

MR. POLSON

January 25,
1954

THE EXECUTIVES' CONFERENCE

~~CONFIDENTIAL~~
[X] SOVIET COUNTER-INTELLIGENCE [X]

On January 25, 1954, the Executives' Conference consisting of Messrs. Tolson, Ladd, McGuire for Nichols, Mason for Clegg, Glavin, Tamm, Trotter for Tracy, Mohr and Belmont, considered suggestions made by the San Francisco Office on the Bureau's approach to Soviet counter-intelligence. (S)

San Francisco's suggestions were based on the premise that the Bureau cannot wait for espionage cases to be referred to it, but must conduct a program to develop information or "starting points" leading to espionage investigations; that the Bureau has the responsibility for uncovering espionage and must take exploratory steps to develop information which will uncover espionage. (S)

It was pointed out to the Conference that there can be no quarrel with the above premise; that the Bureau's programming in the counterespionage and intelligence field during the past several years has been directed along these very lines, that is, that we must establish programs which will give us coverage of Soviet espionage in this country and we must reach out and develop information, even though our programming is of an exploratory nature. Our Defector Program, our Double Agent Program, and our Soviet Intensification Program are specifically directed toward such goals. (S)

Basically, San Francisco proposes exploratory tactics:

(1) To set up an analytic group within the Defense Department, which group would analyze intelligence reports from Russia, periodicals, Government reports, and information from all available sources showing developments being made by the Russians in scientific and other pertinent fields. Whenever such analysis reflected that the Soviets were reaching their targets more rapidly than would be normal through research, it would be presumed that the knowledge permitting such rapid development was the result of espionage in the United States. This analysis would permit the Bureau to launch investigation at the installation or group of installations developing the particular project for the purpose of uncovering the supposed espionage. (S)

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

76 - Mr. Clegg
58 JAN 29 1954

Attachment
Analytic


ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

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~~CONFIDENTIAL~~ 2554-11098
JAN 28 1954
Classified by SP-5C/DK
Declassify on: OADR 8/11/92

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MEMORANDUM FOR MR. TOLSON

Executives' Conference Recommendation:

~~CONFIDENTIAL~~

The Executives' Conference unanimously recommended against adoption of this suggestion. To propose such an analytical group within the Defense Department would not be feasible for the Bureau, nor is there a probability that such a group would be successful. There is a dearth of accurate intelligence information on Soviet programming and developments in the scientific field. Any analysis by such a group would be hypothetical and would, if the analysis was accepted, launch the Bureau on costly investigations in the nature of fishing expeditions. The Bureau would in effect be taking the responsibility for running out leads developed by a group in the Defense Department on a hypothetical basis. The real responsibility for providing such intelligence information lies with CIA. The Bureau has repeatedly requested intelligence information such as Soviet targets from CIA with little success. In fact most of our information in this respect has come from our Double Agent operation. In the matter of clandestine entry of atomic weapons into this country, we have pointed out to the White House and CIA that the best defense is intelligence from abroad that such entry will be attempted. This is the responsibility of CIA. It was felt that we should continue to solicit information from CIA and other agencies of an intelligence nature which may indicate espionage in this country; that we carefully follow out and explore any such information received. We have done this in the past. (S)

(2) San Francisco's point two was that the Bureau should contact scientists who are working on projects which may be of interest to the Russians. These contacts would have a double purpose: (1) to ascertain whether the scientists have been approached for information; and, (2) to solicit cooperation whereby the scientists will report to us if they are approached. (S)

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that we not adopt the San Francisco suggestion for the following reasons:

~~CONFIDENTIAL~~

MEMORANDUM FOR MR. TOLSON

~~CONFIDENTIAL~~

(1) There are literally thousands of scientists employed in various projects which would be logical targets for the Soviets. To thoroughly cover the field, it would be necessary to contact the majority, if not all such scientists. This would be a costly, time-consuming and personnel-consuming operation. (X)

(2) Scientists, as a group, are not security minded and are jealous of their scientific freedom. The possibility of a successful contact program among scientists as a group is not good. Further, while this is not a controlling factor, a Bureau contact program among scientists, many of whom are leftist in thought, could provoke a public furor. (X)

(3) We simply do not have the manpower to expend on a fishing expedition of such proportions at this time.

(4) We have conducted contact programs among scientists on a limited basis where a sound reason has existed and we will continue to do so. For example, in the "Paper Glip" Program which consisted of German scientists brought to this country by the Army for scientific work on defense projects, we conducted contacts with all such scientists who had immigration visas to ascertain if they had been approached and to secure their cooperation in the event they were approached. (This comprised the majority of German scientists in the United States.) This was done because many fellow scientists had been taken into Russia and the families of the scientists in many cases remained in Europe accessible to the Russians. (X)

Again, in one double agent case [redacted] where a scientist was approached in this country by the Russians, we provided the names of other scientists to the Russians through our double agent as bait. We approached these scientists and secured their cooperation in the event the Russians approached them. We have been alert to use scientists as possible double agents and, in fact, have attempted to slip information to the Russians through strategically placed scientists. (X)

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b7C
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b7E

[redacted] (X)

~~CONFIDENTIAL~~

MEMORANDUM FOR MR. TOLSON

The Conference felt that we should continue to make contacts with scientists or other strategically located persons whenever there is a sound basis to do so but we should not launch a costly program to approach all scientists on a hypothetical basis. (S)

The Conference recommended that the Domestic Intelligence Division continue its study of the Defector Program to work out a formula which would provide increased approaches to Soviet and Satellite officials on a basis to encourage defection as from such sources the identities and activities of espionage contacts in this country can be secured. It was pointed out that the Defector Program is to be considered at the Internal Security-Espionage Conference scheduled for March, 1954 and meanwhile is receiving careful study. (S)

Attached is a letter to the San Francisco Office furnishing the Bureau's observations on this matter.

4.

Supervisor Fletcher from San Francisco should attend the next Security-Espionage Conference. Boardman and Belmont should thoroughly discuss the above suggestions with him.

4
1-27

yes
H
~~CONFIDENTIAL~~

Mr. Tolson

1-27-54

The Executives Conference

~~PURCHASE OF LOW VOLTAGE
DC REGULATED POWER SUPPLY~~

On January 26, 1954, the Executives Conference, following members being present Messrs. Tolson, Glavin, Tracy, Belmont, Harbo, Mohr, Rosen, Clegg, Nichols, Holloman and Tamm, considered a request of the Laboratory for the purchase of a low voltage high current DC power supply for use of the Laboratory at a cost of approximately \$1,200.

This high current DC power supply will be used to replace storage type batteries which are presently being utilized by the Laboratory in the repairing of mobile radio equipment from the field. It is noted that the storage batteries are not completely satisfactory from an operation standpoint. They are inconvenient to handle and there always exists the possibility of acid injury. A portable unit of the type desired is available on the market and can be purchased either locally or directly from the manufacturer.

The Conference unanimously recommends that an order be issued for the purchase of this equipment, the specifications of which are attached to this memorandum, by the Administrative Division.

cc - Mr. Clegg
Mr. Mohr

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/11/92 BY SP-5 CBT/ST

Attachment

OT:VH

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

RECORDED - 82

INDEXED - 82

66-255-11099

JAN 28 1954

55 JAN 29 1954

TO: MR. TOLSON

1-20-54

FROM: EXECUTIVES CONFERENCE

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b7C

SUBJECT: SUGGESTION #398-53
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION.
~~TYPING AID~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP-5 C/BAG

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 Hectowriter 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 Hectowriter 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 8, 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-3 salary, the savings in employee time would be \$85.97. After a deduction of approximately \$2.00 for materials involved, the net savings would be approximately \$83.00 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 Hectowriter 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 Ms. [REDACTED] for the adoption of her suggestion.

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EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATM

The Conference on January 20, 1954, with Messrs. Tolson, cc - Mr. Mohr & Mr. Clegg

EDM:DMG

55 FEB 8 1954

RECORDED-85

INDEXED-85

76 JAN 1954

11100

ORIGINAL FILED IN

Memorandum to Mr. Tolson

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

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b7C

[Handwritten notes:]
[redacted] in identification
[redacted] 1-22-54
[redacted] OK
[redacted] 1-20
[redacted] award
[redacted] 1-22-54

[Handwritten notes:]
Memo to [redacted]
and letter to Mrs. [redacted]

[Handwritten notes:]
1-22-54
[redacted]

MR. TOLSON

1/26/54

EXECUTIVES CONFERENCE

BUREAU WAR PLANS

CHAIN OF COMMAND

OFFICE ADMINISTRATION

Present at the Executives Conference January 25, 1954, were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Mason.

The Conference considered the chain of command of the Bureau under War Plans. The present chain of command is:

Director, Associate Director, Assistants to the Director (Ladd and Nichols), Assistant Directors (no particular order named), and from the field Assistant Director E. J. Connelley, SAC Boardman (New York), and SAC John Malone (Los Angeles).

In view of the proposed retirement of Mr. Ladd and the transfer of SAC Boardman to the Seat of Government, it was unanimously recommended by the Conference that the chain of command be as follows:

Director, Associate Director, Assistants to the Director (Mr. Nichols and Mr. Boardman), Assistant Directors (no order named), and from the field Assistant Director E. J. Connelley, SAC R. J. Abbaticchio (Philadelphia), and SAC John Malone (Los Angeles).

If approved, appropriate background information will be provided to SAC Abbaticchio, who has not previously had a responsibility in the chain of command for the Bureau, and Mr. Boardman will be advised of his new designation after he assumes his new position.

cc: Mr. Mohr
Mr. Clegg

EDM:ATN

RECORDED-67

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JAN 27 1954

66-2554-11101

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

53 FEB 2 1954

ALL INFORMATION CONTAINED
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DATE 8/12/82 BY SP-CA/PTX

MR. TOLSON

January 28, 1954

THE EXECUTIVES CONFERENCE

NEW DICTOGRAPH INSTALLATION FOR DIRECTOR AND OTHER BUREAU OFFICIALS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5ci/02

The Executives Conference of January 20, 1954, consisting of Messrs. Tolson, Holloman, Mason, Rosen, Ladd, Mohr, Hennrich, Tamm, Tracy and Glavin, was advised that the Administrative Division had received suggested specifications for the removal of the old and installation of the new Dictograph or other inter-office communication system in the Director's Office and certain selected other offices at the Seat of Government.

From discussions that Laboratory personnel had with representatives of the Dictograph Company, information was secured that the Dictograph Company could complete the installation in approximately five working days.

It was pointed out to the Conference that by placing a limit of five days for the completion of the work in the invitations to bid the Bureau would undoubtedly be subject to criticism from bidders other than the Dictograph Company inasmuch as such bidders might claim discrimination since, if the Bureau put such a short time for the completion of the contract, a company which is unfamiliar with the installation as it presently exists could not complete the work in that period of time.

RECOMMENDATIONS:

(1) The Conference, therefore, recommended that at such time as invitations to bid are sent out for the removal of our present system and installation of a new system, as recommended by the Laboratory and approved by the Director, that a period of at least fifteen working days be allowed to complete the contract.

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

(2) Mr. Glavin further pointed out to the Conference that at the time the new system is installed the offices in which the installation is to be made will be without such Dictograph service until

RECORDED-67

INDEXED-67

66-2554-11102
JAN 28 1954
92

Mr. Clegg
Mr. Mohr

52 FEB 8 1954

ORIGINAL FILED IN 66-3114-

Memorandum to Mr. Tolson from the Executives Conference

1-26-54

Re: New Dictograph Installation for Director and Other Bureau Officials

the complete installation is made and tested. It was pointed out to the Conference that since the master set would be placed in the Director's Office the workmen would be in that office a considerable portion of the time during the installation of the new equipment, and, further, that there would be no Dictograph equipment in Miss Gandy's Office, Mr. Holloman's Office, or the Telephone Room, which could be utilized during the period of the installation. Mr. Glavin further pointed out that the removal of the old system would also involve considerable work in the offices in which it is presently installed, thereby disrupting orderly business during that period of time.

Mr. Glavin recommended that the invitations to bid on the installation of the new equipment be held in abeyance until such time as the Director finds it necessary to be absent from the city for a period of at least fifteen days so that we will be able to have the necessary work done without disrupting the Director's Office during regular business hours. It would be to no advantage to endeavor to have this work done after regular office hours since the office still would be without service of the Dictograph, or comparable instrument, during the period of time the old system is being removed and the new system is being installed.

The Conference unanimously recommended that the installation of the new system be held in abeyance until the Director is absent from the city for at least fifteen days, during which time the appropriate installation could be made.

(3) It was further recommended by Mr. Glavin, and the Conference agreed, that we give prospective bidders at least thirty days in which to submit bids and at least fifteen days to complete the installation of new equipment so that the Bureau cannot be charged with discrimination by any of the firms or individuals who feel that they are qualified to install an inter-office system.

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

Mr. Tolson

1/4/54

The Executives Conference

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b7c

SUGGESTION NO. 865-53
MADE BY SA [REDACTED]
LOS ANGELES OFFICE
WHITE SLAVE TRAFFIC ACT

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DATE 9/12/92 BY SP-5C/BMF

SUGGESTION:

The employee suggests the elements of the White Slave Traffic Act presently set out in the Manual of Instructions and the FBI Handbook be changed to show clearly the difference between Section 2421, Title 18 (transportation generally) and the "coercion, persuasion, inducement" on sections 2422 and 2423 as the present Manual and Handbook elements state Section 2422 and 2423 are violated only when the elements of Section 2421 are present in addition to the use of a common carrier. Under Sections 2422 and 2423, a violation occurs when a woman or girl is persuaded or coerced to travel in interstate or foreign commerce and uses a common carrier for that purpose although the victim was not actually transported as required under Section 2421.

It is further suggested the provisions under Section 2421 relating to the securing of tickets for the transportation of a woman or girl for immoral purposes be added to the FBI Handbook and Manual of Instructions for completeness.

OBSERVATIONS:

The Investigative Division favors the revision since it would clarify the elements of the White Slave Traffic Act statute.

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

The Executives Conference of 1/7/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Nichols, Holloman and Clegg, considered the above suggestion. The revisions in the Manual completing the basic data pertinent to White Slave Traffic Act matters it is believed should be added to the Manual and Handbook and such was unanimously recommended by the Conference.

RECORDED-33

INDEXED-33

166-2534-111103

JAN 28 1954

45

EX-121

INITIALS OF DEPARTMENT

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

Attachment
cc - Mr. Clegg
Mr. Mohr

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Revision of Manual of Instructions, Section 100, Page 2.

B. ELEMENTS

- (1) To establish a violation of Section 2421, it is necessary to prove
- (a) That a woman or girl was transported in interstate or foreign commerce, or within the District of Columbia or within any of the Territories or Possessions.
 - (b) That the purpose of the transportation was prostitution, debauchery, or other immoral purpose; or
 - (c) That tickets or any form of transportation or evidence of the right thereto to be used by any woman or girl in interstate or foreign commerce or in the District of Columbia or any Territory or Possessions of the United States were knowingly procured for the purpose set out in (b) and whereby any such woman or girl was so transported.
- (2) To establish a violation of Section 2422 it is necessary to prove
- (a) That a woman or girl was persuaded, induced, enticed or coerced to travel in interstate or foreign commerce or in the District of Columbia or in any Territory or Possessions of the United States for the purposes set out in (1) (b).
 - (b) That the travel was knowingly caused upon the line or route of any common carrier.
- (3) To establish a violation of Section 2423, it is necessary to show in addition to the elements of Section 2422
- (a) That the woman or girl was under the age of eighteen years.

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

✓
46-2554-11103
ENCLOSURE

MR. TOLSON

1/5/54

EXECUTIVES CONFERENCE

FIRST AID TRAINING -- ^{Bureau} WAR PLANS

The Conference was advised that there are twenty-seven individuals at the Seat of Government who have been trained in First Aid and have received the Standard Red Cross First Aid certificate nearly three years ago. The certificate is good for a period of only three years. The certificates of some of these twenty-seven individuals expire in the next few weeks, and all twenty-seven certificates will have expired by November 15, 1954. These certificates can be made good for another three years if the twenty-seven employees take the Red Cross Advanced course in First Aid, which consists of twelve hours' instruction. This course is endorsed by Civil Defense. The Conference was informed that First Aid training is a part of FBI War Plans.

EXECUTIVES CONFERENCE CONSIDERATION: ALL INFORMATION CONTAINED
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DATE 8/2/72 BY SP-5 CJP/ptg

The Conference unanimously recommended:

(1) The twenty-seven persons involved be given the twelve hours advanced course in First Aid.

(2) The training be commenced about January 26, 1954.

(3) That the training be held on Tuesdays and Thursdays for a period of three hours on each day until the twelve-hour course has been completed.

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

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166-2554-11104
JAN 20 1954
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70 FEB 3 1954

ORIGINAL FILED IN 66

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓

DATE: December 22, 1953

FROM : THE EXECUTIVES CONFERENCE

8/12/72 SP-5C/JHK

SUBJECT: REGULATIONS RELATING TO CLASSIFIED INFORMATION -
DEPARTMENT OF JUSTICETolson
Ladd ✓
Nichols ✓
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gandy
Mohr
Winterrowd
Tele. Room
Holloman
 Sizoo
Miss Gandy

The Executives Conference on December 14, 1953, Messrs. Nichols, Belmont, Rosen, Trotter, Harbo, Ladd, Tracy and Clegg being present, considered the new Executive Order on the classification, storage and transmission of security information, and the Department's regulations in connection therewith.

In October, 1951, Executive Order 10290 (concerning classification of security information) became effective. During the review of various drafts of that Order, before it became effective, the Bureau advised the Department of a number of provisions which required clarification or to which we objected and obtained opinions from the Department that Bureau standards were equal to or greater than those required by the regulations. The Director stressed to the Department that information is handled by the FBI in a very secure manner; that imposition of added rules would place additional burdens and expenses upon the FBI and that if uniform minimum standards were necessary he wanted to be certain that the standards established would not impede us in discharging our responsibilities.

Immediately upon the Order being made effective, the Bureau issued appropriate regulations to be followed within the Bureau. Subsequently, in June, 1952, the Department drew up regulations which, when first examined, were impossible for us to operate under. At that time the Department readily agreed to make numerous revisions and amendments to their regulations in order to permit the Bureau to operate thereunder. The revisions and amendments were made in accordance with previous interpretations of the Order which had been furnished to the Bureau in the series of communications from the Department during the drafting of the Order and immediately after its having become effective. In order to incorporate these revisions and any others which might subsequently be required, the Department's regulations additionally incorporated the following statement: "Any variations to these regulations must have had the approval of either the Attorney General or the Deputy Attorney General." At the time the Bureau agreed to operate within the Department's regulations, it was deemed desirable to do so because of the possibility of Congressional investigations which might have

1 - Mr. Mohr
1 - Mr. Clegg

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66-2554-11105

76 JAN 11 1954

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required the Bureau to submit explanations for the procedures it followed under the Order.

In June, 1953, the Bureau learned that the Department was preparing a new Executive Order which would revoke the old Executive Order 10290. The New Order 10501 became effective December 15, 1953, and eliminated the classification "Restricted," prohibited a number of Federal agencies from classifying anything and put in particular regulations which would make the Order more palatable to newspapermen. In June, 1953, contact was made with Mr. Tom Donegan of the Department, at his request, in order to submit the Bureau's observations of the new Order. These observations were for the most part identical with the numerous observations we had made when Executive Order 10290 was issued and concerning which we obtained the Department's interpretations. In addition, questions were raised concerning other provisions of the new Order to determine how they might affect the Bureau's operations. At the time of our contact with Mr. Donegan, he dictated a proposed letter for the Attorney General's signature to the Director furnishing a number of interpretations of provisions in the Order which might be used by the Bureau in applying the new Order to the FBI. On November 24, 1953, the Attorney General sent this memorandum (including certain other changes suggested by the Bureau in subsequent conferences with the Department) to the Director and he concluded by saying that the ideas expressed in that memorandum would be followed when the Department revised its internal regulations to conform with the Executive Order.

The Bureau has already sent to the field operating instructions under the new Executive Order. Recently the Department began preparing new security regulations to be followed by the various departments and bureaus within the Department. Mr. Leonard Bienvenu, the Department's Security Officer, in the preparation of the first tentative draft, which the Bureau received on December 4, 1953, failed to take under consideration each interpretation of the application of the new Order as it applied to the FBI. However, he did incorporate in the regulations the statement, similar to the one which we had included in the Department's regulations originally drafted in June, 1952, in connection with Executive Order 10290, to the effect that any variation to these regulations must have had the approval of the Attorney General or Deputy Attorney General. He may have deemed this sufficient for our purposes since he pointed out that he is aware of the fact that the Attorney General had furnished us with his interpretation of a number

of the provisions of the Order in his memorandum of November 24, 1958.

Mr. Bienville said he would be willing to grant the Bureau a complete exemption from the proposed regulations and have the Attorney General furnish the Bureau a memorandum giving us such authority. He said he preferred to do this rather than to attempt to change the various sections of the Department's regulations so that they would conform with the interpretations of the Attorney General concerning the application of the sections of the Order to the FBI. In this regard, it is noted that the Department's present draft does include many of the amendments and revisions suggested by the Bureau when these regulations were originally drawn up. Many of the present questions, which arise in connection with the new draft of the regulations, result from either new interpretations given certain portions of the Order by the Department's Security Officer or as a result of certain new provisions in the new Order which differ from the old Executive Order 10290. It seems that it should be no great problem for the Department's Security Officer to incorporate the Bureau's suggested amendments and in those sections where it would appear undesirable to make a specific reference to the FBI, a mutual agreement could be reached that the section in the regulations stating "Any variations to these regulations must have had the approval of either the Attorney General or the Deputy Attorney General" would cover any variations the Bureau followed.

Executive Conference Consideration:

The conference gave consideration as to the advisability of taking one or the other of the following actions:

(1) Requesting a memorandum from the Department to be signed by the Attorney General which would exempt the Bureau from the procedures applicable to the rest of the Department and, in lieu thereof, there be prepared a special list of instructions applicable to the Bureau which would be submitted to the Attorney General for his approval. The conference was of the unanimous opinion that this course should not be followed.

(2) The conference unanimously recommended that we follow the procedure which was followed when the initial Executive Order 10290 was issued of considering that the Bureau was within the scope of the Departmental orders but that special interpretations from the Attorney General approving present procedures of the Bureau should be issued as we would request.

It was pointed out that the Department received a questionnaire (in June, 1952) from a Congressional Committee asking for a report on its security regulations. This questionnaire inquired as to whether there was any exception to the Department's regulations and, if there were exceptions, then the agency or bureau within the Department excepted would have to submit its own answers to the questionnaire. The conference felt that if a similar situation arose in the future, it would be to the Bureau's advantage to have the Department answer such questions rather than to have the Bureau answer such questions because we were excepted from operating under the Department's regulations. In this connection, it is noted that the interpretations given us by the Attorney General are not exceptions or exemptions from our operation under the Order but are holdings that we comply with the Order because our standards are equal to or higher.

It was further believed by the conference that if the press inquired and learned that the Bureau was excepted from the Department's regulations and had its own special regulations, there would be inquiries as to why this exception had been made with the Bureau having the burden of explaining. It was believed, therefore, it would be better for the Bureau to fall within the scope of the Department's regulations with the Attorney General's interpretations which we received in memorandum form approving the present procedures of the Bureau being incorporated within those regulations. This has been our past procedure.

Mr. Nichols and Mr. Ammarell of the Liaison Section handled the negotiations for the Bureau with the Department in regard to Executive Order 10290. The Director may desire for them to handle the current matter with the Department.

3/1/56

II. ELEMENTS

(a) T. 18, USC, Sec. 2421

(1) A woman or girl was transported in interstate or foreign commerce, or within the District of Columbia or within any of the Territories or Possessions for prostitution, debauchery, or other immoral purpose.

(2) Tickets or any form of transportation procured for use of girl or woman for transportation and purposes set out in (1).

(b) T. 18, USC, Sec. 2422

A woman or girl was persuaded or coerced to be transported in the manner and for the purposes set out in (a) and the travel was on the line or route of a common carrier.

(c) T. 18, USC, Sec. 2423

Same as (b) except woman or girl must be ^{under} eighteen years of age.

(d) Provisions formerly set forth under (2) (c) are to be placed under (2) (d).

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/27/92 BY SP-5C/BAP

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

66 - 4 - 11105
ENCLOSURE

MR. TOLSON

1/19/54

EXECUTIVES CONFERENCE

FORM FD-125
REQUEST FOR CREDIT OR CRIMINAL RECORD

~~FORMS~~

Present at the Executives Conference on January 18, 1954, were Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Ladd, Rosen, Nichols, and Mason.

It was brought to the attention of the Conference that ~~Form FD-125~~, entitled ~~"Request for Credit or Criminal Record Check"~~ is a document prepared by an Agent who wants a Special Employee or other designated field employee to check a credit or criminal record as to a given person. The front side of the form has spaces for appropriate descriptive data. The reverse side of the form states, "Results of Credit or Criminal Check" and provides a place for the name of the employee who made the check and the date.

It was suggested to the Conference that rather than cause the Mechanical Section to print both sides of these forms, it would be possible to place a statement at the bottom of the front side, "Set forth results of check on reverse side, along with name of checking employee and date." This will cut the printing time in half.

EXECUTIVES CONFERENCE CONSIDERATION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5 CJP

Unanimously favorable in a recommendation that the form be revised at the next printing and that all existing copies of the present form be used.

cc: Mr. Mohr
Mr. Clegg

EDH:ATW

RECORDED - 60

INDEXED - 60

76 JAN 1954

-125

INITIALS ON ORIGINAL

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

60 FEB 5 1954

ORIGINAL FILED IN 66-39113-1247

MR. TOLSON

1/26/54

THE EXECUTIVES CONFERENCE

ACKNOWLEDGMENT OF REQUESTS
TO CONDUCT INVESTIGATION RECEIVED
FROM GOVERNMENT AGENCIES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5 C/B

Present at the Executives Conference January 25, 1954,
were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd,
Rosen, McGuire, and Hason.

It was brought to the attention of the conference that
when inspectors reviewed the handling of a case at the Seat of
Government recently it was noted that the case first came to the
attention of the Bureau by letter from the Veterans Administration.
This letter was not acknowledged. Subsequently, the Veterans
Administration wrote the Bureau and requested to be advised as to
the status of the investigation and later the Veterans Administra-
tion wrote again.

The Manual of Rules and Regulations, section 4, A, 3, b,
(4), provides "Letters from outside sources should be acknowledged
promptly, but it is within the discretion of the SAC as to whether
an acknowledgment is to be made." Also, the Manual of Rules and
Regulations, section 8, B, 4, b, states "Incoming communication
must be acknowledged promptly except where SAC deems otherwise."
This sentence follows a paragraph devoted to referring matters to
other Federal agencies when they are not within the FBI's juris-
diction. The Seat of Government Supervisors' Manual states that
communications should be acknowledged promptly. Nowhere do we
find a regulation requiring the acknowledgment by letter of each
individual case or new investigation which has been reported to
the Bureau or sent by letter from another agency.

The question put to the conference was whether the Bureau
should, in all instances, acknowledge by letter new cases reported
to us by letter when these cases are within the FBI's jurisdiction.
It was the unanimous opinion of the conference that courtesy and
good business demand such an acknowledgment. There is attached
an appropriate SAC Letter for signature so instructing.

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

Attachment

cc - Mr. Mohr
Mr. Clegg

EDM:FMB

F 474
03 FEB 1 1954

RECORDED-42

INDEXED-42

EX-126

66-3554-11107
JAN 29 1954

DEPARTMENT OF JUSTICE
FEDERAL CREDIT UNION

WASHINGTON 25 D. C.
JANUARY 11, 1954

[Handwritten signature]

PERSONNEL OFFICE
F. B. I.
Room 4519

ATT: MR. H. L. EDWARDS

DEAR MR. EDWARDS:

WE ARE ENCLOSING ABOUT 100 COPIES OF THE OFFICIAL NOTICE FOR THE ANNUAL SHAREHOLDERS MEETING.

SINCE WE HAVE NO OPPORTUNITY OF MAKING AN INDIVIDUAL DISTRIBUTION OF THIS NOTICE TO THE F. B. I. EMPLOYEES WHO ARE MEMBERS OF THE CREDIT UNION WE ARE SOLICITING YOUR GOOD SERVICES IN A PARTIAL DISTRIBUTION TO THE SEPARATE DIVISIONS AND THEIR PERSONNEL REPRESENTATIVES.

OUR SINCERE THANKS FOR YOUR COOPERATION IN THIS MATTER.

VERY TRULY YOURS,

[Redacted signature area]

JWG:JH

RECORDED - 60 66-859-1100

RECORDED
189 JAN 21 1954

EX-127

ADDENDUM: *[Handwritten initials]*

January 14, 1954

The Executives Conference of January 13, 1954, consisting of Messrs. ~~Rosen, Tamm, Glavin, Ladd, Nichols, Belmont, Mohr, Tamm and Callahan~~ unanimously approved the displaying of the attached notices on various divisional bulletin boards if this procedure has been followed in the past in connection with this matter.

[Handwritten notes: ENCL 1, filed in orig, 1-14-54]

[Handwritten notes: was done in past]

50 FEB 4 1954

JAN 25 1954

34941-11
OPERATED BY
FEDERAL CREDIT UNION

b6
b7c

MR. TOLSON

1/18/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY 89-5 ci/ptf

TRANSMITTING OF CLASSIFIED INFORMATION
AND SECURITY TYPE INFORMATION

The Conference, on January 13, 1954, with Messrs. Tolson, Callahan, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Gearty, Holloman, and Nichols present, was advised that the San Juan Office, by letter of January 5, 1954, had requested permission to utilize a form receipt when security type information is delivered to local offices of intelligence agencies. In connection with this the Conference considered a proposal that whenever top secret and secret material is transmitted to another government agency that a receipt be obtained for each piece of such material.

PRESENT PROCEDURE:

Executive Order 10501, entitled "Safeguarding of Official Information in the Interest of the Defense of the United States", provides for obtaining receipts for top secret and secret material. The Attorney General advised the Bureau by letter November 24, 1953, that the Bureau is not required to have any receipt system in addition to that currently used. It should be noted from Executive Order 10501, Section 8, that the Director, FBI, may authorize transmitting of top secret material by any means which he approves, then, of course, secret and confidential material may be sent in the same manner. Present Bureau regulations provide that all "security" material sent by mail shall be sent registered mail, excepting that classified "top secret" or "secret", which must be sent registered mail return receipt requested. When security material is personally delivered a notation is made in the file of that fact, and when material is sent by courier service, one receipt is obtained for the entire package of material delivered to that agency on that particular occasion.

PROPOSED PROCEDURE:

It was proposed that the Bureau, both at the Seat of Government and in the field, obtain a receipt for each secret and top secret document which is sent and that the receipt be filed with the file copy of the document. It was proposed that the receipt show the title of the case, file number, date of the communication, to whom sent, and the signature of the person receiving the document.

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

RECORDED - 60

INDEXED - 60

76 JAN 1954

1954

GCG:ATN

832

OFFICIAL RECORD

ORIGINAL FILED IN

B

11199

53 FEB 1954 Mr. Mohr Mr. Clegg

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference was unanimously opposed to the proposal that a receipt be obtained for each secret and top secret document sent out of the Bureau and recommended that the present procedure be continued. The Conference was also of the opinion that field offices should not use a form receipt for material personally delivered. If approved, there is attached a letter to go forth to San Juan advising that the use of a receipt form is not desired.

