevent those who do not wish the additional coverage from losing their current policy.

The Executives Conference unanimously recommended approval and there is attached hereto a proposed SAC Letter.

SJT:dph

cc 5 Mr. Clegg  
Mr. Ladd 1254  
Mr. Mohr

Attachment

RECORDED-96

INDEXED - 106

166-2554-11049  
JAN 8 1954  
90

ORIGINAL COPY FILED IN 94-39-11-98

OFFICE MEMORANDUM\*\*\*\*\*UNITED STATES GOVERNMENT

TO : Mr. Glavin  
FROM : H. L. Edwards  
SUBJECT: MILITARY LEAVE  
October 28, 1953

DATE: November 23, 1953

*OK*

On October 28, 1953, the King and Queen of Greece visited Washington and were accorded honors which included the participation of various District of Columbia National Guard and Air National Guard Units. Approximately a dozen of our employees at the Seat of Government were members of such units and were ordered to take part.

In most cases the orders required the employee to report at 12:00 noon or 1:00 pm; and subsequently, certificates supplied by the Guard Units indicated that the employees had actually so reported and fulfilled their National Guard responsibilities.

In order for an employee to report for parade duty at 12:00 noon or 1:00 pm, it is customarily essential for him to leave work, go home and get his uniform, and eat a meal. The question arose as to what time employees should be excused for such purposes and as to what kind of leave they should be given.

Public Act 93, Section 49, approved March 1, 1889, provides that federal employees who are District of Columbia National Guard members shall be entitled to leave of absence without loss of pay or time "on all days" of any parade or encampment. Whether the phrase, "on all days," means that we should let these employees off at the beginning of their workday even though we know they have not been ordered to report to the National Guard until 12:00 noon or 1:00 p.m. was discussed by SA [redacted] with Miss [redacted] of the Civil Service Commission Law Office and Mr. [redacted] of the General Accounting Office on 11-20-53.

They advised that this particular point had never come up and there were no decisions of the Comptroller General concerning it. Mr. [redacted] informal opinion was that it would perhaps be preferable to give an employee the whole day off on military leave inasmuch as other agencies very likely would be doing so (although Mr. [redacted] had no specific knowledge to this effect.) He stated, however, that if an agency were to bring the point up and the facts were similar to those of October 28 the Comptroller General quite likely would rule that the agency could exercise reasonable discretion and restrict the amount of military leave so long as it acted reasonably. There was nothing in Miss [redacted] comments in contradiction of what Mr. [redacted] said.

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67-0-8447  
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WEC:sss

CC: Mrs. Wood

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DATE 8-13-92 BY SP-5ca/deg

RECORDED - 95  
EX-103

66-2554-11051

JAN 19 1954

58 JAN 18 1954

On October 28, 1953, the general policy followed where an employee had to report at 12:00 noon or 1:00 p.m. to his Guard Unit was to require him to work until 10:00 a.m. and then to let him go in consideration of the time necessary for him to change clothes, eat, etc.

#### RECOMMENDATION

It is recommended that in all such cases the Bureau consider the employees to have been on military leave from 10:00 a.m. on and that in any future cases the Bureau follow a similar policy rather than giving the employee the whole day off where his orders indicate he need only report to the Guard for half of the day as in the instant case.

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, unanimously concurs in the recommendation made immediately above concerning this particular matter.

MR. TOLSON

12-15-53

EXECUTIVES CONFERENCE

SUGGESTION #802-53  
MADE BY MRS. [REDACTED]  
RECORDS SECTION STREAMLINING PROGRAM  
RECORDS & COMMUNICATIONS DIVISION  
TELETYPES

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DATE 3-18-92 BY SP5CJ/dep

SUGGESTION:

It is suggested that the word "last" when referring to date be eliminated in teletypes. The suggesting employee recognizes this is a widely used practice in teletypes although in many instances it is obvious only a current date could be involved.

OBSERVATIONS:

The Communications Section, Records and Communications Division, recommends unfavorably as to the adoption of this suggestion. It was pointed out that our communications are part of the Bureau's records and these records should be as accurate as possible. Actual figures, such as 1953, are not used in teletypes due to the fact there is too much chance of error in typing figures and it would be necessary to establish a second teletype connection at additional cost to correct such errors after they were discovered. For this reason, figures in teletypes are spelled out in words, such as one nine five three. Therefore, in referring to current dates, the words "last" and "next" are widely used to save spelling out the year of a date with no sacrifice as to accuracy.

EXECUTIVES CONFERENCE CONSIDERATION:

ED1: jan 12-15-53

Per presentation by Mason, no further action is recommended in view of the opposition of the Records and Communications Division.

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

Mr. Mohr  
Mr. Clegg

RECORDED - 90

66-2554-1105K  
10378

DEC 18 1953

45

DEC 23 1953

ORIGINAL COPY FILED IN 62-14779

MR. TOLSON

December 23, 1953

THE EXECUTIVES' CONFERENCE

323,013

CORRESPONDENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-18-92 BY SP-5 ai/dca

The Executives' Conference, consisting of Messrs. Ladd, Nichols, Gearty for Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman and Belmont, on December 22, 1953, considered interpretation of Bureau memorandum dated November 27, 1953, as it pertains to communications received from outside agencies, such as ONI, G-2, State Department, Immigration and Naturalization Service, etc.

Bureau memorandum of November 27, 1953, sets forth deadlines of two days for handling outside mail and five days for handling communications from the field.

It was pointed out that there is a very heavy volume of communications of varying types received from outside government agencies, and aside from name checks, these fall within two general categories: (1) those requiring analysis or action by the Bureau but not requiring reply to the agency; and (2) those requiring reply to the agency. It was pointed out that such communications requiring urgent handling are, of course, handled as specials within two days or less. However, the bulk of these communications are not of urgent nature but do require scrutiny, checking of the files, and analysis as to appropriate action. It was recommended that these communications, aside from those of urgent nature which will continue to be handled as specials, be handled under the five-day rule, rather than the two-day rule.

It was pointed out that it has not been possible to handle these communications within two days and in the past we have handled them in the same manner as our field communications, namely, within the five-day rule. It was noted that if we attempt to handle these communications within the two-day rule, we will require additional personnel and we will place an unwarranted burden on the Records Section, inasmuch as we cannot handle them within the two-day rule unless we make special requests of the Records Section.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that these communications be handled under the five-day rule.

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

CC - Mr. Clegg  
CC - Mr. Mohr

RECORDED 77166-2554-11052  
INDEXED-77  
JAN 11 1954

8 JAN 21 1954

ORIGINAL COPY FILED IN 66-3665-5997-28



MR. TOLSON

December 29, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of December 28, 1953, consisting of Messrs. Ladd, Nichols, Clegg, Mohr, Harbo, Holloman, Belmont, Tracy, and Glavin, considered a request from the Special Agent in Charge at Detroit to permit the formation of a pistol team composed of members of the Special Agent staff of the Detroit Office to participate in local matches with law enforcement agencies in the Detroit area, which would include representatives of the border patrol and other similar agencies.

SAC McIntire points out that in July of 1953 at the Annual Frontier Field Day held by the International Border Agencies, of which the Detroit Office is a member, a pistol shoot was held, the Detroit FBI team winning a handsome trophy and defeating pistol teams entered by the U. S. Border Patrol (Immigration), U. S. Customs, and [redacted]

b7D

McIntire points out that recently he has received several invitations from other law enforcement agencies to participate in pistol matches and has turned them down.

RECOMMENDATION:

The Conference is of the unanimous opinion that we would have nothing to gain by setting up a pistol team in the Detroit Office to compete with other law enforcement agencies. The Conference points out that due to the assignments of Agents at Detroit at this time, it would not be possible for them to properly practice for such competition. Mr. Clegg pointed out that we would be expected to win and we would be laughed at if we lost.

Should you agree, there is attached hereto an appropriate communication to the Detroit Office concerning this matter.

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

Attachment

Mr. Clegg  
Mr. Mohr

322 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5CJ/dig

66-2354-11053  
JAN 1954 ORIGINAL  
28  
106

JAN 25 1954

ORIGINAL COPY FILED IN 66-2354-11053

MR. TOLSON

1/12/54

EXECUTIVES CONFERENCE

SUGGESTION #875-53  
MADE BY SA WILLMER L. THOMPSON  
SAVANNAH OFFICE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-19-92 BY SP5 C/BJ

SUGGESTIONS:

(1) In view of the recent difficulty in tracing telephone calls in the Grenap case, the following suggestion is made:

That the Radio and Electrical Sections of the FBI Laboratory conduct experiments to develop a means of rapidly tracing telephone calls. This may be done by imposing a radio frequency of supersonic frequency on the telephone line at the home of the victim whenever a call is received from a kidnaper or extortionist, the imposed radio or supersonic frequency thereupon being traced by suitable electronic detectors at the central office of the Telephone Company. Use of such a device should enable the telephone men to quickly pinpoint the circuit being used by the kidnaper.

(2) It is possible and quite probable that certain radio frequencies will become dissipated in the telephone cable while other frequencies will go from one to the other phone involved. Therefore, it is suggested that experiments also be conducted with supersonic frequencies which have characteristics similar to audible frequencies.

(3) It is pointed out by the suggesting employee that, since the tracing of telephone calls is primarily the function of the telephone company whose complete cooperation must in all instances be obtained, the Bureau may wish to have an Agent of the New York Division or a representative of the FBI Laboratory contact appropriate officials of the Bell Laboratories Research Division, Bell Telephone System, located in New York City, in order that the entire matter of tracing telephone calls may be thoroughly gone into and the assistance and cooperation of that research center obtained for definite experimental work to devise a method to quickly trace telephone calls.

The suggesting employee has in mind that the development of a successful method of tracing telephone calls would result in tremendous savings in money in Kidnaping and Extortion cases and would also be of great benefit to telephone companies in tracing the origin of many nuisance calls made to subscribers from time to time.

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

cc-Mr. Mohr  
Mr. Glegg

INDEXED-99

RECORDED-99

166-2554-11054  
JAN 14 1954

58 JAN 15 1954

EX-125

Attachments

Memorandum for Mr. Tolson

OBSERVATIONS:

The Investigative Division is of the opinion that any practical method which can be developed which would facilitate the tracing of telephone calls would be of great value and every effort should be made to develop such a method. The Investigative Division advised that in the Greenlease Kidnaping case technical difficulties precluded the tracing of most of the telephone calls and, if these difficulties had been overcome, it would undoubtedly have been possible to effect the identity of the subjects at an earlier date.

The Laboratory already knows approximately the limitations of supersonic radio frequencies on telephone lines and is in a position to state this proposal, if it would work at all, would work only under restricted conditions and would not provide a general solution. For example, it possibly would work if the victim's home were located within several hundred feet of the telephone central office, but it almost certainly would not work if the victim were a mile away from the central office in a metropolitan area. The Laboratory feels that rather than imposing the supersonic frequency on the telephone line at the home of the victim it might be possible to impose such a supersonic frequency on the victim's line at the central office thereby avoiding the technical limitation imposed by distance.

The Laboratory concurs with SA Thompson's recommendation that a representative of the FBI Laboratory contact appropriate officials of Bell Laboratories and at the time of contacting the Bell Laboratories representative the possibility of supersonic signal approach could be suggested by the Bureau representative.

EXECUTIVES CONFERENCE CONSIDERATION:

GCG:ATM

The Executives Conference on January 11, 1954, with Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Nichols, and Gearty present, was unanimously in favor of having a representative of the Laboratory make contact with the officials of the Bell Laboratories for the purpose of determining whether some method might be worked out which would permit telephone calls to be more rapidly traced. The Conference was of the opinion that the Laboratory representative should discuss with the representatives of the Bell Laboratories the possibility of using a radio frequency of supersonic frequency on telephone lines. In the event you approve, the attached letter to the suggesting employee advising him of this action, and the attached memorandum to Messrs. Tolson and Harbo should go forth.

DXT 4

MR. TOLSON

12/31/53

EXECUTIVES CONFERENCE

SUGGESTION #866-53

MADE BY [REDACTED]

CHARLOTTE OFFICE

CHARGE-OUT CARDS

SLIPS

323,013

b6  
b7c

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-13-92 BY SP-SCJ/dcg

SUGGESTION:

It is suggested that a charge-out card be placed in the indices to indicate an index card is temporarily out of file. It is also suggested that the charge-out card be red in color and a fraction higher than normal index cards so that it would serve as a flag.

The suggesting employee believes the use of such a charge-out card would eliminate the possibility of index search misses on incoming mail when index cards are temporarily removed for consolidation purposes.

OBSERVATIONS:

Washington Field Office is opposed to the suggestion. Washington Field Office does not believe it is necessary to place a charge-out card in the general indices when an index card is temporarily out of file. When index cards are removed from the general indices for consolidation purposes, the consolidation is promptly made and the index cards replaced. Checking of the references for identity has been done previous to removal of the cards and the clerk removing the cards stands up a card in the vacant place, goes to a nearby typewriter and effects the consolidation. The cards are then immediately replaced. If any other searcher finds it necessary to search in that indices drawer she would know by the standing card that someone has cards momentarily out of file.

The Washington Field Office has found that cards removed from the general indices for any length of time are apt to become lost. Cards out of the indices also cause searchers to leave the indices proper and search boxes of cards not in the indices. This has been found to be time consuming, to cause misses in the search and this practice has been discontinued in Washington Field Office. The preparation of a charge-out card would necessitate placing the subject's name thereon and the proposed system is not believed practical for the Washington Field Office.

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

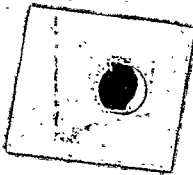
Mr. Mohr F-495  
JAN 10 1954  
EDM:ang

RECORDED 88  
189 JAN 11 1954  
INDEXED 88

62-2554-11055  
MAG

ORIGINAL COPY FILED IN 62-2554-148





Mr. Harbo

Dec. 14, 1953

I. W. Conrad

~~MOBILE RADIO EQUIPMENT~~  
ANCHORAGE DIVISION

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-Sci/deg

Reference is made to the attached letter from the Anchorage division dated 12-8-53 requesting FM radio equipment consisting of a 60-watt station unit and 3 mobile two-way units.

The SAC points out that the Anchorage office has never had a mobile radio communication system. However, due to the population growth, better roads and increased number of Bureau investigations he now believes it necessary to install radio equipment. Several case examples are cited in which surveillances were carried on by the Anchorage office with great difficulty due to the lack of radio communications. Two large military bases are located within 10 to 15 miles from Anchorage and in recent months a number of cases could have been referred to the Bureau for investigation involving theft of government property from these bases. The SAC states these cases could have been handled more efficiently with radio equipped cars. The SAC further advises that the Anchorage City Police have recently installed two-way radio equipment. Two government agencies, the OSI and CID, have also installed two-way mobile equipment.