Mr. Tolson

1/19/54

The Executives Conference

USE OF IBM EQUIPMENT IN
PREPARATION OF MONTHLY
ADMINISTRATIVE REPORTS

SYNOPSIS

PROPOSAL:

SAC Harvey Foster, Cincinnati Division, in connection with Monthly Administrative Reports, proposed the use of IBM punch type assignment cards and IBM card punch and sorting equipment.

Advantages:

None.

Disadvantages:

1. There are 28 field offices that had a pending case load as of November 30, 1953, ranging from approximately 1300 down to 260. Eight of these offices maintain a running daily tabulation and do not have a breakdown problem at the end of the month. The 20 other offices on an over-all basis average no more than approximately 5 hours time of one employee monthly to prepare the monthly administrative report including the listing of delinquent cases. The preparation and punching of the IBM cards, the continued manual listing of the titles and reasons for the delinquency on the delinquent lists which the IBM equipment would not handle, the use of the IBM equipment in sequencing and sorting and the typing of the report would still take at least 5 man-hours time per month. No savings would be effected.

2. There are 11 field offices, including Cincinnati Division, that had a pending case load as of November 30, 1953, of between approximately 1500 and 1800 cases. On an over-all basis these offices average approximately 12 hours time of one employee per month to prepare the monthly administrative

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 ci/bnf

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

cc: Mr. Mohr
Mr. Clegg
Statistical Section

RECORDED - 90
INDEXED - 90

FEB 1954

JEE: new
FEB 19 1954

66-2054-1110
H H G
RE

ORIGINAL FILED IN 66-2054-1110

report, including the listing of delinquent cases. Using the IBM equipment suggested, it would take approximately 5½ hours per month to perform the sequencing, breakdown and counting and approximately 6 hours per month of one employee to prepare and punch IBM cards (20 minutes per day for 20 days) for a total of 11½ hours per month or a savings of about ½ man-hour per month (see statement No. 1 attached). However, the monthly operating cost would increase per month per office \$68.23 a month or a total increase for the 11 offices of \$750.53 per month (see statement No. 2 attached).

3. There are 13 offices with a pending case load as of November 30, 1953, of over 1900 cases. All but 2 of these offices have no problem with regard to sequencing from Agent order to numerical order and back to Agent order in the preparation of monthly administrative reports since one set of their assignment cards is always in numerical order. This system is required of offices that have three supervisors in addition to SAC and ASAC but is optional with remaining offices. A minimum of 4 of the 13 offices also maintain (optional with field) a running daily tabulation of figures necessary for preparation of monthly administrative reports and do not have the problem at the end of the month of breaking down the assignment cards into the various categories. These offices would still have to manually list the titles and reasons for the delinquencies on the delinquency list and perform the typing work involved. No savings.

4. There would also be an initial installation fee of \$17.50 for the IBM equipment for each office. In addition, it is noted that the equipment would only be used a portion of 1 day each month, although the full monthly rental of \$37.50 would have to be paid for each office.

5. Congress, as reflected during recent hearings, would not look with favor upon the additional expense caused by the installation of tabulating equipment in a number of Bureau field offices particularly when similar equipment is located and available in the Statistical Section in Washington.

ALTERNATE PROPOSAL:

Mr. A. E. Leonard, Chief of the Statistical Section, suggested that consideration be given to the possibility of preparing the monthly administrative reports for each field

division at the Seat of Government using the IBM equipment presently available in the Statistical Section. This would necessitate each field office using IBM type cards in addition to regular assignment cards and transmitting the IBM cards to the Bureau.

Advantages:

1. It would reduce by an average of 5 man-hours per month the time presently required to prepare the monthly administrative report in each of 23 field offices that had a pending case load over 1500 cases as of November 30, 1953 (see statement No. 3 attached).

2. It would reduce by an average of 20 man-hours per month the time presently required to prepare the monthly administrative report in the New York Office (see statement No. 3 attached).

Disadvantages:

1. There would be no advantage to 28 offices that had a pending case load as of November 30, 1953, ranging from approximately 1300 to 260 cases. These offices only average approximately 5 hours time of one employee per month to prepare the monthly administrative report. Deduct from this approximately 4 hours time of one employee per month to prepare and post the IBM assignment cards (approximately 12 minutes per day for 20 days); also, deduct approximately 1 hour per month's time of Statistical Section to prepare monthly administrative reports for these offices. These offices would also still have to prepare the delinquency list or at least a portion of it since the IBM equipment will not list the titles or reasons for the delinquencies. Nothing saved.

2. It would necessitate the field divisions sending to the Bureau approximately 100,000 assignment cards per month for processing and these cards would then have to be returned by the Bureau to the field offices with copies of the reports prepared. This increased mailing cost plus the cost of the IBM cards plus the cost of special type pencils which the field would have to use in posting the IBM cards would offset the small monthly reduction of 5 hours per month in man-hours accomplished.

3. Would necessitate each field office either (1) hold up their posting until return of the assignment cards from the

Bureau or (2) if they continued to post they would have to repost on to the IBM cards when received from the Bureau. The first procedure would cause a backlog to pile up for the length of time it took to receive back the IBM cards from the Bureau which would add to the confusion. The second procedure of reposting to the IBM cards after their receipt back in the field office would cause duplicate work.

Mr. A. T. Leonard, Chief of the Statistical Section, Mr. H. B. Fletcher, Assistant Special Agent in Charge, Washington Field, and Inspectors J. E. Edwards and J. E. Nugent are all opposed to the adoption of either suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: 1/26/54 EIM:ATN

Present at the Executives Conference on January 25, 1954, were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Eason.

The Conference was unanimously of the opinion that neither of the suggestions could be adopted and recommended no further action.

STATEMENT NO. 1

Estimate of SAC Foster, Cincinnati Div. Based on Pending Case Load of 2,000 cases

Estimate of Seven Other Field Offices Approx. Case Load of 2,000 cases. (Bufile 66-2199 Sec. 7)

Estimate of IBM for Cincinnati Div. Based on Case Load 2,000 Cases

	Hrs.		
Sequencing from Agent Order	7		
Manual Counting	13	11	
Return to Agent Order	3		6
Weekly Listing for 14 Benefit of Supervisory Staff		Not required by Bureau Handled differently in Various offices.	Approx 333 assignment cards per hour
Monthly listing of 10 Delinquent cases		2 1/2 Bureau only requires bimonthly listing. In addition listing of title & reason for delinquency which IBM equipment could not do takes half of time necessary to prepare list of delinquent cases.	1 1/2 hr. estimate for 14' manual work Not required by Bu 1 hr. estimate for sorting and counting does not include listing of title and reasons for delinquent or other necessary typing
			6 To prepare and post IBM cards

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY sp-5 ci/pth

Totals 47 13 1/2 12 1/2

Note: Letter from SAC C. W. Brown, Cincinnati Division, dated 9/19/52 estimated approximately 16 hours time of one employee to completely prepare monthly administrative report. (Bufile 66-2119-520) Pending case load as of 7/31/52 was 2335 as compared with 1817 for Cincinnati Office as of 11/30/53.

Estimate of 11 offices including Cincinnati as to the time it takes one employee to prepare monthly administrative report including listing of delinquency (prorated on monthly basis) based upon a pending case load ranging from approximately 1500 to 1800 12 hrs.

Estimate using IBM equipment - sequence, breakdown, counting 5 1/2
Preparing & posting 6 11 1/2 hrs.

Time saved per month for 1 employee when using IBM equipment 1/2 hr.

66-2554-1110

STATEMENT NO. 2

There are 11 field offices including Cincinnati Office that had a pending case load as of November 30, 1953, of between approximately 1500 and 1800 cases. On an over-all basis these offices average approximately 12 hours time of 1 employee per month to prepare the monthly administrative report including the listing of delinquent cases.

Applicable to 11 Offices

Present Method		IBM Method	
Time of 1 Employee per month	12 hrs.	Time required to sequence sort & count - 5½	11½
Cost of 1 Grade 3 Employee @ 1.42 per hour	17.04	Prepare & Post-6	16.33
Present cost of assign. cards (2,000) (4.28 per 1000)	8.56	40.00 Cost IBM Assig. cards (2000) (\$20 per 1000)	
		38.50 Monthly rental cost IBM Equipment	
		Card Punch - 10.00	
		Sorter - 25.00	
		Fed. Tax - 3.50	
Total 1 office	25.60	93.83	
Additional cost 1 office using IBM Equipment			\$68.23
Additional cost 11 offices using IBM Equipment			\$750.53

UNCLASSIFIED
8/13/92 9-50104

66-2554-1110

ENCLOSURE

STATEMENT NO. 3

11 Offices Pending Case Load
as of 11/30/53 Ranging from
Approx. 1500 to 1800 Cases

Average Time to Manually Prepare Monthly Administrative Report	12 hrs.	
Average Time to Prepare & Post IBM Cards (20 min. - day 20 days)		6 hrs.
Average Time to Manually Prepare delinquency list (IBM equipment will not list cases by titles or set out explanations)		2 hrs.
Average time per month for Statistical Section to handle work of each office		2 hrs.
Total	12 hrs.	10 hrs.
Time saved 1 office	2 hrs.	
Time saved 11 offices		22 hrs.

UNCLASSIFIED
8/13/92 SF-Sci/Pop

12 Offices Pending Case
Load as of 11/30/53 above
1900 cases.

Average Time to Manually Prepare Monthly Administrative Report	40 hrs.	
Average time to prepare and post IBM Cards (30 min. day 20 days)		10 hrs.
Average time to Manually Prepare delinquency list (IBM equipment will not list titles or set out explanations)		18 hrs.
Average time for Statistical Section to handle work of each office.		4 hrs.
Totals	40 hrs.	32 hrs.
Time Saved 1 office - 1 employee	8 hrs.	

Time saved 12 offices
Total saved 23 offices
Average time of 1 employee saved

66-2054-1110

96 hrs.
118 hrs.
5 hrs.

ENCLOSURE

NEW YORK OFFICE
Pending Case Load as of
11/30/53 10,946

Time saved per mo. for 1 emp. would be approx. $2\frac{1}{2}$ times the 8 hrs. saved in the 12 offices with a pending case load over 1900 cases. 20 hrs.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/82 BY SP-5 cjp/mf

66-2554-1110

Mr. TOLSON

1/18/54

EXECUTIVES CONFERENCE

b6
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SUGGESTION NO. 18-54
MADE BY MISS [REDACTED]
PAYROLL PREPARATION UNIT
ADMINISTRATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-5 CJP/DF

SUGGESTION:

~~Discontinue filing of
Payroll change sheets in Employee's~~

The employee suggests that the filing of the Payroll Change Sheets (P2) in the Employee's Pay Jacket be eliminated.

It is presently the practice in the Payroll Preparation Unit to file in the Employee's Pay Jacket a copy of each payroll change, the purpose of these jackets being to have available for the General Accounting Office auditors a copy of the Personnel Action (SF-50), the Withholding Exemption Form (W-4) and periodic-step increase (SF-1126). Form SF-1126 is also used for reporting meritorious or superior accomplishment increases and pay adjustments. It is noted that if these jackets were not maintained, it would be necessary for the GAO auditors to check the personnel files of individuals, which is not desirable.

The suggesting employee states that seventy-five percent of the payroll changes presently filed are for tax or bond changes, holiday or night differential pay. The Payroll Unit is required to maintain the Withholding Exemption Forms, the Bond Authorization or Authorization Change Cards (TD-2254 and Attachment to TD-2254), the Time and Attendance Report (SF-1130), and the Individual Pay Card (SF-1127); thus, it is felt unnecessary to file Payroll Changes in the Employee's Pay Jacket. If any question should arise regarding correctness of a payment, Forms SF-1130 and SF-1127 are the forms which must be checked.

OBSERVATIONS:

RECORDED - 21
INDEXED - 21

166-2-7-1111
FEB 1954

Supervisor C. C. Smith of the Administrative Division concurs with the suggestion.

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

The Administrative Division recommends that the Payroll Preparation Unit discontinue immediately the filing of the Payroll Changes (P2) in the Employee's Pay Jacket, as it is felt this is an unnecessary time-consuming operation.

cc: Mr. Mohr

60 FEB 9 1954

Attachments
ENC:atn

ORIGINAL COPY FILED IN 66-217-205

RG

MEMORANDUM TO MR. TOLSON

EXECUTIVES CONFERENCE CONSIDERATION: EDH: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 adopting this suggestion. If approved, there is attached an appropriate memorandum for the Director's signature addressed to Messrs. Tolson and Glavin, ordering that the new procedure be placed into effect. There is also attached for approval a letter to the suggesting employee advising her of the adoption of her suggestion.

Mr. Tolson

I-6-54

The Executives Conference

The Executives Conference of January 5, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Ladd, Mason, Rosen, Mohr, Belmont, Harbo, Tracy and Glavin, considered the attached suggested communication to All Special Agents in Charge concerning the Stock Control System, and suggested Manual Rules and Regulations Change and recommended approval thereof.

It is pointed out that the new Stock Control System, which is being placed into effect at the suggestion of the General Services Administration, is in harmony with uniform Stock Control Systems in the Government, and the appropriate supplies and equipment have been ordered for delivery to the field.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/52 BY SP-5c/bx

Rg

NRG:AG

Attachments

CC: Mr. Clegg
Mr. Mohr

RECORDED - 26

166-2557-1112

FEB 2 1954

52

EX-127

[Handwritten signature]

ORIGINAL COPY FILED IN 66-2391

wd
om
an
andy

MR. TOLSON

12/29/53

EXECUTIVES CONFERENCE

39138

SUGGESTION #810-53
MADE BY [REDACTED]
BALTIMORE OFFICE

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/82 BY SP-5 CJP/PT

SUGGESTION:

It is suggested that the Bureau consider having automobiles greased every 2,000 miles instead of every 1,000 miles.

The suggesting employee believes that this would result in more cars being available for use since fewer cars would be out of service for lubrication.

PRESENT PRACTICE:

Bureau automobiles are presently greased at approximately every 1,000 miles.

OBSERVATIONS:

SAC Scott Alden of the Baltimore Office recommends favorable consideration in view of the satisfactory results obtained by the Baltimore County Police Department and Maryland State Police. He also advises that the 1950 Pontiac Manual recommends lubrication every 2,000 miles under normal conditions.

The Administrative Division contacted the National Bureau of Standards, who advised that a test of this nature has not been conducted but suggested that the manufacturers' operations manuals be followed. In this connection, Mr. L. J. Gauthier of the Administrative Division advised as follows: He stated chassis lubrication is very important as it is the only protection against dust, rain, rust, etc. As a general rule it is important to have all chassis parts oiled and greased every 1,000 miles. If the vehicle is to be driven in dusty or wet area it is almost necessary that this be done even more often. He stated this is the general consensus

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

cc: Mr. Clegg
53 FEB 1954
Attachment
EDM:atn
Mrs. Buchanan
Rm. 524 B

RECORDED - 76
INDEXED - 76

66-2554-1113
FEB 2 1954

ORIGINAL FILED IN 66-15909-3419

89140

Memorandum to Mr. Tolson

of most automobile manufacturers. He stated he is inclined to go along with the present procedure.

Mr. Cauthier also advised that the Book on Preventive Maintenance for Government Motor Vehicles put out by the Bureau of the Budget in 1948 points out that lubrication of the chassis can be done every 3,000 miles, which would be modified by certain conditions of use. This book states that the car should not go over 2,000 miles before being lubricated and should be lubricated at less than 2,000 miles, depending on the type of use.

Mr. Cauthier stated that the Cadillac manual of operations recommends lubrication every 2,400 miles under certain conditions. The Ford manual recommends lubrication every 1,000 miles.

Mr. Cauthier advised that he felt the matter could be left up to the discretion of the individual Special Agents in Charge as to whether the use of certain cars would warrant lubrication every 2,000 miles instead of every 1,000 miles.

EXECUTIVES CONFERENCE CONSIDERATION: 800:ATW

The Conference on December 22, 1953, with Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Holloman, Rosen, Belmont, Tracy and Gearty present, was of the unanimous opinion that the present requirements that automobiles be greased each 1,000 miles be continued. It was pointed out that if it were left up to local conditions, there would be as many opinions as there are Special Agents in Charge, which would make for confusion. If approved, the attached letter to all Special Agents in Charge should go forth. The Manuals Desk, Training and Inspection Division will make the appropriate manual change.

MR. TOLSON

1/26/54

EXECUTIVES CONFERENCE

b6
b7C

SUGGESTION #4-54
MADE BY SA [REDACTED]
CHICAGO OFFICE
SUMMARY REPORTS

SUGGESTION:

The suggesting employee proposes that present Bureau regulations regarding characterizations of relatives and associates of the subjects of summary reports be modified to (1) eliminate the requirement that data appearing in reports concerning relatives and/or associates of the subjects be attributed to specific sources, identified by temporary symbol numbers, and (2) utilization of more complete sketches attributed simply to informants "of known reliability." The employee believes the adoption of such a suggestion will result in more comprehensive sketches of the relatives and associates. He recommends that this suggestion apply only to the relatives and associates of the subject and is not intended to in any way lessen the thorough documentation of the activities pertaining to the subject.

As an example, data concerning a brother of subject, originating from multiple sources, would simply be lumped together in narrative form and attributed only to "informants of known reliability," without further identification of those sources.

PRESENT REGULATIONS:

No Number SAC Letter I, dated 3/14/52, requires that, if it is found desirable to include in a report the identities of individuals known to be Communists and to have been associates of the subject to lend weight to evidence of the subject's potential dangerousness, the source of the information reflecting the associate to be a Communist should be identified. It will not be necessary to document further such information by conducting file reviews to determine the identity of the Agent receiving the information or location of the original exhibit in the files. In most cases such information can be readily obtained from summary reports submitted on the associates who in most instances are in the Security Index.

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

cc: Mr. Mohr
Mr. Clegg

EDM:atn

2402
EX 2

FEB 7 1954

RECORDED-24
INDEXED-124

INITIALS IN [REDACTED]

M

Memorandum to Mr. Tolson

OBSERVATIONS:

The Domestic Intelligence Division believes the suggestion is wholly undesirable and points out it is contrary to the established practice of factual, analytical reporting. Considering that summary reports are widely disseminated and may eventually be used in connection with Emergency Detention Program matters, the contents must be subject to the closest scrutiny with all data therein attributed to specific sources. The present procedure entails no reporting difficulties and, as noted above, existing instructions do not require that sources be documented, but simply identified on the administrative pages.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATM

Present at the Executives Conference January 25, 1954, were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Mason.

The Conference was unanimously opposed, in view of the above-cited objections.

MR. TOLSON

January 23, 1954

~~ALL INFORMATION CONTAINED~~

~~HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN~~

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5ci/DH~~

8/16/92
Classified by SP-5ci/DH
Declassify on: OADR

~~CONFIDENTIAL~~

The Executives Conference of January 26, 1954, consisting of Messrs. Tolson, Tracy, Tamm, Mohr, Belmont, Rosen, Clegg, Harbo, and Glavin, was advised that in connection with the contemplated new space to be occupied by the Los Angeles Office it was ascertained that one Alexander Bisno who is connected with Bisno and Bisno Real Estate located at 241 South Beverly Drive, Los Angeles, is putting up some of the money to build the building which will be occupied by the Bureau. You will recall that Mr. Goldberg is actually building the building through contract with the General Services Administration.

According to information received from the SAC at Los Angeles in his confidential communication under date of January 8, 1954, which is attached hereto, it was pointed out that the files of the Los Angeles Office reflect a report submitted by the New York Office under date of August 19, 1953, bearing the caption, "Alexander Bisno, Security Matter - C". This report reflected that the subject was president of the Manhattan Chess Club, 100 Central Park South, New York City, and was reported to be sponsoring the entrance of a Soviet Chess team to the United States in May, 1953. The report further reflected that a reliable informant advised that the subject sponsored a known Yugoslav Communist into the United States in March, 1952. It was further pointed out that the Los Angeles Office indices failed to reflect any information concerning Communist Party membership activities or Communist Party front group activities on the part of Bisno.

The communication further points out that the Bureau by letter to Kansas City dated November 28, 1950, advised that an anonymous complainant had written a letter dated November 7, 1950, from Kansas City, Missouri, which reflected that some American citizens, including Alex Bisno of Los Angeles, felt that the Russian form of government was better than the United States form of government. It was pointed out further that a confidential informant of the Los Angeles Office advised an Agent of that office on August 19, 1952, that Bisno was among a group

of people who had sent a letter to Mayor Bowron of Los Angeles on July 1, 1952, protesting police brutality. Informant advised at that time Bisno was formerly in business with Jules Bisno, the Assistant Executive Secretary of the Los Angeles Jewish Community Council in 1949. Informant also advised that Bisno lived at 4101 Longridge Avenue in Van Nuys and that in September, 1951, this was the address of

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

RECORDED - 5

INDEXED - 5

106-2554-1115

FEB 3 1954

~~CONFIDENTIAL~~

58 FEB 4 1954

LAG:gt

Mem to Mr. Tolson (continued)

~~CONFIDENTIAL~~

Danny Dare and his wife Lucille. Dare presumably was a member of the Hollywood Theater Alliance, which organization was sponsored by the Communist Party to present left-wing propaganda. Informant stated that Dare was a member of American Youth for Democracy or a contributor thereto from the period of September, 1943, to January, 1949.

With reference to his voting record, informant advised that Bisno registered as a non-partisan in July, 1949, and Republican in July, 1950. Informant advised that Bisno had been convicted of numerous traffic violations from 1950 to 1951, and informant commented that this may have prompted his letter to Mayor Bowron protesting police brutality. A copy of the letter written by Bisno to Mayor Bowron was enclosed by the SAC, the SAC pointing out that it contains two statements which taken by themselves might indicate that Bisno is not sympathetic to the Communist Party line. One specific statement regarding police brutality in part is as follows, "if only a fraction of it was true (police brutality), it indicates a situation as black as one would have imagined existed even in a country like Russia". A further statement, "I figured you were a fine, upright man, and I still do...even though I don't agree with you on the housing question.....". Los Angeles points out that the Communist party in Los Angeles was definitely favorable to the position of Mayor Bowron on the housing question.

With reference to Bisno's interest in the building, a local representative of the General Services Administration pointed out that Bisno will put up a portion of the money necessary to finance the building. However, the General Services Administration does not believe they will enter the financial picture until the building has been completed.

It was further pointed out to the Conference that the Bureau has no information in its files in addition to that information mentioned above.

The Conference sees no reason why the Bureau should object to Bisno being financially interested in the construction of the building since the building is not being built by him, he is merely investing money in its construction.

I concur
J

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~~CONFIDENTIAL~~

THE DIRECTOR

~~CONFIDENTIAL~~

December 31, 1953

THE EXECUTIVES CONFERENCE

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

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE BY~~

The Executives Conference of December 21, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Clegg, Rosen, Belmont, Holloman, Tracy and Callahan, was advised that the Director had requested information as to the number of Agents assigned to security work at the present time and that such information was not available at the Bureau nor could it be obtained readily under the Bureau's present administrative report procedures or from any other source.

The Conference was advised that a sampling of eight offices on Thursday, December 17, 1953, disclosed that five of the larger Bureau offices, Baltimore, New York, Los Angeles, Boston, and Washington Field Office, indicated 50 per cent of the Agents assigned to those offices were engaged in security work. In three of our smaller offices, St. Louis, Albany, and Kansas City, approximately 25 per cent of the Agents assigned to those offices were engaged in security work. This sampling indicated an over-all average of 33 per cent of our Agents being assigned to security work, or an estimated 2351 of the 6993 Agents in the field at the present time.

MC-58A 1-25 4/11/54

It was pointed out to the Conference that the above estimate had several weaknesses which made it undesirable to use as a firm estimate of Agents engaged in security work. The Conference was informed that it was desired that they consider a proposal previously made which would give accurate information on future monthly administrative reports and which would permit the Bureau to have a basis for estimating the utilization of Agents not only on security type work but applicant, general criminal, and accounting work as well.

It was recommended to the Conference that the present first page of the monthly administrative report, and also field form 123, be revised in order to have available information reflecting the utilization of Bureau personnel on the major categories in investigative activities.

It was proposed that form 123 now in use (Exhibit A attached) be revised and in the future be set up as reflected in Exhibit B, attached.

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In this connection it was pointed out to the Conference that at the present time special Agents in the field are required to

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- Holloman _____
- Gandy _____

SENT DIRECTOR

Classified by 8-CC/DF
Declassify on: OADR
8/15/92

PERMISSIONS

cc: Mr. Mohr

execute it at the end of each month for utilization in connection with the preparation of the monthly administrative report, form FD 113, which shows the number of days that the Agent was on duty and breaks it down into the following categories:

- (1) Days spent on surveillances
- (2) Days spent on Atomic Energy program
- (3) Days spent on accounting cases
- (4) Days spent on annual or sick leave
- (5) Days spent on general assignment (other than surveillances and accounting)
- (6) Days spent on official business outside the field division

The adoption of the proposed revision would require that the following information be set forth in lieu of the above:

- (1) General Work
 - (a) Investigations
 - (b) Surveillances
- (2) Security Work
 - (a) Investigations (other than on Soviet and Satellite officials)
 - (b) Investigations on Soviet and Satellite officials
 - (c) Surveillances (other than on Soviet and Satellite officials)
 - (d) Surveillances on Soviet and Satellite officials
- (3) Security of Government Employees Investigations
- (4) Atomic Energy Work
 - (a) Criminal
 - (b) Applicant
- (5) Applicant Matters
 - (a) FBI applicants
 - (b) Other than FBI or Atomic Energy applicants

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- (6) Accounting Matters
- (7) Annual leave
- (8) Sick leave
- (9) Other (specify type of activity)

Memorandum to the Director

~~CONFIDENTIAL~~

December 21, 1953

The revised form would reflect a footnote indicating that investigative activity outside of their district should be reflected in the above categories.

The above information would be recapped onto the revised page 1 of the administrative report (Exhibit C, attached), replacing the present page 1 of the administrative report (Exhibit D, attached).

The classifications falling in the respective categories provided for in the proposed revision are reflected in revised form FD 113 (Exhibit B, attached).

Consideration was given as to how overtime hours of performance should be treated. It was recommended that any data relative to overtime be obtained at Bureau Headquarters by using an estimated overtime figure and pro-rate it to the various types of work on the same ratio as work handled on an official workday basis.

It was pointed out that the present method of reporting provides for reporting days on duty on a thirty-days-per-month basis whereas the proposed revision would call for executing the form on official workdays' basis.

Mr. Belmont recommended, and the Conference unanimously approved, that the revised forms provide for reflecting Agent days spent on investigations and surveillances of Soviet and satellite officials. (X)

The majority of the Conference, with the exception of Mr. Clegg, recommended the adoption of the proposed revised forms, particularly in view of the fact that no such information is presently readily available to the Bureau. Further, the National Security Council, in the past, has been endeavoring to obtain information from the Bureau as to its estimated expenditures on security-type work and we have advised them that such information is not available. Also, the Bureau of the Budget, for the past several years, has been endeavoring to have this Bureau obtain information as to the cost of investigations in each type case that it handles. While the Conference does not feel that because we obtain this information it will be furnished such sources that we should have such information available for our own information.

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Mr. Clegg agrees basically to the adoption of the revised forms but recommends that instead of having them submitted on a monthly basis Agents in the field that we obtain this information quarterly inasmuch as he feels that Agents in the field would not be receptive to executing a form on a monthly basis.

~~CONFIDENTIAL~~

Memorandum to the Director

~~CONFIDENTIAL~~

December 21, 1953

In the event the Director approves the majority view in connection with this matter, necessary forms will be prepared and the appropriate C.C. letter and Manual Change will be submitted.

Respectfully,
For the Conference

Cliff Killion

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~~CONFIDENTIAL~~

MR. TOLSON

February 2, 1954

THE EXECUTIVES CONFERENCE

*Arrests and Arraignments
Transportation of Prisoners*

The Executives Conference of January 28, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Rosen, Ladd, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, considered a communication received from the Special Agent in Charge at Knoxville under date of January 25, 1954, setting out a suggestion made by ASAC Fauntleroy.

ASAC Fauntleroy of the Knoxville Office suggested that the Bureau may desire to compile statistics on savings effected for the Government and the taxpayer through the reduction in travel expense and salary savings of U. S. Marshals expended in the return of fugitives apprehended by the Bureau from remote districts of asylum to districts of prosecution under Rule 20 of the Federal Rules of Criminal Procedure.

Rule 20 of the Federal Rules of Criminal Procedure state in effect that a defendant may plead guilty or nolo contendere in the district where he is arrested, and at the approval of the United States Attorney, rather than being transported back to the district where the indictment is outstanding.

Fauntleroy further states that the Bureau saves the United States Government and the taxpayer large sums of money each year by causing the disposition of fugitive criminal cases in districts of asylum under this rule. These savings are in the form of U. S. Marshals' salaries, transportation of Deputy U. S. Marshals and fugitives, and incidental expenses from the district of asylum to the district of prosecution.

Fauntleroy advised that these savings are brought about by the effectiveness, thoroughness, and completeness of FBI investigations which convince the fugitive of the desirability of requesting the disposition of his case under Rule 20 rather than returning to face trial where the act occurred.

RECOMMENDATION:

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The Conference carefully considered the suggestion submitted by ASAC Fauntleroy and is of the definite opinion that savings as

Attachments (2) - Mr. Harbo
Mr. Mohr
jmr

RECORDED - 13

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Memo to Mr. Tolson from the Executives Conference

listed by ASAC Fauntleroy should not be included in the Bureau's total of fines, savings, and recoveries. The Conference feels that such savings if listed could be effectively challenged since prosecutions under the rule in question not only apply to Bureau fugitives but fugitives who are sought for and located by other government investigative agencies.

Should you agree, attached is a communication to the SAC at Knoxville and a letter to ASAC Fauntleroy thanking him for his suggestion.

OK
H

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MR. TOLSON

12/23/53

EXECUTIVES CONFERENCE

SUGGESTION 4519-53

MADE BY [REDACTED]
BUFFALO OFFICE

b6
b7c

THE SUGGESTION:

~~That the Bureau discontinue issuing its monthly list of surplus supplies.~~

PRESENT PROCEDURE:

ALL INFORMATION CONTAINED
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DATE 2/13/92 BY 9-5a/kmk

Each month the Administrative Division issues to each field office a list of all property and supplies which are surplus. This procedure has been in practice for about two years. The idea has been to acquaint all offices with supplies on hand in the field which are surplus, so that if an office has a need for any of these supplies, that division can quickly see that such a surplus exists in another division and the requisitioning of the supplies will not necessitate an additional purchase by the Bureau but will result only in shipping costs. No office may requisition supplies directly from another division. All requisitions are sent to the Bureau and the Bureau orders the transfer of supplies. When this program was first instituted the lists of supplies were quite bulky. At present, the volume of surplus supplies has been reduced to where the list contains about eight pages.

OBSERVATIONS:

The Administrative Division believes the monthly list should be discontinued so that employee time consumed in the preparation of the list can be saved. A master list of surplus supplies exists in the Property Management Unit of the Administrative Division and this should be continued. The monthly list of surplus supplies which is distributed to the field might encourage field divisions to request supplies which are not needed at all. The Administrative Division feels no practical purpose is being served by circulating the monthly list of surplus supplies.

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

cc: Mr. Mohr
Mr. Clegg
EDM:ATN

53 FEB 4 1954

RECORDED-16
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166-2554-1118
FEB 3 1954
03

ORIGINAL FILED IN 66-2554-1118

MR. TOLSON

January 29, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/82 BY SP-5 C/BH

The Executives Conference of January 27, 1954, consisting of Messrs. Holloman, Harbo, Glegg, Belmont, Mohr, Tamm, Tracy, Rosen, Ladd, and Glavin, was advised that Mr. S. A. Andretta, Administrative Assistant Attorney General, by memorandum number 61, dated January 15, 1954, to the heads of all Divisions, Bureaus, Offices, United States Attorneys and United States Marshals, issued certain regulations concerning overdrawn annual leave.

A copy of Mr. Andretta's memorandum number 61 is attached hereto.

The Conference considered this matter to determine whether the Bureau should revise its present leave regulations to conform to the leave regulations issued by Mr. Andretta in his memorandum.

The Conference was advised the memorandum issued by Mr. Andretta goes into detail concerning the granting of leave without pay, the necessity for the Department's requesting paybacks from employees who owe for leave which has been advanced to them, and other miscellaneous leave matters.

The portion of the memorandum of particular interest to the Bureau is that portion wherein Mr. Andretta states that in order to reduce the number of leave without pay actions all employees accruing leave at the rate of 20 and 26 days per year should be required to maintain a balance of 5 days annual leave to provide for emergencies. He instructs that applications for leave by employees who do not have this balance to their credit not be approved except upon a written statement from the employee specifying the reasons for the application for leave, and the application must be approved in advance by the proper official who is authorized to grant leave. He points out that employees accruing leave at the rate of 13 days per year (those employees who have less than three years service) would find it more difficult to maintain a balance of 5 days. However, leave applications of these employees who do not have a sufficient annual leave balance should not be approved except in emergency situations which may merit approval.

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- Holloman
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- Miss Gandy

Attachment

FEB 5 1954
Mr. Mohr
Mr. Harbo

RECORDED - 28

INDEXED - 28

EX-124

66-2534-11119
FEB 11 1954

Re: Annual Leave

Bureau Policy Regarding the Accrual of Leave

The Bureau has no regulation which requires that employees maintain a mandatory balance of leave. We encourage employees to keep at least three days of accrued leave in reserve so that emergencies can be met without employees having to go on leave without pay. This information is contained on page 33 of the Employees Handbook.

Advanced Annual Leave Policy of the Department as Compared to Bureau Policy

A check was made with the Leave Clerk of the Department of Justice by the Bureau's Leave Clerk, after the issuance of the above-mentioned memorandum. It was pointed out by the Department Leave Clerk that the Department advances leave to all of its employees.

By advancing leave it is meant that the leave which will accrue to an employee during any leave year is credited to that employee at the beginning of the leave year and the employee need not earn the leave before it is taken. Such a procedure is entirely legal. For example, Clerk A begins the leave year with 10 days leave accrued to her credit. She has been in the service a sufficient period of time to accrue 20 days leave each year. Immediately, at the beginning of the leave year, the Department credits Clerk A with an additional 20 days annual leave. Therefore, she then has to her credit 30 days annual leave. This employee can immediately take the entire 30 days annual leave if leave for this amount of time is approved by her supervisor.

The Department gets into difficulties when such an employee resigns in the middle of the year without having earned the full 20 days annual leave and as a result the Department, under existing law, must secure a payback from the employee.

Further, they run into additional difficulties by having an employee use all of the leave which he will accrue during the year before the end of the year and then request leave without pay.

1-29-54

Re: Annual Leave

The Bureau's policy, which has been considered by the Conference in the past and continued as a result of such consideration (66-2087-2258), does not permit the crediting of the entire amount of leave to be earned during the year at the beginning of the leave year. Thus, in the same case as above, Clerk A, employed by the Bureau, has 10 days annual leave accrued at the beginning of the year. As she accrues leave during the year it is credited to her account. Therefore, she cannot take more than the amount of leave which she has earned, with the result that we do not have the problem of requesting refunds from employees leaving the service. Neither do we have emergencies, in the regular course of business, where an employee wants a limited amount of leave without pay.

Our policy is the most economical and satisfactory policy to be followed.

Emergency Situations Which Are Considered by the Department as Sufficient Gravity to Grant Leave without Pay

Informal inquiries of the Department Leave Clerk reflects that the Department would consider various kinds of personal business as falling under the emergency ruling. The comment was made that absence from work to repair one's automobile or to entertain visiting relatives, etc. would be considered as sufficient emergency to permit the approval for use of part of the 5 days required balance or leave without pay.

Bureau Policy Regarding Emergency Situations

Insofar as the Bureau's rule is concerned, you will recall that our leave without pay rules are undoubtedly the strictest in the Government service. A real emergency must exist before leave without pay is granted.

There is attached hereto a copy of the Bureau's leave without pay policy.

RECOMMENDATION:

The Conference, after very carefully considering this entire matter and realizing that the Department's regulations cover matters

Memorandum to Mr. Tolson from Executives Conference

1-29-54

Re: Annual Leave

which do not confront the Bureau at this time, and further realizing that the Department's interpretation of emergencies is much broader than the Bureau's present policies, recommended that we not follow the Department's procedure in this particular matter.

Informal inquiries of the Department Leave Office reflected the Bureau will not be bound by this particular regulation.

OK

LF

Mr. Tolson

2-3-54

The Executives Conference

On February 2, 1954, the Executives Conference, following members being present Messrs. Tolson, Glavin, Tracy, Belmont, Ladd, Rosen, Harbo, Holloman, Mohr and Quinn Tamm, considered the subject of the purchase of technical equipment for field investigative use, it being noted that normally such equipment, such as the installation of large radio stations, the purchase of surveillance vehicles and other technical equipment utilized in investigations by the Bureau, is normally recommended by the Laboratory.

The Conference feels that this should be a matter in which there is joint consideration by the Laboratory and the Investigative Divisions of the Bureau and recommends the formation of a committee to consider all purchases of major items as a joint committee with recommendations to be submitted to the Executives Conference concerning such equipment.

The Conference unanimously recommends the appointment of a committee consisting of Messrs. Belmont, Boardman and Quinn Tamm.

cc - Mr. Harbo
Mr. Mohr

Handwritten initials

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DATE 8/13/52 BY SP-5C/BJ

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66-2551-11120
FEB 11 1954

58 FEB 9 1954

Mr. Tolson

1/28/54

H. H. Clegg

LIEUTENANT GEORGE W. SPRIGGS
SOUTH PASADENA, CALIFORNIA, POLICE DEPARTMENT
APPLICANT - 53d SESSION, FBI NATIONAL ACADEMY

Executive Conference

Applicant was born 4/11/11 at Metcalf, Arizona. He attended elementary school at Metcalf and El Paso, Texas. He attended high school through the 11th grade at Alhambra, California. He was employed as a bakery salesman from 1933 to 1944. He then entered on duty with the South Pasadena Police Department and has been with the department since that time and presently holds the position of lieutenant.

At the time the application was filed, applicant stated that he had been arrested by the Los Angeles County Sheriff's Office in 1941 for drunk driving, for which he was fined \$100 and placed on probation. The Chief of Police at South Pasadena, Clifton J. Brown, MA, in submitting the application stated that he was aware that applicant was charged with and convicted of drunk driving in 1941. The Chief stated that applicant's character and personal reputation before that incident and since that incident has been exemplary. The Chief stated that applicant is extremely capable and probably one of the finest law enforcement officers that he has ever associated with. The Los Angeles Office checked the records regarding this charge which revealed that applicant was arrested 3/14/41, charged with drunk driving, placed in the Los Angeles County Jail and released the following day on \$1,000 bond. Applicant had struck a pedestrian while driving at about 10 miles per hour. The doctor who examined applicant at the time stated that he was in no condition to drive a motor vehicle. Applicant pleaded guilty to a charge of drunk driving and was sentenced to 2 years probation and \$100 fine. He did not serve any time in jail on this conviction.

Applicant was divorced by his wife on grounds of desertion in 1947. They had been married 10 years and there were no children. The Los Angeles Office has advised that all interviews with references, neighbors, former and present employers were favorable. Los Angeles Office has further advised that applicant is their first choice for attendance at the 53rd Session of the Academy; that he enjoys an excellent reputation in

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- Holloman
- Miss Gandy

Attachment

JSR:GLC

gc F195

FEB 5 1954

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138 FEB 4 1954

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EX-127

ALL INFORMATION CONTAINED
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DATE 8/13/92 BY SP-5C/DJ

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law enforcement circles in Southern California and is pro-
 gressive, personable, very likeable, and very neat in appear-
 ance. Los Angeles states that it is believed that applicant
 is of such caliber and integrity that the Bureau's best interest
 will be served in admitting him to the 53d Session of the Academy.
 \$1,000 has been appropriated by the City Council of Pasadena
 for his attendance. Bureau files contain nothing derogatory.
 The Identification Division has a fingerprint card regarding
 the arrest in 1941. Applicant is capable of strenuous physical
 exertion.

Recommendation:

Favorable. If approved, the attached letter of in-
 vitation will be sent.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/1/54

Favorably recommended by Executives Conference 2/1/54,
 those present being Messrs. Tolson, Ladd, Nichols, Glavin,
 Tracy, Tamm, Belmont, Rosen, Holloman and Harbo.

THE DIRECTOR

February 3, 1954

THE EXECUTIVES CONFERENCE

The Executives Conference of February 2, 1954, consisting of Messrs. Tolson, Holloman, Mohr, Harbo, Rosen, Ladd, Belmont, Tamm, Tracy, and Glavin, considered a request received from the Records Section that approval be granted to install a fruit vending machine in the Records Section on the seventh floor of the Department of Justice Building.

Mr. Eames of the Records Section pointed out that at the present time there is a fruit vending machine located in the Identification Division Building, which is popular with employees in that building.

(Mr. Tracy advised that a fruit vending machine, which dispenses apples, is located in the cafeteria in the Identification Division Building and is utilized by employees assigned to that building.)

It was ascertained that a representative of Government Services Incorporated has pointed out that the National Apple Service has available a vending machine for fruit. This machine will make available top grade fruit which is maintained at the proper temperature to insure freshness. The machine is small and takes up very little floor space. It only needs seven amperes of current.

Vending Machines Presently Installed in Bureau Space in the Department of Justice Building

At the present time there are nineteen vending machines installed in seventh floor space occupied by the Records Section in the Department of Justice Building. There are ten vending machines installed in Records Section space on the sixth floor of this building. There is one Coca Cola vending machine installed in the Printing Unit of the Mechanical Section in the basement of the Department of Justice Building.

The vending machines presently installed in Records Section space on the sixth and seventh floors of this building, include Coca Cola, ice cream, candy, orange juice, coffee, sandwiches, milk,

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- Miss Gandy _____

Mr. Harbo
Mr. Mohr

RECORDED - 87
INDEXED - 87

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FEB 3 1954

58 FEB 9 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5C/DAT

Memorandum to the Director from Executives Conference 2-3-54

Re: Vending Machines, Records Section

cigarettes, and a change machine. The latter machine is utilized for the sole purpose of changing coins into nickels and dimes.

RECOMMENDATION:

The Conference, with the exception of Messrs. Tracy, Harbo, and Glavin, recommended approval of the installation of the fruit vending machine on the seventh floor, Records Section, as suggested by Mr. Lomes in his memorandum in question. They feel that the installation of this machine will be for the benefit of Files Section employees, who would be able to secure fruit at proper temperatures during their rest periods. The members of the Conference who recommended the machine be installed pointed out that during the ten minutes break in the morning and afternoon File Section employees are not permitted to leave the floor.

The members of the Conference opposed to the installation of this machine, Messrs. Tracy, Harbo, and Glavin, pointed out the large number of vending machines presently installed in the Records Section and that employees of the Files Section can purchase fruit in the cafeteria in the basement even though the fruit would not be chilled and kept at a particular temperature. Fruit would be available to the employees during their rest periods if they purchased such fruit at the beginning of the business day or during their lunch hour.

Should the Director agree with the majority's recommendation, immediate steps will be taken to have the machine installed.

Respectfully,
For the Conference

TO : MR. TOLSON
 FROM : EXECUTIVES CONFERENCE
 SUBJECT: SUGGESTION #33-54
 INVENTORIES

DATE: 1/26/54

PH 1/27

SUGGESTION:

Inspector J. H. Williams suggested that photostatic copies of Seat of Government inventory records relating to field offices not be sent to Inspectors, but instead they be sent the original inventory which is kept at the Bureau so that Inspectors can use it to check field office property which is on hand.

PRESENT PROCEDURE:

During odd-numbered years each field office makes a complete inventory of all property on hand and advises the Bureau of the results. On inspections during those years Inspectors reconcile field office inventories with the master inventory relating to that office which is kept at the Bureau. During even-numbered years (when the field does not make an inventory) Inspectors using carbon copies of inventories of the field office loaned by the Bureau are not a complete inventory of the office. Thus, there is an inventory of property in each field office annually being conducted in odd-numbered years by the field itself and spot checked by the Inspector whereas in even-numbered years a complete inventory is made by the Inspector.

67-030-1947

ADVANTAGES OF INSPECTOR WILLIAMS' PROPOSAL

Would save the time and effort necessary to make a Photostatic copy of a field office inventory from Seat of Government records.

DISADVANTAGES

1. During the period of a field office inspection the Seat of Government would have no inventory as to what is on hand in a given office. This inventory is very important particularly when property must be transferred in connection with major cases.
2. The Bureau is going to revise its complete inventory system effective 3/31/54. Under the present system many items of property are listed on a single sheet of paper. Under the new

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cc-Mr. Mohr
Mr. Clegg
EDM:DMG

RECORDED-67

66-3,554-11123

FEB 3 1954

67 FEB 8 1954

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

Memorandum to Mr. Tolson

system which has been set up by the General Accounting Office there will be a record card for the various items of a nonexpendable nature showing quantities and prices and values. The original of this card will be kept at the Seat of Government with a copy in the field office. It is the Bureau's intention that in the future the field will prepare a microfilm of its nonexpendable inventory record cards and send this film to the Seat of Government for comparison with the original inventory card kept by the Administrative Division. Thus in the future it appears that it will not be necessary to prepare photostats of inventory records for the use of field Inspectors.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference January 25, 1954, were Messrs. Tolson, Glavin, Trotter, Tamm, Mohr, Belmont, Ladd, Rosen, McGuire, and Mason.

The Conference was unanimously in favor of not adopting the suggestion, inasmuch as the new inventory procedure will eliminate the need. As soon as the new inventory system has been set up, a revision will be prepared as to the procedures of inspectors in handling and checking inventory matters.

Copy: kdc

Mr. Tolson

1/12/54

EXECUTIVES CONFERENCE

TIME-STAMPING MAIL

BACKGROUND

MAIL

It does not appear that uniformity exists throughout the Seat of Government with regard to the time-stamping of documents received by the various divisions. For example, a memorandum was received in the Training and Inspection Division on January 5, 1954, and attached to the memorandum was another memorandum directly related to the top document; however, it had been prepared several weeks earlier. Apparently the two memoranda which were clipped together had been through the offices of a number of Bureau officials; however, only the reverse side of the first page of the top document had been time-stamped by the various divisions. The stamps did not appear on the bottom memorandum. On the other hand, it is understood that the Records Section time-stamps each document (when two or more documents are clipped together) in certain instances.

CURRENT RULE

A memorandum to Seat of Government officials dated 11/12/52 states:

There have been several instances in the recent past in which it has been impossible to determine the exact routing and handling of pieces of mail since they were not properly time-stamped. I wish again to emphasize the absolute necessity for each Division and for those sections which utilize time stamps to make certain that each piece of mail which is received is immediately time-stamped. The prompt handling of correspondence is essential to the efficient functioning of the Bureau and such prompt handling cannot be insured unless all Bureau officials and supervisors adhere to Bureau instructions as to the time-stamping of mail."

EDM:FMB

cc - Mr. Clegg
Mr. Mohr

166-2554-11124
RECORDED
189 FEB 5 1954

ORIGINAL COPY FILED IN 66-2554-11124

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DATE 8/13/92 BY SP-5 CJP/BJE

30

THE QUESTION

Since uniformity is desirable the question arises as to whether each division should arrange to time-stamp each document received or only the top document. The disadvantage to time-stamping each document is that additional work will be caused and the disadvantage of not time-stamping each document is that it will be impossible in many instances to trace the whereabouts of a document which has been delayed somewhere in the Bureau before reaching the file.

EXECUTIVES CONFERENCE CONSIDERATION HHC:cs

At the Executives Conference of 1/7/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Ladd, Rosen, Nichols, Holloman and Clegg, it was pointed out that it is not at all infrequent that there is received in the Director's Office, Mr. Tolson's Office, and throughout the Bureau a current memo to which is attached a large number of previously prepared communications. If the practice were uniformly followed of stamping in each of the various documents attached with the division time stamp; it would slow down the free flow of mail and there would soon be such an accumulation of time stamps on some of the documents that they would not be legible. The disadvantage is that on rare occasions when it became necessary to trace the flow of the attached communications throughout the Bureau, it would be impossible to do so due to the absence of the time stamp on all the various attachments which merely serve as background information.

It was therefore unanimously recommended by the Conference that the present requirement that each piece of mail be time stamped as it is received in a division be cancelled and that instead that the requirement be that the currently prepared memorandum or piece of mail be properly time stamped without a requirement that each of the attachments by way of background information be similarly time stamped.

If this is approved, the Manual will be changed accordingly.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: January 23, 1954

FROM : N.P. Callahan

SUBJECT:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 c/bk

2

Mr. Gene Matchett of the Department telephonically contacted the writer and stated that the Department of Justice Credit Union has inquired as to whether there is available any information which could be furnished it concerning the present addresses of the FBI personnel assigned here in Washington, D. C.

Matchett stated that this information was desired inasmuch as periodically the funds of the union are audited and a circular letter sent to the various members of the Credit Union in order that the pass book balance can be verified with the amount shown on the Credit Union's records and that in the case of FBI personnel who are depositors with the Credit Union, that the Credit Union is experiencing a very large number of such inquiries being returned indicating that the individual no longer resides at that address, since the Credit Union must use the address given at the time the employee initially joins the Credit Union.

Matchett stated that the Department is furnishing to the Credit Union a list of the employees of the Department in Washington, D. C., with their addresses, which information has been tabulated on punch machines in connection with the preparation of the calendar year 1953 W-2 Tax Forms. Matchett inquired as to whether or not this Bureau could make a similar list available to the Credit Union with the understanding that it would be returned to the Bureau after it has served its purpose of checking the addresses desired.

For your information, the Crime Stat Section of the Bureau has the information as to local addresses of the Washington employees (Clerks only), contained in punch cards and I have been advised by a representative of that unit that it would take approximately 3 hours to run a list showing just the name and local address of the employees here in Washington.

Subject to approval or disapproval of this request on the part of Mr. Matchett, no further action is being taken.

-11125

66-2557-111

RECORDED - 10
EX-122
RECORDED
189 FEB 5 1954

ADDENDUM WRG/vs 2/1/54

The Executives Conference of 2/1/54, consisting of Messrs. Tolson, Nichols, Holloman, Rosen, Ladd, Belmont, Quinn Tamm, Tracy and NPC:vs and Glavin considered the above-mentioned matter and did not feel that the addresses in question should be furnished to Mr. Matchett by the Bureau.

ORIGINAL COPIES FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: January 14, 1954

FROM : *W.R.G.* Penneberger

SUBJECT: SURPLUS PINK MIMEOGRAPH PAPER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/13/92 BY SP-5 CBT

We have on hand 30,000 sheets of pink mimeograph paper, size 3 1/2" x 4 1/2", which, when cut to letter size, totals 480,000 sheets. This paper was purchased at the time that we were preparing the manual of rules and regulations and revisions thereto on pink paper. This was discontinued some time ago, and since that time, there has been very little use for pink mimeograph paper.

an employee of this section, inquired of me if we could prepare Bureau Bulletins for the next several months on pink paper. I believe this would be a very good idea, but would suggest that only those copies for distribution be prepared on pink mimeograph paper. We prepare 8500 copies of Bureau Bulletins, and within several months, this paper could be used up.

I telephonically asked Mr. Mason of the Training and Inspection Division what he thought of this idea, and he indicated that for economy reasons, he felt it was a good idea.

W.R.G. jms

ADDENDUM: (jmr) 1-19-54 The Executives Conference of January 18, 1954 consisting of Messrs. Tolson, Nichols, Mason, Ladd, Belmont, Quinn Tamm, Tracy, and Glavin, considered the above suggestion and recommended approval thereof. The field will be appropriately notified of this fact so that inquiry will be raised concerning the receipt of Bureau bulletins on pink mimeographed paper in the future and until such time as the paper is completely used. WRG

W/s
Let to ask
1-21-54

RECORDED - 5166-2554-111266

RECORDED
44 FEB 5 1954
INITIALS ON ORIGINAL

58 FEB 11 1954

b6
b7c

MR. TOLSON

2/1/54

EXECUTIVES CONFERENCE

SUGGESTION #15-54
MADE BY SPECIAL AGENT CHRISTOPHER J. MORAN
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 Cj/OH

SUGGESTION:

It is suggested that stenographers in field offices and at the Seat of Government be instructed to type the Bureau file number in the upper left-hand corner of abstracts when the Bureau file number is known.

It is also suggested that Records Section employees could then write in the serial number in indelible pencil immediately after the Bureau file number at the same time mail is serialized. The employee pointed out that in instances where the serial number contains many digits or where a subfile is involved, it may be necessary to type the serial number on the abstract. However, in most instances there would be space enough on the abstract to write in the serial number in longhand.

Mr. Moran had in mind that his suggestion would eliminate the necessity for Records Section employees to insert abstracts in a typewriter and type out the Bureau file number and serial number. He thought that the serialization of both the mail and the abstracts could be accomplished simultaneously by the same employee inasmuch as several thousand abstracts are handled daily by the Records Section.

OBSERVATIONS:

The Records and Communications Division is opposed to the adoption of this suggestion and pointed out there are several undesirable features to this idea which are not apparent on the surface, but which have been learned through experience. The Records Section listed the following disadvantages in recommending unfavorably as to the adoption of the suggestion:

Tolson _____
Ladd _____
Nichols L There would be a constant training problem to insure that
Belmont all stenographers correctly quote the Bureau classification and file
Clegg _____
Glavin _____
Harbo _____
Rosen _____
Tracy _____
Gearty _____
Mohr _____
Winterrowd _____
Tele. Room _____
Holloman _____
Miss Gandy _____

There would be a constant training problem to insure that all stenographers correctly quote the Bureau classification and file number on abstracts.

cc-Mr. Mohr

Mr. Harbo

EDM:dmg

55 FEB 10 1954

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INDEXED-30

EX-124

1166-2001 111277
NOT RECORDED
18 FEB 1954
RV

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ASST. DIR. _____
AD. ASST. _____
CHIEF CLERK _____
IDENT. DIV. _____
INSP. DIV. _____
INTELL. DIV. _____
LABORATORY _____
LEGAL COUNSEL _____
RECORDS DIV. _____
TRAINING DIV. _____
COMM. DIV. _____
MAIL ROOM _____
RECEPTION _____

Memorandum to Mr. Tolson

2. In instances where an incorrect file number was placed on an abstract this would cause considerable extra work and confusion.
3. One copy of all abstracts filed is filed according to the file number and serial in the Bureau's Numbering Unit and it is important with regard to legibility, speed of handling and reference purposes that the data be correctly placed in the upper left-hand corner of abstracts.
4. Approximately 13 or 14 employees serialize mail daily in the Numbering Unit of the Records Section. First they compare the subject matter of the mail at hand with previous abstracts on file, account for enclosures, and at the same time number and serialize the mail and enclosures. The Records Section does not believe that these employees can consistently, while standing at a cabinet, place a serial on a small abstract clearly. They point out that to permit easy separation, the carbons in the new type, prefolded abstracts do not extend to the top and the possibility also exists of the copy not receiving the full and complete number.

During a survey conducted in April 1950, an experiment was made using this same technique and it was discovered that numbers placed on abstracts in pencil would tend to smudge or rub off and otherwise become indistinguishable. This, of course, is highly undesirable since the information is used daily in "checking files up to date."

For the above reasons, the Records Section feels that the numbering and serializing operation in connection with abstracts like the preparation of index cards should be controlled by the Records Section itself since this is part of the permanent history which is their responsibility.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/1/54

On 2/1/54 the Executives Conference, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman and Harbo being present, recommended unanimously unfavorable for reasons indicated above.

Mr. [redacted] of the Smith-Hart Company, advised Senior Resident Agent at Idaho Falls, that in the event the Bureau rented cars from his company he would like to have the option of checking them periodically to keep them in excellent running condition. He also advised he would replace these cars with new ones each year, or earlier if they are driven over 20,000 miles. With regard to insurance, Mr. [redacted] advised he could keep them covered with damage and collision insurance, but could not furnish liability coverage.

It was pointed out by Special Agent in Charge Villy that the Stoddard Ford Company rents Fords to the Atomic Energy Commission for \$109.50 per month and that even at this cost the Commission has been able to use the cars at an over-all cost of about 4.8 cents per mile. According to information furnished by Mr. Villy, the 4.8 cents includes rental costs, gas, oil, and other such costs.

It appears from information furnished by Mr. Villy that prior to the rental agreement the cost of operation of Government-owned cars in the area in question was from 9 to 18 cents per mile. The rental agreement has made the operation less expensive for the Atomic Energy Commission.

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

EV

RECORDED - 78

166-2534-11288

RECORDED

189 FEB 8 1954

FEB 11 1954

Mr. Mohr

ORIGINAL COPY FILED IN

MR. TOLSON

January 28, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

APPROX - FIELD

DATE 8/13/92 BY SP-5 cjb

The Executives Conference of January 27, 1954, consisting of Messrs. Holloman, Harbo, Clegg, Belmont, Mohr, Tamm, Tracy, Rosen, Ladd, and Glavin, was advised that the Special Agent in Charge of the Butte Office had informed the Bureau of the fact that the Atomic Energy installation at Idaho Falls, Idaho has made arrangements for the rental of automotive equipment by the Patrol Office at a cost of \$98.00 per month.

According to information furnished by the Special Agent in Charge at Butte, the Smith-Hart Company, Chevrolet and Cadillac dealer at Idaho Falls, rents Chevrolets, the Atomic Energy Commission at the above-mentioned price and that they are rented for one year or until such time as the car has travelled 30,000 miles, at which time they are returned to the dealer, who furnishes a new car to the Atomic Energy Commission.

Memorandum to Mr. Tolson from Executives Conference

1-28-54

Re: Rental of Automobiles by Atomic Energy Commission, Idaho Falls, Idaho

Insofar as the operation of Bureau automobiles at Butte is concerned, storage and all other charges, including the installation of special equipment, costs only 5.8 cents per mile.

The Conference was advised that the matter of renting automobiles from fleet dealers has been taken up previously by the Executives Conference, last being taken up on April 29, 1953, consisting of Messrs. Tolson, Tamm, Harbo, Ladd, Mason, Mohr, Belmont, Gearty and Glavin. At that time the Conference considered the suggestion submitted by Special Agent in Charge Hood of the Washington Field Office that the Bureau conduct a survey to determine the feasibility of renting cars from fleet dealers. At that time it was pointed out that automobiles purchased by the Bureau cost no more than \$1,400; that we utilize these automobiles for a period of six years or until they have been driven 60,000 miles; and that our resale price on these cars ranges from \$300 to \$500. It was also pointed out that Bureau automobiles must be equipped with special equipment such as alternators, heavy duty batteries, tubeless tires, and other special equipment, and that the usual rental contract could not be entered into. At that time the Conference recommended that the suggestion be unfavorably considered.

According to information received from the Special Agent in Charge of the Butte Office, if cars were rented from the Chevrolet dealer at Idaho Falls, Idaho at a cost of approximately \$95.00 per month it would cost us per car approximately \$1,140 a year. In addition thereto, we would have to purchase gas, oil, make certain repairs, have special equipment installed, pay for having the equipment removed, and pay for storage of the cars in question.

RECOMMENDATION:

It was the unanimous opinion of the Conference that a rental agreement such as suggested by Mr. Wily would be more expensive to the Bureau than the utilization of Government-owned cars.

Should you agree, Special Agent in Charge Wily will be appropriately advised.

SAC, Knoxville

February 2, 1954

Director, FBI

~~PERSONAL AND CONFIDENTIAL~~

STATISTICAL ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

Reference is made to your communication of January 25, 1954, concerning the above-mentioned subject wherein you forwarded the suggestion of ASAC Robert M. Fountleroy to the effect that the Bureau consider the desirability of compiling statistics on savings effected for the Government and the taxpayer through the reduction in travel expense and salary savings of U.S. Marshals expended in the return of fugitives apprehended by the Bureau from remote districts of asylum to districts of prosecution under Rule 50 of the Federal Rules of Criminal Procedure.

The Bureau has given careful consideration to Mr. Fountleroy's suggestion; however, it is felt that no savings should be recorded in the Bureau's statistical accomplishments showing savings as the result of prosecutions under Rule 50 of the Federal Rules of Criminal Procedure.

It is felt that the inclusion of statistics of this type could be challenged and in view of the fact that the Bureau includes no statistical accomplishments in its compilation, subject to challenge, it is not felt that such statistics should be included therein.

(Note: The Executives Conference of January 28, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Rosen, Ladd, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, approved above.)

WRG:jmt

RECORDED-85

106-2554-1129

DECLASSIFIED BY SP-Sci/DF
ON 8/13/92

INDEXED-81

86 FEB 8 1954

MAILED 5
FEB 2 1954
COMM. FBI

RECEIVED
FEB 18 1954

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Rosen
- Tracy
- Harbo
- Quinn Tamm
- Nease
- Winterrowd
- Tele. Room
- Holloman
- Gandy

58 FEB 18 1954

ORIGINAL FILED IN 66-4082-3361

U. S. FEDERAL GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES CONFERENCE
SUBJECT: ~~CONFIDENTIAL~~

DATE: December 21, 1953

- Tolson
- Ladd
- Nichols
- Belmont
- Mohr
- Harbo
- Rosen
- Tracy
- Callahan
- Holloman
- Gandy

8/13/72
sp-5 c/b

The Executives Conference of December 21, 1953, consisting of Messrs. Ladd, Harbo, Glavin, Mohr, Nichols, Clegg, Rosen, Belmont, Holloman, Tracy and Callahan, was advised that the Director had requested information as to the number of Agents assigned to security work at the present time and that such information was not available at the Bureau nor could it be obtained readily under the Bureau's present administrative report procedures or from any other source.

The Conference was advised that a sampling of eight offices on Thursday, December 17, 1953, disclosed that five of the larger Bureau offices, Baltimore, New York, Los Angeles, Boston, and Washington Field Office, indicated 50 per cent of the Agents assigned to these offices were engaged in security work. In three of our smaller offices, St. Louis, Albany, and Kansas City, approximately 28 per cent of the Agents assigned to these offices were engaged in security work. This sampling indicated an over-all average of 42 per cent of our Agents being assigned to security work, or an estimated 2391 of the 5693 Agents in the field at the present time.

It was pointed out to the Conference that the above estimate had several weaknesses which made it undesirable to use as a firm estimate of Agents engaged in security work. The Conference was informed that it was desired that they consider a proposal previously made which would give accurate information on future monthly administrative reports and which would permit the Bureau to have a basis for estimating its utilization of Agents not only on security type work but applicant, general criminal, and accounting work as well.