The justification furnished by the SAC is believed ample for the 3 mobile units and 60-watt station unit he has requested. The Seattle office has on hand 3 new GE mobile units which are being held pending shipping instructions from the Bureau. These radios are new two-channel units and can be forwarded to the Anchorage office for immediate installation. A 60-watt portable truck unit can be obtained from the San Antonio office.

RECOMMENDATION:

It is recommended that the Bureau approve the request of the Anchorage office and that (1) Seattle be instructed to ship the 3 new GE Mobile units on hand to the Anchorage Office and (2) San Antonio be instructed to ship one 60-watt portable truck unit to the Anchorage office.

Attachment

WWB:vrh

RECORDED - 90  
INDEXED - 90  
EX - 127  
RECORDED  
JAN 14 1954  
66-2334-11056

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

53 JAN 26 1954

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 80-150-1442



SAC, Anchorage (66-20)

December 23, 1953

Director, FBI (80-750)

TWO-WAY MOBILE RADIO EQUIPMENT  
ANCHORAGE DIVISION

Reurlet 12-8-53. The Bureau has approved your request from FM radio equipment and arrangements are being made to ship to your office three new two-way mobile units and a used 60-watt portable station unit. You will be subsequently advised regarding shipment of these units.

WVB:khl

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

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5 u/dcg

*lu*

RECORDED - 90  
INDEXED - 106

RECORDED  
127 JAN 14 1954

66-2554-11057

77A-7E

7353  
53 JAN 21 1954

1472

80-750-11057

ORIGINAL COPY FILED IN

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

323,013

SUGGESTION #552-53  
MADE BY MRS. [REDACTED]  
IDENTIFICATION DIVISION  
HANDLING OF FLASH AND WANTED NOTICES

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3-18-92 BY SP-5a/deg

b6  
b7c

The Executives Conference was requested to consider whether a cash award should be granted to Mrs. [REDACTED] of the Identification Division for her suggestion that master fingerprints not be removed from the Technical Section in connection with the posting of Wanted Notices and Flash Notices but 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 refiling of the master.

The Executives Conference on 11/19/53 unanimously recommended the permanent adoption of this suggestion and a survey has now been completed. This survey, which was based on a tabulation of 19,260 Wanted and Flash Notices, and which would have been processed in the manner of the suggestion for the year November 1, 1952 through October 31, 1953, reflected the following savings:

Technical Section - Saving time of Grade GS-4 clerk, including refiling time @ \$1.53 per hour.....	\$2,947.00
Offset by time required by Grade GS-3 clerk @ 75% of full time.....	2,212.00
Net Savings.....	\$ 735.00
Supplies - Technical Section charge cards not used @ \$4.90 per thousand (each usable four times).....	24.50
Posting Section - Clerks, savings on four Grade GS-3 desks of 4, 2, 1 and 3 hours daily, respectively.....	3,437.50
Typists and Readers - savings in checking and comparison of 19,260 master prints with index cards and jackets.....	950.00
<b>Total Savings</b> .....	<b>\$5,147.00</b>

RECORDED - 68  
INDEXED 68

166-2554-11058  
JAN 14 1954

RECEIVED  
FEB 10 1954

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

RECOMMENDATION:

The Identification Division recommends that Mrs. [REDACTED] be granted a cash award in recognition of her suggestion which effected savings to the Bureau in the amount of \$5,147. This suggestion was beyond the scope of the duties normally assigned to

b6  
b7c

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

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: GCG:ATW

The Conference on December 22, 1958, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy, and Gearty present, was advised that based on a savings of \$5,147.00, the employee would be entitled to an award of \$150.00. The Conference was unanimous in the opinion that the award of \$150.00 should be made to Mrs. [redacted]. If the recommendation of the Conference is approved, the Administrative Division should inform the employee of the possibility of an award and should also contact the Department with reference to the award.

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b7c

The Director

January 12, 1954

The Executives Conference

323,013

GIFTS TO CONFIDENTIAL INFORMANTS

INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5ca/dej

The Conference, on January 11, 1954, considered our present practice which provides that potential criminal informants may be developed into criminal informants by doing some small personal favors for the informant or for members of his family in lieu of the payment of money to him. This procedure does not at the present time preclude the giving of gifts of whiskey for information obtained.

PRESENT PROCEDURE IS BASED UPON THE FOLLOWING AUTHORITY

The matter of gifts and other expenditures, such as entertainment to private citizens assisting the Bureau, was a matter of consideration before the Executives Conference as set out in memorandum from the Executives Conference to the Director dated January 13, 1945. After consideration by the Executives Conference, the Director noted agreement with a view expressed by Mr. E. A. Tamm, that such expenditures were permissible when it was possible for the blue slip covering the item to set forth specific references to information actually obtained as a result of the expenditures, which information is directly relative and pertinent to case under actual investigation. SAC Letter 53-27, dated April 14, 1953, which contained information relative to the techniques in developing criminal informants, contained the suggestion that good will on the part of potential informants may be created by doing small personal favors for the informant and for members of his family.

NO LEGAL PROHIBITION FOR PRESENT PROCEDURE

A review of the United States Code discloses no specific legal provision regarding gifts of this type or regarding the expenditure of funds for the purchase of alcoholic beverages. Mr. Hugh Gregger, Assistant Chief, Audit Division, General Accounting Office, advised that he could locate no prohibitory statute nor any decision of the Comptroller-General which would prohibit the purchase of alcoholic beverages under circumstances such as in instant case as referred to later herein.

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

CC: Mr. Clegg  
Mr. Mohr

RECORDED - 96

INDEXED - 90

166-2664-11059

JAN 15 1954

EX-127

63 JAN 19 1954

Memorandum for the Director

OBSERVATIONS WHICH WERE CONSIDERED

(1) In many instances informants will not accept money but furnish information out of regard for the Bureau or relationship between Agent and informant. A token paid in the form of flowers, candy, sporting-event tickets, liquor, etc., whichever is appropriate to the person and the occasion, has been found to be helpful in the development of informants and the obtaining of information.

(2) On so-called "top level hoodlums" and others who have no need for money, a gift would be the only possible way of expressing appreciation, or developing the informant.

(3) On those occasions when an Agent contacts an informant at a bar, and this should be kept at a minimum, obviously the Bureau Agent would have to purchase liquor if it required his drinking with the informant.

(4) There is no question as to the legality of this procedure where there is no prohibition locally with reference to the purchase, sale, or imbibing of liquor. If Agents are prohibited from making gifts of liquor to an informant, the question can be raised as to whether it would be proper to present candy, flowers, etc., as gifts. (The case in question resulted in the payment of two bottles of whiskey to the informant's wife. Informant would not accept any money and the Agent knew that his wife desired whiskey. He also submitted this expenditure in the form of a blue slip, which was approved at the Bureau.)

(5) If the informant is called as a witness, there can be no distortion as to the payments which were made to him in connection with his specific furnishing of information to the Bureau. It is true that excessive purchases of liquor or excessive gifts of liquor could be viewed with disfavor.

It is observed that the purchase of a couple of bottles of liquor under the circumstances in the instant case could not be construed as a procedure whereby the informant was "plied" with liquor.

In the event the informant is called into court, either in a state or federal case at some subsequent date, the fact that he furnished information and two bottles of liquor were given to his wife does not reduce his effectiveness or color the credibility of the informant.

Memorandum for the Director

The Special Agent in Charge must approve blue slips and, consequently, should be held responsible for such purchases. Any excessive or unwarranted purchases can be caught by the Special Agent in Charge. These blue slips are also reviewed at the Seat of Government and are checked here, where any irregularities would be readily detected.

The following persons in attendance at the Conference: Messrs. Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Gearty, and Nichols, with the exception of Mr. Mohr who states that no alcoholic gifts to informants should be made, were in favor of our present procedure which does not prohibit the giving of gifts which would include gifts of whiskey to informants or potential informants.

Respectfully,  
For the Conference

Clyde Tolson

*I agree with Mohr*

*1-14*

*I agree as to whiskey the  
the individual drinks at  
Bar. Other suitable gifts  
other than bottles of  
whiskey should be sufficient.*

*J. Conroy*



Mr. Tolson

1-6-54

The Executives Conference

b6  
b7c

~~Reproduction of Bureau Approved Forms~~

The Executives Conference of January 5, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Ladd, Mason, Rosen, Mohr, Belmont, Harbo, Tracy and Glavin, considered a suggestion submitted by Mr. [redacted] Assistant Clerical Supervisor of the Property Management Unit of the Administrative Division, wherein he suggests that the Bureau grant authority to field offices to reproduce Bureau approved forms as needed. He points out that a number of offices at the present time have Multigraph-Multilith Process Duplicating Machines and as the old mimeograph machines are becoming obsolete the new Multigraph-Multilith Process Duplicating Machine is being furnished to those offices; that with this machine the regularly approved Bureau forms utilized in the field offices can be reproduced very easily. He points out that the advantages of such reproduction by the field offices are (1) that it reduces storage and handling expense and (2) reduces mailing expense since otherwise we would have to pay shipping charges from the Bureau in sending such forms to the field.

The savings in connection with the adoption of the suggestion are unknown at the present time.

The Conference unanimously recommends the approval of this suggestion. If you agree the attached communication of appreciation should go forward to Mr. [redacted] and the appropriate instructions to the field will be issued.

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 cpcg

b6  
b7c

ORIGINAL COPY FILED IN  
ORIGINAL COPY FILED IN

WRC:AO

Attachment

RECORDED - 101

INDEXED - 106

66-2554-11060

JAN 13 1954

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

58 FEB 18 1954

*[Handwritten signature]*

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

EMPLOYEE SUGGESTION

Date December 30, 1953

To: Mr. Glavin

5099 50-54

From:

b6  
b7c

Field Office or Division Administrative Division

SUGGESTION:

The Field Divisions be granted authority to reproduce Bureau approved forms as needed.

(I realize all offices don't have Multigraph-Multilith Process Duplicators, however, the mimeograph machines are gradually being replaced with this type machine.

I have been advised by the Training and Inspection Division that less than 1/3 of the Bureau approved forms are smaller than 8 1/2 x 11. The scraps from forms that have to be cut could be used for inter-office routing slips or some other small form.)

Its advantages are:

1. Reduce storage and handling expense
2. Reduce mailing expense

(Effective October 1, 1953 Parcel Post rates were increased considerably.)

It should save at least \$ Unknown annually.

The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs, or assigns upon the United States.

\_\_\_\_\_  
(Signature of Suggestor)

Comments and recommendation of Supervisor, SAC, or Assistant Director:

323013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5ca/dy

RECORDED - 106

ENCLOSURE

66-2554-11060

JAN 13 1954

90

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

ORIGINAL COPY FILED IN 106

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/5/54

FROM : EXECUTIVES CONFERENCE

SUBJECT: SUGGESTION #873-53  
MADE BY SA LIONEL L. MEUNIER  
SAVANNAH OFFICE  
PROPOSED REVISION IN ~~FORM FD-10~~  
~~(REQUEST FOR DISPOSITION FROM~~  
~~LAW ENFORCEMENT AGENCY)~~

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

SUGGESTION:

Form

It is suggested that when Form FD-10 (Request for Disposition from Law Enforcement Agency) is next printed it be amended to include a check-off space requesting to be furnished with the photograph of the subject, if available.

The suggesting employee has in mind that this would expedite obtaining such photographs and would eliminate the necessity of directing a separate request to local law enforcement agencies for an available photograph.

OBSERVATIONS:

SAC Lopez of Savannah recommends that this suggestion be considered favorably when Form FD-10 is next printed.

The Inspection Staff of the Training and Inspections Division recommends adoption of the proposed revision.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference on January 5, 1954 were Messrs. Tolson, Glavin, Tracy, Harbo, Belmont, Ladd, Rosen, Holloman, and Mason.

The Conference recommends unanimously favorable. If you approve, the form will be revised at the next printing and there is attached a letter to Mr. Meunier advising of the adoption of his proposal.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-18-92 BY SP-5CJ/dcg

323,013

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

RECORDED - 54  
INDEXED - 54

166-2554-110611

JAN 14 1954

EX-102 90  
INITIALS OF ORIGINAL

60 JAN 26 1954

ORIGINAL COPY FILED IN 66-5482-1736

MR. TOLSON

1/14/54

The Executives Conference

SUGGESTION #128-53

By Chief Clerk [redacted]

Knoxville Office

~~PREPUNCHING FORMS~~

61

b6  
b7c

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
8-18-92 BY SP5CJ/deg

*Jm*

On 9/16/53 the Conference considered the matter of prepunching forms. It was decided that letters or memoranda which will be disseminated to outside agencies and Standard Form 64 should not be punched.

Standard Form 64 is made up by the Government Printing Office without the Director's block and the Mechanical Section prints the Director's block on this form as ordered by requisition. It is believed that at the time the Mechanical Section prints the Director's block on this form it should be prepunched with two holes at the top for filing purposes so it will be unnecessary to punch these forms at the time of filing. Blocked Standard Form 64 is used by the Bureau at the Seat of Government only and prepunching would mean quite a saving in clerical time.

Mr. Renneberger of the Mechanical Section advised that the time and cost would be minute.

EXECUTIVE CONFERENCE CONSIDERATION: GCG:ATN

The Executives Conference, on January 13, 1954, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Nichols present, was unanimously in favor of the suggestion of prepunching Form 64, as long as this prepunching of the form is restricted to Standard Form 64 when used within the Bureau proper and only when the Director's block is placed thereon.

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

cc: Mr. Mohr  
Mr. Clegg

RECORDED - 90  
INDEXED - 90

52 JAN 19 1954

166-2384-11062  
12 JAN 18 1954

HC

SAC, Philadelphia

January 13, 1954

Director, FBI

SPECIALIZED INSPECTION TRAINING  
FOR PHILADELPHIA, PENNSYLVANIA,  
POLICE DEPARTMENT INSPECTORS  
POLICE TRAINING MATTER

Reurlet January 5, 1954. The Bureau believes that it would be advantageous to have one of your police instructors, who is also qualified to assist on inspections, aid you in planning a program of inspection training to be given by your office for the selected members of the Philadelphia Police Department. In fact, this type of training appeals to the Bureau as being one of direct effectiveness and you may feel free to make known the availability of this type of training to police agencies who have a need for it, just as other types of police training will be given by the Bureau upon request.

It would appear appropriate for you and the ASAC, and perhaps a few other members of your staff, to appear on this program of training which ~~you~~ can certainly be given by you and the employees of your office.

Approved by Executives Conference of 1/7/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Nichols, Holloman and Clegg.

HCC:cs

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5c/dg

*Bj*

JAN 15 1954  
145

+353  
58 JAN 21 1954

ORIGINAL FILED IN 100-2723

MR. TOLSON

12/18/53

The Executives Conference

523 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED

8-18-92 BY SP-5 C. J. P. J.