It was recommended to the Conference that the present first page of the monthly administrative report, and also field form 113, be revised in order to have available information reflecting the utilization of Bureau personnel on its major categories in investigative activities.

It was proposed that Form 113 now in use (Exhibit A attached) be revised and in the future be set up as reflected in Exhibit B, attached.

In this connection it was pointed out to the Conference that at the present time Special Agents in the field are required to

Attachments (4)

NPC:mfs

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INDEXED - 11
105 FEB 4 1954

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executes it at the end of each month for utilization in connection with the preparation of the monthly administrative report, form FD 119, which shows the number of days that the Agent was on duty and breaks it down into the following categories:

- (1) Days spent on surveillances
- (2) Days spent on Atomic Energy program
- (3) Days spent on accounting cases
- (4) Days spent on annual or sick leave
- (5) Days spent on general assignment (other than surveillances and accounting)
- (6) Days spent on official business outside the field division

The adoption of the proposed revision would require that the following information be set forth in lieu of the above:

- (1) General Work
 - (a) Investigations
 - (b) Surveillances
- (2) Security Work
 - (a) Investigations (other than on Soviet and Satellite officials)
 - (b) Investigations on Soviet and Satellite officials
 - (c) Surveillances (other than on Soviet and Satellite officials)
 - (d) Surveillances on Soviet and Satellite officials
- (3) Security of Government Employees Investigations
- (4) Atomic Energy Work
 - (a) Criminal
 - (b) Applicant
- (5) Applicant Matters
 - (a) FBI applicants
 - (b) Other than FBI or Atomic Energy applicants
- (6) Accounting Matters
- (7) Annual leave
- (8) Sick leave
- (9) Other (specify type of activity)

Memorandum to the Director

December 21, 1953

The revised form would reflect a footnote indicating that investigative activity outside of their district should be reflected in the above categories.

The above information would be recapped onto the revised page 1 of the administrative report (Exhibit C, attached), replacing the present page 1 of the administrative report (Exhibit D, attached).

The classifications falling in the respective categories provided for in the proposed revision are reflected in revised form FD 113 (Exhibit B, attached).

Consideration was given as to how overtime hours of performance should be treated. It was recommended that any data relative to overtime be obtained at Bureau Headquarters by using an estimated overtime figure and pro-rate it to the various types of work on the same ratio as work handled on an official workday basis.

It was pointed out that the present method of reporting provides for reporting days on duty on a thirty-days-per-month basis whereas the proposed revision would call for executing the form on official workdays' basis.

Mr. Belmont recommended, and the Conference unanimously approved, that the revised forms provide for reflecting Agent days spent on investigations and surveillances of Soviet and satellite officials. (S)

The majority of the Conference, with the exception of Mr. Clegg, recommended the adoption of the proposed revised forms, particularly in view of the fact that no such information is presently readily available to the Bureau. Further, the National Security Council, in the past, has been endeavoring to obtain information from the Bureau as to its estimated expenditures on security-type work and we have advised them that such information is not available. Also, the Bureau of the Budget, for the past several years, has been endeavoring to have this Bureau obtain information as to the cost of investigations in each type case that it handles. While the Conference does not feel that because we obtain this information it will be furnished such sources but that we should have such information available for our own information.

Mr. Clegg agrees basically to the adoption of the revised forms but recommends that instead of having them submitted on a monthly basis by Agents in the field that we obtain this information quarterly inasmuch as he feels that Agents in the field would not be receptive to executing such a form on a monthly basis.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

December 31, 1953

Memorandum to the Director

In the event the Director approves the majority view in connection with this matter, necessary forms will be prepared and the appropriate SAC Letter and Manual Change will be submitted.

Respectfully,
For the Conference

Clyde Tolson
Clyde Tolson

ed

*This is silly!
Certainly an SAC
can submit a
report giving
substantially
the proportion of
time agents spend
on security work*

11/11

Mr. A. C. Keegin
Technical Representative on Standards for
the Department of Justice

February 2, 1954

89138

Director, FBI

APPLICATION FROM INDUSTRY FOR PRESENTING
NEW OR IMPROVED ITEMS TO THE FEDERAL
GOVERNMENT (No. 271 - Modular Office Furniture)

Reference is made to your memorandum of January 27, 1954,
your reference A-6, concerning the above-mentioned subject.

The Bureau has reviewed the matter in question and this is to
advise that the Bureau does not feel that the equipment discussed
under this subject is required by the Bureau at this time.

The Executives Conference of February 1, 1954, consisting
of Messrs. Tolson, Nichols, Holloman, Rosen, Ladd, Belmont,
Tamm, Tracy and Glavin agrees.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/13/82 BY 4-501/br

WRG:vs

RECORDED-31

166-2557-110311

FEB 9 1954

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filed with original

66 FEB 17 1954

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ORIC

MS. 23553R

January 29, 1954

THE BIRMINGHAM CONFERENCE

FBI RECORDED AND INDEXED

HEREIN IS UNCLASSIFIED

DATE 8/13/92 BY SP-5 C/BJR

WUSA
The Esso/Esso Conference of January 29, 1954, consisting of Messrs. Tolson, Tracy, Mohr, Belmont, Rosen, Clegg, Harbo, and Alvin, gave consideration to a suggestion which had been received from the Birmingham Office under date of October 24, 1953, concerning the desirability of using heavy duty oils in Bureau-owned automotive equipment. It was acknowledged and appropriate research was conducted to determine the value of the suggestion.

Mr. [redacted] suggested that a recent article in the Fall Street Journal indicated that the Yellow Cab Company of Chicago, Illinois, was effecting substantial savings on automobile repair bills by the use of "heavy duty oils". [redacted] pointed out that the article indicated the major oil companies had put this oil on the market which in fact was a highly detergent type of lubricant. This article went on to say that the Yellow Cab Company of Chicago had experimented with this oil for one year and had found that it had materially cut their automotive repair bills in that they normally overhaul their vehicles at 60,000 miles and those cars in which they used heavy duty oils did not require overhauling until they had run 100,000 miles. It was pointed out that this heavy duty oil costs approximately 5 cent more per quart.

His Special Agent in Charge states that the specific value of this detergent lubricant in the form of definite savings is not known by the Birmingham Office. The SAC stated he believed that the FBI Laboratory and the Bureau of Standards already are cognizant of this possibility and unless appreciable savings are indicated, he does not believe the use of such a lubricant is warranted. The SAC further stated that he believed if it were used it must be used consistently and not mixed with regular lubricant. Therefore, the problem of availability throughout the country is apparent.

TELETYPE UNIT OF BIRMINGHAM

A check was made of the SAC at Chicago and with the Director of Fuel and Lubricants Division, U. S. Naval Engineering Experiment Station, Annapolis, Maryland, concerning this particular matter.

Mr. Mohr
Mr. Clegg

Miss Gandy
Miss Gandy

53 FEB 12 1954

RECORDED-21
INDEXED-21
EX-126
FEB 9 1954
11132

Memo to Mr. Tolson (continued)

Information was received from the Chicago Office to the effect that the Yellow Cab Company in Chicago has experimented with Sinclair Heavy Duty Detergent oil and advised that it has increased the life of the engines of the cars in which this oil was used. After tests by the Yellow Cab Company of this Heavy Duty Detergent oil, a representative of the Cab Company stated that when cab engines were torn down it was ascertained that ring wear in the two cars using this oil was .001 of an inch where normal ring wear for other cars was .004 of an inch. Piston and piston wall wear using heavy duty detergent oil were negligible. A chart furnished by the Yellow Cab Company showed that Sinclair Heavy Duty Detergent oil was placed in two new cars in a comparison between these two cabs and others using regular oil was maintained. This chart showed a mileage exceeding 200,000 miles per ring job on each of the cars using heavy duty detergent oil, whereas the average miles per ring job on the other cars was 62,356.

A communication received from the SAC at Baltimore dated December 29, 1953, reflects information received from the Director, Fuel and Lubricants Division, U. S. Naval Engineering Experiment Station, Annapolis, Maryland.

Briefly, that division stated heavy duty oil tested by them lasted approximately 300 hours whereas regular oil without additives lasted for a period of approximately 50 hours.

Harold V. Nutt, Director, Fuel and Lubrication Division, stated that in newer cars, particularly 1954 models, operation is much more efficient when using heavy duty oil with a detergent inasmuch as these cars are constructed in such a manner that this oil would be necessary. He also stated that the metal bearings in the newer models of cars are dependent on an anti-acid additive which is also included in some heavy duty oils. These additives also make the life or lasting power of motor oils much greater. He points out that some tests have been performed for the Post Office Department regarding the use of motor oils in their trucks. This Department had been having a great deal of difficulty with bearings and drive shafts burning out. Through tests conducted at the Experiment Station, Mr. Nutt felt that the use of heavy duty motor oils could have prevented the above trouble. He also stated that for the cost of approximately \$200 the Experiment Station would do tests for the Bureau concerning the use of two types of oils for Bureau cars.

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Memo to Mr. Tolson (continued)

The Ford Motor Company upon contact suggested using heavy duty oil in the next new cars which are received. They do not recommend its use in cars in which regular oil has been used.

The Hess Servicenter, a Standard Oil Company station, states they sell a heavy duty detergent oil which is designed primarily for use in new cars and they recommend its use.

RING AND MOTOR JOBS ON BUREAU-OWNED CARS

A survey of our garage vouchers for the month of November, 1953, shows four ring jobs performed during that period, and during the month of December, 1953, seven motor changes were authorized for Bureau cars.

From available information secured as reflected above, undoubtedly motors would last longer if the heavy duty detergent oil were used and ring jobs would not be needed as often if the heavy duty detergent oil were used.

The consensus of opinion is that the use of such heavy duty detergent oil is excellent in 1954 cars (which are presently under order for the Bureau), and in cars which may have new motors installed or cars which have just had ring jobs.

The reason for this is that if the new heavy duty detergent oil is used in a car which has considerable mileage, the sludge, dirt, and grime which has collected in the motor during the period of time the car is in service would be carried into the lubrication system with the result there would be clogging of lines and malfunctioning of the motor since this sludge which could not be carried into the lubrication system if regular oil were used would be carried into the lubrication if the new type heavy duty detergent oil were used.

RECOMMENDATION OF THE CONFERENCE

The Conference very carefully considered this matter and is of the definite opinion that instructions should go forward to the field at this time advising the field of the availability of this new heavy

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Memo to Mr. Tolson (continued)

duty detergent oil, and further, instructing that this lubricant be used in any new automobiles assigned to such offices in the future. The field should also be advised that the oil should be used in automobiles after it has been necessary to have a complete ring job performed or where it is necessary to put in a new motor.

Should you agree, appropriate instructions will go forward to the field.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO ✓

DATE: January 12, 1954

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

FROM : C. F. DOWNING

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

SUBJECT: [BUREAU CODES]

Section 4 12a page 24 of the Manual of Rules and Regulations provides that Code B shall be used for communications between the Bureau (including its field offices) and United States Attorneys. It is provided further that when the SAC believes necessary Code B shall be used by employees in travel status, except those on special assignment. (S)

You will recall that prior to March, 1952, the Bureau had an additional code book designated as Code A which was used for partially encoding messages and was also provided for the use of employees on special assignment. Code A has been recalled and all copies destroyed. (S)

In view of the fact there is no provision at present for a code to be used by employees on special assignment, it would seem desirable that the use of Code B be extended to include not only Bureau employees in travel status, but also those on special assignment so that some means of secret communication will be available in those instances where such communications may be required. A proposed revision is attached. (S)

RECOMMENDATION:

That the proposed revision, attached, extending the use of Code B to include not only Bureau employees in travel status but also those employees on special assignment, be approved. (S)

RTH

I AGREE

ADDENDUM: RTH:cs 2/3/54

Approved by Executives Conference of 2/3/54, Messrs. Tolson, Ladd, Nichols, Tracy, Tamm, Glavin, Mohr, Belmont, Rosen and Harbo being present.

Attachment
66-629

WFO:jen 2EN

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166-2554-11133

RECORDED
189 FEB 11, 1954

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8/14/92

Classified by SP-5 CIB/MSJ
Declassify on: OADR

EX-125

INITIALS ON ORIGINAL

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FEB 12 1954

~~CONFIDENTIAL~~

2- [Signature]

The proposed revision of section 4.12a (2) page 24, of the Manual of Rules and Regulations follows:

- (2) It shall be used when the SAC believes necessary by employees in travel status, and those on special assignment. This code will be given to such employees when the SAC believes necessary. (S)

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

~~8/14/92
Classified by 8-5cib/m
Declassify on: OADR~~

66-2554-111333

ENCLOSURE

MR. TOLSON

2/5/54

EXECUTIVES CONFERENCE

SUGGESTION #13-54
MADE BY INSPECTOR JOHN H. WILLIAMS
TRAINING & INSPECTION DIVISION
PROPOSED REVISION IN SERIAL
RECHARGE SYSTEM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/13/92 BY SP-5 ci/DT

SUGGESTION:

Inspector John H. Williams suggested that the present system of recharging serials from files each forty-five days be replaced by a new system of recharging serials quarterly, semiannually, or whenever the file is closed.

Under the present system if a field employee has a file charged to him he must recharge the file after seven days. An employee may keep serials in his possession for as long as forty-five days, but at the expiration of that time he must assure the Chief Clerk that he has the serials in his possession at which time they are recharged to him for an additional forty-five days.

The present system undoubtedly requires employees to expend a limited amount of effort submitting notification that serials should be recharged. On the other hand, this discourages the practice of unnecessarily retaining serials when there is no need to retain them and also provides what the Bureau has considered a desirable and effective control over the accountability of serials and their being out of file too long.

In order to consider the suggestion various views were obtained.

VIEWS AS TO MERITS OF SUGGESTION:

Those in Favor.

Inspector Stein agrees with the suggestion, but feels it should be placed on semiannual basis. He is opposed to allowing the original charge-out slip to remain in file until the case is closed as this would appear to lead to difficulties in investigations of prolonged duration, such as are frequently encountered in fugitive-type cases.

Chief Clerk [redacted], Los Angeles, favors abolishing the present rule to save clerical time.

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

cc - Mr. Mohr
FEB 11 1954
EDM:DMC

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INITIALS ON ORIGINAL

EX-110

166-2554-11134

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RJ

Memorandum to Mr. Tolson

SA O. G. Nordmarken, Resident Agent, San Diego, favors abolishing present rule as it places an unnecessary burden on Agents.

Inspector Van Pelt believes there is a certain amount of merit to the suggestion because there are investigations which Agents are unable to conduct in forty-five days due to the urgency of other assignments. He pointed out that the field delinquency was 24.08% on 11/30/53 and Agents must necessarily retain serials in some of these cases. There are many cases, especially in the Security field, wherein investigations will probably continue indefinitely and in which Agents must necessarily retain serials for lengthy periods. Mr. Van Pelt suggests that the present rule be altered from forty-five days to sixty days, with proviso that Agents account for serials every sixty days during the review of cases with Supervisors and that Supervisors insure this is done.

Those Opposed

Messrs. Mason, Nugent, J. E. Edwards, SAC Malone of Los Angeles, ASAC J. R. Jones of San Diego, ASAC V. Parrish of Phoenix, Supervisor H. F. Clifford of San Francisco, SA D. F. Eberle of El Paso, SA [redacted] of Phoenix and Inspector Brown are opposed to the adoption of the proposed suggestion. Their reasons for opposing this idea are set forth below:

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b7c

The present system of renewing chargeout slips serves a very useful purpose in that it causes Agents to examine serials and prompts the return of those serials not needed. It is believed forty-five days is a long enough period of time to pass before a control check is made on the whereabouts of charged out serials. It is believed three months or six months would be too long a period and make more difficult the location of any missing serial. As a control, it is felt the advantages to the present rule more than offset the time necessary to handle it.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs 2/5/54

Unanimously unfavorable, 2/4/54, Messrs. Tolson, Ladd, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo being present.

_____ Tolson
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_____ Mohr
_____ Belmont
_____ Tamm
_____ McGuire
_____ Holloman

SAC, Albuquerque (66-960)

February 2, 1954

Director, FBI

FEDERAL SAFETY COUNCIL
ALBUQUERQUE DIVISION

66-2554-
Reference is made to your communication of January 19, 1954, concerning the above-mentioned matter wherein you requested advice from the Bureau as to whether it would be possible for the Albuquerque Office to furnish 100 or 200 franked envelopes for Federal Safety Council use on a participating basis if such request is made of the Bureau.

It is noted that a representative of the Albuquerque Office has been attending meetings of the Albuquerque Federal Safety Council. It is further noted that the council has no funds and operates on borrowed stenographic personnel and mailing costs.

The Bureau does not feel its envelopes should be furnished to the council for its use in distributing literature to members thereof. Further, I know you are in thorough agreement that with the heavy work load presently confronting the Albuquerque Office, stenographic assistance could not be given the council by your office.

In view of the above facts, it is felt that representation on the Federal Safety Council at Albuquerque need no longer be had by your office.

(Note: The Executives Conference of January 28, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Rosen, Ladd, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, agreed.

It is pointed out that attendance at Federal Safety Council meetings at Albuquerque was in conformity with SAC Letter Number 59, Series 1952, dated June 20, 1952, Subsection (B) thereof headed "Federal Safety Council" wherein the policy was established for Bureau divisional offices to be represented in these various councils.

We have had no requests elsewhere in the field to furnish assistance or supplies to handle council business and if any such request is made in the future, it will be handled in the same manner as the Albuquerque inquiry. (WRG)

WRG:jmr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/77 BY SP-5 C/O

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Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, ALBUQUERQUE (66-960)

DATE: 1/19/54

SUBJECT: FEDERAL SAFETY COUNCIL
ALBUQUERQUE DIVISION

CONFERENCE

As the Bureau is aware, long standing instructions are that FBI Offices participate in Federal Safety Councils when invited. The councils were set up under the President.

A representative of this office has attended Safety Council meetings at Albuquerque. The Safety Councils have no funds, of course, and operate on borrowed stenographic and mailing costs. At Albuquerque recently the Indian Service has provided some mailing envelopes and stenographic service. No direct request has been made of this office but since we are attending, it must be anticipated that we will be asked to contribute possibly one or two hundred franked envelopes for mailing council business to the various government agencies and correspondence.

The Bureau is requested to advise whether it may be possible to furnish franked envelopes in the sum of possibly 100 or 200 for Federal Safety Council use on a participating basis, or what reply may be made when this office is in turn asked to assist in the operation of the council in this fashion.

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DATE 8/13/92 BY SP-5 CIP/DA

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Mr. E. D. Mason

January 12, 1954

J. E. Nugent

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 CI/JH

SUGGESTION THAT ~~WE DISCONTINUE RECHARGING SERIALS~~
SUBMITTED BY INSPECTOR WILLIAMS, JANUARY 6

Executive Comment

My observations regarding this suggestion and the comments which accompanied it are set forth as follows:

It is stated that the present system of renewing charge-out slips by Resident Agents serves no useful purpose. I believe the system serves a very useful purpose, namely, it causes a Resident Agent to examine the serials in his possession and prompts the return of those he does not need. If he did not have to examine the serials for recharging purposes, he would tend to keep them indefinitely in his possession.

Paragraph 1 states that the average Resident Agent has 100 serials in his possession at all times and so each 45 days he must rewrite 100 charge-out slips. This is based on the faulty premise that all 100 serials have been in his possession 45 days.

Paragraph 2 indicates the Chief Clerk at Miami or other clerks to whom Inspector Williams refers follow an unnecessary procedure in that they are pulling the original charge-out slip from the file and putting in the recharge. This is not a desirable practice because there is then no indication of how long the Agent has had the serial in his possession. A preferable practice is simply for the clerk to cross out the original date on the charge slip and insert the date of recharge with his initials. It is not believed that the saving which would result from the adoption of this suggestion would amount to those calculated in the memorandum since they are based on erroneous assumptions concerning the number of charge-out slips the average Resident Agent would make out every 45 days and the work involved in noting the recharge in the files. It is obvious there would be some financial saving, however, I believe that this advantage would be offset by the increased number of lost serials that would probably result.

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

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141 FEB 11 1954

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INITIALS C. ...

Mr. Tolson

2/5/54

Executives Conference

SUGGESTION #51-54
MADE BY SA PAUL F. DINSMORE
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/18/12 BY SP-5CJ/STW

SUGGESTION:

The suggesting employee proposes that all offices having recordings of the voices of ~~missing Communist Party functionaries~~, particularly those believed to have become active in the Communist underground, submit these recordings to the Laboratory. He suggests that duplicate copies of the voice recordings could then be made and sent to those offices having technical installations in connection with Communist activity.

The employee states that when such records are received in the various field offices, they could then be used by the employees assigned to technical installations to enable them to familiarize themselves with the various voices. Thus, if an unknown individual appeared in an area as a contact of Communist Party leaders and it was possible to obtain a recording of his voice, this recording could then be compared with the above-mentioned recordings for possible identification.

It is suggested that if such a plan is feasible, the recordings could be maintained on a restricted basis, comparable with the maintenance of "June" material and files. He states these recordings could be maintained in a specified restricted place in each office, labeled by a code word such as "VOFILE".

OBSERVATIONS:

The Domestic Intelligence Division states that it is not believed that the time and effort which would be necessary to make the suggested "voice album" would be commensurate with the benefits which might be derived from it. In addition, it should be kept in mind that voices can be identified where a transcription is obtained by sending the

cc: Mr. Harbo
Mr. Mohr

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RECORDED - 106

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Communist Party

RJ

Memorandum to Mr. Tolson

transcription to other offices, as was done in the case of Sidney Steinberg. It was noted that in this instance the San Francisco Office forwarded to the New York Office a transcription of the voice of an unknown person, where it was identified as the voice of Sidney Steinberg. Field offices can continue identifications in that manner without the use of a "voice album", which would require a lot of time and expense to prepare, and the value of which is doubtful.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/5/54

Unanimously unfavorable, 2/4/54; Messrs. Tolson, Ladd, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo being present.

MR. TOLSON

2/5/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 26-54
MADE BY SA MAX L. WILSON
BUTTE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/12 BY SP-5 CJD/BJ

SUGGESTION:

The employee proposed that the FBI Firearms Training Range, FBI Academy, Quantico, Virginia, forward a .30 caliber Remington rifle to R. Krieger and Sons, 34923 South Gratiot, Mt. Clemens, Michigan, and allow them to equip the rifle with a removable cartridge clip, after which the rifle should be given functional tests by the Range staff. The employee suggests that if these tests were satisfactory, consideration might be given to supplying a few of these modified rifles to each field division as raid guns. He states that firearms instructors have pointed out the difficulty of loading these weapons and injuries that have been sustained as a result of loading the rifle.

The employee points out that with the removable cartridge clip the Bureau rifle would be more easily loaded and fire-power should be measurably increased. The manufacturer of the modification claims that the device prevents burred or bent ammunition which would result in some saving of ammunition costs. The main saving, however, would be in the small injuries sustained in loading in the conventional manner. Attached to the suggestion was an advertisement which appeared in "American Rifleman".

OBSERVATIONS:

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FEB 11 1954

SAC Sloan of Quantico states that at the time the Bureau conducted tests on the Remington Model 81 .30 rifle (1940), detachable clips were considered and rejected due to the many malfunctions being experienced in the Winchester .351 S.L.R. then being used, caused by the clips dropping from the receiver. Tests proved at that time that the present Model 81 rifle could be loaded just as quickly from cartridge clips into attached magazines as changing magazines.

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- Miss Gandy _____

SAC Sloan states that he can recall no instances where ammunition has been bent or burred by loading into the present magazines. He states that the bending which does

cc: Messrs. Mohr & Harbo
ATN 53 FEB 25 1954

RB

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Memorandum to Mr. Tolson .

infrequently take place occurs as the bolt loads the cartridges into chamber from the magazines, which would occur regardless of type used, either detachable or attached.

With regard to injuries mentioned by the suggesting employee, SAC Sloan states that these are very minor in nature and consist solely of broken fingernails and scratches on the fingers, and these are caused mostly by improper handling of clip and applying pressure to force cartridges into magazine. He can recall of no instance where an Agent has been incapacitated by an injury of this nature.

SAC Sloan recommends no further action on this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTh:cs 2/5/54

Unanimously unfavorable, 2/4/54, Messrs. Tolson, Ladd, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo, being present.

The Director

12-29-53

W. R. Glavin

PROPOSE CHANGE IN MANUAL OF
RULES AND REGULATIONS

It is recommended the following change
be made in Section 2A, subsection d, paragraph (1) (a):

On investigative personnel (FD-185 and
FD-185A) - March 31 or June 30 if not employed three
months on March 31. For this purpose only Special
Agents and those employees having the title of
Special Employee are considered investigative
personnel.

RECORDED-19

INDEXED-19

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FEB 12 1954

WST:lrh

(The Executives Conference of December 29, 1953, consisting
of Messrs. Clegg, Winterrowd, Belmont, Ladd, Harbo, Tracy,
Nichols, Holloman, Mohr, and Glavin, recommended approval
of the above manual change. WRG)

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/13/92 BY SP-5 CIB/BJ

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MR. TOLSON

January 22, 1954

THE EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
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DATE 11/22/83 BY SP-5/BJT

PREPARATION OF SUMMARY REPORTS

On January 21, 1954, the Executives' Conference consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Harbo, Rosen, Quinn Tamm, Mohr, Holloman and Belmont, considered the Bureau's present policy of preparation of summary reports and whether it should be continued.

Bureau Bulletin No. 40, Series 1947, dated July 23, 1947, stated that in all cases involving possibility of prosecution, a summary report should be prepared regardless of the brevity of investigative reports or prior number of investigative reports prepared.

On December 1, 1950, the Executives' Conference recommended unanimously the suggestion that the preparation of summary reports be discontinued, except in complicated major cases and when, in the opinion of the SAC or the Bureau, a summary report should be prepared. The Director approved and Bureau Bulletin No. 68, Series 1950, dated December 7, 1950, states that "regular requirements for submission of prosecutive and investigative summary reports are hereby rescinded." Prosecutive summaries would be submitted only in major or complicated cases and upon specific instructions of the SAC or the Bureau. Section 4(d) of the Manual of Rules and Regulations so states and further states that non-prosecutive summary reports are prepared by the office of origin upon specific instructions of the SAC or the Bureau and upon publication of an Identification Order on a subject.

Arguments Favoring Present Policy

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NOT RECORDED
141 FEB 15 1954

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(1) Summary reports are only prepared on instructions of the SAC or the Bureau when a need for same is apparent in a complicated or major case.

EX-127

INITIALS ON ORIGINAL

(2) In such cases the summary report insures that the case has been worked thoroughly; that all leads have been covered; and that the case has been thoroughly reviewed.

(3) The summary report pin-points any weaknesses in the investigation which can then be corrected. It also pin-points the case from a prosecutive standpoint.

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- Tracy _____
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- Holloman _____
- Gandy _____

60 MAR 2 1954
Mr. Mohr

AHB:tlc

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MEMORANDUM FOR MR. TOLSON

(4) While the Bureau is not in the business of preparing trial briefs for the United States Attorney, nevertheless the United States Attorney is more likely to prosecute a case if the facts are clearly and succinctly set forth, as in a prosecutive summary. Therefore, it follows that our statistics are increased through the use of prosecutive summaries.

Disadvantages:

(1) The preparation of summary reports is time consuming on the part of the Agent and the clerical staff of the Bureau.

(2) Investigative summaries are prepared for use within the Bureau. Prosecutive summaries, while of assistance from an investigative standpoint, are also of considerable assistance to the United States Attorney. We should not be in the business of preparing summaries for prosecution, as such.

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended continuance of the investigative and prosecutive summaries under our present restricted policy, that is, restricted to those cases where the Bureau or the SAC feels that the case is of such a nature as to require a summary report.

Summary Reports in Security Index Cases:

A program to prepare summary reports in all Security Index cases was instituted by SAC Letter No. 95, Series 1951, dated September 22, 1951. After preparation of a summary report each case is reopened each year thereafter for preparation of an auxiliary summary report. As of January 1, 1954, thirty-one field offices have completed the initial summary reports in these cases. The remaining offices with the exception of New York will complete the program by July 14, 1954. Due to security backlog and delinquency in New York, the program has been suspended in that office, although New York does submit summaries on new cases and, therefore, has submitted 1,769 summary reports. The program will be resumed in New York as soon as circumstances permit.

MEMORANDUM FOR MR. TOLSON

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended continuation of the Security Index summary report program for the following reasons:

(1) Each case on which a summary report is submitted must be thoroughly reviewed, both in the field and at the Bureau to insure that the basis for placing the individual on the Security Index is sound. In view of our responsibilities under the Security Index Program, it is essential that each case be most carefully evaluated.

(2) In the event of an emergency, we will be in a position to furnish the summary reports to the United States Attorney for action. The Bureau would be simply unable to prepare such reports during an emergency. Therefore, it is imperative that we prepare them in advance.

MR. TOLSON

2/11/54

The Executives Conference

STATE OF TEXAS VOLUNTEER PAROLE SYSTEM
REQUEST BY SALVATION ARMY FOR IDENTIFICATION RECORDS

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Harbo, Tamm, Rosen, Belmont, Mohr, Callahan, and Tracy on February 8, 1954, considered the question of furnishing criminal identification data to the Salvation Army in the State of Texas.

Parole System

The State of Texas operates on a volunteer parole system, the Governor of Texas several years ago having accepted an offer of Lieutenant Colonel John A. Morrison, State Commander of the Salvation Army of Texas, for the Salvation Army to act as parole officers for state parolees. There is no State Statute conferring parole authority on the Salvation Army. The volunteer parole system has been in existence since about 1935 in Texas and in that year the Governor of Texas attempted to have legislation passed to authorize volunteer parole boards in each county, but failing to do so, the Governor issued an Executive Order appointing parole boards on a volunteer without pay basis. In most of the larger counties throughout the State of Texas, the Salvation Army accepted the responsibility of acting as a volunteer parole board.

The San Antonio Office was requested to check into this matter and advised that Assistant State Attorney General Willis Greshen was unable to find any provision in the Texas State Statutes authorizing the Salvation Army to perform the work it is now doing, nor was a Statute located specifically providing for a volunteer parole board; however, the Vernon's Code of Criminal Procedure of the State of Texas sets forth in Section 12 that the present adult probation and parole law has been in effect in Texas since about 1948. The section provides for a Board of Pardons and Paroles consisting of three members who serve the entire State. It also provides for Probation and Parole Officers to be appointed to serve in the various counties; however, no appropriation has as yet been made for payment of such officers; consequently, none have been appointed to date. In the absence of such appropriation and appointments, the Salvation Army has been doing the work on a volunteer basis.

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- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

cc - Mr. Harbo
Mr. Mohr

SJT:edm

Attachment

RECORDED - 73

INDEXED

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/13/92 BY SP-54/JHT

166-2554-11140

FEB 16 1954

53 FEB 18 1954

Memorandum for Mr. Tolson

February 11, 1954

The Identification Division received requests from the Salvation Army in Dallas, Texas, as the Dallas County Volunteer Parole System, and the question was whether or not the Salvation Army, acting in such volunteer capacity, was entitled to criminal information from the Identification Division files of the Bureau.

The Executives Conference was unanimously of the opinion that the Salvation Army in the State of Texas acting as volunteer parole officers are not a legally constituted state agency such as would entitle them to receive confidential criminal data from the Identification Division files.

The various state institutions in Texas from which prisoners are paroled may place probation and parole flashes in the Identification Division in order that they would be advised of subsequent arrests, and the Salvation Army in Texas can get such information as may be necessary for them to have from the state institutions.