HANDLING FINGERPRINTS SUBMITTED BY RAILROADS,  
AIRLINES, TRUCKING COMPANIES, PULLMAN COMPANY,  
AND RAILWAY EXPRESS

The Executives Conference consisting of Messrs. Tolson, Clegg, Ladd, Harbo, Henrich, Winterrowd, Holloman, Nichols, Mohr, and Tracy on December 17, 1953, considered the handling of fingerprints submitted by railroads, airlines, trucking companies, Pullman Company, and Railway Express.

The Minneapolis Office recently advised that the Northern Pacific Railway Company desired to institute a program of fingerprinting all future employees of the railroad in the crafts and clerical field; that is, all employees except extra labor gangs and track crews. In accordance with Executives Conference consideration, on November 19, 1953, this letter was answered instructing the Minneapolis Office to inform the Northern Pacific Railway Company that while the Bureau is fully aware of the value of fingerprinting applicants for employment, the necessary funds for additional work in the Identification Division have not been made available for the Bureau to handle the fingerprints of all employees of common carriers, that the Bureau will continue to handle for the Chief Special Agents of the railroads fingerprints of individuals actually arrested or under investigation in criminal cases together with applicant type fingerprints of individuals who have been appointed as Special Agent or railway police.

Under date of December 12, 1953, Chief Special Agent C. B. Jacobson of the Northern Pacific Railway Company wrote the Bureau stating he was advised by the Minneapolis Office that on "account of the Federal Bureau of Investigation's 1954 budget it appeared unlikely that your forces would be able to handle a check of the prints forwarded to your Bureau by the Northern Pacific on new employees." He concluded his letter stating, "This letter, on the other hand, is a personal plea for your further consideration that would enable our railroad to submit fingerprints of only our new employees to your Bureau for a check inasmuch as the same service is now extended the New York Central, Pennsylvania, Illinois Central, Rock Island, Chicago & North-Western, and others."

Attachments  
cc - Mr. Clegg  
Mr. Mohr  
S. J. Treadwell

RECORDED - 76

INDEXED - 76

166-2534-11063  
JAN 19 1954

INITIALS ON ENCL.

ORIGINAL FILED IN 32-1000-100

RECEIVED - DIRECTOR  
JAN 19 1954  
U. S. DEPT. OF JUSTICE



Memorandum for Mr. Tolson

December 18, 1953

The Director noted in connection with this letter, "Why are we not consistent?"

BACKGROUND:

Under date of May 7, 1937, a memorandum was sent to Attorney General Cummings reading in part as follows:

"I wanted to call to your attention a situation existing with regard to railroad police organizations throughout the country which have always cooperated to the fullest possible extent with this Bureau. The service which the Identification Division of the Bureau has been called upon to perform in connection with the railroad police has consisted of furnishing to them criminal records in the cases of those responsible for stealing or those suspected of stealing railroad property.

"In view of the desirability of maintaining a continued close cooperative relationship between the Federal Bureau of Investigation and the railroad police, I believe an exception to your Order should be adopted with regard to such railroad police agencies."

(Order No. 2961 dated May 1, 1937, stated in part: "Criminal identification information from the fingerprint files of the Federal Bureau of Investigation will be made available only to the following persons or agencies: "Railroad Special Agents were not among those listed.")

Attorney General Cummings approved with this notation on the memorandum of May 7, 1937: "Hoover: You are hereby authorized to include declassified and well established railroad police agencies within the authorized groups until further notice. HSC, May 17/37"

With the advent of World War II, fingerprints of employees in private industry were handled without restriction as to positions, and this service included railroads, airlines,

Memorandum for Mr. Tolson

December 18, 1953

interstate trucking, the Railway Express, and Pullman Company. Toward the end of World War II, after the Department of the Army ceased its program of fingerprinting individuals engaged on war contracts, the acceptance of fingerprints from private industry was discontinued with the exception that fingerprints were continued to be accepted from railroads for the reason they were approved contributors prior to World War II.

The Executives Conference memorandum of May 19, 1950, sets forth Executives Conference consideration of the handling of applicant fingerprint cards, including airlines and interstate trucking companies. At that time, the Bureau was handling fingerprints for 34 railroads out of a total of 1,083 railroad companies in the country. The total receipts from the 34 railroads were 4,455 from July 1, 1949, through April 30, 1950.

As a result of the Conference consideration, the Director approved the handling of fingerprints for (1) Any bank. (2) Any railroad. (3) Any trucking or airlines company; however, that there should be absolutely no solicitation for applicant fingerprints from these companies and that they be confined to selected types of positions. This restriction was not placed on railroad contributors for whom the Bureau was already handling fingerprints but was only placed on new contributors.

The Bureau at the present time is handling fingerprints from 40 railroads, 4 airlines, 4 trucking companies, 5 terminal companies, the Railway Express, and the Pullman Company. The total number of fingerprints received during the fiscal year 1953 from common carriers was 125,719. Receipts from the railroads mentioned in Mr. Jacobson's letter are as follows:

	<u>1953 Fiscal Year</u>
New York Central	8,735
Pennsylvania	18,081
Illinois Central	9,406
Rock Island	4,022
Chicago and North Western	3,168

In addition, other large railroad contributors of fingerprints include the following:

Memorandum for Mr. Tolson

December 18, 1953

	<u>1953 Fiscal Year</u>
Southern	1,738
Atlantic Coast Line	4,460
Baltimore & Ohio	8,840
Missouri Pacific	11,926
Chicago, Burlington & Quincy	6,661

Fingerprints have not been accepted except from railroad special agents or similar officers in the trucking and airlines companies. However, over the years, the railroad special agents have been increasing the number of fingerprints. The late L. A. Thomas of the Southern Railway and Larry Benson of the Chicago, Milwaukee, and St. Paul Railroad, now retired, were among those who frequently contacted the Bureau to handle additional fingerprints, making personal requests in connection therewith. Such requests were granted.

The Bureau has been restricting the service to new contributors, advising each one that the Bureau desired to handle the fingerprints from their law enforcement branch only and confined to applicants for the position of Special Agents of railroads or similar positions in related industries and that we would handle criminal prints taken by the law enforcement branch in connection with official investigations.

With reference to the Railway Express Company, it was necessary in February, 1950, to advise Mr. R. G. Hendon of the necessity of restricting the number of fingerprints submitted by the Railway Express, pointing out to Mr. Hendon that during the fiscal year 1949 the Bureau received 16,215 fingerprints from his company and that of these, approximately 9,500 were of temporary Christmas help. Mr. Hendon agreed that the Bureau should not be expected to search fingerprints of temporary Christmas help and that he would take the matter up with the officials of his company with the view to forwarding fingerprints for search only on key personnel. During the fiscal year 1953, a total of 9,861 fingerprints were received from the Railway Express Company.

Memorandum for Mr. Tolson

December 18, 1953

With reference to the Pullman Company, we received 113 fingerprint cards during the fiscal year 1953, these being fingerprints of Pullman porters and dining car employees.

CURRENT SITUATION:

As the result of the acceptance of fingerprints of individuals in private industry during World War II and of the tendency on the part of railroad special agents to increase the number of fingerprints being sent in, the Bureau is now handling a large volume of fingerprints from common carriers which includes Railway Express and the Pullman Company. A total of 125,719 fingerprints were received during the fiscal year 1953. In addition, the National Airport at Washington, D. C., and the Miami International Airport were declared to be 100% security airports, and fingerprints submitted from these two sources are accepted without restriction. The total number of fingerprints received during the fiscal year 1953 from the National Airport was 1,992. The fingerprints for the Miami International Airport are received through the Sheriff's Office at Miami, and a separate compilation is not kept on those; however, the Sheriff's Office at Miami contributed 886 prints in the fiscal year 1953, a portion of which were for the airport.

CONCLUSION:

The Conference was unanimously of the opinion that the Bureau should not handle all personnel fingerprints for common carriers, but that the service should be on a restricted basis.

RECOMMENDATION:

The Executives Conference unanimously recommends:

1. That the appropriate officer in charge of law enforcement of each railroad, airline, interstate trucking company, Pullman Company, and Railway Express Company, which presently

Memorandum for Mr. Tolson

December 18, 1953

contribute fingerprints, should be contacted by an Agent and the fingerprint service that the Bureau can furnish to them be explained. There is attached a proposed Letter to all Special Agents in Charge so advising Agents in Charge.

OK  
H

2. That the attached proposed form letter be approved to be used in returning fingerprints which do not come within the revised policy.

OK  
H

3. That the attached proposed letter be sent to Mr. C. B. Jacobson of the Northern Pacific Railway Company in response to his letter of December 12, 1953.

OK  
H

SEE NEXT PAGE



ADDENDUM: 12/18/53 JPM:DW

Mr. Tracy points out in this Executives Conference memorandum that the Executives Conference considered the request from the Northern Pacific Railway Company when it was submitted by the Minneapolis Division. The previous Executives Conference memorandum was dated November 24, 1953 and is attached. This memorandum does not record the fact that we were then receiving applicant type fingerprints from some 30 odd railroads. Although I am not recorded as being present during this Executives Conference discussion which occurred on November 19, 1953, I do remember the discussion and it is my recollection in response to a specific question from you that Mr. Tracy advised the Conference our policy at that time was only to accept law enforcement fingerprint cards from railroads and criminal arrest records. I was under the specific impression, and I am sure you were, that there were no exceptions being made to this policy.

I personally feel that had Mr. Tracy made a different presentation of the problem on November 19, 1953 before the Executives Conference, that the same conclusions reached in this memorandum would have been reached at that time. As a matter of fact Mr. Tracy acknowledged at the Executives Conference of December 17, 1953 that he assumed everyone knew we were accepting applicant prints from some railroads and that it would have been better had he specifically pointed this out at the time.

I recommend that Mr. Tracy receive a letter of censure for his failure to properly present this matter to the Executives Conference on November 19, 1953.

Most certainly Tracy misled us & was not forthright in his presentation.



MR. TOLSON

1/14/54

EXECUTIVES CONFERENCE

GRANTING OF HIGH SCHOOL AND COLLEGE CREDITS  
FOR STUDENTS AT BUREAU POLICE TRAINING SCHOOLS --  
NEW YORK STATE LONG RANGE POLICE TRAINING PROGRAM

Attempts have been made by the FBI Offices in New York State to secure recognition by the New York State Board of Regents of Bureau police training schools and to secure high school or college credits for students at Bureau training schools. The SAC, Albany, contacted Dr. Warren W. Knox, Assistant Commissioner of Education, who gave assurance that the Bureau courses could be approved for high school credits, and referred the SAC to Assistant Commissioner Ewals B. Nyquist, who is in charge of higher education. Dr. Nyquist thereafter advised that it would be impossible for the State Education Department to recommend Bureau training courses for college credits, due to certain regulations concerning the recognition of schools and universities. Among the regulations which would preclude approval of Bureau courses for college credits are: the school must be incorporated, all students of the school must be high school graduates, the school must be conducted for a minimum period of two years, the school must have a physical plant location and campus and must maintain a library and laboratory. He advised, however, that these recommendations are not binding on individual colleges and universities and that they may grant or refuse college credits, irrespective of such recommendations by the State Education Department. He suggested that if an individual who had completed the Bureau courses desired college credits, he should approach the college and present the course for evaluation.

The SAC at Albany advised that the matter has been discussed with the other SACs in New York State, and they agreed no further attempt should be made to obtain high school credits for Bureau training, as approval for high school credits and disapproval for college credits would definitely type Bureau training courses as below college level. He pointed out the possibility of individual colleges and universities giving favorable recommendations for recognition of Bureau training courses.

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

cc: Mr. Mohr  
Mr. Clegg

Attachment

100-471/4353

JAN 21 1954

RECORDED - 1

INDEXED - 1

EX-124

166-2554

JAN 19 1954

11069

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-9-92 BY SP5JC/KJG

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference on January 13, 1954, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Nichols present, was unanimously in favor of the suggestion of the Albany Office, concurred in by the SACs of New York and Buffalo Offices, that we discontinue efforts to obtain high school credits, but that efforts be made to contact individual colleges and universities to obtain college credits for individuals attending Bureau police training schools. If approved, the attached letter should go forth to Albany, with copies to New York and Buffalo.

QJ T

MR. TOLSON

January 13, 1954

EXECUTIVES CONFERENCE

INDEXING MONTHLY GENERAL INTELLIGENCE  
SUMMARIES FOR YEARS 1942 THROUGH 1945

SUGGESTION:

The Domestic Intelligence Division has recommended that the Communist portion of the monthly General Intelligence summaries prepared by the Bureau from January, 1942, to September, 1945, be indexed in order to cover the wide dissemination of them made during the period in which they were prepared and issued. These surveys covered the activities of Communists, Communist organizations, front groups, and Communist infiltration of labor during the pertinent period. The information as set forth in these surveys was not indexed at the time they were originally prepared for the obvious reason that all the data contained therein had been previously indexed in our records.

OBSERVATIONS OF THE RECORDS SECTION:

The Records Section, Records & Communications Division, is opposed to the indexing of any part of these General Intelligence summaries inasmuch as the information has already been thoroughly indexed into our files and to re-index for dissemination purposes only would be a waste of time and money.

To complete the recommended indexing would result in an estimated cost of \$75,420.00. In addition to the initial cost of preparing and placing well over 100,000 cards in the main indices, substantial additional cost would result from the constant reference to them thereafter and the laborious process of eliminating this data as "duplicate information."

Heretofore the aim of indexing has never been to show the extent of dissemination alone. Dissemination in this instance can be adequately determined from a search of the particular name in question and a check of the General Intelligence summaries as required. It is observed that this old material prepared nearly

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

LBN:nle

cc: Mr. Clegg  
Mr. Mohr

RECORDED

13 166-2534-11065

JAN 19 1954

INDEXED

58 JAN 21 1954

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-12-92 BY 350/ky

EX-122

Memorandum to Mr. Tolson  
From Executives Conference

ten years ago has not yet created any problem and dissemination of it is clearly reflected in file copies of outgoing communications contained in the files. It is also pointed out that dissemination of this material to various branches of Military Intelligence was made at the Field Office level during the same period, also on a monthly basis.

To insure complete indexing for purposes of covering dissemination the Records Section would have to index both summaries prepared at the Seat of Government and like summaries disseminated by our Field Divisions. The high cost and labor involved does not appear justified particularly when it is coupled with the untold harm to our files system resulting from the duplicated indexing of the same information over and over again.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tolson, Callahan, Tracy, Harbo, Ladd, Gearty, Holloman, Mohr and Nichols considered the foregoing suggestion and recommended that in view of the cost involved that the old General Intelligence Surveys for the years 1942 through 1945 not be indexed at this time.

4  
Laguerre  
H

MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION #825-53  
MADE BY MRS. [REDACTED]  
RECORDS SECTION STREAMLINING PROGRAM  
RECORDS & COMMUNICATIONS DIVISION

b6  
b7c

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6/18/92 BY SP-5/deg

SUGGESTION:

(1) It is suggested that an elimination list be prepared in order to save time in the review of file 62-60527, which is generally referred to as the Name Check File.