There is attached hereto a proposed letter to the Dallas Field Office instructing that office to inform Captain of the Dallas County Volunteer Parole System of the Bureau's conclusions with reference to his request for data from the files of the Identification Division of the Bureau.

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b7c

MR. TOLSON

February 15, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 ci/ep

The Executives Conference of February 11, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Rosen, Ladd, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, was advised that a memorandum dated February 4, 1954, from the Attorney General to the heads of all offices, divisions, and bureaus in the Department of Justice had been distributed concerning the Crusade for Freedom campaign.

The Attorney General attached to his memorandum a copy of a letter forwarded to Mr. Bartelt (Fiscal Assistant Secretary of the Treasury), Chairman of the Crusade for Freedom campaign, signed by the President under date of December 16, 1953. This communication to Bartelt reflects the President's interest in the Crusade for Freedom campaign.

The Attorney General, in his memorandum of February 4, stated that during the ten-day period from Lincoln's Birthday, February 12, 1954, to Washington's Birthday, February 22, Federal civilian employees and members of our Armed Forces may join with millions of other Americans citizens in a rededication to the cause of liberty and freedom.

The Attorney General's memorandum further states that it would be appreciated if fellow employees at the Seat of Government and in all field offices are informed of the Crusade and are invited to give it wholehearted support.

BACKGROUND OF CRUSADE FOR FREEDOM:

Mr. V. P. Keay of the Liaison Section under date of February 10, 1954, in a memorandum to Mr. Belmont concerning the Crusade for Freedom, states that Fred Hall, Office of Security, CIA, advised that the Crusade for Freedom is affiliated with the National Committee for Free Europe:

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- Miss Gandy _____

Information was received to the effect that the employees of the organization are not Government employees. According to Hall, CIA is not in any way involved in the collection of funds from the

RECORDED - 6
INDEXED - 6

66-2554-111411
FEB 16 1954
[Handwritten signature]

FEB 18 1954
jmr-b

EX-127

Memo to Mr. Tolson from the Executives Conference

public. Such fund-raising is supervised by the organization's officials in New York City. Hall stated that CIA has deliberately avoided becoming involved in any problems or projects pertaining to public fund-raising by the Crusade for Freedom.

Mr. Keay, in his memorandum, states that it would appear that the Bureau would be obliged to look upon any fund-raising activity of the Crusade for Freedom organization in the same manner as it would with regard to any other private organization engaged in similar activity.

RECOMMENDATION OF THE EXECUTIVES CONFERENCE:

The Executives Conference wishes to point out that the Attorney General in his memorandum dated February 4 has not requested that a fund-raising campaign be instituted by the various offices, divisions, and bureaus of the Department of Justice, but has merely stated that he would appreciate it if fellow employees at the Seat of Government and in all field offices are informed of the Crusade and are invited to give it wholehearted support.

With reference to the field, two inquiries have been received from field offices and in each instance the Bureau has advised the field that the Agent in Charge should bring the program to the attention of the employees of his office and that if any wish to contribute, they may do so. No instructions have gone forward to have any collections made for this particular activity.

The Conference wishes to further point out that the Crusade for Freedom program is not a charitable program and is not included in our Consolidated Charity Drive.

The Conference recommends, therefore, in view of the Attorney General's memorandum, that the memorandum be placed on the various bulletin boards throughout Seat of Government space and Washington Field Office space and in the event anyone wishes to contribute he or she may do so and such contributions will be forwarded to the appropriate Departmental official for transmittal to the Crusade for Freedom headquarters.

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Memo to Mr. Tolson from the Executives Conference

The Executives Conference further recommends that no further action be taken in connection with this matter insofar as the field is concerned.

I Concur
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oman
Gandy

Mr. Tolson

1/22/54

Executives Conference

FIELD POLICE SCHOOLS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/02 BY SP-5CIB/DP

The Executives Conference of 1/21/54, Messrs. Tolson, Glavin, Q. Tamm, Mohr, Belmont, Ladd, Rosen, Harbo, Holloman, Nichols and Clegg being present, discussed the existing policy of the Bureau particularly with reference to participating in field police schools. It was pointed out that the existing policy specifically prohibits any employee of the Bureau soliciting any police agency to start any police school or for the Bureau's participation in any specific school at any time in any place. The existing policy does permit Special Agents to discuss with police and with the general public when making addresses, the Bureau's cooperative services, including the services in police training, on the same basis that there would be a discussion of the services of fingerprint identification, laboratory services, uniform crime reports and other similar cooperative services of the Bureau.

It was pointed out that in years gone by undesirable individuals have sought to enter the police training field and police training schools have been initiated under circumstances which would cause the Bureau not to desire to participate either because of the individuals concerned or because it would be contrary to the existing policy of the Bureau. Current instruction to the field are that no one is to undertake any activity which would in any way thwart or curtail or have discontinued any legitimate training services.

It was the unanimous opinion of all members of the Conference present that the existing policy should be continued as is and that an SAC Letter should be sent to the field at this time making a restatement of the Bureau's position in this respect. If approved, an SAC Letter is attached.

RECORDED - 76
INDEXED - 76

166-253-11142
RECORDED
141 FEB 16 1954

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

Attachment

cc - Mr. Mohr
Mr. Clegg

HHC:cs

EX-122
76-1142

MR. TOLSON

January 23, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/11/82 BY SP-5 RJK/ML

The Executives Conference of January 21, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Clegg, Tamm, Ladd, Rosen, Belmont, and Glavin, was advised that Mr. Winterrowd who attended Specialized In-Service School #2 had recommended on November 27, 1953, that the Bureau consider buying new flashlights which would be more powerful than the two-cell flashlight presently being used by the Bureau.

Mr. Winterrowd pointed out that the majority of the class recommended that a five-cell flashlight be purchased for use throughout the field when funds are available or when replacements are being purchased. One suggested a type known as the "Ideal" which is a type that can be carried in the hand or attached to a belt. Other suggestions were that at least a three-cell type flashlight be purchased inasmuch as the present two-cell flashlights do not furnish enough light. These suggestions, according to Mr. Winterrowd, arose as a result of using the flashlight in connection with the night firing courses given in firearms training. Upon receipt of this suggestion, steps were taken to secure a sample flashlight to be checked by our firearms staff at Quantico to determine its adaptability for such use.

A flashlight of the type suggested having five batteries and a flat box with detachable lens equipment with an elastic strap which permits the user to attach the light to his hat, or head, which, with the battery to case attached to his belt leaves both hands free was secured and tested at Quantico. Mr. Sloan, special agent in charge of Firearms at Quantico, felt the Bureau's present "Mica-Ray" light would as adequately serve our purpose as the sample light purchased for testing purposes. Mr. Sloan points out in making errors where firearms will necessarily be used, the normal two or three-cell tubular flashlights serve the purpose better than the type of light tested. He points out that agents are instructed to hold flashlights at an arms length to the side while shooting in order not to be visible behind the light when firing is returned by the agent. He points out that an agent wearing a flashlight either attached to the cap or to the belt would furnish an excellent target to any criminal with whom the agent might engage in gun battle and for that reason, he would object to the use of such type of flashlight.

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Rosen
Tracy
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Winterrowd
Tele. Room
Holloman
 Sizoo
Miss Gandy

Mr. Mohr
Mr. Clegg

LA-110

RECORDED - 54

INDEXED - 54

FEB 12 1954

FEB 25 1954

11143

Exec. Conference memo to Mr. Tolson (cont.)

Mr. Sloan points out that a three or more cell flashlight naturally gives more light than the two-cell flashlight but the two-cell lights are available in all Bureau cars or may be purchased at any Department or Drug Store if needed in an emergency. He feels the normal two-cell flashlight is entirely satisfactory. Mr. Sloan does not believe that the Bureau should go to the expense of placing something in the field office vaults which are not always as available as the present inexpensive lights.

RECOMMENDATION

The Conference unanimously recommends that in view of SAC Sloan's recommendations that we continue to use the flashlight presently utilized by the field investigative staff. Also, that we not consider the hat-type flashlight for distribution to the field.

It is further recommended that the field be appropriately advised as to why the Bureau feels that a cap or belt-type flashlight would be undesirable.

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Holloman _____
Sizoo _____
Miss Gandy _____

RECORDED-12
INDEXED-12

SAC, Omaha (94-0)

6-25-11 - 11144
Director, FBI

February 11, 1954

CRUSADE FOR FREEDOM
(Campaign Among Federal Employees)

Reference is made to your communication of February 8, 1954, concerning the above-mentioned matter wherein you requested that you be immediately advised if you should conduct a campaign among employees of the Omaha Office in connection with this particular fund-raising campaign.

The Bureau has no objection to your bringing this campaign to the attention of the employees of the Omaha Division and if any wish to contribute to it they may do so, funds being forwarded to the area chairman as requested.

(Note: The Executives Conference of February 11, 1954, consisting of Messrs. Tolson, Holloman, Nichols, Harbo, Rosen, Ladd, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, agreed.)

WRG:jmr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-50/bif

62-25-11-11144-10
ORIGINAL COPY FILED IN

3/1/54
by [signature]

Director, FBI

2/8/54

SAC, Omaha (94-0)

CRUSADE FOR FREEDOM
(Campaign Among Federal Employees)

This office is in receipt of a letter from Mr. [redacted] prepared on stationery of Veterans Administration Center, Des Moines 9, Iowa, and relating to captioned matter, in which [redacted] identifies himself as [redacted] for Federal Employees.

[redacted] letter describes the aims and purposes of Crusade for Freedom, and he requests me to conduct a drive in this office from Lincoln's Birthday through Washington's Birthday, and to transmit the funds thus collected directly to him and he will see that it is forwarded to the local office of Crusade for Freedom. With [redacted] letter, there was transmitted a reproduction of a letter which purports to be one from the President to Mr. EDWARD E. BARTELT, Fiscal Assistant Secretary of the Treasury, Washington, D. C. Copy of last-described letter is attached hereto for your ready reference.

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It is requested that you immediately advise me if I should conduct a campaign among employees of this office as suggested in [redacted] letter.

Enc.

RBM:EOD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/11/72 BY SP-5 ci/baf

*2 ENCLs
file to [unclear]
[unclear]*

RECORDED-12

EX-115

66-2554-11144
NOT RECORDED
138 FEB 16 1954

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-90001-11144

MR. TOLSON

February 3, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY sp-5/cj/px

The Executives Conference of February 1, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Rosen, Ladd, Belmont, Tamm, Tracy and Glavin, considered the desirability of continuing the Bureau's regulation which requires that the Bureau be furnished the total number of days' work pending in each office as a part of the administrative report submitted on January 1 and July 1 of each calendar year.

It was pointed out that the total number of days' work pending in each field office submitted in this report is based on an estimate made by the Special Agent to whom the case is assigned or the supervisory personnel of the office in those instances where there are unassigned cases.

It was further pointed out that at the present time this information is not necessary and is not utilized by the Bureau in the assignment of personnel.

RECOMMENDATION:

The Conference, therefore, recommended that the field be advised that this information is no longer necessary.

Should you agree, there is attached a suggested communication to be forwarded to the field.

ATTACHMENT

REG:mfs

cc: Mr. Harbo
Mr. Mohr

RECORDED 13

INDEXED 13

EX-126

FEB 17 1954

11145

- Tolson _____
- Ladd _____
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- Belmont _____
- Clegg _____
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- Miss Gandy _____

Sent to all SAC's, Bu. off. & supts. 2-9-54
JBC

58 FEB 23 1954

341

MR. TOLSON

2/1/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 C/BJK

SUGGESTION #3-54
MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

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SUGGESTION:

It is suggested that ^Vradio equipment (located in the trunk compartment of Ford sedans and in the rear of the Chevrolet carryalls be encased in a metal cover or heavy wire guard.

The suggesting employee pointed out that these vehicles are assigned to the Security Courier Service Unit and used daily for transporting files and mail between the Justice and Identification Buildings. The files are packed in fibre boxes often weighing forty pounds or more. The employee stated that some radio repair is necessitated when boxes of files slide and damage radio equipment.

OBSERVATIONS:

Mr. L. J. Gauthier of the Administrative Division recommends favorably as to the adoption of the suggestion if the proposed metal cover or heavy wire guard would not interfere with radio reception.

The Radio-Electrical Section of the Laboratory believes the need for radio covers is doubtful if care is exercised in loading and unloading vehicles. They point out the radio equipment itself is already contained within a substantial metal cover protecting all components of the radio except the wire connections which are made to the radio units. Radio engineers of the Laboratory believe that care in loading and unloading vehicles ordinarily should be sufficient to avoid damage to the special cable connections. Wooden covers could be constructed by the Carpenter Shop at a cost of approximately \$9.00 apiece. - Metal covers would cost approximately \$35.00 apiece and outside bids would have to be obtained. Five covers would be necessary. The Laboratory advised that, if there is felt to be a need for such covers, wooden ones would adequately serve the purpose and be less expensive.

RECORDED - 90
INDEXED - 90
FEB 17 1954
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Mr. Harbo pointed out that the need can best be determined by the extent and cost of repairs attributable to lack of covers. It is noted that one major repair was made in recent months at a cost of \$4.80 for materials and required one-half day's time by a Grade GS-11 Agent to make the repair, or \$11.44. The total cost of this repair was \$16.24. Since this repair was made, radio equipment on the two other vehicles has been damaged and the repairs will be approximately \$16.24 each.

cc-Messrs. Mohr and Clegg

EDH:dmg

RT

Memorandum to Mr. Tolson

Mr. J. J. McGuire of the Records and Communications Division is in favor of the suggestion and believes such a precaution should be taken. He pointed out that employees loading and unloading boxes of files and mail exercise the greatest care in so doing; however, due to the hazardous nature of traffic in Washington, D. C., it is sometimes necessary to quickly stop the vehicles and then the heavily loaded boxes of files and mail are inclined to slide into the radio equipment cause damage to the equipment itself or to the connecting wires. Mr. McGuire feels that a cover constructed of wood would be satisfactory.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/1/54

On 2/1/54, the Executives Conference, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended the installation of wood covers for the radio equipment in the vehicles assigned to the Security Courier Service transporting files and mail between the Justice and Identification Buildings. The estimated cost, \$9.00 per vehicle.

Mr. Tolson

2/2/54

Executives Conference

SUGGESTION OF SPECIAL
KIDNAPING SQUADS
SUGGESTION #35-54

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-SCI/OTJ

Suggestion

That Equipment Supervisor's duties set forth in Manual of Instructions should include duty of arrangement for loan of additional radio equipped cars from nearby offices, insuring they can operate on same frequency or frequencies that office of origin is using.

Present Procedure

There is no provision at present in Manual of Instructions regarding the above action or vesting this responsibility in any one person.

Observations of Training and Inspection Division

This suggestion is believed pertinent inasmuch as some difficulty was encountered in the Greenlease case where certain cars had to be recalled as the radio equipment was not on the same frequency as the Kansas City Division. The Investigative Division has reviewed and approved attachment. Therefore, the Equipment Supervisor's duties have been revised to include the above suggestion and should the Executives Conference approve the attachment, it will be included in the Manual.

Executives Conference Consideration

RTI:cs 2/5/54

Unanimously favorable, 2/4/54, Messrs. Tolson, Ladd, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo being present.

RECORDED-29

INDEXED-29

RECORDED
141 FEB 17 1954

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- Holloman _____
- Miss Gandy _____

Attachment

cc: Mr. Mohr
Mr. Harbo

FEB 19 1954

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The Manual of Instructions, Section 66 E, (h), (f),
6, Page 13 should read as follows:

Inspect and inventory available Bureau autos; arrange for
loan of additional necessary radio equipped cars from nearby
offices, insuring they operate on same frequency or frequencies
as office to which loaned, and arrange for rental of any
other desired automotive equipment.

MR. TOLSON

2/8/54

EXECUTIVES CONFERENCE

89135

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SUGGESTION NO. 49-54

MADE BY [REDACTED]

FILE REVIEW UNIT
RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/17/82 BY SP-3 scj/bor

SUGGESTION:

That the Filing Unit use one guard in the basement of the Identification Building at the end of the middle corridor, instead of one at the entrance of each of the two units, thus letting one person do the job of two.

The employee points out that this would save on transportation of files, supplies, and the passing of employees from one unit to another. Employees would not have to leave the unit at their break, which causes loss of time when re-entering the unit.

OBSERVATIONS:

The Records Section states that it is difficult to recognize any savings in connection with this suggestion, as the complete separation of the employee from both work units will greatly restrict his productivity. All guards have regularly assigned duties. The Records Section recommends that the suggestion not be adopted as the guard would be completely away from the work space in a public corridor, working conditions would be unbearably cold in the winter, and the confidential nature of any mail handled at the guard desk would be jeopardized. It is pointed out that it has proven to be undesirable to have a guard situated in a public corridor and all guards are now behind closed doors in Records Section space.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously unfavorable, 2/8/54, Messrs. Tolson, Ladd, Rosen, Tamm, Tracy, Nichols, Belmont, Mohr, Callahan and Harbo being present.

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

cc: Mr. Mohr 7402
Mr. Harbo 352
MAR 8 1954
ATN

RECORDED - 18
INDEXED - 18

EX-115
RJ

66-2554-1148

RECORDED
105 FEB 15 1954
INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-15458-572

84407

The Director

February 15,
1954

The Executive Conference

Report Writing

DOMESTIC INTELLIGENCE DIVISION

8/14/54 sci

On February 11, 1954, the Executive Conference, consisting of Messrs. Tolson, Ladd, Nichols, Belmont, Glavin, Harbo, Rosen, Tracy, Tamm, Mohr and Holloman, considered recommendation of Domestic Intelligence Division that a standard space on the Bureau report form be left blank by field stenographers to permit space for making complete and accurate notations as to dissemination made of report at Seat of Government. This space is to be 1" in height directly above present line beginning, "Approved and Forwarded," and extending across the page. It is to appear on all reports other than Bureau applicant matters.

Past experience has shown necessity for tracing record of dissemination and accurately determining to whom dissemination was made, by whom, date request for data received, date dissemination, and method of dissemination. This experience has demonstrated that preservation of complete, factual, accurate and legible record of dissemination made by Bureau is essential operation and these instructions emphasized in Memorandum for all Bureau Officials and Supervisors 11-13-53. Record of dissemination of Bureau reports presently kept by making notations on front of face sheet of report wherever blank space permits. In Domestic Intelligence Division notations made by utilizing approved rubber stamp, approximately 3/4" high, which requires filling in complete data. Present composition of Bureau report face sheet (Forms No. 1 and No. 3) and present margining rules leave question of whether blank space occurs (if any) and where it occurs solely dependent on context of front page. Notations jammed into cramped space for want of other space do not encourage legibility, and passage of time as well as handling of mail results in deterioration of legibility. Bureau program of dissemination of reports to interested agencies having legitimate interests requires dissemination of great majority of reports other than Bureau applicant matters to one or more recipients, and name check program requires continual additional dissemination.

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- Holloman
- Sizoo
- Miss Gandy

The importance of preserving record would seem to justify creation of standard space for making dissemination notations on reports. Considering other possibilities, most logical procedure believed to be to issue instructions to field stenographers to leave specific space blank on front page. This would provide standard space for recording dissemination notations and is to be used solely for that purpose. Blank space will be utilized only on original copy of report but this lack in economy in paper usage believed to be outweighed by necessity for complete record.

Attachments - 2
cc - Mr. Harbo
Mr. Mohr
SND:GAS

EX-127 F378

RECORDED - 28

INDEXED - 28

FEB 18 1954

11145

84408

Memo for Director from Executives Conference

February 15, 1954

EXECUTIVES CONFERENCE RECOMMENDATION:

Messrs. Ladd, Nichols, Belmont, Glavin, Harbo, Rosen, Tracy, Tamm and Holloman recommended that instructions be issued that a standard space on the Bureau report form be left blank by field stenographers to provide space for making dissemination notations at Seat of Government. This space is to be 1" in height directly above present line beginning "Approved and Forwarded" and extending across page. It is to appear on all reports other than Bureau applicant matters. This recommendation was made because of volume of dissemination, recognized importance of complete, accurate and legible record of dissemination and demonstrated need for space to make notations to preserve record (samples attached).

Messrs. Tolson and Mohr opposed the recommendation on the basis the present system is believed adequate.

ACTION:

If you approve, attached are a proposed letter to all Special Agents in Charge and a proposed change in Manual for Field Stenographer, implementing the recommendation.

Respectfully,
For the Conference

Clyde Tolson

Handwritten initials

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: January 29, 1954

FROM : P. G. Travers

SUBJECT: CIRCULAR LETTER TO ALL CONTRACTORS
SUGGESTION

Operational Conference

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

In view of the numerous instances where vouchers have to be returned to contractors for correction, Mr. [redacted] of the Voucher Unit suggested to the Streamlining Committee that a proposed circular letter be sent to contractors which enumerated the major requirements in submitting vouchers to the Bureau for payment. The circular will be sent to individuals who have contracts with the Bureau to furnish supplies and services each fiscal year.

It is felt that if the contractors had a list of the major requirements in preparing the invoices for payment it would prevent the necessity of returning invoices by the Bureau for correction. There is attached a proposed form letter which contains the following items:

- (1) The number of copies of the invoice required.
- (2) The certification necessary.
- (3) Invoices must be itemized and reflect the number, description, and amount of each item.
- (4) Supporting data necessary on certain types of invoices such as the purchase of gas and oil.
- (5) Contract number necessary on invoices.

It was suggested that the attached proposed form letter be forwarded to the contractor at the time the Bureau advises the contractor that his bid to perform supplies and services are accepted by the Bureau.

The Streamlining Committee of the Administrative Division felt that Mr. [redacted] suggestion has merit and will reduce the number of vouchers that are required to be returned to the contractor for correction.

Attachments *sent* 2-2-54

PGT:bjc

58 FEB 19 1954

INDEXED - 94

RECORDED - 94

FEB 16 1954

FEB 11 1954

ORIGINAL FILED IN 100-2-2-54

b6
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b6
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Memorandum to Mr. Glavin

RECOMMENDATIONS:

That the attached proposed circular letter setting forth the requirements for submitting invoices for payment by the FBI be approved, as it will assist the contractor in properly preparing invoices for payments sent to the Bureau.

That this memorandum be referred to the Training and Inspection Division for their analysis and consideration.

That the attached proposed letter to Mr. [redacted] be forwarded, acknowledging his suggestion.

b6
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ADDENDUM WRG:us 3/1/54

The Executive Conference of 3/1/54, consisting of Messrs. Tolson, Nichols, Holloman, Rosen, Ladd, Belmont, Quinn Tamm, Tracy and Glavin approved the preparation of the circular letter headed "Requirements for submitting Invoices for Payment by the Federal Bureau of Investigation" to individuals, firms and others who are successful contractors for the furnishing of Bureau services, supplies and equipment.

OK
H
Jps
✓

Mr. Tolson

2/12/54

The Executives Conference

SUGGESTION (57-54)
KIDNAPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5/ptf

SUGGESTION:

During Specialized In-Service School a suggestion was made that a separate small manual on kidnaping violations be prepared and furnished each man on the squad.

PRESENT PROCEDURE:

A special Section of the Manual of Instructions deals entirely with kidnaping violations and information is also contained in the Agents' Handbook.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

This suggestion is being recommended unfavorably inasmuch as Agents presently have available Agents' Handbook and Manual of Instructions, both of which contain all pertinent details regarding kidnaping violations. A manual as suggested would be a duplication and additional unnecessary expense, would entail continual revision and serve no particular purpose in view of fact that information can be obtained by Agents as referred to above.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/15/54

Unanimously unfavorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

RECORDED-29

166-2554-11151
FEB. 18 1954
66

INDEXED-29

cc: Mr. Mohr
Mr. Harbo

PHS:mew

53 MAR 1 1954

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

ORIGINAL FILED IN

MR. TOLSON

2/9/54

R. T. HARBO

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/52 BY sp-5c/btr

THE PROBLEM:

Mr. Glavin advised that on 2/9/54, Congressman John Rooney had been contacted by Congressman John F. Shelley, in regard to the desire of Congressman Shelley for his brother, Inspector Daniel E. Shelley, of the San Francisco Police Department, to attend the next Session of the FBI National Academy, commencing 3/22/54.

PRIOR HISTORY:

The Executives Conference of 1/25/54 recommended unanimously that the Bureau not accept Inspector Daniel E. Shelley for the 53rd Session of the National Academy (March, 1954) because the enrollment is substantially complete. At the time of the Executives Conference consideration it was contemplated that the San Francisco Office would have two representatives in the 53rd Session and these would be from the San Joaquin County Sheriff's Office and the Sacramento Police Department. Since then, the Sacramento man has indicated he will be unable to attend. Consequently, the San Francisco Office will be represented by the San Joaquin County Sheriff's Office. The San Francisco Office is anxious to have the Sunnyvale, California, Police Department representative attend the 53rd Session, but we are unable to accommodate them. The vacancy caused by the inability of the Sacramento man to attend has already been filled. We contemplate an enrollment of eighty for the 53rd Session. We frequently allow two representatives to attend from a particular field division, although occasionally an exception is made to accommodate more. There are no vacancies at this time for the March, 1954, Session.

In considering this matter, the Executives Conference took cognizance of the fact that Congressman John F. Shelley, Democrat, First California District, telephoned Mr. Holloman 1/16/54, advising that his brother, Daniel E. Shelley, was being recommended by the Chief of Police in San Francisco to attend the 53rd Session of the National Academy.

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- Holloman
- Miss Gandy

On 1/21/54, Chief of Police Gaffey, San Francisco Police Department, requested that Daniel E. Shelley be permitted to attend the March Session.

cc: Messrs. Nichols & Glavin

Attachment
EDM:ATN

RECORDED-20

INDEXED - 20

INITIALS OF ORIGINAL

FEB 23 1954

ORIGINAL FILED IN 6992

EX-127

Memorandum to Mr. Tolson

By letter to the Director dated 2/5/54 (attached), Congressman Shelley expresses the hope that his brother will be able to attend the March Session and spend some time with the Congressman while attending the Academy. Congressman Shelley says he will be appreciative for anything the Director can do to give his brother the opportunity of attending the March Session. With his letter, Congressman Shelley enclosed a carbon copy of the Director's letter to Chief Gaffey of San Francisco dated 1/27/54 in which the Director advises that there are no vacancies for the 53rd National Academy Session beginning March 22, 1954, but that Inspector Shelley's application would be retained on file for future consideration.

RELATIONS WITH THE SAN FRANCISCO POLICE DEPARTMENT:

Generally good until the recent kidnaping case involving Leonard Moskowitz, at which time difficulty was encountered with regard to obtaining the ransom letter. Nothing derogatory known as to Inspector Shelley.

We never did get it H.
BACKGROUND OF CONGRESSMAN JOHN F. SHELLEY:

The files show that Shelley, who was formerly President of the San Francisco Labor Council has, in the past, been associated with a number of organizations cited by the Attorney General as Communist. Scheduled to speak on same program with former Congressman Vito Marcantonio 7/24/37. Spoke at Hooney Defense Committee meeting same date. Active sponsor of California Labor School, which has been declared subversive. Congressman wrote 12/28/50 to Attorney General stating he had severed connections with this school because he found out that Communists had taken control.

FBI conducted investigation on Congressman Shelley and Congressman Frank R. Havener under the character of Perjury, in which matter John L. Leech was the subject. Leech had claimed the Congressmen were Communist Party members. The investigation disclosed no evidence that the Congressmen were actually Party members.

RECOMMENDATIONS:

(1) The Bureau continue to abide by its decision of 1/25/54 that we not accept Inspector Daniel E. Shelley for

Memorandum for Mr. Tolson

the March, 1954 Session of the National Academy.

Right
H.

(2) Consideration be given at a later date as to whether Shelley should attend the 54th Session, beginning 8/30/54.

I think we should
skip it for sometime
H.

(3) The attached letter go forth to Congressman John Shelley, advising that there are no vacancies in the March Session.

O.K.
H.

(4) Mr. Glavin be informed of the final decision in connection with the conversation he had with Congressman John Rooney.

OK
H.

MR. TOLSON

2/11/54

EXECUTIVES CONFERENCE

SUGGESTION #2-54
MADE BY ASAC ORVILLE R. TALBURTT
LOUISVILLE OFFICE
SINGLE FINGERPRINT FILE TO
IDENTIFY FRAUDULENT CHECK PASSERS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/90 BY SP-5 CIB/DC

Identification I.T.S.P.

SUGGESTION:

It is suggested the Bureau devise a Single Fingerprint File to be used to identify fraudulent check passers. When the file is substantially set up to include thousands of known professional fraudulent check passers, whose identities and fingerprints are already on file at the Bureau, the general public could be advised in a series of press releases from Washington. These releases from the Bureau would request that all merchants and other persons who cash checks for unknown individuals request the unknown individual to put his fingerprint or prints on the check to be cashed.

In addition, it is suggested that all field offices put on a sizeable program to educate merchants and business organizations which cash thousands of fraudulent checks to follow the above-mentioned procedure. The suggesting employee believes many organizations have invisible ink pads which can be used for fingerprinting and prints are raised for classification purposes with some type of ultraviolet lamp. It is not believed this procedure would be very expensive and would not be objectionable to use in view of the fact it would not soil the fingers.

OBSERVATIONS:

RECORDED 68
INDEXED 68
66-2554-1153
70 FEB 1954

The Identification Division advised that a Single Fingerprint File of known check passers was started on August 11, 1941. When the file was originally set up it was pointed out that, in order to make it successful, the Bureau would have to publicize in lectures, speeches, training schools, bulletins and other literature to businessmen and bankers the desirability of having unknown individuals presenting checks for encashment place their inked prints on the check. At that time the Bureau did not feel it could take an active part in a campaign of this type and approved only the setting up of the Single Fingerprint File of known fraudulent check passers. This file was discontinued January 9, 1947, because no identifications had been effected and due to the relative inactivity of the file.

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- Tele. Room
- Holloman
- Miss Gandy

cc-Messrs. Mohr and Harbo

INITIALS ON ORIGINAL

70 MAR 4 1954

ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

The Identification Division points out that in order for the Single Fingerprint Section to set up such a file it would be necessary for the various field offices to make known the proper individuals whose fingerprints should be entered in the file. From past experience, unless some emphasis is made on the fact that merchants and bankers insist on inked impressions being placed on checks, such a special single fingerprint file would be of little value. It was noted that during the past ten years an average of one check per month has been received bearing inked fingerprints.

Mr. Tracy indicated the Bureau has received requests from manufacturers of fingerprint equipment in the past to comment on the value of merchants and banks throughout the country having strangers to the institution place their fingerprint on the back of checks prior to cashing them. The Bureau has declined to do this in the past because it amounts to endorsement of a commercial enterprise. Thousands of business concerns throughout the country cash checks for individuals and it is not believed desirable for the Bureau to recommend that they purchase fingerprint equipment. It is believed the National Fraudulent Check File service is sufficiently adequate for the purpose.

The Investigative Division is vigorously opposed to the adoption of this suggestion. It is believed the expense of setting up such a file and maintaining it would be considerable and its success would depend entirely upon the cooperation of the public. Police departments, credit associations, businessmen's associations, et cetera, have been stressing for many years a "Know Your Maker Or Endorser" campaign, but receive very little cooperation from the public and there is no reason to believe that public cooperation would be greater with respect to obtaining fingerprints on checks. This would make a collection bureau of the FBI and the file would become unwieldy in about two months. The Investigative Division recommends unfavorably as to the establishment of a Single Fingerprint File of fraudulent check passers pointing out similar results with respect to Bureau cases in so far as identification of unknown subjects and consolidation of cases are presently being attained by the FBI Laboratory through the National Fraudulent Check File.