(2) As an alternative, it is suggested that serials containing no record or nonderogatory information be deindexed.

OBSERVATIONS:

The Records Section advised that this file, which was opened in 1940, contains requests for name checks received from outside sources. It now contains over 36,000 serials. Since the same names recur, these references are frequently listed in subsequent name checks.

A number of the early serials are forms which list descriptive data and request name searches, or in other words the same as what the FBI now receives as regular Name Check Forms. Copies of these forms were retained even though no record existed. The present policy is not to retain copies of Name Check Forms. If a summary record is prepared for an outside agency a copy of the memorandum is placed in this file.

The Records Section believes the Bureau can safely deindex no record material contained in the 62-60527 file. Because of the recent emphasis on dissemination, however, the Records Section recommends that serials containing information of a nonderogatory nature not be indexed but that an elimination list be prepared.

The Investigative Division has no objection and concurs in the recommendation of the Records Section that the suggestion be adopted to the extent that strictly no record serials in the 62-60527 file be deindexed and that an elimination list be prepared of any remaining nonderogatory serials.

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

RECORDED - 75 | 66-2554-11066

JAN 18 1954

83 INITIALS ON ORIGINAL

52 JAN 26 1954

ORIGINAL FILED IN

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

HHG:gst

The Executives Conference on 12/23/53, Messrs. Ladd, Harbo, Glavin, Mohr, Henrich, Nichols, Holloman, Winterrowd, Tracy and Clegg being present, recommended unanimously favorably that the suggestion be adopted to the extent that the no record serials in this file be deindexed and that an elimination list be prepared of the remaining nonderogatory serials. If this is approved, the memorandum should be routed to the Records Section and the Investigative Division in order that the suggestion can be placed in effect.



MR. TOLSON

1/12/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 17-54  
SPECIAL KIDNAP SQUAD, SCHOOL #1

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3/18/92 BY SP-8/duj

SUGGESTION: BULLET-PROOF VESTS

That Bureau consider supplying at least the larger Resident Agencies with at least two armored jackets, inasmuch as many apprehensions of dangerous fugitives occur too far from Headquarters City to utilize the armored jackets located there.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

The Inspector's Manual sets minimum requirement of two bullet-proof vests and one bullet-proof shield to a field office. At the present time, there are 481 Resident Agencies; of this total 160 are Agencies consisting of three or more Agents.

SAC Sloan of Quantico Armory states to his knowledge bullet-proof vests presently cost approximately \$30 to \$35 each. He was of the opinion that in the past, whenever such a vest was needed in the field, there had been sufficient vests available. Mr. Sloan believes that Agents now are becoming more conscious of armored vests for use on dangerous apprehensions due to the recent death of SA Brady Murphy, and also due to instruction on dangerous apprehensions at Quantico. Mr. Sloan related that he will attend this month a demonstration with respect to research on armored vests at Camp Lejeune, North Carolina. He was of the belief that the new vests will prove more efficient and he suggests that the Bureau not consider purchasing additional armor for Agents until the conclusion of these tests, inasmuch as better equipment will then be available.

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference, on January 11, 1954, with Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, and Nichols present, unanimously approved the recommendation that this matter be held in abeyance pending the results of the demonstration of armored vests at Camp Lejeune, North Carolina.

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

cc: Mr. Mohr  
Mr. Clegg

*Get a lead line to get it*

RECORDED-42 66-2554-1067

INDEXED-42 JAN 20 1954

EX-124

INITIALS ON ORIGINAL

66 JAN 27 1954 1347

ORIGINAL FILED IN

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

FROM : THE EXECUTIVES CONFERENCE

SUBJECT :

DATE: January 8, 1954

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

*Mr. Clark*

*[Handwritten initials]*

The Executives Conference of January 6, 1954, consisting of Messrs. Tolson, Harbo, Mohr, Tracy, Belmont, Ladd, Holloman, Nichols, Rosen, and Glavin was advised of a communication received from Administrative Assistant Attorney General S. A. Andretta concerning United States Coast Guard competitive examinations. Mr. Andretta's memorandum is attached hereto.

Andretta, in his memorandum, stated that he believed that employees of the FBI may know of persons who might be interested in these examinations and he requested that we ask our employees to inform their friends and relatives of this opportunity to enter a highly desirable career.

The competitive examinations in question are for appointment as candidates to the Coast Guard Academy at New London, Connecticut, and will be held on February 23, and 24, 1954, in over 100 cities throughout the nation.

RECOMMENDATION

The Conference does not feel that any action need be taken in connection with this matter and recommends that the requested contact of Bureau employees not be made at this time.

323 P13

8-18-92

SP5 cly

JAN 13 8 10 AM '54

RECORDED - 31

INDEXED - 28 JAN 1954

66-2554-11068

Attachment:

cc: Mr. Clegg  
 Mr. Mohr  
 Mr. W. E. Clark

EX-102

ORIGINAL COPY FILED IN 66-2554-11068-11068

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: December 22, 1953

FROM : M. R. Glavin

SUBJECT: EXPERIMENT TO INCREASE EFFICIENCY OF AUTOMOTIVE EQUIPMENT

*Handwritten initials and signatures*

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

On July 16, 1953, the Executives Conference unanimously recommended to modify two Ford Autos of the Bureau on an experimental basis by installing heavy duty radiator, dual manifold, enlarge the auto hose and modify the auto pump. According to the Pennsylvania State Police (PSP) these changes have increased the efficiency and operation of their autos and result in greater speed without overheating. On July 22, 1953, SAC's at Philadelphia and Phoenix were instructed to discuss this matter with the local Ford representatives and furnish the Bureau with the cost for modification of cars.

By memorandum dated 8-4-53, SAC, Phoenix advised that the Ford representative was not too favorably disposed regarding these modifications due to territorial conditions and that a 1954 Ford Police Special was due on the market about 1-15-54, having estimated speed of 100 mph. On 9-25-53, SAC, Philadelphia advised that modifications cost about \$141.87. Bureau approval granted.

Attached is a memorandum dated 12-4-53, from the SAC, Philadelphia reporting that the modification of Bureau car No. 10, a 1951 Ford Sedan which was tested, performed as follows; Modification completed on 10-5-53. Mileage at that time was 16,905. On 11-19-53, mileage was 17,801; car driven 896 miles; used 66.6 gallons of gasoline and one quart of oil. On open road, modified car smoothly cruised between sixty and ninety mph and was capable of immediate acceleration to top gauge speed of 100 mph, it being evident top acceleration had not been even then obtained. Vibration noted at 95 mph and became stronger as speed increased. At sustained speed of 95 mph there was no rise in heating gauge above 180 degrees. Excellent performance at low speed. PSP advised vibration at 95 mph can be limited somewhat by placing lead weights to frame.

(Prior to modification, this auto vibrated at 65 mph and at 92 mph, over a period of ten miles, the water gauge moved to limit of 212 degrees.)

INDEXED-37 66-2554-11069

RECORDED-37

EX-126

SAC, Philadelphia recommended one number of Bureau cars, depending on the needs of the particular office. Test favorable.

58 JAN 25 1954

323,013

8-18-92

sp-Sci/dg

38

ORIGINAL COPY FILED IN 66-1980-1

Memorandum to Mr. Tolson

**RECOMMENDATION:**

That the above results be reported to the Executives Conference for consideration of having other Bureau cars modified if the needs of a particular office warrants same.

Attachment

PGT:bjc  
*[Handwritten initials]*

ADDENDUM: (WRG:AO 1-5-54)

The Executives Conference of January 4, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Clegg, Rosen, Ladd, Belmont, Mohr, Harbo, Tracy and Glavin, considered the information contained in this memorandum and recommend that no further action be taken in connection with modifying presently owned Bureau automotive equipment since a number of the new Ford interceptor police cars are being secured during the present fiscal year.

*[Handwritten signature]*

MR. TOLSON

1/12/54

EXECUTIVES CONFERENCE

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 C/dfg

SUGGESTION #854-53  
MADE BY MERVIN G. O'MELIA  
SPRINGFIELD OFFICE  
MAINTENANCE OF IDENTIFICATION ORDER FILES

SUGGESTION:

Identification Order

It is suggested a procedure be established for pulling cancelled Identification Orders from the administrative Identification Order File immediately upon receipt of official information indicating the subject has been apprehended rather than waiting for the Apprehension Order to be issued.

Under the present procedure all offices are notified immediately by the Bureau by teletype, radiogram or otherwise whenever an Identification Order is cancelled by the apprehension or dismissal of process. A strict interpretation of the present Manual of Rules and Regulations provision for pulling copies of cancelled Identification Orders indicates this should be done only upon receipt of the Apprehension Order in the field office.

SA O'Melia pointed out that under the present system there is a lapse of several weeks between the time the subject is actually apprehended and the time the Identification Order is pulled from the administrative file. The suggesting employee believed the main purpose of the file is to provide readily available current information at all times as to subjects of Identification Orders still being sought as fugitives. SA O'Melia had in mind that the Identification Order File would better serve the purpose for which it was intended if his suggestion were adopted.

OBSERVATIONS:

The Investigative Division is opposed to the adoption of the suggestion and commented the radiogram or teletype directed to the field is for the purpose of discontinuing any outstanding investigation and it does not cancel the Identification Order. The Identification Order is officially cancelled when the Apprehension Order is issued and distributed to all law enforcement officers, et cetera.

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

RECORDED - 95

INDEXED - 95

66-2537-11070

RECORDED

127 JAN 20 1954

INITIALS IN ORIGINAL

ORIGINAL COPY FILED IN

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

Memorandum to Mr. Tolson

The Investigative Division stated the system in effect in the field is the same as that at the Seat of Government. The file of Identification Orders should not be used to answer an inquiry as to an individual. The case file should be used for that purpose. The Investigative Division advised the file is generally used to exhibit photographs to or answer inquiries from persons giving information which cannot be definitely connected with a particular individual although there is an indication he is an Identification Order fugitive.

The Investigative Division noted that to pull Identification Orders on receipt of a radiogram or teletype would, particularly in the larger field offices, require extra routing, would cause delay in filing the communication and would result in more possibility of confusion and error.

For the above reasons, the Investigative Division recommends that this suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs 1/12/54

Executives Conference of 1/7/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Nichols, Holloman and Glegg, recommended unanimously unfavorably for the reasons cited above by the Investigative Division. The recommendation is opposed to the removal of the identification orders as a regular practice prior to the receipt of the apprehension order.



Mr. Tolson

12/21/53

The Executives Conference

~~BIMONTHLY LISTING OF DELINQUENT INVESTIGATIVE MATTERS~~

The Executives Conference on 12/21/53, Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Belmont, Holloman, Tracy, Rosen and Clegg being present unanimously recommended the issues of the attached SAC Letter which extends for another six months the requirement that delinquent investigative matters be submitted to the Bureau.

This program was started November 4, 1952, for a period of six months. It was continued on June 16, 1953, in the attached SAC Letter.

RECOMMENDATION: Unanimously approved for an additional six months.

cc: Mr. Clegg

Mr. Mohr

HHC:gs

RECORDED-21  
INDEXED - 21

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199 JAN 19

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DATE 8-13-92 BY SP-5 ci/dcg

53 JAN 25 1954

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

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Mr. Tolson

1/19/54

The Executives Conference

SUGGESTION OF KIDNAP  
MAJOR CASE SQUAD #25-54

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5C/deg

SUGGESTION:

That a body search of a deserter is unnecessary when subject is turned over to police.

PRESENT PROCEDURE: ARRESTS AND ARRANGEMENT

The Manual of Instructions, Section 2 A, d(1), instructs person under arrest must be furnished a preliminary search when apprehended. Paragraph (e)-1 of the Manual of Instructions instructs that a final search of the person must be made at place of local detention. The question of search of deserter is not considered separately but above sections govern all arrested persons by Special Agents.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

In SAC Letter 53-17 dated 3/3/53, the Bureau pointed out that it was imperative that all employees be again reminded of the Bureau's rules and procedures governing arrests. This reminder was prompted because of failure of Agents after arresting a deserter to adequately search his person. The deserter subsequently swallowed three mercury pills in an attempted suicide. The pills had been secreted in the watch pocket of his trousers and had not been discovered by Agents searching him. The SAC Letter also pointed out that Section 2 of the Manual of Instructions relating to arrests, interviews and confessions, searches and seizures does not exempt deserters from the regulations governing searches. It is not believed wise that any exceptions to the above rules concerning searching of persons under arrest be made as this could only lead to confusion, danger to Agents and embarrassment to the Bureau.

Since this suggestion was made by an experienced Agent attending Specialized In-Service School, it is recommended if the Executives Conference approves that the attached SAC letter be sent to the field re-emphasizing the Bureau's rules

- Tolson \_\_\_\_\_
- Ladd \_\_\_\_\_
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- Mohr \_\_\_\_\_
- Winterrowd \_\_\_\_\_
- Tele. Room \_\_\_\_\_
- Holloman \_\_\_\_\_
- Miss Gandy \_\_\_\_\_

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

RECORDED-33-166-2554-11072  
 INDEXED-33-189 JAN 21 1954  
 ATTACHMENT  
 JAN 29 1954

ORIGINAL COPY FILED IN 62-73012-572

and regulations governing arrests and searches of all persons arrested by Bureau Agents.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATH

The Conference, on January 18, 1954, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Ladd, Rosen, Nichols, and Mason present, was unanimously in favor of issuing a new SAC Letter. The attached SAC Letter emphasizing current instructions was read to the Conference. As a practical matter, there are two types of searches, one being that search which is made instantly upon the arrest of an individual and will frequently take place on a public thoroughfare or other location not suited for a detailed strip search. The detailed strip search is to be made as soon as it is convenient to do so, for it is the only reliable type of search. Generally, if a deserter or person arrested is turned over to the custody of a Marshal, the military, or a jailer, it will not be necessary for the Agent to conduct the strip search, provided he notifies the person taking custody that such a search has not yet been conducted, and the jailer agrees to make the strip search.

The attached SAC Letter does not change present practices, but emphasizes existing rules.

Mr. TOLSON

1/14/54

EXECUTIVES CONFERENCE

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 6-18-92 BY SP-5a/ajg

SUGGESTION NO. 886-53  
MADE BY MISS [REDACTED]  
ASSISTANT CHIEF CLERK  
INDIANAPOLIS OFFICE

b6  
b7c

Daily Reports and Registers  
SUGGESTION:

The employee suggests that a distinctively colored Number Three Card be used for Agents in the Resident Agencies. Number Three Cards are salmon-colored cards which are used by all Agents in the field to record their movements during the day. These cards are sent daily to the supervisor for the Agents working at headquarters city and weekly each Friday they are sent in to the headquarters city from the Resident Agencies. After reviewing the cards, those submitted by Resident Agents may be destroyed, and those submitted by Agents in headquarters city are retained for a period of three years.