The FBI Laboratory advised that through the National Fraudulent Check File in the Laboratory and the current procedure of comparing signatures and endorsements on selected checks with signatures on fingerprint cards in the Identification Division identification was made of a large number of writers and passers of fraudulent checks. In spite of the large number of identifications, the principal problem appears to be locating the offender after he is identified.

Memorandum to Mr. Tolson

The FBI Laboratory does not believe the proposed Single Fingerprint File will aid in the location of the check passer after he is identified. There are many small-scale fraudulent check operators whose checks are not identified through present methods; however, it is not believed that the Bureau would desire to go to the necessary expense of setting up the proposed Single Fingerprint File in order to identify a larger percentage of these small-scale operators. For the above reasons, the FBI Laboratory recommends unfavorably as to the adoption of this suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/11/54

Unanimously unfavorable, 2/10/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

MR. H. H. CLEGG

1/26/54

b6
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MR. E. D. MASON

SUGGESTION #866-53

MADE BY [REDACTED]

CHARLOTTE OFFICE
CHARGE-OUT CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP-5 CIB/ST

On 12/30/53, the Executives Conference considered the suggestion that a charge-out card be placed in the indices to indicate an index card is temporarily out of file. The Conference also considered the idea that the charge-out card be red in color and a fraction higher than normal 3" x 5" index cards so that it would serve as a flag. At this time the Executives Conference unanimously recommended that views be obtained from the SACs at New York, Baltimore, Richmond and Pittsburgh, as well as from the field inspectors, to determine whether any problems exist.

Those Favoring Suggestion:

INSPECTOR STEIN: Suggestion has some merit for larger divisions where withdrawals reach above-average proportions. Not recommended to be made compulsory for smaller offices.

INSPECTOR BROWN: Suggestion has merit and should be adopted for all field divisions. Procedure used in average field office at present is faulty. Whenever index card is removed from indices without some type of flag to reflect its removal an incomplete search results which could result in missing very pertinent data regarding subject being searched. Believe use of red card a fraction higher than 3" x 5" index card would serve as flag that an index card is missing and would save considerable time in re-filing original index card. In addition, this would serve as a flag to the searcher that until she checks missing index card the search is not complete. Chief Clerk at Los Angeles Office concurs.

SAC, NEW YORK:

New York Office uses regular 3" x 5" charge-out card containing title of card or cards removed, case file number, date, employee to whom charged and location of person having cards if that person is located on another floor. This charge-out system is indispensable in New York because of various consolidation of indices programs constantly being handled. Use of red card a fraction higher than the normal 3" x 5" card is favored. New York has not experienced any situation where a charge-out card was not removed

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- Holloman _____
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58 FEB 25 1954

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ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

and the regular card reinserted in the indices, but the possibility exists and the proposed system would permit more rapid method of discovering the error.

It is noted, however, in case of "on the spot" consolidations by indices clerks no charge-out is believed to be necessary.

SAC, BALTIMORE: It is the practice in Baltimore to place charge-out cards in the indices in instances where it has been necessary to remove indices cards on a temporary basis. It is not believed the color of the card is too important as long as it is distinctive in color and it is not believed necessary to have this card of a different size than the normal 3" x 5".

SAC, PITTSBURGH: In the Pittsburgh Office it is the practice to place a red colored card in the indices when cards are removed for the purpose of consolidation or some other purpose. On this card is shown the last name appearing on the index card removed. Believe it is desirable to have charge-out cards in indices whenever cards are removed for any length of time.

Those Opposed to Suggestion:

INSPECTOR VAN PELT: Opposed to adoption of suggestion for following reasons:

1. Would create another type of card to be requisitioned and maintained by each field office.
2. Smaller offices usually make "on the spot" consolidations of indices and cards are not out of indices for unnecessary periods.
3. Larger offices, including Detroit and Chicago, record file numbers on a routing slip, instead of removing the index cards, and forward the routing slip to the Correlation Clerks with pertinent files for review to ascertain if identical. Index cards remain in the indices clipped together until the files are reviewed and returned with new index cards covering whatever consolidations are required.

INSPECTOR NUGENT: Need for adopting this suggestion is limited to one case in a million and it is not believed we can afford to adopt it.

INSPECTOR WILLIAMS: Ordinarily there are three places to look in the Chief Clerk's Office for index cards:

1. Index card cabinets themselves
2. Desk on which indices consolidations are made
3. Desk on which new names are being indexed.

Memorandum to Mr. Tolson

Inspector Williams does not believe it is necessary under ordinary circumstances for index cards to be searched in any other places than those named above. It is believed the proposed charge-out system would be another "administrative prop" which, rather than simplifying the indexing situation, makes it more complicated.

SAC, RICHMOND:

The Richmond Office does not use a charge-out card for index cards removed from the indices. Richmond does not remove index cards from the indices for the purpose of consolidation or for any other reason. Clerical employees responsible for filing new index cards check indices at the time new cards are being filed and, if there is a previous card on an identical name or subject matter, the employee places the same references on both cards. One card remains in the indices and the other card is routed to the clerk responsible for consolidations and determining if the subjects are identical. All references remain in the indices at all times. If it becomes necessary to review references on a number of index cards, Form FD-160, Indices Search Slip, is used. It is realized that while such a system works to advantage in an office the size of Richmond, it may not in a larger office. No particular advantage is seen in this suggestion to justify additional expenditure of funds.

RECOMMENDATION:

It is recommended that the Executives Conference be furnished with these views in order to further evaluate the suggestion.

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs 2/1/54

On 2/1/54 the Executives Conference, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended that all field offices be instructed that a charge-out card be placed in the indices to indicate an index card temporarily out of file whenever the circumstances are such that the absence of a charge-out card would cause a failure to locate information in the files.

MR. TOLSON

844092/11/54

EXECUTIVES CONFERENCE

SUGGESTION #47-54
MADE BY SA FRED V. CROWLEY
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CJP/BJE

SUGGESTION:

It is suggested that the Bureau purchase roll film adapters for use on the Speed Graphic cameras.

The suggesting employee had in mind that this would permit use of #120 roll film in the cameras. He also pointed out that the retail price of these adapters is \$21.95, and stated the cost of roll film is 5.75 cents per negative, as compared with a cost of 15 cents per negative for pack film. (These costs were based on retail prices.) Mr. Crowley also advised that roll film can be developed in roll film tanks requiring the use of less developer than is necessary in developing pack film in trays.

OBSERVATIONS:

The Administrative Division is opposed to the adoption of this suggestion and, although the roll film is slightly less expensive, it is believed the following disadvantages outweigh any benefits to be gained:

- (1) Only a small number of Bureau cameras could have the roll film adapted without major conversion of the camera itself.
- (2) The roll film negatives are not identified in any way as to each negative, whereas film pack negatives are numbered one through twelve.
- (3) It would be necessary to purchase a number of developing tanks, inasmuch as only one roll of film can be developed at a time.
- (4) The entire roll of film would have to be used before development whereas in using film packs individual negatives may be developed without exposing the remainder of the film in the pack.

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(5) Adoption of the suggestion would require stocking two kinds of film in supply.
 EXECUTIVES CONFERENCE CONSIDERED UNANIMOUSLY UNFAVORABLE, 2/11/54, Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman, Mohr and Harbo being present.
 Messrs. Mohr and Harbo

JAN 12 1955
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MR. TOLSON

2/11/54

EXECUTIVES CONFERENCE

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SUGGESTION NO. 61-54
MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/01 BY SP-6/BJR/BJR

SUGGESTION:

That the ~~Voucher Federal Insurance Contributions Act Report~~ be run quarterly instead of monthly. (It is noted this is Social Security.)

The employee points out that this would allow the use of the Payroll Cards from the Payroll FICA Report in the running of the Voucher FICA. It will save the tabbing, reproducing, collating, and sorting of approximately 200,000 cards, as well as other miscellaneous jobs connected with these operations. It will eliminate eight Voucher Reports and save 360 man hours, plus 356 machine hours per year.

OBSERVATIONS:

The Administrative Division states that it would be satisfactory if these figures were run quarterly, provided the quarterly figures were broken down so as to show the months in the quarter. The Statistical Section advises this would eliminate much of the savings. It was also advised that the figures would be of no value to the Administrative Division unless they can be made available by months, since that is the basis by which all other expenditures are recorded by division, section, and unit throughout the entire Bureau. The Administrative Division feels, therefore, that the report should continue to be run as at the present time.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/11/54

Unanimously unfavorable, 2/11/54, Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman, Mohr and Harbo being present.

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- Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo

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[initials]

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INITIALS ON ORIGINAL

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166-2167-21-2

60 MAR 4 1954

Mr. Tolson

2/2/54

Executives Conference

SUGGESTION OF SPECIAL
KIDNAPING FORCE SQUAD
SUGGESTION #38-54

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 c/pj

Suggestion

That duties of personnel officer on major case squad be added to Kidnaping Section 66 of the Manual of Instructions. This officer should be designated as such by the SAC to whose office major case squad will report.

Present Procedure

There is no provision in the Manual of Instructions for the use of a personnel officer on a major case squad.

Observation of Training and Inspection Division

During recent kidnaping course it was noted that the personnel officer designated by the SAC of the office to which squad will report has diversified duties to perform for the squad, as well as for the Inspector in Charge of the squad. The Investigative Division has reviewed and approved attachment. The duties of this officer are set forth in the attachment, and if approved by the Executives Conference it should be placed in the Manual of Instructions.

Executives Conference Consideration RTH:cs 2/5/54

Unanimously favorable, 2/4/54, Messrs. Tolson, Ladd, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo being present.

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- Tolson _____
- Ladd _____
- Nichols _____ Attachment
- Belmont _____
- Clegg _____ cc: Mr. Mohr
- Glavin _____ Mr. Harbo
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December 23, 1953

FRODO D. CHAMBER IN
BUREAU OF INVESTIGATION
SECTION 66 B, (5), (a)

The following should be added to the present paragraph under (a):

The personnel officer ^{who is to} be designated with Bureau approval by SAC of division to which the squad will report, ~~is~~ ^{will be} responsible for the following duties:

1. Prior to arrival of squad, ~~will~~ survey locality and arrange suitable living quarters, thus preventing concentration of Agents in one place. ~~Will~~ have all telephone calls from Agents arriving and calling routed to him for this purpose.
2. Interview incoming Agents and clerks and prepare ^{index} 3 by 5 card on each reflecting full name, local address and telephone number, home address and telephone number and person to be notified in case of emergency. Reverse side of card should reflect unusual qualifications and accomplishments together with hobbies, linguist abilities, whether previously assigned or a native of the area. ~~Will~~ Supervise regular registration and reporting of arrivals to the Bureau.
3. Advise Inspector in Charge immediately of each arrival and ~~the~~ duty status and availability.
4. ~~Will~~ Explain police, press relations and other local conditions and situations, furnish squad with list of pertinent telephone numbers, city maps, transportation schedules, eating places, church schedules and any other pertinent information. Provide gas credit cards, explain parking hours and space, tour of office and operations concerning squad, and periodically advise members of squad of local problems pertinent to them.

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ENCLOSURE

66-2554-1156

SEARCHED _____
SERIALIZED _____
DATE 8/11/54 BY 8-561-108

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5. Should handle personal problems of squad members.

SSM 2.1

6. Supervise registers and be cognizant of agents whereabouts for emergency purposes.

7. Aid in mobilizing personnel for conferences or for other purposes.

After organization and complete assembly of squad, ~~be available to~~ assist Inspector in Charge on any other duties he desires, with time available to handle personnel matters during the investigation.

Any duplication of the above duties by other squad officers presently in the Manual should be deleted.

66-2554-1130

The Director

January 26, 1954

W. R. Glavin

PROPOSED REVISION OF SECTION 6,
MANUAL OF INSTRUCTIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5CJ/STH

Section 6 of the Manual of Instructions has been reviewed and in order to afford more clarity and bring the section into conformity with present Bureau policy, a complete revision is attached for approval.

QUALIFICATION FOR POSITIONS IN THE FEDERAL BUREAU OF INVESTIGATION

This is a complete revision. Therefore instead of underlining the changes, a copy of Section 6 as it now stands is attached to facilitate a comparison. The proposed revision meets with the approval of the chiefs of the sections having the scientific, technical, and specialized positions listed.

In addition to a general rewording and regrouping of the various subsections, the following non-policy changes should be noted:

b. Scientific positions, and the positions of Clerk-Typist, Laboratory Aide, Radio Operator, Radio Communications Officer and Photographer are added to the listing in the first paragraph of the Section.

2. The spelling and vocabulary examination is added to the stenographic examination requirements.

3. A subsection was added to describe the qualifications for the position of Photographer since it was not previously included.

4. The qualifications for the position of Nurse are set forth to reflect the present Bureau policy of requiring two years nursing experience instead of three, and that applicants must be at least 23 years of age instead of between the ages of 25 and 35 years.

RECOMMENDATION

That the proposed revision of Section 6 of the Manual of Instructions be approved.

Attachments (2) ADDENDUM: (WRG:mfs) 1-28-54
Executives Conference, 1-27-54, consisting of Messrs. Holloman, Harbo, Clegg, Belmont, Mohr, Tamm, Tracy, Rosen, Ladd & Glavin, considered the proposed revision of Section 6, Manual of Instructions, and recommended its approval.

JBA:ak

ENC. filed with orig.

RECORDED - 18
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FEB 10 1954

ORIGINAL FILED IN 66-1954-7099

Mr. Glavin

January 28, 1954

J. S. Johnson

Confidential Fund

Synopsis:

In view of increased expenditures of a confidential nature throughout the field in the past several years, it is felt advisable that a uniform accounting system be established for use in the field. At the present time, the only instructions in the field with regard to confidential payments pertain to submission of vouchers and submission of the monthly report of the Confidential Fund expenditures. Suggest field offices advise Bureau of present procedure followed in each office maintaining a Confidential Fund, together with suggestions for possible improvements. Recommend SAC Letter to field requesting this information.

Recommendation:

It is recommended that the attached SAC letter be forwarded to the field.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5C/OTK

(Details on next page)

JSJ:eam

Attachment

RECORDED-29

INDEXED-29

EX-103
SOT-13

66-2557-11158
RECORDED
141 FEB 19 1954

CONFIDENTIAL

55 MAR 5 1954

385-

ORIGINAL COPY FILED IN 66-2557-11158

Details:

As you are aware, the expenditures from the Confidential Fund throughout the field have increased to a considerable extent throughout the past couple of years.

It is felt that a uniform accounting procedure should be established throughout the field to enable them to properly account for all monies received and expended. At the present time the only instructions that are outstanding in the field with regard to the Confidential Fund pertain to the submission of vouchers and the preparation of a monthly Confidential Fund report. The Voucher Unit is in the process of preparing a uniform system of accounting procedures to be followed by the field from the time the money is received until the voucher and monthly report are submitted.

It is felt that it would be desirable if we were able to receive information from each office that maintains a Confidential Fund as to the accounting procedure followed by that Office, together with any suggestions they may have for improving the system.

If this information could be obtained, it would enable the Voucher Unit to study the various systems in use and would assist in developing a uniform system throughout the field.

ADDENDUM

WRG:vs

2/1/54

The Executives Conference of 2/1/54 consisting of Messrs. Tolson, Nichols, Hobloman, Rosen, Ladd, Belmont, Quinn Tamm, Tracy and Glavin approves of recommendation.

Mr. Tolson

2/15/54

Executives Conference

89122

SUGGESTION (71-54)
KIDNAPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/72 BY SP-6/BMT

Suggestion

SAC Hostetter suggested that at the next training school for chief clerks which is held at the Seat of Government should include detailed instructions on clerical functions connected with a major kidnaping case.

Observations of Training & Inspection Division

The above suggestion is recommended favorably. The next school at the Seat of Government for chief clerks is scheduled for March 8 through 12, 1954. Numerous lectures scheduled relate to same type of work performed covered by suggestion which normally handled by the chief clerk's office. It is believed, however, that certain emphasis should be placed on kidnap cases. The curriculum for this school has already been approved. It is, therefore, suggested that favorable consideration be given to shortening the lecture on physical organization and maintenance of chief clerk's office from 1 hour to 30 minutes, in order that it would be possible to insert a 30-minute discussion to chief clerks on their functions as they relate to kidnaping cases.

Recommendation

If Executives Conference approves suggestion, this memorandum should be forwarded to the Training and Inspection Division in order that change may be made in curriculum.

Executives Conference Consideration : NTH:cc 2/17/54

Unanimously favorable, 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, ~~McGuire~~, Rosen and Harbo being present.

RECORDED-33

INDEXED-33 466-2554-11599

FEB 19 1954

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

PMS:db

Mr. Harbo

KH
J

MR. TOLSON

2/11/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 46-54
MADE BY ASAC ERNEST J. VAN LOON
CLEVELAND OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CJP

SUGGESTION:

The suggesting employee proposes that the charge-out slip (Form FD-5) be revised to measure 5 1/2" x 8". Charge-out slips are presently about half that size. He suggests re-arranging the information appearing on the slip, and a sample of the proposed form is attached.

It is suggested that the charge-out slip could be placed in file when serials are first charged out and would remain in the file as the top serial, even though serials might not be outstanding at any given time, until the case is closed or until serials outstanding at the time of closing are returned. The present procedure is to submit a charge-out slip for a given serial, which is placed in the file when the serial is taken out, and when the serial is returned to file the charge-out slip is removed and destroyed. In this procedure, several charge-out slips may be in the file at one time for different serials. The employee states that the proposed procedure would eliminate multiple charge-out slips and feels there would be a saving of clerical time which is now spent in repetitiously filing the present charge-out slip whenever serials are recharged.

Some advantages of the proposed procedure, according to the employee are: (1) Return of serials can be indicated by merely striking through serial numbers; (2) Recharge of serials to same employee can be indicated by striking through the date and adding a new date; (3) Recharge of serials to another employee can be done by indicating a return of serials from first employee as in (1) above and making a new entry charging the second employee; (4) Description of last copy of a serial being charged out can be entered on the following line; (5) Charging out the file itself can be accomplished by completing the first two lines, except "serials" column, of proposed charge-out slip; (6) Recharge of file to same employee can be accomplished as in (2) above; (7) Recharge of file to another employee can be shown by striking through the date of original charge-out and adding the name of the second employee.

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

MAR 2 1954
Attachments
ATN

RECORDED-97
INDEXED-97

66-2557-1110
FEB 19 1954
83

ORIGINAL FILED IN 66-2557-1110

Memorandum to Mr. Tolson

and the new date.

The suggesting employee recognizes that it may be considered objectionable that the proposed form and procedure relating to charging and recharging files (items 5, 6, and 7) would result in a waste of paper and submits the alternative suggestion that the proposed form be labeled "Serial Charge-Out Slip" and be utilized in conjunction with a proposed "File Charge-Out Slip", which would remain the size of the present charge-out slip. He states if the alternate suggestion is adopted, the words "last serial" should be deleted from the "Serial Charge-out Slip."

OBSERVATIONS:

Inspector H. G. Van Pelt states that he feels there is some merit to the suggestion in view of the listed advantages.

Inspector E. D. Mason, of the Training and Inspection Division, is opposed to the suggestion because of the greater paper cost. The employee feels that having this one permanent charge-out slip in the file until the case is closed would relieve the employee of the problem of filing each new charge-out slip. Since this document will be kept in the file, it would have to be removed and re-inserted each time a piece of mail is added to the file or taken from the file. Mason is unable to see that there would be any savings of time and sees no real benefits to the proposal.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs 2/11/54

Unanimously unfavorable, 2/11/54, Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman, Mohr and Harbo being present.

MR. TOLSON

2/15/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 45-54

MADE BY SE [REDACTED]
LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CIP/BJ

SUGGESTION:

The employee proposes that ~~flash~~ tabs be inserted on all pending files in field offices when cases are opened. The tabs would be removed when closing-out serials are inserted. The tabs could be red in color and would be re-used. Samples are attached.

ADVANTAGES:

The following advantages were noted: (1) The tab would act as an eye-catcher at the sorting desk and the person sorting files would be able to more quickly distinguish pending files from closed files. No pending files would be mistakenly sent to the closed files section. It was pointed out that when a file has been reopened a number of times it is difficult to distinguish whether it is pending or closed. (2) The tab would assist serializers to sort their mail into stacks of pending and closed files. (3) It would tend to remind employees having files that they are pending. Under the present system, all files have the same covers. (4) It would help supervisors to review pending files first.

OBSERVATIONS:

SAC John F. Malone of the Los Angeles Office feels the suggestion has merit, in that it would be a time-saver from a clerical point of view.

The Records Section states that although the system would not apply at the Seat of Government, the following observations are submitted:

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

According to the monthly administrative reports submitted by the Los Angeles Office for October, November, and December, 1953, an average of 2,253 cases were opened monthly and an average of 2,224 cases were closed. On the basis of

cc: Mr. Mohr
atn/ Mr. Harbo

RECORDED
INDEXED - 3

166-2554-11161
FEB 19 1954

EX-112

RB

66

60 MAR 2 1954

ORIGINAL FILED IN 66-16263

Memorandum to Mr. Tolson

these figures, considerable clerical time would be involved in attaching flash tabs to each case opened and removing it from each case closed. A great percentage of cases opened during a month are undoubtedly closed shortly thereafter; for example, when an office other than the office of origin covers an investigative lead the case is referred upon completion to the office of origin upon completion of the investigation.

It was pointed out that although this procedure might be of some benefit in a large office where many files are actively used, considerable clerical time would have to be devoted to placing tabs on the files and removing them when the cases are closed. It is doubted that the increased speed and efficiency in sorting and returning the files to the proper section would compensate for the additional clerical time and expense involved in placing on and removing the flash tabs from the files.

EXECUTIVES CONFERENCE CONSIDERATION:

RTA:os

Unanimously unfavorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

MR. TOLSON

February 18, 1954

THE EXECUTIVES CONFERENCE

OPPORTUNITY FOR EMPLOYEES
TO SEE THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5/BJH

The Executives Conference of February 17, 1954, consisting of Messrs. Tolson, Harbo, Boardman, Tamm, Tracy, Belmont, McGuire, Rosen, and Glavin, considered the suggestion submitted by [redacted] of the Voucher Unit, Administrative Division, wherein he suggests that one day each year be set aside at the convenience of the Director to permit all new employees, and other employees at the Seat of Government who have not had the opportunity of seeing or hearing the Director, to attend a meeting where the Director will speak for a short period of time.

It was pointed out by the Conference that at the present time new employees entering on duty at the Seat of Government are given the opportunity of attending National Academy graduations, at which functions the Director personally appears and makes a short address.

The Conference feels that the various Divisions at the Seat of Government should endeavor to continue to designate new employees, who have not had the opportunity of attending one of these functions and hearing the Director speak, to attend such future functions.

The Conference pointed out that the Director's schedule at the present time is so heavy and his commitments are so tight that it would not be possible for him to set aside certain periods of time to meet with Bureau clerical employees in a group, addressing such employees on those occasions.

RECOMMENDATION:

The Conference unanimously recommended that the practice of allowing new employees to attend such functions as the National Academy graduations which are addressed by the Director be continued.

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

cc: Mr. Harbo
Mr. Mohr

RECORDED - 68

INDEXED 68

FEB 19 1954

EX-127

66-2327-11162
31
76

Memorandum to Mr. Tolson from Executives Conference

2-18-54

Re: Opportunity for Employees to See the Director

The Conference recommended that the suggestion of Mr. [redacted] not be adopted.

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b7c

Should the Director agree, Mr. [redacted] will be appropriately advised.

4
OK I of course always
see any employee asking
to see me.
H

SEARCHED
SERIALIZED
INDEXED
FILED
FEB 19 1954
FBI - WASH DC

MR. TOLSON

2/17/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 85-54
MADE BY [REDACTED]
NAME CHECK UNIT, RECORDS SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CPH/BJF

SUGGESTION:

That the letter "(W)" be typed on index cards as descriptive data to indicate an individual is of the white race. He points out it has been the practice for a number of years to type (C) on index cards to indicate that an individual is colored.

The employee states placing this letter on an index card would require only three strokes on a typewriter and not more than two seconds of time. He points out that on extremely common names a General Index Reviewer could, if the race was given on the form and typed on the card, eliminate more accurately the large number of cards usually found on a common name, with no other information than locality. By a General Index Reviewer eliminating these otherwise doubtful references a considerable amount of time would be saved for the Defense Reviewers, who would normally review such references. The employee feels this is an accurate way to speed up a search.

OBSERVATIONS:

The Records Section states that the same suggestion was submitted January 27, 1953, by Miss [REDACTED] of the Records Section (Suggestion #54-53). In a memorandum from W. G. Eames to Mr. Nichols dated January 30, 1953 (66-818-3394) it was pointed out that less than one percent of the index cards prepared contain (C) as part of the descriptive data. In many instances this information has been of definite aid in searching and particularly in searching Bureau mail where descriptive information as to race is shown. In the usual name check, however, the race is seldom shown on the name check form; therefore, the addition of the symbol (W) would have little benefit in name check operations.

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b7c

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

ORIGINAL FILED IN 66-818-3777

RECORDED-19

PH

INDEXED-19

66-818-111633
FEB 23 1954

MAR 3 1954

Memorandum to Mr. Tolson

The absence of a (C) on an index card, normally indicates the individual either is white or the mail does not indicate race; therefore, the only time a reference could be eliminated by using a (C) would be in those instances where the mail searched clearly shows the individual to be colored. Inasmuch as there are relatively only few instances where the suggested information would be of help, it is believed the cost of placing the (C) on the index cards would be greater than any savings which would come about resulting from the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RM:cs

Unanimously unfavorable, 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, McGuire, Rosen and Harbo being present.

MR. TOLSON

2/17/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 867-53
MADE BY MISS [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CIP/ML

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b7c

SUGGESTION:

Miss [REDACTED] suggests that the words "Company", "Incorporated", "Corporation", etc., be ignored in classifying and that General Index cards be made up without including them in the subject. She states these words could possibly be typed on a line below the subject matter. She feels this procedure would require less searching and less duplicate files; for example, the case on 98-41454, Thompson Aircraft Products Company, and 98-41379, Thompson Aircraft Products. She also points out there would be less chance for supervisors to miss seeing important serials and there would be fewer cards in General Index on the same subject.

OBSERVATIONS:

The Records Section states there are many problems in connection with the suggestion. It is noted that at times the words to be eliminated appear in the middle of the name of a corporation, such as, Standard Oil Company of New Jersey, and any change in this type of caption would result in indexing and filing confusion. Also, many companies are named after an individual, as in John W. Jones Company, and in this instance the company cards would be filed under the name of the individual, thus resulting in an increase in searching time. The Records Section felt that some advantage could be gained by adoption of the suggestion in a modified form, in that the word "Company" would be substituted for "Corporation", "Incorporated", "Limited", etc., when they appear as part of a name. This was given additional study, and at the end of thirty days, the Records Section advised it was believed the suggestion should not be adopted for the same reasons set out above, and that the modified suggestion not be adopted, since this would create considerable confusion in the indexing of organizations well known by other than the word "Company", such as, "Consolidated Radio Artists, Incorporated" and the crime syndicate "Murder, Incorporated".

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

cc: Mr. Mohr
Mr. Harbo

RECORDED-49
INDEXED-49

FEB 23 1954

3 FEB 25 1954

x-115

ORIGINAL FILED IN 66-5094-576

166-2554-1164

Memorandum to Mr. Tolson

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs

Unanimously unfavorable, 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, McGuire, Rosen and Harbo being present.

MR. TOLSON

2/8/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 43-54
MADE BY SA RAYMOND B. HOWE
LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP-SC/PAH

SUGGESTION:

That the Bureau purchase glasses or goggles of the type called Polaroid Variable Density Goggles, which are manufactured by the Polaroid Manufacturing Company, Cambridge, Massachusetts, and are sold as Army surplus through Army and Navy Stores for \$2.95 each. It was the thought of the suggesting employee that where an Agent is apprehending a fugitive at night and must enter a darkened room from a lighted area, these goggles might be worn for a few minutes to accustom his eyes to the darkness.

OBSERVATIONS:

SAC J. F. Malone of the Los Angeles Office states that the suggestion has some merit, although the Los Angeles Office has had only one occasion during the past year to utilize such a procedure. He states that an Agent might use such glasses before entering a theater to locate a fugitive. However, it is not believed the glasses would be of benefit except during a period of hot pursuit; therefore, it would be necessary for each Agent to carry the glasses at all times in anticipation of their use. Accordingly, SAC Malone recommends that the suggestion not be adopted.

The Investigative Division concurs with the views of SAC Malone and states the situations where use of these glasses would be of value would be very rare and would not justify an expenditure of funds for this purpose.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously unfavorable, 2/8/54, Messrs. Tolson, Ladd, Rosen, Tamm, Tracy, Nichols, Belmont, Mohr, Callahan and Harbo being present.

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

cc: Mr. Mohr
Mr. Harbo

RECORDED - 54

INDEXED - 54

RD

166-7554-11165
RECORDED
141 FEB 16 1954

ATN 2 FEB 26 1954

ORIGINAL COPY FILED IN 100-11165

MR. TOLSON

2/17/54

EXECUTIVES CONFERENCE

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b7c

SUGGESTION NO. 90-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/82 BY SP-5/BJF

SUGGESTION:

That a door be constructed in the basement of the Identification Building on the main corridor at a point directly before the main corridor meets Corridor No. 1 and the two doorways in Corridor No. 1 which now lead to the Records Section be eliminated.

OBSERVATIONS:

The suggesting employee feels that with one door it would be possible for only one employee to check the building passes of all employees entering Records Section basement area, whereas two are now required to do this work. The basement quarters of Records Section would be in one unbroken area, which would permit employees to go from one section to the other without stopping to have building passes checked.

Mr. Tracy states he feels this suggestion is not practical.

The Identification Division states the General Services Administration has advised they would not consider such a partition due to the fact they have a sheetmetal shop, transformer vaults and fan rooms in that area, which are entered quite frequently during the day. In addition, people who have business in these shops would have to display their passes to the guard stationed at the entrance many times during an ordinary working day.

The Carpenter Shop estimates installation of such a partition would cost approximately \$207.00, including labor and material.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, McGuire, Rosen and Harbo being present.

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

RECORDED - 23
INDEXED - 23

166-2554-1116
FEB 23 1954
11160

INITIALS ON ORIGINAL

PT

60 MAR 5 1954

MR. TOLSON

2/15/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 19-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP-5/BJM

SUGGESTION:

That the ~~abbreviation "BIF"~~ be used to represent the phrase "Basis information furnished" on outgoing teletypes, radiograms, telegrams, etc., in intra-Bureau, as well as communications of this type to law enforcement agencies.

The employee feels that the use of this abbreviation will save time in typing the message in the division; save time in the Teletype Unit; reduce actual teletype cost, and reduce collect charges on Western Union messages to outside contributors.

OBSERVATIONS:

The Records Section sets forth the following disadvantages of this suggestion:

(1) The meaning of the abbreviation is not obvious and could easily be considered a garble of the abbreviation "FBI".

(2) We have no way of being assured that all law enforcement officers receiving a message containing such an abbreviation have been furnished or have remembered the meaning of the abbreviation and would result in confusion and additional communications costs to clarify the abbreviation in many instances.