The suggesting employee feels that use of a different-colored card for Resident Agents would eliminate the necessity for the supervisor to spend time sorting the Number Three Cards.

OBSERVATIONS:

SAC L. Blaylock of Indianapolis recommends this change, stating that a color distinct from the regular Number Three Cards would serve as a flag that they should be destroyed after review and would also save time in determining whether or not the Agent submitted the card from his own Resident Agency or while in the headquarters city. He feels there would be no disadvantages or additional cost involved since the Bureau could have separate colors prepared when the present supply is exhausted.

The Administrative Division advises that since the supervision of Number Three Cards of Resident Agents is handled by one Supervisor, he should have no difficulty in identifying them.

Inspector J. E. Nugent of the Training and Inspection Division commented that this is required. The date on the

- Tolson
- Ladd
- Nichols
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- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

JAN 21 1954  
Mr. Clegg

RECORDED - 5  
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66-2534 11073  
76 JAN 21 1954

ORIGINAL COPY FILED IN 66-2534-11073

Memorandum for Mr. Tolson

Number Three Card should, in most cases, be sufficient flag for the Supervisor. Presumably if the Number Three Card bears the date of the previous day it was submitted at headquarters, Number Three Cards from Resident Agents are submitted weekly as a group on Friday nights only.

ASAC H. B. Fletcher of the Washington Field Office stated that he agrees with the views of Inspector Nugent.

EXECUTIVES CONFERENCE CONSIDERATION.

CCC:ATW

The Executives Conference, on January 13, 1954, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Nichols present, was unanimously opposed to the suggestion. It was felt that the present procedure should be continued.



MR. TOLSON

January 19, 1954

THE EXECUTIVES CONFERENCE

323,013

ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-15-92 BY SP-5CJ/dej

The Executives Conference of January 18, 1954, consisting of Messrs. Tolson, Nichols, Mason, Ladd, Belmont, Quinn Tamm, Tracy, and Glavin, considered pending Senate Bill S-2065 amending the Classification Act, as amended, in harmony with Mr. Tolson's suggestion that the Executives Conference consider our position on the Bill insofar as the increasing of certain salaries is concerned. The Director approved of the Executives Conference consideration of this particular matter.

The Executives Conference was also advised that under date of January 13, 1954, Deputy Attorney General William P. Rogers by form memorandum forwarded a copy of S-2065 (the Bill in question) for the Bureau's comments regarding its merits. The form memorandum also states that if the Bill would result in increasing or decreasing the annual rate of expenditures or receipts, and the Department would be responsible for operations under the legislation, a memorandum was to include an estimate of the probable effect of the measure on the annual budget of the United States. He recommends an immediate reply.

The portion of the Bill which is of particular interest to the Bureau and which was considered by the Conference is contained in "Title IV-Special Provisions for Certain Types of Work". This section reads as follows: "(b) any officer or employee in a position in which the hours of duty cannot be controlled administratively, and which requires substantial amounts of irregular, unscheduled, overtime duty and duty at night and on holidays with the officer or employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty, shall receive premium compensation for such day on an annual basis in lieu of premium compensation provided by any other provisions of this Act, except for regularly scheduled overtime duty. Premium compensation under this subsection shall be determined as an appropriate percentage (not in excess of 15 per centum) of such part of the rate of basic compensation for such position as does not exceed the maximum scheduled rate of basic compensation provided for grade GS-9 in the Classification Act of 1949, as amended, by taking into consideration the frequency and duration of night, holiday, and unscheduled overtime duty required in each position."

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

Mr. Mohr

Mr. Clegg

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EX-122

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Memo to Mr. Tolson (continued)

A companion Bill containing the same provision identified as S. 2662 has also been introduced to the Senate by Mr. Johnston of South Carolina.

It was pointed out to the Conference under the pending Bill the Civil Service Commission must approve such premium pay. Further, that a limit is placed on premium compensation to the effect that no individual in a grade higher than GS-15 would be paid any premium compensation.

It was pointed out to the Conference that a comparable provision was contained in a Bill submitted in a previous Session of Congress.

It was further pointed out to the Conference that in the event the Bill is approved and in the event it is recommended that the Bureau's Agent personnel receive 15 per cent maximum differential pay, the additional salary cost to the Bureau would be roughly between five and five and one-half million dollars.

The Conference gave careful consideration to this matter, it being pointed out that if such a provision were approved there would be no overtime as such performed by Special Agent personnel and that such personnel would work on their assignments dictated.

It was further pointed out that in such an instance one man conscientiously performing his duties might work as long as three and four hours of voluntary overtime whereas another individual might work just enough overtime to get by so that he would receive the overtime payment. There would be no way of equalizing the hours of work of Agent personnel since the Act in itself points out that it would cover those whose hours of duty cannot be controlled administratively and whose duties require substantial amounts of irregular, unscheduled, overtime duty and duty at night and on holidays with the officer or employee generally being responsible for recognizing, without supervision, circumstances which require him to remain on duty.

It was further pointed out that as the law is set up it would not be confined to Special Agent personnel but other personnel whose hours of duty could not be controlled administratively. It was pointed out to the Conference that there are some clerical employees in the Bureau who would fall into this category.

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

RECOMMENDATION  
It is recommended that the Director in responding to Deputy Attorney General Rogers's request for our comments in connection with his Bill advise Mr. Rogers that we will defer to the Department's

Memo to Mr. Tolson (continued)

judgment in connection with this matter. Further, it is estimated that if the Bill passed and our special agent personnel are granted the maximum 15 per cent differential we would have additional salary cost of approximately five to five and one-half million dollars per annum. Our present appropriation or pending appropriation for the next fiscal year does not include funds for the payment of such increases in salary, and it would be necessary for additional funds to be secured to defray such increases in salary and costs.

Subject to the Director's approval, there is attached hereto a memorandum to Mr. Rogers concerning this matter.

*OK* *Y*

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

MR. TOLSON

1-20-54

The Executives Conference

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY: [signature]

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION  
MAJOR MEDICAL INSURANCE

The Executives Conference consisting of Messrs. Tolson, Ladd, Glavin, Tamm, Rosen, Hennrich, Holloman, Mason, Mohr, and Tracy, considered the matter of Major Medical Insurance for members of SAMBA.

DETAILS:

The Prudential Insurance Company offered Major Medical Insurance to SAMBA and the final vote of the members as of January 10, 1954, was:

<u>VOTE</u>	<u>NUMBER OF MEMBERS</u>	<u>PER CENT OF VOTES CAST</u>
Yes	1,895	66.7 % in favor
No	954	
Not voting	1,709	
<b>TOTAL</b>	<b>3,958</b>	

The Conference was advised by Mr. Tracy that Prudential would accept the 1,895 who voted "yes" on the following conditions:

1. That all new members joining subsequent to the effective date must take Major Medical.
2. Present members who voted "no", or who did not vote, will be allowed thirty days from the effective date to accept Major Medical without evidence of insurability.

RECOMMENDATION:

The Conference unanimously recommends that Major Medical be accepted effective January 21, 1954, (SAMBA's monthly anniversary date) and that a notice be sent to all investigative employees. A proposed draft of a Bureau Bulletin to all investigative employees is transmitted herewith.

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

SJT:dpb

Attachment  
cc - Mr. Clegg  
Mr. Mohr  
Mr. R. C. Anderson (sent direct)

EX-100

RECORDED - 90  
INDEXED - 90

166-2551  
JAN 22 1954

11075

55 JAN 29 1954

MR. TOLSON

1-18-54

The Executives Conference

303,013

NEW TYPE OF FINGERPRINT CARD

ALL INFORMATION CONTAINED  
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DATE 2-13-92 BY SP5CJ/dcg

MD

The Executives Conference consisting of Messrs. Ladd, Rosen, Glavin, Belmont, Gearty, Harbo, Nichols, and Tracy considered a proposed new form for the criminal fingerprint card.

Miss [redacted] of the Typing Section of the Identification Division, proposed a new type of criminal fingerprint card (sample attached). This card would have the following advantages:

1. Simplify the training and later the work of the Ident typists and readers.
2. The proposed new form is arranged in the same order, by columns, as the criminal record is prepared. This will permit the typist to more quickly and accurately abstract information from incoming criminal fingerprint cards.
3. The production of the typist would be materially increased.
4. The work affected would be approximately 70% of the criminal receipts or about 93,000 a month.

b6  
b7C

The front of the proposed form would still permit the preparation of index cards by photography.

A

SA G. J. Engert, of the Identification Division, had also submitted a suggestion for a proposed new fingerprint card at approximately the same time Miss [redacted] made her suggestion. Both suggested forms were carefully studied in the Identification Division and it was the recommendation of the Identification Division that the form devised by Miss [redacted] be adopted modified by Mr. Engert's views that the FBI Number be on the front of the card and the date fingerprinted be made a part of the space used by the official taking the impressions.

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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	

Attachments

- Mr. Mohr
- Mr. Clegg

RECORDED - 90  
INDEXED - 90

166-2534-11076  
JAN 22 1954

RB

[Handwritten circle]

EX-108

JAN 23 1954

Memo to Mr. Tolson  
Re: New Type of Fingerprint Card

1-18-54

The Executives Conference unanimously recommends the adoption of the proposed type of criminal fingerprint card suggested by Miss [redacted] this new form to be printed the next time a new supply of fingerprint cards is ordered. At the present time there is approximately a two-year supply on hand. If approved, there is transmitted herewith letters thanking Miss [redacted] and Agent Engert for their suggestions, and a memorandum to the Administrative Division advising that when a new supply of fingerprint cards is ordered the new form should be utilized.

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b7c

RELIAN ON ORIGINAL

MR. TOLSON

January 7, 1954

W. R. GLAVIN

*Handwritten initials*

Reference is made to the attached Executives Conference memorandum concerning the setting up of a Bureau policy permitting Special Agents to retain their badges upon retirement and, further, to set up a policy of awarding to widows and children the badges of Agents who may lose their lives in line of duty.

*Handwritten initials*

The Director instructed that a list of those instances in the past where badges have been delivered to sons or widows of Special Agents who lost their lives in line of duty be furnished to him.

At the time this matter was considered by the Conference, it was pointed out by the Conference that it was believed that the late Inspector Samuel P. Cowley's badge was given to his children. In checking, I find that the administrative file in which such information would be contained is no longer available, it having been destroyed under Bureau policy.

Further, Inspector Cowley and the Agents who lost their lives prior to the date Inspector Cowley lost his life on November 28, 1934, had carried the old-type badge and since all these badges have been destroyed, no record is maintained to show whether any of the badges were delivered to the families of the Agents in question.

The record in connection with Special Agent Nelson B. Klein, who lost his life in line of duty on August 16, 1935, shows that his badge was destroyed October 10, 1935. His administrative file has likewise been destroyed and it cannot definitely be stated whether the badge was or was not delivered to his widow for keepsake purposes by his children.

This latter statement is inconsistent with underlined portion. H.

The badges of those Agents who have lost their lives since 1937 have not been delivered as keepsakes to either the widow or children of such Agents. In the case of the death of Special Agent Joseph J. Brock, who lost his life in line of duty at New York on July 26, 1952, Mrs. Brock requested Brock's holster as a keepsake and upon the Director's authority, this holster was delivered to her.

ORIGINAL COPY FILED IN 62-12846-11077

Attachment

WRG:jmr

*Handwritten notes and initials:*  
2 ENCL.  
with copy  
[Signature]

RECORDED - 26

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66-2537-11077  
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DATE 8-18-92 BY SP5ci/dcy

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58 FEB 1 1954



Memo to Mr. Tolson from W. R. Glavin

With reference to badges being delivered to the wives or children of Agents who died of natural causes, I wish to advise the following:

Badge of former Special Agent W. L. Buchanan presented to his wife for Buchanan's small son.

Badge of former Special Agent William B. O'Mahoney presented to his son.

Badge of former Special Agent C. F. Lanman presented to his son.

MR. TOLSON

December 30, 1953

THE EXECUTIVES CONFERENCE

The Executives Conference of December 28, 1953, consisting of Messrs. Ladd, Nichols, Clegg, Mohr, Harbo, Holloman, Belmont, Tracy, and Glavin, discussed possible Bureau policy of permitting Special Agents to retain their badges upon retirement.

It was pointed out to the Conference that in a limited number of cases where Agents have retired they have been permitted to keep their badges. It was recalled offhand that former Assistant Director Nathan, Inspectors James S. Egan and Lee R. Pennington, and Special Agent James E. Amos (deceased) were permitted to keep their badges upon retirement. In the cases of Inspector Pennington and Special Agent Amos, the badges were mounted on a plaque for presentation. It was further pointed out to the Conference that former Special Agent R. X. O'Donnell, recently retired, has now requested that he be permitted to keep his badge. This particular request has not yet been acted upon.

It was pointed out to the Conference that it was the Director's desire that the Conference consider this matter at this time and formulate a policy for future guidance.

RECOMMENDATION:

The Conference unanimously recommended that unless a Special Agent has had at least 35 years of active service in the Federal Bureau of Investigation, that he be not granted permission to retain his badge upon the date of his retirement. At the present time there are only five men on active duty in the Bureau who are eligible for retirement and have at least 35 years of active service.

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DATE 8-18-92 BY SP5CJ/dej

The Conference further recommended that when such authorizations are granted, that the badges be appropriately mounted.

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

Mr. Clegg  
Mr. Mohr

SENT DIRECTOR

RECORDED - 26

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ENCLOSURE

JAN 22 1954

127

ORIGINAL COPY FILED IN 62-12846-411

WAG:jmr/qt

Memo to Mr. Tolson from the Executives Conference

It is pointed out at this time that former Special Agent Francis X. O'Donnell, who has presently requested authority to retain his badge, entered on duty in the Bureau on August 24, 1917, and has completed more than 35 years of service in the Bureau.

The Conference gave further consideration to the awarding to widows and children the badges of Agents who may lose their lives in line of duty.

It was pointed out that in several instances in the past the Director has delivered to the sons or widows the badges of Special Agents who lost their lives in line of duty as keepsakes. Further, it was pointed out that in the case of former Special Agents Charles Lanham and William Buchanan, who both died from natural causes, the badges were delivered to their sons upon request being made of the Director for such badges. In both instances the widows felt that the badges would be cherished and treasured by their sons upon their reaching maturity and would be an ever-present example of the devotion to duty of their fathers.

RECOMMENDATION:

The Conference unanimously recommends that in the future whenever an Agent loses his life in line of duty such as in gun battle with criminals whom he is endeavoring to apprehend, that his badge be appropriately mounted and presented to his widow and children or widow and child or parents, if single, as a memento of his outstanding service in the Bureau. The Conference does not feel that this presentation should include Agents who may lose their lives while driving Bureau-owned automobiles unless some particular set of circumstances exist. The Conference feels that no presentations of Agents' badges should be made when death results from natural causes.