(3) The phrase "Basis information furnished" is a phrase used almost entirely by the Identification Division and is used most likely in communications to outside law enforcement officials, rather than in intra-Bureau communications.

(4) It would afford the Bureau no savings in communications to outside law enforcement agencies, since such communications are, with rare exceptions, forwarded collect.

In view of the above, the Records Section feels that the disadvantages of the suggestion far outweigh the advantages, as listed by the employees:

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

cc: Messrs. Mohr & Harbo

atn

INDEXED - 23

RECORDED - 2366-2557-1167

FEB 16 1954

45

ORIGINAL COPY FILED
66-5226-216

Memorandum to Mr. Tolson

The Investigative Division states it seldom has occasion to use the phrase "Basis information furnished" in outgoing communications to the field and has no objection to the use of the abbreviation "BIF" in communications with the field, as it would be a simple matter to advise the field. It was pointed out that a considerable number of requests received by the Identification Division come from local law enforcement agencies and the use of such an abbreviation would undoubtedly be confusing to them, even though a notice might be placed in the Law Enforcement Bulletin. The Investigative Division feels that since the phrase is not used frequently in communications to the field, the use of the abbreviation "BIF" should not be adopted.

Inspector F. H. Strong is opposed to using this abbreviation in telegrams going to law enforcement agencies as it might be misunderstood, thus requiring an exchange of telegrams over the possibility of the agency assuming the Bureau made a positive identification rather than one based on information furnished. He states that a notice in the Law Enforcement Bulletin is not sufficient to insure an understanding of the abbreviation. He believes it would be of benefit for use in intra-Bureau communications, if sufficient need exists.

Mr. H. H. Scovell, Training and Inspection Division, states this abbreviation could be used in intra-Bureau communications if the need exists, but does not believe it should be adopted for outside communications.

The Identification Division states it has no objection to the use of the abbreviation "BIF" for "Basis information furnished".

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/15/54

Unanimously unfavorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

Mr. Tolson

2/10/54

The Executives Conference

SUGGESTION OF SPECIALIZED
IN-SERVICE SCHOOL
(53-54)

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b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 cjb/br

SUGGESTION:

Special Agent [redacted] and others orally suggested that cots be available for Agents to sleep on at the office during a major case.

PRESENT PROCEDURE:

The availability of cots at the office is not specifically set forth in the manual; however, the listing and securing of necessary equipment for all phases of a major case is the primary duty of the Equipment Supervisor. It is pointed out, however, that emergency equipment can be purchased locally.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

The above suggestion is not believed pertinent to specifically include in the manual for the following reasons:

1. Problem concerning any necessary equipment is generally covered in the manual under the duties of the Equipment Supervisor.
2. Need not be specifically set forth in manual as cots would not be necessary equipment in all major cases.
3. Decision to use cots should be left to discretion of Equipment Supervisor and Inspector-in-Charge of investigation.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/15/54

Executives Conference of 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present recommended unanimously unfavorable. The Conference felt that the present procedure of handling this as each case comes up is adequate.

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

CC: Mr. Mohr
Mr. Harbo

INDEXED 76

66-2554-11168
NOT RECORDED

138 FEB 24 1954

EX

ENTRALS ON ORIGINAL

ORIGINAL COPY FILED IN

100
File 66-629

MR. QUINN TAMM

February 23, 1954

G. F. POWNING

~~SECRET~~

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

PROPOSED REVISION, SECTION 4, PAGE 25
MANUAL OF RULES AND REGULATIONS

In connection with our distribution of two AFSAM-7 cipher machines to each FBI field division it is necessary to provide security regulations for proper maintenance of this equipment. (S)

The attached proposed revisions for page 25, Section 4, of the Manual of Rules and Regulations provide for maintenance of cipher machines in safes or vaults having locks of not less than three-way combinations and of sufficient size and weight to preclude possibility of theft. This provision is in accordance with security regulations prescribed by the National Security Agency for cryptocenters. (S)

Cipher machines (S)

Another proposed revision provides for the addition of Firearms Instructors, sound-trained Special Agents and those Agents in the Chain of Command to the list of persons permitted access to cipher machines. This is proposed in view of the circumstance that about 25% of 40 FBI offices thus far checked are planning on using their vaults for storage of AFSAM-7 cipher machines. This equipment is bulky and for some offices the only practical place to store the equipment is in their office vaults, unless we go to considerable expense to provide them with safes. Since firearms and sound equipment are stored in these vaults the proposed revision is believed to be a practical approach to the problem. (S) ✓

RECOMMENDATION:

That the attached proposed revisions, underlined, for the Manual of Rules and Regulations be approved.

Executives Conference Consideration: RTH:cs 2/11/54
Favorably recommended by Executives Conference, 2/10/54,
Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen,
Mohr and Harbo being present.

Attachment
1 - 66-629 BUREAU CODES
ITN:jen JEN

3/18/92
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66-2554-11169
FEB 22 1954

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
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- Harbo _____
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- Mohr _____
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- Tele. Room _____
- Holloman _____
- Miss Gandy _____

APR 2 1954

ENCLOSURE

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FIELD AND OFFICE - GENERAL POLICE AND MARITIME DIVISIONS

Section 4 Communications

A. Written Communications

12. Codes
Page 25

If safe facilities are such that a separate compartment cannot be designated for code books and cipher pads, one code book may be placed in a secure, locked file cabinet for the use of night employees. A nonremovable charge-out register is to be locked with this code book.

Cipher machines, manuals, key lists, spare parts and other associated equipment must be stored in safes or vaults having locks of not less than three-way combinations and of sufficient size and weight to preclude possibility of theft.

Access to code books, cipher pads, cipher machines and related materials should be restricted to the S/S, S/S, other members of the main of Command, S/S's secretary, radio communications officer, if he does coding or decoding, Chief Clerk, Assistant Chief Clerk, and employee in charge of night shift. In those offices where cipher machines are maintained in a gun vault, firearms instructors and combat-trained special agents may be added to this list.

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

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7/13/92
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66-2554-11169

ENCLOSURE

ALL INFORMATION CONTAINED
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DATE 1/22/82 BY SP-5/BJR

1/26/54

MR. TOLSON

EXECUTIVES CONFERENCE

89120

BUREAU WAR PLANS OFFICE Administration General
DESTRUCTION OF BUREAU RECORDS

Present at the Executives Conference on
January 25, 1954, were Messrs. Tolson, Glavin, Trotter,
Tamm, Mohr, Belmont, Ladd, Rosen, McGuire and Mason.

It was brought to the attention of the Conference
that Mr. [redacted] District of
Columbia Trash Removal Service, had offered facilities of
the District of Columbia incinerators for possible use in
connection with the destruction of Bureau files if such
becomes necessary under FBI War Plans. [redacted] has been contacted
by other agencies already and is drawing up a schedule as to what
agencies wish to use the incinerators and the estimated bulk in
the form of files and records which these agencies might wish to
destroy if such action becomes necessary.

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The Conference was unanimously in favor of having the
Washington Field Office make appropriate contact with [redacted]
to determine the volume of files which he can accommodate, how
quickly these files can be consumed, whether [redacted] will make
trucks available, and what other services [redacted] can provide.

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The Conference agreed that it might never be necessary
to use the District of Columbia incinerator services; however,
it was felt advisable to have our request in and our wishes a
matter of record, so that if circumstances so dictate we will
at least be in a position to use the incinerators. Meanwhile,
the Laboratory is continuing to be alert as to possible other
ways of destroying FBI files. It will be recalled that the
military has done research on this for years without success.
Our present plans call for a huge bonfire and until something
better develops, we may be able to use the bonfire technique
as well as the District of Columbia incinerators, and the
Laboratory will be alert to other developments.

~~If approved, there is attached an appropriate letter
to the SAC, Washington Field Office.~~

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- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

cc: Mr. Mohr
Mr. Clegg
Attachment

RECORDED-29

166-2554-
FEB 19 1954
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INDEXED-29
EX-126

ORIGINAL FILED IN 66-17386-269

MR. TOLSON

2/8/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 cjp/br

SUGGESTION #732-53
MADE BY [REDACTED]
IDENTIFICATION DIVISION

~~FINGER PRINT CARDS SHOWING MORE THAN ONE AGENCY~~

The Executives Conference was requested to consider whether an award should be granted to [REDACTED] for the adoption of her suggestion. Miss [REDACTED] suggested typists in the Identification Division type only the name of the arresting agency in column one of the identification record and omit the name of the place of incarceration which previously had been placed in column two. Heretofore, if a print was received from one agency showing an arrest by another, both agencies were listed in quoting the print. Under this suggestion only the contributor is shown.

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Executives Conference memorandum of 10/23/53 unanimously recommended approval of the suggestion and that an estimate of approximate savings be prepared to determine whether a suggestion award would be warranted.

Since the suggestion was put into effect only one complaint from a contributor has come to the attention of the Typing Section, Identification Division, with regard to the method in which their prints have been quoted and this was acknowledged by requesting the contributor to establish a numbering system which would include a symbol for each agency under their jurisdiction.

Memorandum from R. C. Anderson to Mr. Tracy 1/26/54, points out the adoption of Miss [REDACTED] suggestion will effect a saving of \$3,951.75 annually. Based on this saving, the Identification Division recommends an appropriate cash award. Inasmuch as this suggestion is an outgrowth of the regularly assigned work of Miss [REDACTED] any award should come under the Efficiency Awards Program. Miss [REDACTED] is already in Grade GS-5 with an annual salary of \$4,160. This is the top of her grade and she cannot receive any higher within-grade step increase in salary under the Efficiency Awards Program. She could be favorably considered for a sum of cash in the amount of \$125.00 (or less if the Bureau wishes). This would be a one-time award of cash. In the event this was not an outgrowth of Miss [REDACTED] duties, she could be considered favorably for a cash award of \$125.00. Therefore, the Conference was requested to considering awarding \$125.00 to Miss [REDACTED] for this idea.

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

RECORDED-19
INDEXED-19

66-2537-115767
FEB 25 1954

52 MAR 3 1954

ORIGINAL FILED IN 66-2537-115767

Memorandum to Mr. Tolson

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Executives Conference of 2/8/54, Messrs. Tolson, Ladd, Rosen, Tamm, Tracy, Nichols, Belmont, Mohr, Callahan and Harbo being present, unanimously recommended a cash award of \$125.00 to employee [redacted]. The Administrative Division will notify employee and make appropriate arrangements with the Department of Justice to obtain the award.

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MR. TOLSON

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2/11/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 65-54
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 C/P/H

SUGGESTION:

The deceased index files in the Card Index Section, Identification Division, consist of 15 cabinets of 45 drawers each, which are almost filled to capacity. Mrs. [REDACTED] suggests the elimination of alias cards in those instances where the alias cards are in file for "less than complete name", i.e., Michael-Larry Reagan has aliases of Michael Reagan, Mike Reagan, Mike L. Reagan, and M. L. Reagan. It is suggested the last four mentioned cards be eliminated. The employee states a check of three drawers reflects the following:

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Total cards	3,878
Possible eliminations	<u>1,279</u>
Balance	2,599

Space saving 33%

OBSERVATIONS:

The Identification Division feels this practice would result in reducing by approximately one-third the space now used for deceased cards, and advised that the Streamlining Committee had considered and approved the suggestion. It was recommended that the suggestion be adopted and that the alias cards presently in file be immediately removed upon adoption of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously favorable, 2/11/54, Messrs. Tolson, Nichols, Ladd, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman, Mohr and Harbo being present.

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

cc: Mr. Mohr
Mr. Harbo

RECORDED - 69
INDEXED - 69
EX-127

66-255-1172
EB 22 1954
RJ

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MAR 2 1954

DIRECTOR

February 11, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CBT/f

SYNOPSIS

The Executives Conference of February 10, 1954, consisting of Messrs. Tolson, Tracy, Tamm, Belmont, Ladd, Rosen, Harbo, Mohr, and Glavin, was advised that Bureau's FBI Employees Consolidated Charity Fund for the present charity year was oversubscribed by an amount of \$3,570.63. The total actual collection was \$35,570.63 as compared to quota of \$32,000.

Three charities included in the Consolidated Charity Fund were oversubscribed by an amount of \$356.23.

RECOMMENDATION OF CONFERENCE

The Executives Conference recommends that these charities be forwarded this oversubscription.

Contributors to the fund designated \$107.25 to nine charities or other activities not included in the original group of the Consolidated Charity Fund. Three of these activities may be included in our donation for Community Chest since Community Chest has agencies included therein which cover activities designated.

RECOMMENDATION OF CONF. HCE

With reference to those charities which were not originally included in our combined drive, the Conference recommends:

1. That the donations to the blind school, Methodist charities, and Multiple Sclerosis be included in our original total of \$19,500 for the Community Chest since Community Chest charities cover services for these three activities.

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

Mr. Mohr
Mr. Harbo

RECORDED-42 66-2554 11/17/53
NOT RECORDED
138 FEB 25 1954

INDEXED-42

EX-126

58 FEB 26 1954

ORIGINAL COPY FILED IN 66-11043-139

Handwritten signature

Memo for the Director (continued)

2. The amount pledged for Cerebral Palsy be included in Crippled Childrens Fund since the Crippled Childrens organization has the only clinic in Washington for cerebral palsy victims.

3. The amount pledged to the following: Crusade for Freedom, Father Flanagan's Boy's Town, Sister Kenny Foundation, the Tuberculosis Fund and Tuberculosis Fund at Glendale be mailed to those agencies under the signature of the Chairman of the Working Committee, Mr. H. L. Edwards, with no designation to the effect that this amount was included in the Consolidated Charity Fund.

DISPOSITION OF OVERSUBSCRIPTION

Seven members of the Working Committee of the Consolidated Charity Drive recommended to the Executives Conference that emergency fund originally set up for \$300 be increased to \$3,500 to be held in reserve for emergency requests for charity contributions during remainder of present charity year; the remainder, approximately \$300, be distributed percentage-wise to ten specific charities included in our original campaign.

The remaining two members of the Working Committee recommended that emergency fund be increased from \$300 to \$1,000 and remainder of oversubscription be returned on percentage basis to various divisions, the funds being returned to be utilized to cover requests from other charities of various divisions.

RECOMMENDATION OF CONFERENCE

The Executives Conference with the exception of Mr. Tolson recommends retention of \$300 as emergency fund and remainder being distributed to ten charities included in our drive. These members feel that employees contributing to fund want for the funds contributed to be utilized by the various charities included in our drive during present charity year. (For your information there is attached hereto two memoranda which were forwarded to all FBI employees at the Dept of Government and Washington Field Office concerning our Consolidated Charity Fund, (1) labelled A sent at the beginning of our drive, and (2) labelled B sent at the end of our drive. It will be noted that charities included in our drive are enumerated in both of these memoranda.)

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Memo for the Director (continued)

Mr. Tolson recommends that distribution of only original allotments plus the specific donations designated by Bureau employees over and above the original allotments or to charities not included in original allotments be made and that remainder of funds collected, i.e. \$, 407.13 be continued in our emergency fund for remainder of charity year and if not utilized during year, that this amount be included in Consolidated Fund for next charity year.

CHRISTMAS DONATION CHARITIES OF BUREAU EMPLOYEES

The Executives Conference advised Working Committee had suggested that consideration be given in future consolidated drives to including Bureau Christmas charity donations in over-all donation for consolidated drive.

RECOMMENDATION OF CONFERENCE

The Executives Conference is unanimously opposed to inclusion of Christmas charities in combined drive. It points out as pointed out originally when consolidated charity drive was approved that the various divisions and the sections and units of the divisions have their own particular charities and it is not felt these charities could be equitably included in a Consolidated Charity Fund. During the past Christmas season, employees at the Seat of Government and the Washington Field Office were cognizant of this fact. The Conference recommends therefore that no affirmative action be taken in connection with this suggestion.

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- Miss Gandy _____

Memo for the Director (continued)

DETAILS

The Executives Conference of February 10, 1954, consisting of Messrs. Tolson, Tracy, Egan, Belmont, Ladd, Rosen, Harbo, Mohr, and Glavin, considered final action to be taken in connection with the Bureau's Consolidated Charity Fund for the charity year 1954.

The Conference was advised as follows:

ORIGINAL QUOTA AND ALIQUOT PAYMENT AND COLL. QUOTA

The original quota for the FBI Employees Consolidated Charity Fund for the charity year 1954 was \$32,000.

An amount of \$35,797.33 was pledged. Of this amount \$153.00 is considered uncollectable mainly because of the fact that employees who pledged this amount have left the service. There is an amount of \$67.75 not yet collected but considered good.

An amount of \$35,570.63 has been collected.

OVERSUBSCRIPTION

Considering only funds actually collected, the Bureau's Consolidated Charity Fund drive was oversubscribed by an amount of \$3,570.63.

ORIGINAL RECOMMENDED DISTRIBUTION TO CHARITIES

Community Chest	\$10,500
Red Cross	7,000
March of Dimes	2,500
Metropolitan Police Boys Club	1,500
Cancer Fund	500
Heart Fund	500
Arthritis and Rheumatism Fund	200
Crippled Childrens Fund	200
Muscular Dystrophy Fund	200
Memorial Day Fund	100
Reserve Fund	800
	<hr/>
	\$32,000

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Memo for the Director (continued)

AMOUNTS ALLOTTED TO SPECIFIC CHARITIES THROUGH ORIGINAL ALLOTMENTS OR CHARITIES NOT INCLUDED IN ORIGINAL ALLOTMENTS

A total amount of \$662.50 was designated by contributing employees either over and above the original allotment for specific charities or for charities not included in the original listing of charities.

There is listed below those charities which were oversubscribed and also a list of those charities included in the fund collected which were not originally designated as charities to be included in the fund.

- A. A surplus of \$856.35 in excess of the amount budgeted in the drive was pledged for three of the recognized charities as follows:

<u>Name of Charity</u>	<u>Amount Budgeted</u>	<u>Amount Pledged</u>
Muscular Dystrophy	\$200.00	\$204.50
Crippled Children	500.00	333.00
Cancer Fund	500.00	1,233.75

You will recall that employees were given the privilege of earmarking their pledges for specific charities included in the campaign; however, they were also informed that if the total pledges exceeded the amount budgeted by the committee for that charity only the amount budgeted would be transmitted to the charity.

- B. There was a total of \$107.25 earmarked for charities which were not specifically included in the Bureau's campaign this year. These were as follows:

Blind Schools	\$ 1.00
Cerebral Palsy	25.75
Crossic for Freedom	2.00
Father Flannigan's Boys Town of Omaha Nebraska	6.00
Methodist Charities	10.00
Multiple Sclerosis Society	1.00
Sister Kenny Foundation	21.75
Tuberculosis Fund	31.75
Tuberculosis Fund-Mendota	5.00

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(Executive Conference recommendation set forth in Synopsis)

Memo for the Director (continued)

DISPOSITION OF FUNDS SECURED DURING THE YEAR
THE FUND ORIGINALLY ALLIATED

The total collections made up to the present time as the result of our combined charity drive as afore-mentioned are \$35,570.03. Of this amount, \$31,200 is earmarked for the charities included in our original estimates and an additional \$951.50 (\$963.50 specifically designated less the total of \$12.00 for blind school, Methodist Charities, and Multiple Sclerosis which has been recommended for inclusion under Community Chest) has been pledged either over the original quota set or to charities not included in our original drive. We are obligated, therefore, for the dispersal of \$32,151.50. This would leave a balance of \$3,419.13.

Under our original plan an amount of \$800.00 was to be held in reserve for emergencies during the present charity year. This \$800.00 would be utilized to cover any request made upon Bureau employees for emergency charity contributions during the year. Retaining this \$800.00, the fund still has an amount of \$2,619.13 for distribution or for other final action.

RECOMMENDATIONS AS TO FINAL ACTION CONCERNING SURPLUS FUNDS
IN THE EMPLOYEES CONSOLIDATED CHARITY DRIVE

The Working Committee of the FBI Employees Consolidated Charity Fund has made recommendations to the Executive Conference as to the final disposition of the surplus of our charity drive. Seven members of the Working Committee recommend that our reserve for contingencies for the year be increased from \$800.00 to \$2,500; this amount to be utilized for any worthy charity call that might be made during the remainder of the charity year. They recommend that the remainder of the money, approximately \$300.00, be distributed percentage-wise to the ten specific charities which were included in our 1953 campaign.

The remaining two members of the Working Committee recommend that the \$800.00 surplus be increased to \$1,000 and retain there as surplus to take care of worthy charities which might arise during the campaign year, and that the balance, approximately \$2,400 be returned to the divisions which had collected more than 100 percent of their goal in the campaign. These two members feel in doing this that the amount distributed to the various divisions would be available for Christmas charities or any other divisional charitable or welfare purpose.

(Recommendation of Conference set out in Synopsis)

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Memo for the Director (continued)

CHRISTMAS DONATION ACTIVITIES OF BUREAU EMPLOYEES

The Executives Conference was advised that the Working Committee had suggested that consideration be given in future consolidated drives to including the Bureau's Christmas charity donations in the over-all donation for the consolidated drive.

(Executives Conference recommendation set out in synopsis)

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Mr. Nichols

February 17, 1954

H. A. Jones

PHOTOGRAPHING OF PRISONERS
WHILE IN CUSTODY OF U. S. MARSHAL

It is noted that by memorandum dated February 4, 1954 Deputy Attorney General Rogers advised all United States Marshals of new instructions with regard to the photographing of prisoners in the custody of the marshals. In view of the Bureau's recent experiences along this line, it is believed advisable to bring these new instructions for the United States Marshals to the attention of the SACs in our various field offices.

Jones

RECOMMENDATION:

It is recommended that the attached SAC Letter be approved and sent out.

Approved by the Executive Conference 2-18-54, consisting of Messrs. Tolson, Tracy, Glavin, Mohr, Belmont, Rosen, Harbo, Ladd, and McGuire.

Attachment

OSP:rm

O.K.

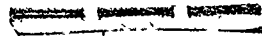
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DATE 8/14/2005 BY SP-5 CJP/PTP

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RECORDED-89
INDEXED-89

166-2554-111144
RECORDED
86 FEB 25 1954



53 FEB 26 1954

ORIGINAL FILED IN

TO : Mr. GJ

DATE 2-8-54

FROM : H. L. Edwards

SUBJECT: GROUP HOSPITALIZATION, INC.

O
EXECUTIVE CONF.

Pursuant to approval, Special Agent Supervisor Arthur F. Hodgens of the Personnel Section and I interviewed the Director of Group Hospitalization, Inc., Mr. F. P. Rawlings (indices negative) on 2-8-54 at his office to discuss possible amendments in the Group Hospitalization procedures which would enable our clerical employees to subscribe to Group Hospitalization for Hospitalization and surgical insurance coverage. By way of background, you will recall that Group Hospitalization, Inc., is the insurance carrier for almost all of our clerical employees and numerous Special Agent employees for hospitalization and surgical coverage in the Washington area, being a Blue Cross affiliate. New employees entering on duty at Washington are given a grace period of 60 days after EOD within which they can apply for coverage and be accepted. Other than this an employee who desires to apply for such coverage or to have his policy reinstated in the event he has permitted it to lapse can be accepted only during one of the annual quota drives sponsored by Group Hospitalization, Inc. The last attempted drive produced only 281 applicants for hospitalization and 305 applicants for a combination of hospitalization and surgical or the addition of surgical coverage to an already existing hospitalization policy. These totals fell short of the required quota for acceptance by 305 for the hospitalization group and 421 for the surgical and, consequently, Group Hospitalization, Inc., would not accept any of these applications. The general regulations of Group Hospitalization require that the applicants must equal either (1) 25% of the eligible unenrolled employees or (2) 50% of the eligible employees, whichever figures produce the greater quote. Numerous efforts to have Group Hospitalization make certain concessions to us through contacts with some of the operating officials were unsuccessful in view of which we presented the matter to Director Rawlings with the objective in mind of either obtaining necessary authorization from them to accept our employees or, failing that, advising them that we were taking active steps to locate some other acceptable substitute insurance carrier which will probably result in numerous employees cancelling their already existing contracts with Group Hospitalization.

HLE:AO

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DATE 3/14/92 BY SP-SC/BHP

(SEE ADDENDUM PAGE 3)

166-2554-1
NOT RECORDED
148 FEB 19 1954

5 FEB 1954

ORIGINAL FILED IN 62-36053-55

Mr. Rawlings stated that the problem presented by the FBI is similar to that presented in the past by other agencies but he stated that their quotas are required to be at the percentages indicated because of formulas worked out by their Actuarial Department and that they could not accept applicants in groups below the established quota because of the margin of cost and the fact that the risk so involved would upset their operating cost ratio. It was carefully pointed out to Mr. Rawlings that although there admittedly had to be some actuarial basis for their general quotas, yet there appeared to be ample justification in so far as concerns the FBI for Group Hospitalization to take into account the several factors which would probably be peculiar to the FBI, namely, our rigid pre-employment physical examination requirements for applicants, the fact that we had a Health Service looking after their every day health needs as well as an educational and preventive health program, the fact that our recruiting standards were generally so high in all respects, and the fact that we carefully watched absenteeism particularly attributable to sick leave, not to mention the fact that our Personnel Counseling and Guidance program was designed to foster a maximum condition of good health and proper living on the part of our employees. Mr. Rawlings stated that they had no available figures on a comparative basis showing whether the FBI had a smaller total of claims than other agencies but he indicated they would try to work up some figures on that point. He also stated that admitting that we have such a high caliber of employees does not clear up the whole problem because the nonemployee dependents are blanketed into the policy coverage.

Mr. Rawlings indicated that he would carefully check into this problem with his operating staff and see if there was any possibility of making any concessions to the Bureau, and he requested in the meantime an up to date survey to determine how many of our employees would be interested in applying for either hospitalization or surgical coverage. Such a survey will be promptly completed.

Mr. Rawlings was also advised that we felt from our experience the 60-day grace period for new employees was too short inasmuch as most of the new employees were strangers to Washington and required more than 60 days to become financially, socially and otherwise adjusted so that they would be in a position to apply for hospitalization and, consequently, he was requested to consider extending this 60-day period to one year. He agreed to also discuss this with his operating people.

Mr. Rawlings stated that if the FBI, on instituting a hospitalization drive, would permit representatives of Group Hospitalization to come to the Bureau and meet with our potential employee-subscribers in groups as small or large as the Bureau wanted to make them they would guarantee that they would accept all subscribers regardless of whether the quota was met. He stated this was no reflection in the manner in which the Bureau has canvassed its employees but it is merely the feeling on the part of Group Hospitalization since such is their business they can best sell the product to employees. He was advised that we could not permit this and that we have never permitted it in the past because it would be setting an undesirable precedent whereby we would either have to permit all other competitive groups to do the same thing or we would be accused of discrimination and, further, that such meetings were too time-consuming and utilized already congested space, and that our volume of work and manpower did not make this at all a practical idea.

RECOMMENDATIONS:

1. That we follow this matter closely with Director Rawlings to obtain a prompt answer on the problems presented to him and in the meantime we will bring our survey figures up to date to ascertain how many of our employees assigned to the Washington area are desirous of applying for this coverage, for which purposes a floater is being prepared.

2. That in the event we are unable to effectuate any satisfactory arrangement with Group Hospitalization, we will continue with our plans to line up some other acceptable coverage with another company.

ADDENDUM: (WRG:mfs)

2/15/54

Executives Conference of February 15, 1954, consisting of Messrs. Tolson, Ladd, Tracy, Tamm, Belmont, Boardman, Rosen, Harbo, Nichols, and Glavin, was advised of the content of Mr. Edwards memorandum above. The Conference was further advised that immediately upon receipt of final information by the Bureau concerning this particular matter it would be brought to their attention.

MR. TOLSON

2/11/54

EXECUTIVES CONFERENCE

SUGGESTION #22-54
MADE BY MISS [REDACTED]
DOMESTIC INTELLIGENCE DIVISION
PROPOSED REVISION IN FORM O-17
(ERROR FORM)

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ALL INFORMATION CONTAINED
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DATE 8/14/92 BY SP-5 CJP/STW

SUGGESTION:

It is suggested that ~~Form O-17 (Error Form)~~ be prepared on thin white paper instead of bond paper when the next supply is printed. A copy of the form is attached hereto.

The suggesting employee points out this form is used to notify the field of minor errors of form and minor corrections in connection with reports submitted. In the Espionage Section it is frequently necessary to send forms to a number of field offices having received the same report in which errors were noted. At present the form is printed on bond paper and, therefore, is not susceptible to making of more than one legible carbon copy. This means the form must be filled out in longhand or typed more than once where a number of field offices must be notified. The employee had in mind that by printing the form on thin white paper economy would be effected by typing a number of copies at one time.

OBSERVATIONS:

The Manuals Desk, Training and Inspection Division, has no objection to the adoption of this suggestion, but pointed out thin white paper would be more apt to become attached to other pieces of mail. It was also noted that originally these forms were meant to be filled out in longhand by the Supervisor and not typed.

Investigative Division suggests the form be printed on lighter stock bond paper suitable either for carbon copies by typewriter or forms filled in by longhand in ink. In most instances in the Investigative Division only one copy of Form O-17 is prepared and is filled out in longhand with pen and ink. It is not believed thin white paper is as satisfactory as bond paper in those instances.

Domestic Intelligence Division favors adoption of the suggestion for the reasons set out by the suggesting employee.

Attachment

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

RECORDED - 90
INDEXED - 90

FEB 24 1954

90

3 MAR 11 1954

ORIGINAL COPY FILED IN 66-1762

RECORDED
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FBI - WASHINGTON

Memorandum to Mr. Tolson

The Mechanical Section of the Administrative Division advised there would be approximately twelve per cent loss in printing the form on thin white paper rather than on bond paper or manifold paper. Mr. Glavin is opposed to the adoption of the suggestion that Form O-17 be printed on thin white paper rather than on bond paper.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/11/54

Unanimously unfavorable, 2/10/54, Messrs, Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

MR. TOLSON

2/17/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-SC/PTX

SUGGESTION #258-53
MADE BY SA JOHN W. O'BEIRNE
NEW YORK OFFICE, GRADE GS-13, \$8,560
~~FORM FOR USE IN ADVISING APPROPRIATE
DIVISIONS OF APPREHENSION OF DESERTERS
AND THAT STOPS MAY BE REMOVED~~

On July 31, 1953, the Executives Conference approved the suggestion of SA John W. O'Beirne who proposed that a form be used by the field in notifying the Bureau of the apprehension of a Deserter-Fugitive. Prior to adoption of this suggestion, the field notified the Bureau of the apprehension of a Deserter-Fugitive by Air-Tel or teletype, following which a memorandum had to be prepared advising the Identification Division and the Military. The suggested form was devised so that copies could be detached and sent to the Identification Division and the Military, thereby precluding the typing of memoranda.

The suggestion was adopted and Bureau Bulletin #53-19, dated 8/13/53, placed this idea into effect. By letter of 8/5/53 the Director requested that Mr. Rosen submit a memorandum in six months setting forth advantages and disadvantages of the new form (FD-220 and FD-220a), together with his recommendations as to whether the form should be continued with or without modification. This letter also requested that Mr. Rosen confer with the Administrative Division to determine whether the Bureau's appropriations were such that the forms could be converted to the type which would use preinserted carbon paper.