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

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

Mr. Tolson

1/8/54

H. H. Clegg

INQUIRY RE [REDACTED] FROM  
SHERIFF OF WARREN COUNTY  
BELVIDERE, NEW JERSEY

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5CJ/deg

b6  
b7c

SYNOPSIS:

Memorandum from Mr. Tamm to Mr. Tracy dated 12/9/53 sets forth the above Sheriff had transmitted a fingerprint card on an applicant for a renewal of a pistol permit under date of 9/23/53 and had not received a reply. The memorandum further stated such applicant fingerprint cards are searched and returned by the Identification Division and that no record is kept of their receipt. You inquired as to the cost of retention of such cards and also the cost of returning the card but keeping a record of it.

BACKGROUND INFORMATION ON HANDLING OF APPLICANT FINGERPRINTS:

Former System - Applicant fingerprint cards were retained which necessitated indexing and filing both the index and fingerprint cards in addition to forwarding an acknowledgment to the contributor. Also, in Ident cases, a notation was typed on a notation page attached to the docket to the effect a certain police department had submitted fingerprints on such and such an individual who was an applicant for such and such a position.

Present System - Executives Conference on January 4, 1949, unanimously approved the return of applicant prints submitted by law enforcement agencies, railroads, Federal Reserve and National banks, the Pullman Company, and the Railway Express Company with the provision that non-idents be stamped "no record" and that a copy of the criminal record be returned with the fingerprint card in Ident cases. Subsequently the Executives Conference recommended, and the Director extended this policy to the governmental agencies such as the Atomic Energy Commission, Office of Naval Intelligence, Office of Special Investigations and G-2.

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

cc: Mr. Tracy

MHS:men

32 FEB 2 1954

RECORDED - 106

INDEXED - 28

166-2554-11078

JAN 22 1954

127

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 62-21775-171

ESTIMATED COSTS TO RETAIN OR KEEP RECORD OF APPLICANT FINGERPRINTS:

During the fiscal year 1953, the Identification Division received and returned after search 1,340,949 applicant fingerprint cards which included applicants from law enforcement agencies, common carriers, Atomic Energy Commission and security clearances from Office of Special Investigations, G-2, and Office of Naval Intelligence. If these fingerprint cards had been retained or a record kept of their receipt, the following additional costs would have been incurred.

To Retain Fingerprint Cards:

Cost - \$220,932

Number of additional employees required - 115

To Return Fingerprint Card and Maintaining Index Card:

Cost - \$130,072

Number of additional employees required - 41

Weaknesses of Present System:

1. No entry on criminal record docket that the individual was an applicant for a position in a certain city which might be of future value as an investigative lead.
2. No record of the incoming request by name of the individual, although a record of the number of requests and dates thereof are kept on the recording card of the contributing agency.

CONCLUSION:

In view of present shortage of personnel at the Seat of Government and the need of conserving appropriations, it is believed the present policy of not retaining applicant fingerprints or keeping a record of their receipt should be continued.

RECOMMENDATION:

That the present policy of returning applicant fingerprint cards be continued. Mr. Tracy agrees but

Mr. Tracy  
Mr. Tolson  
Mr. Boardman  
Mr. Nichols  
Mr. Belmont  
Mr. Mohr  
Mr. Casper  
Mr. Callahan  
Mr. Conrad  
Mr. DeLoach  
Mr. Evans  
Mr. Gale  
Mr. Rosen  
Mr. Sullivan  
Mr. Tavel  
Mr. Trotter  
Mr. Tele. Room  
Miss Gandy

suggests this matter be reconsidered at such time in the future as the personnel situation permits inasmuch as the retention of the applicant prints would be beneficial in identifying unknown deceased and missing persons in addition to furnishing investigative leads.

DETAILS:

Memorandum from Mr. Tamm to Mr. Tracy dated 12/9/58 sets forth the above Sheriff had transmitted a fingerprint card on an applicant for a renewal of a pistol permit under date of 9/23/58 and had not received a reply. The memorandum further stated such applicant fingerprint cards are searched and returned by the Identification Division and that no record is kept of their receipt. You inquired as to the cost of retention of such cards and also the cost of returning the card but keeping a record of it.

Applicant fingerprint cards formerly were retained which necessitated indexing and filing both the index and fingerprint cards in addition to forwarding an acknowledgement to the contributor. Also, in Ident cases, a notation was typed on a notation page attached to the docket to the effect that a certain police department had submitted fingerprints on such and such an individual who was an applicant for a certain position in a certain city.

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



The Executives Conference on January 4, 1949, unanimously approved the return of applicant fingerprint cards submitted by Railroads, Federal Reserve and National banks, the Pullman Company, and the Railway Express Company with the provision that non-idents be stamped "No record" and that a copy of a criminal record be returned with the fingerprint card in Ident cases. The Executives Conference with the concurrence of the Director subsequently extended this policy to the governmental agencies, such as the Atomic Energy Commission, Office of Naval Intelligence, Office of Special Investigations, and G-2.

During fiscal year 1953, the Identification Division received and returned after search 1,340,949 fingerprint cards which included applicants from law enforcement agencies, common carriers, ABC and security clearances from OSI, G-2, and ONI. If these applicant cards had been retained, it would be necessary to index and file both the fingerprint and index cards in addition to forwarding an acknowledgement to the contributor. It is estimated that approximately 20 per cent of the applicant cards are Idents, which would leave 1,072,759 cards which would have to be filed and indexed, if they were retained, at a cost of 13.3¢ per card for a total of \$142,676. An additional 45 employees would be required for this purpose.

The 20 per cent of Idents or approximately 268,000 cards are now handled by attaching a copy of the record to the fingerprint card which is then returned to the sender. No entry is made on the master docket, however, showing the receipt of the request. If the fingerprint cards on Idents were retained, it would cost 20.5¢ per fingerprint card to type the identification and add the current print to the master docket in addition to 8.7¢ to read it or a total cost of 29.2¢ per card for an over-all cost of \$78,256. Thus, the complete cost of retaining the fingerprint cards would be \$220,932. An additional 70 employees would be required for this purpose.

The cost of making a record of the fingerprint cards, that is, indexing them, after which they would be returned is 9.7¢ per card for a total cost of \$130,072. An additional 41 employees would be required for this purpose.

The present policy of returning applicant fingerprint cards and not keeping a record of their receipt results in the following weaknesses:

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

a. No entry is made on the criminal record that the individual was an applicant for a position in a certain city which might be of future value as an investigative lead.

b. No record is maintained of the incoming request by name of the individual, although a record of the number of requests and the dates thereof are kept on the recording card of the contributing agency.

Miss Gandy  
Holloman  
Tele. Room  
Mr. Tolson  
Mr. E. A. Tamm  
Mr. Clegg  
Mr. Glavin  
Mr. Ladd  
Mr. Nichols  
Mr. Rosen  
Mr. Tracy  
Mr. Carson  
Mr. Egan  
Mr. Gurnea  
Mr. Hendon  
Mr. Pennington  
Mr. Quinn  
Mr. Nease  
Miss Gandy

MR. TOLSON

12/30/53

EXECUTIVES CONFERENCE

SUGGESTION #842-53  
MADE BY [REDACTED]  
ADMINISTRATIVE DIVISION

b6  
b7c

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 3-18-92 BY SP-5 c/dg

SUGGESTION:

It is suggested that the Bureau purchase from the Government Printing Office white bond paper, 25 per cent rag, 40-pound weight, size 27" x 39" for use in printing FBI Handbook revisions. This is suggested in lieu of size 32" x 42" bond paper, 25 per cent, 40-pound weight now being used for this purpose.

If the Bureau orders the suggested size of paper in quantities of 50,000 or more sheets (3 months supply), this could be obtained by the Government Printing Office by bid. This procedure is followed by the Government Printing Office in procuring paper in sizes not listed in its paper catalog.

In making this suggestion, the employee has in mind that the time spent in cutting the paper will be reduced inasmuch as it will be easier to handle, as well as elimination of waste since this size, 27" x 39," divides equally into the desired size and thus reduces the cost from \$29.00 for size 32" x 42" to \$21.00 for size 27" x 39," per thousand sheets used.

OBSERVATIONS:

The Administrative Division favors the purchase of special size paper for use in printing FBI Handbook revisions and the Manuals Desk, Training and Inspection Division concurs.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:gsj

71

The Executives Conference on 12/29/53, Messrs. Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Winterrowd, Nichols, Holloman and Clegg being present, recommended unanimously favorably. If approved, a letter will be directed to the suggesting employee.

THE ATTACHED

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

INDEXED - 89 66-2554-11079  
NOT RECORDED  
44 JAN 22 1954

JAN 27 1954  
cc - Mr. Mohr  
Mr. Clegg

ORIGINAL COPY

# Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

FROM : The Executives Conference

SUBJECT: OVERPRINTING PRESENT STOCK OF CRIMINAL FINGERPRINT CARDS

DATE: 12/15/53

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

323,013

ALL INFORMATION CONTAINED  
 HEREIN IS UNCLASSIFIED  
 DATE 8-18-92 BY SP5/SLJ/BJ

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

The Executives Conference recently approved a suggestion of employee Carter G. Billings of the Identification Division that there be inserted on criminal fingerprint cards the notation: "If no copy of record is desired, check "

The adoption of this suggestion, it is believed will in the future effect a considerable savings by encouraging contributors to check on the card when they do not need a copy of the record.

There are in stock at the present time at the Bureau 3,171,000 criminal fingerprint cards. This is approximately a two-year supply. The cost of overprinting the stock on hand would be \$1,775.

RECOMMENDATION:

It is recommended that the present stock on hand be overprinted with the notation: "If no copy of record is desired, check " in order that the suggestion might be placed in practical operation immediately. It is believed that the resultant savings will more than off-set the cost of overprinting.

If this suggestion is approved, it is further suggested that a notice be prepared for all contributors advising of the change in the form of the criminal fingerprint card.

The Conference unanimously recommends approval of the suggestion that the overprinting be done at this time and that a notice be prepared to all contributors. The proposed notice is transmitted herewith for approval. A letter is also attached thanking employee Carter G. Billings. A tickler will be set up to determine the possible savings as a result of this suggestion in order that employee Billings can be considered for a possible award in the future.

Attachments  
 cc - Mr. Clegg  
 Mr. [unclear]  
 JAN 26 1954  
 SJT:edm

RECORDED 67

INDEXED 67

66-2554-11080  
 JAN 6 1954

RECORDED COPY FILED IN 62-23897-110

Carter G. Billings  
 Thank you for  
 12/15/53

Ladd  
 Rosen  
 Tracy

Mr. Tolson

1/21/54

0  
Executives Conference

ARMORED VESTS

On 1/21/54 the Conference, composed of Messrs. Tolson, Ladd, Nichols, Glavin, Tamm, Belmont, Rosen, Clegg, Holloman, Mohr and Harbo, was advised that the U. S. Navy Medical Field Research Laboratory, Camp Lejeune, N.C., has promised to develop and furnish to Mr. Sloan at Quantico by February 1, 1954, a sample of a new type vest made of Doron, capable of stopping .357 Magnum bullets and affording a larger area of protection than present Bureau vests, which they also designed several years ago. The sample vest to be prepared will weigh approximately 12 1/2 pounds and it is estimated they will cost approximately \$40.00 each in lots of 500 to 1,000.

The Conference unanimously recommends that the attached SAC Letter be sent to the field to ascertain the views of the Special Agents in Charge as to the need for additional vests. Upon receipt of this information and the results of tests to be made on the sample vest early in February, the Conference will reconsider the question as to what specific number of additional vests should be purchased.

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 Cw/dcg

Attachment

cc - Mr. Clegg  
Mr. Mohr  
Mr. Sloan

RECORDED-20

INDEXED - 20

EX-126

66-2574-110811  
37 JAN 25 1954

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

5 JAN 29 1954

MR. TOLSON

1/20/54

EXECUTIVES CONFERENCE

SUGGESTION #14-54  
MADE BY [REDACTED]  
IDENTIFICATION DIVISION  
FILING OF REPORTS

323 013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5CJ/deg

SUGGESTION:

It is suggested that Bureau investigative reports be filed on "twin-pakt" acco fasteners to permit one copy of each report to be filed in one portion of the folder and all other copies to be filed in a separate section of the same folder.

Miss [REDACTED] pointed out that under the present filing system it is necessary to leaf through many duplicate pages of reports to obtain the necessary information. She had in mind that by keeping the extra copies separate but in the same file, they would be accessible, as needed, but out of the way when file reviews were being made. (sample copy attached)

OBSERVATIONS:

The Records Section, Records and Communications Division, is opposed to the suggestion for the following reasons:

1. Additional space would be required for filing inasmuch as two acco fasteners will be used per file.
2. There would be additional cost in maintaining such files due to additional equipment required.
3. Classification, case and serial numbers are not presently placed on copies of reports attached to an original recorded report inasmuch as they are filed as one unit. If this suggestion were adopted additional work would be required in placing such numbers on the copies of reports so that they could be filed separately.
4. This would create two files on a subject, resulting in doubling the amount of reports to be filed. Two files would greatly enhance the possibility of misfiling originals in the "copy" section and copies in the "original" section.

The Records Section does not believe the separation of original copies would overcome the above disadvantages.

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

58 JAN 29 1954

RECORDED-30

66-2534-11082

INDEXED-30

JAN 1954 ORIGINAL

EDM:dmg

b6  
b7c

ORIGINAL COPY FILED IN

WAC



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

EXECUTIVES CONFERENCE CONSIDERATION: . EDI:ATW

The Conference, on January 20, 1954, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Hennrich, Ladd, Rosen, Holloman, and Mason present, was unanimously opposed to this suggestion because of the above-cited objections.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. W. R. Glavin

DATE: January 6, 1954

FROM :

[Redacted]

SUBJECT: Suggestion Regarding Correspondence on Maternity Leave

Mr. Tolson	<input checked="" type="checkbox"/>
Mr. Ladd	<input type="checkbox"/>
Mr. Clegg	<input type="checkbox"/>
Mr. Glavin	<input checked="" type="checkbox"/>
Mr. Nichols	<input type="checkbox"/>
Mr. Rosen	<input type="checkbox"/>
Mr. Tracy	<input type="checkbox"/>
Mr. Egan	<input type="checkbox"/>
Mr. Gurnea	<input type="checkbox"/>
Mr. Harbo	<input type="checkbox"/>
Mr. Mohr	<input type="checkbox"/>
Mr. Pennington	<input type="checkbox"/>
Mr. Quinn	<input type="checkbox"/>
Mr. Nease	<input type="checkbox"/>
Miss Gandy	<input type="checkbox"/>

b6  
b7c

As you are aware, when an employee requests maternity leave, her request is acknowledged for the Director in the Leave Unit. This acknowledgement approves the request for maternity leave, and advises the dates through which her sick leave, annual leave, and leave without pay will extend.

A letter is also typed in the Leave Unit approximately ten days before the employee's leave without pay for maternity purposes expires, advising her that her leave without pay will expire on a certain date, and to notify the Bureau whether she plans to return to duty.

It takes considerable time to type each letter. It is noted that in the past three months, fifty-one letters concerning maternity leave have been typed in the Leave Unit.

**RECOMMENDATION:**

That the attached letters be printed as form letters, inasmuch as it is believed it will save a considerable amount of time in the preparation of these letters. (samples attached)

Attachments (2)

RECORDED - 68  
INDEXED 68

166-2554-11083  
RECORDED  
47 JAN 26 1954

9-10-54 ENCL. B  
- mac  
Filed with orig

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ENTRALS  
ORIGINAL

**ADDENDUM:**

W.R.G. (s)

January 13, 1954

The Executives Conference of January 11, 1954, consisting of Messrs. Ladd, Rosen, Gearty, Mohr, Harbo, Tracy, Belmont, and Glavin, considered the above suggestion submitted by Miss [Redacted] of the Administrative Division. It was the unanimous opinion of the Conference that it should not be favorably acted upon. The Conference feels that since communications are forwarded to employees entering on maternity leave and also to such employees in the event they cannot return to active duty that these communications should be individual communications and should not be of the printed form type.

If the Conference recommendation is approved, Miss [Redacted] will be appropriately advised.

53 JAN 27 1954 1341

I agree  
1-13  
[Signatures]

ORIGINAL COPY FILED IN 66-2081

b6  
b7c

# Office Memorandum • UNITED STATES GOVERNMENT

TO : D. M. Ladd

DATE: December 30, 1953

FROM : A. H. Belmont

SUBJECT: SECURITY - ESPIONAGE CONFERENCE

Tolson	
Ladd	
Nichols	
Belmont	
Mohr	
Tracy	
Harbo	
Glavin	
Rosen	
Nease	
Tele. Room	
Holloman	
Size	
W.C. Sullivan	

*Handwritten initials and signatures:*  
 V. [unclear]  
 [unclear]  
 [unclear]

As you know, from time to time representatives of selected field offices handling the major portion of the Bureau's security work have been brought to the Bureau for two-day conferences on security and espionage work. It is believed that these conferences have been very constructive and have gone a long way towards bringing about mutual understanding between the field and the Bureau of the problems relating to security work. It has been the practice for Bureau representatives to review Bureau policy with the field representatives, the reasons for the policy and to discuss in open forum manner various problems which have been noted. It has also been our practice to fully discuss any suggestions or recommendations of the field representatives for the improvement of this phase of our work.

The last conference of this kind was held on July 20 and 21, 1953. It is believed that another conference should be scheduled for March, 1954. I have, therefore, instructed that the Espionage and Internal Security Sections begin preparing material for inclusion in a proposed agenda to be sent to the pertinent offices approximately February 1, 1954, in order that the field may have ample opportunity to make complete preparations for the conference.

Subject to your approval we will go forward with the preparation of the agenda material and will contemplate calling in from the field representatives of approximately 20 offices for a two-day conference in March, 1954. You will be advised when the agenda material has been prepared and at that time a specific date for the conference will be recommended.

323 p13

3-15-92

se-sci/dcg

RECORDED  
 INDEXED - 26  
 106-2554-11084  
 RECORDED  
 47 JAN 20 1954

ETT:aww ADDENDUM:

1/5/54

On 1/3/54, Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Mason, Clegg, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman and Belmont, unanimously recommended above school as there is no conflict with other schools.

AHB:tlc

ORIGINAL COPY FILED IN 106-2554-11084

RECEIVED  
 1-5-54  
 ETT

Unit

MR. TOLSON

November 16, 1953

THE EXECUTIVE CONFERENCE

11042

The Executive Conference of November 10, 1953, consisting of Messrs. Tolson, Ladd, Rosen, Egan, Ladd, Holloman, Mohr, Harbo, Tracy, Holloman and Glavin, considered the attached suggested revision of the Handbook, P. O. I. pertaining to performance ratings. The Conference recommended approval of the revision as suggested.

Enclosure

cc: Mr. Glavin  
Mr. Mohr

Attachment

66-2554-1105

INDEXED - 106

RECORDED - 106

~~66-2554-11086~~  
JAN 28 1954  
92

323,013

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HEREIN IS UNCLASSIFIED  
DATE 3-18-82 BY SP-3 C/peg

ORIGINAL FILED IN 66-1934-907

53 FEB 5 1954

Mr. Tolson

1-14-54

The Executives Conference

*It took over 3 weeks to prepare this memo*

The Executives Conference of December 22, 1953, consisting of Messrs. Ladd, Rosen, Harbo, Glavin, Belmont, Tracy, Mohr, Gearty and Nichols considered the advisability of requiring that communications from persons outside the Bureau be answered within 3 work days (72 hours) instead of within 2 work days (48 hours).

The Conference was advised that after existing requirements for answering correspondence had been reiterated on November 2, 1953, there had been a marked increase in the number of special requests, file reviews and locates in the Records Section. As a result, the Records Section found it necessary to assign additional people to draw files special, look them up-to-date and deliver them. It was also necessary to assign additional personnel to locate work in order that the files required to answer correspondence could be located more expeditiously.

Surveys reflect that the great bulk of mail received daily in the Records Section is handled the same day it is received or early the next day. The principal difficulty in complying with this regulation results from the necessity for locating mail and files for the Supervisory Staff before some communications can be answered. Inevitably, additional time is taken to gather together and correlate this reference material. Additional personnel was added to expedite this service. The Records Section found it necessary to transfer sixty employees from less urgent work to the mail processing, locating and file delivery functions in order to give this service. Over a period of several weeks it required from 42 to 60 employees a day. The Conference was advised that the Records Section was finding it increasingly difficult to furnish this service and the Conference was of the opinion that it was necessary to increase the time limit for answering communications from persons outside the Bureau in order to eliminate this drain on the Records Section. As indicated, this time extension applies to letters requiring research and file reviews. The Conference was of the unanimous opinion that communications from outside the Bureau should be answered as promptly as possible and in most instances mail will be handled in 1 or 2 days; however, when files must be reviewed and located it should be possible to handle the mail within 3 work days (72 hours) after being received in the appropriate division.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED

8/18/82 58-561/dy 23,613

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

LBN:jw;nle  
CC: Mr. Clegg  
Mr. Mohr

*"as promptly as possible" is required*  
*Should be set at 3 work days*  
INDEXED - 21  
RECORDED - 21  
RECORDED  
47 JAN 24 1954  
166-9554-11086

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58 FEB 3 1954

MR. TOLSON

1-13-54

The Executives Conference

SUGGESTION BY  
SA J. E. McARDLE

The Executives Conference consisting of Messrs. Ladd, Rosen, Nichols, Harbo, Belmont, Gearty, Callahan, Holloman, Tolson, and Tracy, on January 13, 1954, considered a suggestion from Inspector's Aide J. E. McArdle with reference to the mailing of fingerprint cards to the Identification Division by law enforcement agencies.

The Bureau recently approved a suggestion that an article be carried in the Law Enforcement Bulletin stating that if more than 25 fingerprint cards are placed in a single envelope the envelope should be reinforced with tape or string before mailing to prevent being received in a damaged condition. This article is being carried in the February, 1954, issue of the Law Enforcement Bulletin. A subsequent suggestion made by Inspector's Aide J. E. McArdle was that a notice printed on colored paper be enclosed in mail being mailed from the Identification Division to all contributors.

The Conference was unanimously of the opinion that the suggestion of Agent McArdle should be held in abeyance for several months to ascertain whether the article in the Law Enforcement Bulletin is effective, and if not, the suggestion should be re-examined. The Executives Conference was unanimously of the opinion that this suggestion should be deferred at the present time and a letter is attached to Agent McArdle that his suggestion will be re-examined July 1, 1954, to determine the effectiveness of the article in the Law Enforcement Bulletin.

SJT:dph

Attachment

cc - Mr. Clegg  
Mr. Mohr

RECORDED-52

INDEXED-112

66-2654-11087  
NOT RECORDED  
141 JAN 26 1954

ORIGINAL COPY FILED IN 66-2654-11087

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

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HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5cid/g

FEB 8 1954 34



MR. TOLSON

1/25/54

EXECUTIVES CONFERENCE

DANIEL E. ~~SHELLEY~~  
INSPECTOR  
SAN FRANCISCO, CALIFORNIA  
POLICE DEPARTMENT  
FBI NATIONAL ACADEMY APPLICANT

323,013  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-3a/bcy

Present at the Executives Conference 1/25/54 were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Mason.

The Conference was advised that Congressman John F. Shelley, Democrat, Fifth California Congressional District, telephoned Mr. Holloman 1/16/54, stating that his brother, Inspector Daniel E. Shelley, of the San Francisco Police Department, was being recommended by the Chief of Police for attendance at the Fifty-third Session of the FBI National Academy. The Fifty-third Session begins March 22, 1954.

On 1/21/54, a telegram was received from Chief of Police Michael Gaffey, San Francisco Police Department, recommending that Inspector Daniel E. Shelley be permitted to attend the next session of the FBI National Academy. Chief Gaffey stated that he would confirm his wishes by letter.

The enrollment for the Fifty-third Session is already complete in that appointments have already been offered to the great majority of the people, and the remaining candidates are already under investigation and will receive appointments if the findings are favorable. We have already contemplated that the San Francisco Office would have two students in the next session, and these would represent the following law enforcement agencies:

- San Joaquin County Sheriff's Office (invitation already extended)
- Sacramento, California, Police Department (under investigation)

In addition, the San Francisco Office is anxious to have a representative from the Sunnyvale, California, Police Department, but we have no vacancy at this time.

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

cc: Messrs. Mohr & Clegg  
60 JAN 28 1954  
EDM:ATN

RECORDED - 76  
INDEXED - 76

66-2554-1108  
JAN 27 1954

Memorandum to Mr. Tolson  
Re: DANIEL E. SHELLEY, INSPECTOR,  
SAN FRANCISCO, CALIFORNIA,  
POLICE DEPARTMENT  
FBI NA APPLICANT

In view of these circumstances, the Conference was unanimously of the opinion that the programming for the Fifty-third Session should not be disrupted to accommodate a representative from the San Francisco Police Department. We normally allow each field office one representative per session, but where there is great demand, such as in California, we frequently allow two representatives from a particular division. We have allowed three on occasions, but there are no vacancies at this time.

If you agree, the attached letter should be sent to Chief of Police Michael Gaffey of the San Francisco Police Department.

For the Director's information, relations with the San Francisco Police Department have been generally good until the recent kidnaping case involving Leonard Moskowitz. With regard to Congressman Shelley, the files show that Congressman Shelley, who was formerly President of the San Francisco Labor Council, has in the past been associated with a number of organizations which have been cited by the Attorney General as Communist organizations. He was scheduled to speak on the same program with former Congressman Vito Marcantonio on July 24, 1937. He spoke at a Mooney Defense Committee meeting July 24, 1937. He was an active sponsor of the California Labor School, which has been declared subversive. However, on December 28, 1930, he wrote to the Attorney General, stating that he had severed his connections with that school because he found out that the Communists had taken control (100-365392-132).

The Bureau conducted an investigation on Congressman Shelley and Congressman Frank E. Havener under a perjury case in which John L. Leech was the subject. Leech had claimed the Congressmen were Communist Party members. Investigation disclosed no evidence that the Congressmen were actually Party members. (100-365392-149)

James J.

H. H. Clegg

1/7/54

G. C. Gearty

5099 21-54

SUGGESTION SPECIAL KIDNAP SQUAD

*Excluded in Conference*

SUGGESTION:

That Bureau consider making up new Laboratory trunks based upon the experiences of Agents participating in the Greenlease investigation. It was believed that the present Laboratory trunks were made up prior to World War II and were generally obsolete.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

It was the opinion of Mr. D. Parsons of the FBI Laboratory that the Laboratory trunks used on major investigations are kept up to date at all times. They were initially developed prior to World War II; however, he stated that these materials contained in the trunks never become obsolete as they are regular scientific instruments. The trunks are checked every six months in order that they will be in an operating condition. He related that the trunks are sealed with a lead seal in the field offices and are only entered by FBI Laboratory technicians as the equipment is of a technical nature used only by the scientists of the FBI Laboratory. These trunks are also periodically examined in order that certain supplies can be examined and replaced if it is deemed necessary.

RECOMMENDATION:

That no further action be taken in connection with the FBI Laboratory trunks inasmuch as they are used exclusively by FBI Laboratory personnel and are kept in operating condition at all times by the individuals who use them for scientific investigation.

RECORDED-92  
INDEXED-92

66-1557-11089  
RECORDED  
141 JAN 25 1954

EX-128

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5c/dy

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

PHS: pbc

*pbc*

55 FEB 8 1954

ORIGINAL COPY FILED IN

Mr. Tolson

1/18/54

Executives Conference

SUGGESTION NO. 21-54  
MADE BY SPECIAL KIDNAP SQUAD

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5C/dj

SUGGESTION:

That Bureau consider making up new laboratory trunks based upon the experiences of Agents participating in the Greenlease investigation. It was believed that the present laboratory trunks were made up prior to World War II and were generally obsolete.

PRESENT PROCEDURE:

There are presently three laboratory trunks in use, one at the Seat of Government, one at Chicago, and one at San Francisco. These trunks were made up by the laboratory for the exclusive use of their personnel on major case investigations. The trunks contain numerous articles, such as, microscopes, tools, and other scientific testing equipment.

OBSERVATIONS OF THE TRAINING AND INSPECTION DIVISION:

The above suggestion does not appear pertinent, inasmuch as all Agents associated with the Greenlease investigation did not use the laboratory trunk; instead, only Laboratory technicians had access to it, inasmuch as the trunk was prepared for the exclusive use of FBI Laboratory personnel assigned to major case investigations. An examination of the trunk's inventory revealed numerous pieces of technical equipment which by their nature do not become obsolete. It was noted that the trunk also contained other items, such as, film, battery, tools, plaster, and salt. These items are believed necessary, inasmuch as the trunk may be sent to a crime site which is many miles from any town where these articles could be purchased. Further, all of the items are tested and in condition desired by Laboratory personnel. The Laboratory has ticklers set up on a six months basis to insure that items, such as, films and batteries will be replaced if it is believed their use would be impaired. It should be pointed out that all three trunks are sealed with a lead seal, which can only be removed by Laboratory personnel or at their direction.

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

cc: Mr. Mohr  
Mr. Clegg

INDEXED - 94

RECORDED - 106

66-9554-11090  
RECORDED  
141 JAN 25 1954

FEB 5 1954  
PHS:atn

ORIGINAL COPY FILED IN 82-746-116

Memorandum to Mr. Tolson .

RECOMMENDATION:

That no further action is believed necessary, as this suggestion apparently stemmed from misinterpretation of the use of the laboratory trunks and was a misunderstanding on the part of the person making the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: GCG:ATN ✓

The Conference, on January 13, 1954, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Nichols, present, was unanimously of the opinion that no change in the laboratory trunk is necessary.

MR. TOLSON

1-12-54

The Executives Conference

SUGGESTION NUMBER 409-52  
BY [redacted]

b6  
b7C

The Executives Conference consisting of Messrs. Ladd, Rosen, Glavin, Belmont, Gearty, Harbo, Nichols, and Tracy considered a possible cash award for employee [redacted]

Miss [redacted] an employee of the Card Index Section of the Identification Division, made a suggestion involving the use of date stamp in dating and initialing index cards (being filed in ~~Card Index~~). The suggestion was approved and placed in effect and a check made from June 1, 1953, to December 1, 1953.

During this time a total of 1,700,000 index cards were date stamped and filed, utilizing the new date stamp. The saving is estimated as follows:

Cost of date stamping and filing	\$2,244.00
Per Cent of time saved with new procedure	50%
Estimated saving on 1,700,000 index cards	\$1,122.00
Period covered	6 months
Net estimated annual saving	\$2,244.00
Cost of date stamp	\$ 2.45 each
Total cost of date stamps	\$ 490.00
Net saving per year	\$1,754.00 <i>Dm</i>

The Executives Conference unanimously approved a recommendation that Miss [redacted] receive a cash award of \$75.

b6  
b7C

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

*F-426*

RECORDED - 28  
INDEXED - 28

166-2554-110911

JAN 26 1954

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ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP5 c/dcg

58 FEB 3 1954

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Mr. Tolson

January 6, 1953

RECORDED 20

The Executives Conference

EX - 107

SUGGESTION #698-52  
SA William B. Anders  
El Paso Office  
Re: FORM LETTER FOR USE OF  
POLICE DEPARTMENTS IN  
SUBMITTING EVIDENCE TO LABORATORY

The Executives Conference on January 5, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Gearty, Rosen, Tracy, Belmont, Holloman and Clegg, unanimously recommended unfavorably as to the suggestion of SA William B. Anders of the El Paso Office that a form letter be prepared to be used by the local Police Departments for transmitting evidence to the Bureau's Laboratory. He felt that the form letter would be more easily prepared and that local officers are reluctant to putting their requests in writing due to their inferior and inept feeling.

The Laboratory recommended unfavorably. The Conference felt that the service of the Laboratory in making the technical examinations and advising the departments was sufficient and that we should not have to go so far as to prepare letters for transmitting the evidence to the Bureau for examination. A form letter that would serve the purpose for all types of evidence would be difficult if not impossible to prepare. For this reason the Conference unanimously recommended unfavorably.

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HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 CJP/cg

RECORDED

166-22554-11092X

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SEP 24 1954

cc - Mr. Mohr  
Mr. Clegg

HHC:ist

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

79 JAN 23 1953

MR. TOLSON

1/20/54

EXECUTIVES CONFERENCE

SUGGESTION #847-53

MADE BY [REDACTED]

RECORDS & COMMUNICATIONS DIVISION

HANDLING OF LABORATORY MAIL  
WHEN EVIDENCE IS ATTACHED

b6  
b7c

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-18-92 BY SP-5 u/dy

SUGGESTION #1

It is suggested that any notation on mail to the effect that evidence is being retained in the FBI Laboratory be removed or cancelled when evidence is sent to file or returned to the contributor.

OBSERVATIONS:

The Laboratory is opposed to adoption of this idea and points out the notation "Copy and Specimens Retained in Lab for Lab Action and Report" is stamped on incoming letters by Laboratory employees in order that Laboratory examinations may be performed while the original of the incoming letter is being placed on record in the Records Section. This practice has been followed for a number of years and is well understood by Records Section employees, as well as Laboratory employees, who handle Laboratory mail. These employees are familiar with the procedure followed and understand the notation is to facilitate recording and not to show the ultimate disposition of the evidence. The Laboratory feels it would not be practical to hold their employees responsible for crossing out that notation when evidence is returned to the contributor or sent to file. In most instances evidence is returned to the contributor and often original letters are not available when Laboratory reports go out since they have been routed to Single Fingerprint Section or other Bureau supervisors for appropriate action.

Records Section conducted a 30-day survey to determine the volume of locates necessary under the present procedure of handling Laboratory mail. This survey reflected that, during the 30-day period, 18 serials were placed on locate. Since Senior Searchers are familiar with the present procedure of handling evidence, the locates were simple to find and caused Records Section no particular problem. Records Section believes that, if the Laboratory were required to indicate on the original incoming correspondence submitting evidence the disposition of such evidence, a greater number of locates would arise and, therefore, recommends that this suggestion not be adopted.

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

RECORDED-85

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166-2554-11093

RECORDED  
86 JAN 27 1954

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MACM

ORIGINAL FILED IN 950-921

Memorandum for Mr. Tolson

RECOMMENDATION:

If you agree, it is recommended no further action be taken relative to this suggestion by Mr. [redacted]

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SUGGESTION #2

It is suggested that a specific procedure be adopted for handling Laboratory mail where the outgoing letter has been written and all mail pertaining to one specific serial be kept together at all times once it has left the supervisor's office.

OBSERVATIONS:

The Laboratory favors this suggestion pointing out this would facilitate subsequent file reviews and would make easier the location of such mail if a request for further examination is received before the serials have been placed in file.

Records Section advised this procedure is presently in effect and in the majority of cases the material remains together until it is filed. However, it was pointed out mail upon leaving the supervisor's office and during normal processing in Records Section is handled many different times and in some instances mail concerning one specific item will become separated. In view of the small number of locates arising from the present procedure, the Records Section believes no change should be made.

RECOMMENDATION:

(1) If you agree, it is recommended that no further action be taken concerning this suggestion.

(2) It is also recommended that no further letter go forth to Mr. [redacted] inasmuch as he has already been thanked for the above suggestions.

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b7c

EXECUTIVES CONFERENCE CONSIDERATION: EDH:ATW

The Conference, on January 20, 1954, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Henrich, Ladd, Rosen, Holloman, and Mason, present, was unanimously opposed to this suggestion because of the objections cited above.

MR. TOLSON

1/20/54

EXECUTIVES CONFERENCE

SUGGESTION #898-53

MADE BY MRS. [REDACTED]

IDENTIFICATION DIVISION

TYPING AID

323,013

8-18-92

SP-5/deg

b6  
b7C

The Executives Conference was requested to consider whether a cash award of \$10.00 should be granted to Mrs. [REDACTED] for the adoption of her suggestion. This employee suggested that typists preparing carbon copies of nonident replies in the Typing Section, Identification Division, use an uninked roll of paper ribbon on an IBM Hectewriter to block out information on an original index card preventing the listed copies from appearing thereon, yet having the information listed on the carbon copies.

On 10/19/53 the Executives Conference unanimously recommended that one Hectewriter be equipped with a plain paper ribbon and that consideration be given to further expansion of this idea when sufficient facts were available.

Memorandum from M. Dawson to Mr. Tracy 1/8/54, reflects that during a trial period from December 3, 1953 until January 5, 1954, there was increased production of 1.42 cards an hour. This work consumes approximately 3 hours per day. This would effect increased production of 4.26 per day and, based on 253 working days per year in 1954, there would be a gain in production of 1,077.78 cards. It is estimated that adoption of this suggestion would save 60.54 hours of work for the year. Figured at base (Grade GS-9 salary, the savings in employee time would be \$95.97. After a deduction of approximately \$2.00 for materials involved, the net savings would be approximately \$93.00 for the year 1954. Although the monetary saving is small, it is believed the suggestion has definite merit and should be adopted permanently as long as a Hectewriter is in use in the Typing Section of the Identification Division.

RECOMMENDATION:

The Identification Division recommends that favorable consideration be given to granting a cash award of \$10 to Mrs. [REDACTED] for the adoption of her suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATW

The Conference on Jan 28, 1954, with Messrs. Tolson, [REDACTED]

Mr. Mohr & Mr. Clegg

INDEXED

INITIALS ON ORIGINAL

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b6  
b7C

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

JAN 27 1954

11094



Memorandum to Mr. Tolson

Glavin, Tracy, Tamm, Mohr, Hennrich, Ladd, Rosen, Holloman,  
and Mason present, unanimously recommended that a \$10.00 cash  
award be made to Mrs. [redacted]. If you approve, the Administra-  
tive Division will prepare the appropriate letter.

b6  
b7c

Mr. Tolson

1-27-54

The Executives Conference

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-19-92 BY SP5C/deg

SECURITY OF COMMUNICATIONS - RESEARCH

On January 26, 1954, the Executives Conference, following members being present Messrs. Tolson, Glavin, Tracy, Belmont, Harbo, Mohr, Rosen, Clegg, Nichols, Holloman and Tamm, was advised that since October 14, 1953, five envelopes transmitted "Secret-Air Courier" to the Director from our office in Mexico City have been found to contain small openings or tears through which the contents could have been read by means of a viewing device similar to a cystoscope. The Laboratory recommends in order to provide greater protection to our Secret-Air Courier mail that reusable cloth bags be utilized to contain the mail within the paper envelopes together with special scissors for the opening of the mail, total cost \$94.00.

The method of tamperproofing proposed to be used incorporating these bags is as follows:

1. Contents placed into cloth bag along with paper bag as now used.
2. Bag folded so that bottom of bag is tucked into mouth of bag.
3. Bag placed into a Kraft envelope (inner envelope of the assembly).
4. Inner envelope sealed using water and flap gum only.
5. Tamperproof adhesive painted along entire length of the seams on the outside of the back of the inner envelope all the way to the edge of the four corners.
6. Inner envelope inserted into outer envelope of next larger size and centered within it so that the outer envelope provides a resilient band around the edges of the inner envelope. The seam sides of the inner and outer envelopes should face in opposite directions.
7. Top flap of outer envelope sealed with water and flap gum.
8. Address label of the type currently used tamperproofed to center of seam side of outer envelope.

RECORDED - 13  
INDEXED - 13

166-2554-11095  
JAN 28 1954

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

The Conference unanimously recommends that appropriate purchase orders be issued by the Administrative Division for the purchase of equipment and, when obtained, the Domestic Intelligence Division should use the outlined method in the preparation of mail for transmittal.

60 JAN 29 1954

Mr. Mohr

*Handwritten signatures and initials*



EXECUTIVES CONFERENCE

SUGGESTION NO. 859-53  
MADE BY SA JOSEPH P. MC MAHON -  
CHICAGO OFFICE  
SECURITY INFORMANT INDICES

323,013  
ALL INFORMATION CONTAINED  
HEREIN IS UNCLASSIFIED  
DATE 8-19-92 BY SP5CJ/ldj

The Security Informant Index is broken down into three sections: alphabetical listing, listing by symbol, and Informants and Sources in Other Field Divisions. The Bureau has instructed that the Security Informant Index be kept by either the SAC, ASAC, or the Security Supervisor, in order to afford the index the utmost security. As an adjunct to the Security Informant Index, there is an Agents' Informative Index, which is an organizational breakdown of the informants by location. This is available to all Agents. The informants are not listed by name but are listed by symbol number. It is possible that some offices keep this with the Security Informant Index, and it is made available to Agents on request.

SUGGESTIONS:

(1) SA McMahon suggested that the section of the Security Informant Index called "Informants and Sources in Other Divisions" be placed in the Agents' Informative Index rather than in the Symbol Number Index. The Domestic Intelligence Division is opposed to this suggestion because many of the informants are described in some detail, even though the name is not disclosed, and full security could not be afforded. SAC Letter #54-1 advised the field that confidential sources and symbols of informants in the index entitled "Informants and Sources in Other Divisions" who can be of assistance to a division may be set forth on the guide cards in the Agents' Informative Index.

(2) SA McMahon suggested that the cards in the Agents' Informative Index be revised to add:

(a) Identity of contacting Agents. SAC Letter #54-1 contained instructions that this be done.

(b) File number. Domestic Intelligence Division is opposed to this suggestion for the reason that the informants' identities should be protected as much as possible and information concerning them should be kept secure.

(c) Reliability. Domestic Intelligence Division

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

cc: Messrs. Mohr & Clegg

166-2534-1109

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JAN 28 1954

FHS:ATL 1954

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INITIAL

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Memorandum to Mr. Tolson

opposed to this, pointing out the reliability of informants changes frequently and there are degrees of reliability known to the contacting Agent. Any question of reliability should be resolved by that Agent. It is further pointed out that all active current informants should be reliable and if they are not they should be discontinued without delay.

(d) Residence and Employment of Confidential Sources who may be contacted by any Agent. The Domestic Intelligence Division is opposed to this suggestion, and pointed out that any information such as the address of a Confidential Source or Panel Source, can be obtained from and will be in the possession of the contacting Agents. If the services of the Confidential Source or Panel Source are needed, the contacting Agents will handle the request. It was further pointed out that the Manual of Instructions provides that contacts with Confidential Sources and Panel Sources be made by the Agent or Agents specifically designated for that purpose.

(3) SA McMahon suggested that a separate section be added to the back of the symbol index captioned "Active Tesurs and Misurs" in which would be filed in numerical order duplicate cards on all active technical and microphone surveillances. The Domestic Intelligence Division points out that only twenty-one offices presently have tesurs and misurs. Thirteen of these offices have five or more; therefore, the problem is confined. Domestic Intelligence Division believes that this suggestion has merit for Chicago and other large offices, but believes that such an index should be set up adjacent to the alphabetical informant index as a tesur or misur index, and would be arranged alphabetically by subject. It is the view of that Division that this matter should be handled with offices in which the problem exists.

(4) SA McMahon suggested that in the future when an informant having a symbol number is cancelled, the card be so marked, the symbol number index card be retained in that index, and the alphabetical name index card be placed in the Agents' Informative Index in numerical order behind a separate section entitled "Discontinued Informants". The Domestic Intelligence Division is opposed, pointing out that information on a discontinued informant is just as confidential as on an active informant and discontinued informant cards should not be made available to the entire office, which would happen if they were placed in the Agents' Informative Index.

(5) SA McMahon suggested that the reliability of active informants also be added to the cards in the Alphabetical Name Index and Symbol Number Index. Domestic Intelligence Division is opposed, pointing out that all active informants should be reliable and if they are not they should be discontinued.

Memorandum to Mr. Tolson

HHG:cs 1/19/54

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference of 1/14/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire and Glegg, agreed unanimously with the Domestic Intelligence Division in opposition to the suggestions which have not already been adopted since these suggestions would have the effect of making it easier to identify individual confidential informants listed in the security informant index. It was believed that these names should be restricted and retained in confidence as at present.