INDEXED - 10 RECORDED - 10
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The Investigative Division advised, by memorandum from Mr. Price to Mr. Rosen 2/2/54, that the Bureau has issued 39,000 Forms FD-220 to the field since adoption of the new form. For the first six months of the fiscal year 1954, the Bureau has apprehended 5,047 Deserter-Fugitives. In most instances this new form has been used. The field has also used this new form efficiently for other phases of Deserter-Fugitive work and the Investigative Division

believes the advantages of the new form definitely outweigh the benefits gained under the previous procedure. Originally the form was made up for notifying the Bureau of the apprehension of Deserter-Fugitives; however, the field has also used this form in instances where it was determined the Shore Patrol had picked up a subject who might be the subject of a Bureau case, and in several instances has been very helpful. It was pointed out that at the Seat of Government the Bureau saved typing 10,096 memoranda which would have

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Tracy
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Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy

Mr. Mohr

Mr. Harbo

EDM:dmg

MAR 8 1954

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Memorandum to Mr. Tolson

been typed and sent to the Identification Division and the Military. The adoption of this form not only saves clerical time, but also speeds up notification to the Identification Division and the Military.

Relative to the use of preinserted carbons, it is not felt they would be of benefit to the Bureau in connection with this form. In instances wherein a fugitive is apprehended it is frequently necessary for the apprehending office to notify the Bureau with the required number of copies and also to notify the office of origin and possibly a number of auxiliary offices. In some instances the office of origin only has to notify the Bureau and in these cases, if preinserted carbons were used, there would be some wastage.

The Investigative Division recommends the form be continued in use due to the saving effected in time and money, and that preinserted carbons not be used for the reasons mentioned above.

It is noted that memorandum from the Director to Mr. Rosen 8/5/53 advised no recommendation was being made by the Bureau for Mr. O'Beirne inasmuch as the suggestion which resulted in Forms FD-220 and FD-220a was considered to be a part of his regular supervisory responsibilities; however, a letter of commendation was addressed to Mr. O'Beirne at New York.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Executives Conference was requested to consider whether Form FD-220 and Form FD-220a should be continued in use on a permanent basis, without modification.

Executives Conference of 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, McGuire, Rosen and Harbo being present, unanimously recommended Forms FD-220 and FD-220a should be continued in use on a permanent basis. The Conference was opposed to the use of pre-inserted carbons for the reasons indicated above.

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MR. TOLSON

2/8/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 42-54
MADE BY SA RALPH H. JONES
SALT LAKE CITY OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY Sp-Scif/As

SUGGESTION:

General Investigative Intelligence File reports are presently submitted semiannually by the field. The suggesting employee proposes that they be submitted on an annual basis in the future.

He points out that pertinent information relative to the General Investigative Intelligence File program is presently submitted by letter as it is received and that a yearly summary would eliminate duplication and considerable Agent and stenographic time in preparing these reports, with the same results being achieved. O F I. G. I. F.

OBSERVATIONS:

ASAC L. A. Obenshain of the Salt Lake City Office recommends that the suggested procedure be adopted.

The Investigative Division states that information now submitted to the Bureau by letter in connection with this program does not include all pertinent information, but only information of immediate significance and interest to the Bureau. Other pertinent information is included in the semi-annual reports. Such pertinent information, if held by the field and submitted only once a year, would be so stale as to have lost most of its value as Investigative Intelligence information. It is noted that there is no duplication in the submission of this information, inasmuch as present instructions specify that the semiannual reports are to be supplementary and are not to repeat information which has appeared in previous reports.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously unfavorable, 2/8/54, Messrs. Tolson, Ladd, Rosen, Tamm, Tracy, Nichols, Belmont, Mohr, Callahan and Harbo being present.

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

cc: Mr. Mohr
Mrs. Harbo

INDEXED-29

166-2554-
FEB 15 1954

ATN

62-75147-215

THE DIRECTOR

February 3, 1954

THE EXECUTIVES' CONFERENCE

~~SUMMARY REPORTS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/14/92 BY SP-5/SPM

The Executives' Conference consisting of Messrs. Tolson, Ladd, Glavin, Harbo, Rosen, Tracy, Tamm, Holloman, Mohr and Belmont, on February 2, 1954, again considered the Bureau's present policy of preparation of summary reports.

Prosecutive Summary Reports

The present policy is that prosecutive summary reports are submitted only in major or complicated cases and upon the specific instructions of the SAC or the Bureau. A survey by the Investigative and Domestic Intelligence Divisions on January 28 and 29, 1954, reflected a total of 4 prosecutive summary reports received at the Bureau on those 2 days, totaling 47 pages.

Arguments Favoring Present Policy:

- (1) Prosecutive summaries are only prepared on instructions of the SAC or the Bureau when a need for same is apparent in a complicated or major case.
- (2) A prosecutive summary insures that the case has been worked thoroughly; that all leads have been covered; and that the case has been thoroughly reviewed. It pin-points any weaknesses in the investigation which can then be corrected.
- (3) It pin-points evidence for prosecution and the United States Attorney is more likely to prosecute a case if the facts are clearly and succinctly set forth. This increases our statistics.
- (4) A prosecutive summary has the effect of clearly placing on record the facts developed by the Bureau during investigation and has the effect of placing definite responsibility on the United States Attorney and making the record clear regarding the evidence secured by the Bureau.

(5) Other Federal investigative agencies such as the Post Office Inspection branch and the Internal Revenue assign a case

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Harbo _____
Rosen _____
Tracy _____
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Gandy _____

RECORDED - 68
166-2554-11178
INDEXED
80 FEB 26 1954

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ORIGINAL FILED IN 100-2554-1624

MEMORANDUM FOR THE DIRECTOR

to an investigator who travels throughout the country covering leads and who then renders one report to the United States Attorney. In a major or complicated case the Bureau will have many reports from different parts of the country. Our prosecutive summaries draw our investigation together in one report and thus compare favorably or excel the reports submitted by other agencies.

Disadvantages:

(1) The preparation of prosecutive summaries is time-consuming on the part of Agent and clerical personnel of the Bureau.

(2) Prosecutive summaries, while of assistance to the investigation, are also of considerable assistance to the United States Attorney. It is the United States Attorney's job to prepare a case for prosecution and he could get the necessary information from investigative reports.

Executives' Conference Recommendation:

Mr. Tolson was opposed to the preparation of prosecutive summaries on the ground that he felt it was the United States Attorney's job to prepare for prosecution.

Messrs. Ladd, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman, Tamm and Belmont favored the continuation of prosecutive summaries on the restricted basis established by our present policy. They felt that in complicated or major cases there is a need for prosecutive summaries from the investigative standpoint to insure that the case has been properly worked; from the record standpoint to insure that the Bureau's work is set forth clearly; to insure that our reports compare favorably with those of other agencies; to insure that the United States Attorney has no opportunity to dodge his responsibilities; and, to increase our statistics.

Investigative Summary Reports

The present policy is that investigative summary reports are prepared by the office of origin on specific instructions of the SAC or the Bureau and upon publication of an Identification Order on a subject.

MEMORANDUM FOR THE DIRECTOR

The survey conducted on January 28 and 29, 1954, reflected that a total of 6 non-prosecutive summaries were received at the Bureau during those 2 days.

Investigative summary reports are prepared, either on the initiative of the field or at the request of the Bureau in the following instances:

(1) In complicated investigations which may involve numerous subjects of several related violations or where the elements of the violation to be established are complicated or extremely important. In such instances it is frequently necessary or desirable to bring together in one report all of the information developed to date in order to correlate it, weed out what is irrelevant and unimportant, and to evaluate the current status of the investigation in order that its future direction may be decided.

(2) Extended investigations involving cases which have extended over a period of months and years with the submission of many reports frequently require that the entire file be carefully reviewed to summarize the investigation and take stock of further action necessary; to set out leads for additional offices and to furnish such offices full background information; and, to evaluate the evidence accumulated to prove the various elements of the offense and detect and set out leads to overcome any shortcomings located as a result of the review. These reviews involve such cases as complicated fugitive investigations or bank robbery investigations.

Arguments Favoring Present Policy:

(1) Investigative summary reports are prepared only where the case, due to its complicated or major nature, reflects a need for taking stock and pointing the course of the investigation.

(2) These reports are an investigative procedure to shape and take stock of our investigation at a given time and, as such, materially assist the investigation. They are prepared for investigative purposes and not to assist persons outside the Bureau.

(3) The review of these files in complicated cases must be done from an investigative standpoint and it is desirable to record the results of the review to avoid duplication on future reviews of the file.

MEMORANDUM FOR THE DIRECTOR

Disadvantages:

- (1) The preparation of these reports takes time.

Executives' Conference Recommendation:

Messrs. Ladd, Glavin, Harbo, Rosen, Tamm, Tracy, Mohr, Holloman and Belmont recommended continuance of our present procedure, as they felt that sound investigative procedure requires the preparation of investigative summary reports when the major or complicated nature of the case indicates the requirement therefor.

Security Index Summary Reports

The present policy:

A program to prepare summary reports in all Security Index cases was instituted by SAC Letter No. 95, Series 1951, dated September 22, 1951. After preparation of the initial summary report, an auxiliary summary report is required each year. As of January 1, 1954, 30 field offices have completed the initial summary reports in these cases. Because of the condition of security work in New York, that office was given a moratorium on the project. New York does submit summary reports on new cases and, therefore, has submitted 1,769 reports out of a total of 5,838 names on their Security Index.

In the remaining 21 field offices the program will be completed by July 14, 1954, calling for a total of 4,702 summary reports left to be completed as of now. Of this number Los Angeles, San Francisco, Philadelphia and Chicago reported a total of 3,268 summary reports to be prepared.

A check of these 4 offices shows that while the summary reports are distributed over large groups of Agents, the estimated Agent days per week spent on summary reports reflect the following number of Agents being utilized on this project in terms of Agent days - Los Angeles, 99; San Francisco, 25; Chicago, 34; Philadelphia, 21 - for a total of 179. These offices have approximately three-fourths of the remaining summary reports to be completed. Therefore, applying this ratio to the 179 agents, approximately 240 agents are being utilized in all offices at the present time to complete this project by July 14, 1954.

MEMORANDUM FOR THE DIRECTOR

It should be remembered that Los Angeles fell behind on this program and for that reason has had to put a large amount of manpower on the program to complete it by July 14. The remaining offices do not have a heavy amount of manpower on the program.

Discontinuance of the program will not release 240 agents because the agents would still be required to submit investigative reports in many of these cases instead of the summary reports they are now preparing. Discontinuance of the program would save the time required to go back through the files to bring together and document information secured through previous investigation and reported by investigative report.

Executives' Conference Recommendation:

Messrs. Ladd, Belmont, Glavin, Harbo, Rosen, Tracy, Tamm and Holloman recommended that we continue this summary report program for the following reasons:

(1) As the Department is not reviewing for approval our security reports, the Bureau is taking the responsibility for those persons included on the Security Index. This requires that we must be sure that the cases are sound on Security Index subjects.

(2) Many of the investigative reports submitted up to 1951 were not documented to show the actual source of the information developed against the subjects. The summary report program requires complete documentation so that we can back up the information we have. Since 1951 we have required documentation not only in summary reports but in investigative reports. If we discontinue our summary report program, we will not be able to back up properly information contained in investigative reports prior to 1951.

(3) It took a tremendous amount of supervision and pressure on the field to get this program implemented. The field has accepted it and it is nearly completed. If we discontinue it or declare a moratorium, we will again have to overcome the inertia of the field to get the program completed.

(4) The yearly supplemental summary reports do not increase the work in the field as the field would have to submit investigative reports which would contain the same information.

MEMORANDUM FOR THE DIRECTOR

(5) The preparation of summary reports requires detailed review of each case and reevaluation of the case. It is imperative that we continue at periodic intervals to reevaluate every case on the Security Index in view of our responsibility. The summary report requires the field to reevaluate the case and furnishes the basis for reevaluation at the Seat of Government. With our limited number of Supervisors at the Seat of Government, we could not otherwise reevaluate these cases.

(6) By July 14, 1954, this program will have been completed and manpower will be available for other pressing assignments.

Mr. Tolson recommended the discontinuance of this summary report program on the basis that he felt that investigative reports are sufficient and the summary reports are not necessary.

Mr. Mohr recommended that a moratorium be declared on the remaining part of the summary report program until January 1, 1955, at which time it would be resumed.

* * * * *

We will be guided by the majority recommendations of the Executives' Conference unless you advise to the contrary.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

2/18/54

EXECUTIVES CONFERENCE

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SUGGESTION NO. 91-54
MADE BY MRS. [REDACTED]
ROUTING UNIT
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-5 C. [REDACTED]

SUGGESTION:

~~Definition~~ That particular significance be attached to the words "enclosure" and "attachment", so that the word "enclosure" will always signify material which will remain permanently with the transmittal memorandum. The word "attachment" would then be utilized when it was known that material attached would subsequently be mailed or otherwise separated from the transmittal memorandum.

OBSERVATIONS:

The Routing Unit of the Records and Communications Division notes that the word "attachment" consistently has been more widely used in the preparation of memoranda. On the other hand, the word "enclosure" has been more widely used on outgoing letters where enclosures were being forwarded either to a Bureau field office or an outside agency. No particular reference is made to either of these words in the Bureau supervisors' or stenographers' manual.

It is pointed out that this suggestion is intended primarily for use of the routing clerks as a guide when attempting to determine enclosures or attachments to a particular memorandum. It is believed that it would be a dangerous practice for the routers to depend entirely upon the wording, such as "attachment" or "enclosure" and that the mail should be treated on its own merits. It is the responsibility of Routing Unit employees to account for or at least determine the whereabouts of enclosures.

In view of the above, suggestion not be given favorable consideration. It was also noted that there would be a training problem in bringing about the proper application of such a rule.

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66-7534-11179

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

EXECUTIVES CONFERENCE CONSIDERATION: RTH:os

Unanimously unfavorable, 2/18/54, Messrs. Tolson, Ladd, Boardman, Glavin, Tracy, Tamm, Mohr, Rosen, McGuire, Belmont and Harbo being present.

Mohr & Harbo

MAR 17 1954

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ORIGINAL COPY FILED IN 66-7534-11179

MR. TOLSON

2/17/54

EXECUTIVES CONFERENCE

SUGGESTION #121-53
MADE BY [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5C/OTZ

The Executives Conference was requested to consider whether [REDACTED] of the Identification Division should be granted a cash award for the adoption of his suggestion. Mr. [REDACTED] proposed a change in the method used in checking fingerprint cards against index cards.

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~~Noncriminal~~ fingerprint cards which are not identified in Identification Division are photographed and reduced to 3" x 5" in size so that they might be used as index cards. At the time of the suggestion this process was being handled by a company named Flashdex. As the fingerprint was photographed it was numbered and the same number was placed on the index card. When the index cards made by Flashdex were returned to the Bureau it was necessary to check them against the fingerprint cards to make certain the photograph was legible and that there was an index card for each fingerprint card.

Considerable difficulty was being encountered in connection with this particular process and it was necessary to use the services of approximately fifteen clerical employees to perform the checking. Index cards were returned in one group and fingerprint cards in another group, not in the same sequence. Many discrepancies were discovered, such as fingerprint cards being returned with no corresponding index cards and vice versa. Originally, employees assigned to this checking work would take a small group of fingerprints and index cards and then check them against each other.

The suggesting employee proposed that when a shipment was received from Flashdex the entire group of index cards be placed in numerical order. This suggestion was placed in effect on a trial basis and during the first week it was found approximately 480 man-hours of work resulted in 61,900 cards being checked, whereas during the previous week under the old system approximately 480 man-hours of work resulted in 32,000 cards being checked.

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

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Due to the poor quality of work done by Flashdex the contract with that company was terminated upon completion of 1,100,000 prints. A contract now in effect with the Microfilm Foto-File Company was drawn up to provide that these photographed index cards be returned to the Bureau in numerical sequence. This suggestion was placed in effect on a trial basis and during the first week it was found approximately 480 man-hours of work resulted in 61,900 cards being checked, whereas during the previous week under the old system approximately 480 man-hours of work resulted in 32,000 cards being checked.

RECORDED - 76
INDEXED - 76
RECORDED
46 MAR 1 1954
11180

ORIGINAL COPY FILED IN 66-1171-10036

Memorandum to Mr. Tolson

The Identification Division advised that Mr. [redacted] was assigned to this project at the time he submitted the suggestion and that his idea was applied off and on from February 27, 1953 until July 1, 1953, depending upon the quality of work on hand and handicaps encountered as the contract with Flashdex progressed.

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Although the Identification Division felt that an accurate estimate of monetary savings resulting from adoption of the suggestion could not be computed, it was recommended that [redacted] be considered for the minimum cash award of \$10.00 for the adoption of his suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Executives Conference of 2/17/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Belmont, McGuire, Rosen and Harbo being present, unanimously recommended that a cash award of \$10.00 be made to employee [redacted] Administrative Division will handle notification to employee and make arrangements to obtain award for employee.

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b7c

Mr. Tolson

2-1-54

~~CONFIDENTIAL~~

The Executives Conference

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

FIELD INVESTIGATIVE RADIO EQUIPMENT
10-WATT DISPATCHERS, HANDIE TALKIES

On January 26, 1954, the Executives Conference, following members being present Messrs. Tolson, Glavin, Tracy, Belmont, Harbo, Mohr, Rosen, Clegg, Nichols, Holloman and Quinn Tamm, considered a recommendation submitted by the Laboratory for the purchase of radio equipment needed to meet increased investigative requirements and to provide equipment in the different wave lengths presently being utilized by Bureau field divisions. In March of 1952 the Bureau approved the recommendation that we increase the number of wave lengths being presently utilized by Bureau field divisions throughout the country from 4 to 14. This change in number of frequencies was necessary to avoid interference among the operations of Bureau radio stations operating simultaneously. It is further noted in this connection that this request for equipment for the field also contains specific equipment requested by the Washington Field Division by letter dated January 7 in connection with [increased coverage of Soviet and satellite espionage activities.] Purchase of the following equipment is recommended;

- | | | |
|--|---------------|-------------|
| 1. Handie talkies (portable two-way radio unit) | 75 @ \$300.00 | \$22,500.00 |
| 2. Portable dispatcher (transmitter-receiver combination of 10-watt power) | 12 @ \$700.00 | \$ 8,400.00 |

In addition the Laboratory recommends at this time the purchase of 6 surveillance vehicles (3-ton panel trucks equipped as surveillance vehicles and communication trucks) at \$2,400.00, total cost \$14,400.00. The Bureau presently has 10 such surveillance vehicles located as follows:

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

- Boston _____
- New York _____
- Newark _____
- Philadelphia _____
- Washington Field _____
- Detroit _____
- Seattle _____
- Chicago _____
- San Francisco _____

RECORDED-16 66-2537-11181
INDEXED-16
RECORDED
135 MAR 2 1954

8/14/92
Classified by sp-scip/brx
Declassify on: OADR

~~CONFIDENTIAL~~

70 MAR 4 1954
Mr. Mohr
Mr. Tamm

ORIGINAL FILED IN 66-2537-11181

Memorandum for Mr. Tolson

~~CONFIDENTIAL~~

All of these vehicles are on the wave length utilized by 35 of the field divisions. None of the surveillance vehicles are equipped to handle the new frequencies being utilized by 17 field divisions at the present time. It is contemplated that 4 of the new trucks being purchased will be allocated as follows:

1 to Minneapolis or Milwaukee
1 to Buffalo
1 to Atlanta
1 to Dallas

In addition it is recommended that one truck be furnished to Cleveland and one to Pittsburgh based upon specific requests which have been received from these field divisions and which have previously been rejected.

The specifications for the purchase of this equipment are available in the Laboratory. The Conference unanimously recommends purchase of the above equipment at a cost of \$45,300.00.

~~CONFIDENTIAL~~

MR. TOLSON

2/1/54

EXECUTIVES CONFERENCE

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b7c

SUGGESTION #3-51

MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 cjp/mx

SUGGESTION:

It is suggested that radio equipment located in ~~the trunk compartment of Ford sedans and in the rear of the Chevrolet carryalls~~ be encased in a metal cover or heavy wire guard.

The suggesting employee pointed out that these vehicles are assigned to the Security Courier Service Unit and used daily for transporting files and mail between the Justice and Identification Buildings. The files are packed in fibre boxes often weighing forty pounds or more. The employee stated that some radio repair is necessitated when boxes of files slide and damage radio equipment.

OBSERVATIONS:

Mr. L. J. Gauthier of the Administrative Division recommends favorably as to the adoption of the suggestion if the proposed metal cover or heavy wire guard would not interfere with radio reception.

The Radio-Electrical Section of the Laboratory believes the need for radio covers is doubtful if care is exercised in loading and unloading vehicles. They point out the radio equipment itself is already contained within a substantial metal cover protecting all components of the radio except the wire connections which are made to the radio units. Radio engineers of the Laboratory believe that care in loading and unloading vehicles ordinarily should be sufficient to avoid damage to the special cable connections. Wooden covers could be constructed by the Carpenter Shop at a cost of approximately \$9.00 apiece. Metal covers would cost approximately \$35.00 apiece and outside bids would have to be obtained. Five covers would be necessary. The Laboratory advised that, if there is felt to be a need for such covers, wooden ones would adequately serve the purpose and be less expensive.

Mr. Harbo pointed out that the need can best be determined by the extent and cost of repairs attributable to lack of covers. It is noted that one major repair was made in recent months at a cost of \$4.80 for materials and required one-half day's time by a Grade GS-11 Agent to make the repair, or \$11.55. The total cost of this repair was \$16.24. Since this repair was made, radio equipment in two other vehicles has been damaged and the repairs will be approximately \$16.24 each.

cc - Mrssns. Mohr and Clegg

RECORDED-42
INDEXED-42
66-7554-11182
RECORDED
141 MAR 1 1954

EDM:dm
MAR 10 1954

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ORIGINAL COPY FILED

Memorandum to Mr. Tolson

Mr. J. J. McGuire of the Records and Communications Division is in favor of the suggestion and believes such a precaution should be taken. He pointed out that employees loading and unloading boxes of files and mail exercise the greatest care in so doing; however, due to the hazardous nature of traffic in Washington, D. C., it is sometimes necessary to quickly stop the vehicles and then the heavily loaded boxes of files and mail are inclined to slide into the radio equipment cause damage to the equipment itself or to the connecting wires. Mr. McGuire feels that a cover constructed of wood would be satisfactory.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/1/54

On 2/1/54, the Executives Conference, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended the installation of wood covers for the radio equipment in the vehicles assigned to the Security Courier service transporting files and mail between the Justice and Identification Buildings. The estimated cost, \$9.00 per vehicle.

MR. TOLSON

1/14/54

EXECUTIVES CONFERENCE

SUGGESTION NUMBER 848-53
MADE BY SPECIAL AGENT A. B. EDDY
GENERAL INVESTIGATIVE DIVISION
SUGGESTION TO REVISE FORM 6-22 IN
REFERRING POSSIBLE UNLAWFUL FLIGHT TO
AVOID PROSECUTION OR CONFINEMENT CASES
TO THE FIELD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5C/bjw

SUGGESTION:

The Identification Division examines wanted notices from law enforcement agencies and penal and correctional institutions to see if any of these notices may involve an unlawful flight case. Likely cases are referred to the Investigative Division where a form memorandum, 6-22 or 6-22a, is sent to the SAC of the pertinent office for handling. When a case is not opened the field is required to write a letter to the Bureau furnishing the facts why a case was not opened. If the subject of a case becomes a fugitive, the field notifies the Bureau by fugitive form letter (FD-61).

It is suggested that forms 6-22 (used in UFAP cases) and 6-22a (used in UFAC cases), be consolidated and revised. The revised form provides for the comments of the SAC in the event investigation is not instituted, and in which case the form is to be returned to the Bureau.

The suggesting employee believes the proposed form streamlines the existing form in that it requires less typing at the Bureau and at the field, and at the same time may be used by the field in sending a reply to the Bureau. In addition to

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

FEB: NLS
Attachments

cc: Mr. Mohr
Mr. Clegg

53 MAR 11 1954

RECORDED-37
RECORDED
189 FEB 1954

EX-103

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3482-176

1183
MAY 1954

saving typing, it will also save considerable proofreading time at the Seat of Government and also at the field. Approximately forty cases are referred to the field per month.

A proposed SAC Letter and a copy of the proposed form are attached.

OBSERVATIONS:

The Records and Communications Division recommends the form be revised and consolidated as proposed. However, this Division also recommends that only the original of Form 6-22 be filed in those instances when it is returned from the field, and that a yellow file copy of the outgoing not be prepared. This Division is opposed to the filing of two copies of the form. It is pointed out that the Unlawful Flight Desk in the General Investigative Division maintains a tickler card which is used to insure that a reply is received after a request is made of the field office. It is not believed that there is sufficient need for a permanent record of the outgoing to justify filing two copies of the form.

The General Investigative Division recommends the adoption of the streamlined form. This Division is of the opinion that there should be a permanent record of the action taken at the Bureau, and therefore recommends a yellow file copy of Form 6-22 be prepared and placed in the Bureau's files. While a tickler is maintained to follow referrals to the field, this does not constitute a permanent record of the action taken at the Bureau. If it ever should become necessary after the lapse of a considerable period of time to determine what action the Bureau took with regard to a particular case, there would be no certain method of resolving this question.

The Training and Inspection Division recommends the form be revised and consolidated as suggested. This Division is in agreement with the Records and Communications Division as to the filing of the form. It is recommended that a yellow file copy of the outgoing 6-22 form not be prepared and filed. Until such time as the 6-22 form or FD-61 form is returned, the supervisor has a tickler card reflecting the action taken by the Bureau. Therefore, it does not appear necessary to have a yellow copy of the outgoing in the file, since either the returned 6-22 form or FD-61 form will eventually be filed.

EXECUTIVES CONFERENCE CONSIDERATION:

GGG:ATM

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 agreement that the forms 6-22 and 6-22a should be revised

and consolidated as suggested. The Conference was also of the opinion that a yellow file copy of the outgoing form should not be prepared and filed, since the Supervisor has a tickler reflecting the action taken by the Bureau, and when the form is returned the Bureau file will then reflect all action which has been taken. If you approve, the attached Letter to All Special Agents in Charge should go forth. A copy of the revised form is attached.

MR. TOLSON

2-12-54

~~CONFIDENTIAL~~

THE EXECUTIVES CONFERENCE

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE~~
PROCESSING OF APPLICANT TYPE MAIL
RECORDS SECTION - BUREAU FILE 66-18480

On February 11, 1954, the Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, Tamm, Holloman, and Nichols, considered the handling of so-called applicant mail in the Records Section. A streamlined procedure of handling this applicant type mail in Classifications 77 (Departmental Applicant - Special Inquiry), 116 (Atomic Energy Act Applicant), 118 (Central Intelligence Agency Applicant), 123 (Voice of America), and 124 (Economic Cooperation Administration, formerly European Recovery Program) was instituted after Executives Conference approval on 1-10-51. This streamlined procedure provided for the expeditious and economical processing of a large volume of mail without individual serialization and recording of each piece of correspondence. However, as the result of a serial being removed from an Atomic Energy Act case involving a [redacted] in July of 1952 we were required to begin recording (preparing abstracts) on all mail in applicant type cases where there was derogatory information, either criminal or subversive. At the time this serial was removed from file no particular harm was done. However, since it was old date and gave the appearance of not being "on record" it was believed desirable that this type of mail containing derogatory information should be fully processed. The result has been to militate against the full effectiveness of the streamlined procedure and create added expenses.

b6
b7c

The cost of preparing abstracts on mail containing derogatory information in the applicant categories listed above is estimated at \$38.40 a day. It was pointed out to the Conference that the recording of mail in this instance does not in and of itself make the system any better--only more expensive. Under the streamlined system previously in effect for all categories of mail in the applicant classification we were able to handle the mail faster and could still find either the file or single pieces of mail just as quickly as before. Therefore, in order to continue operating the streamlined applicant procedure on a completely uniform and economical basis the Executives Conference unanimously recommended:

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

CC: Mr. Harbo
Mr. Mohr

LBN:nle

8/14/92

Classified by SP-5 CIP/MT
Declassify on: OUA

RECORDED-92
INDEXED-92

166-3554-1117
MAR 2 1954

55 MAR 3 1954

~~CONFIDENTIAL~~

70 - 11184

ORIGINAL FILED IN 66-18480-17

2-12-54

Recommendation:

~~CONFIDENTIAL~~

That the Records Section discontinue the abstracting of so-called derogatory mail in the applicant type categories. The Records Section will continue to account for all mail in the applicant categories and fully index all pertinent information.

In classifications 118 [(Central Intelligence Agency Applicants)], 123 (Voice of America), and 124 (Economic Cooperation Administration, formerly European Recovery Program) the volume of mail has fallen off to a point where it is insufficient to warrant the continued streamlined procedure in these categories. During the last six months of 1953 an average of less than ten cases per month were opened. The difficulty of identifying and separating this relatively small volume of mail is not compensated for by the savings gained in applying the streamlined process to it. Accordingly, the Conference unanimously agreed that the streamlined procedure should be discontinued with respect to these classifications. (c)

RECOMMENDATION:

That the streamlined procedure of handling applicant type mail be discontinued in classifications [118], 123 and 124. The Records Section will continue to apply the streamlined operation to the 116 (Atomic Energy Act Applicant) and 77 (Departmental Applicant - Special Inquiry) categories inasmuch as the great volume of applicant mail continues to be received under these two classifications. (c)

~~CONFIDENTIAL~~

Mr. Tolson

2-16-54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/12 BY SP-5/cip/

EVIDENCE - ENCLOSURES WITH
LABORATORY REPORTS ON LETTERS

On February 15, 1954, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Belmont, Boardman, Rosen, Harbo, Ladd, Nichols and Q. Tamm considered a problem arising with regard to the enclosure envelopes transmitted by the Laboratory containing evidence. In the case entitled Edward Carl Young, TGP, ITSMY, the Kansas City Office claimed it did not receive one of two documents enclosed with Laboratory report dated 10-5-53,

In considering this matter the Administrative Division recommended that the Laboratory consider placing on the enclosure envelope returning specimens to the field the specimen numbers contained therein as described in the letter of transmittal.

The Laboratory advises that the last paragraph of Laboratory reports shows what specimens are enclosed and feels it would be unnecessary typing to list the specimens on the enclosure envelope, pointing out that in the Document Section alone about 1,400 Laboratory reports a month are transmitted covering the examinations of over 4,400 specimens. Such listing of specimens on the enclosure envelope would be a duplication. It is further felt that the field should actually check the enclosures because they are evidence and the check should not consist of a routine check of the Laboratory numbers.

It is recommended that the attached SAC Letter be transmitted to the field. The Conference unanimously agrees.

cc-Mr. Harbo
Mr. Mohr

Attachment

QT:VH

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

RECORDED-29
INDEXED-29

66-2554-11185
MAR 1 1954
45 COPIES ON ORIGINAL

52 MAR 8 1954

ORIGINAL COPY FILED IN 66-2554-11185

MR. TOLSON

2/15/54

EXECUTIVES CONFERENCE

SUGGESTION #763-53

MADE BY SA CHRISTOPHER J. MORAN

INVESTIGATIVE DIVISION

~~HANDLING OF FORMS O-1~~

~~STATUS OF CASE - FOLLOW-UP LETTER~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/14/92 BY SP-5 cjb/pt

The Executives Conference memorandum dated 11/25/53 recommended a 60-day trial of the suggestion made by SA Christopher J. Moran of the Investigative Division. Mr. Moran proposed that, when Form O-1 is returned from the field and no action is necessary requiring a supervisor to call for the case file at that time or within a reasonably short period thereafter, it be permissible for the supervisor to merely initial Form O-1 (Status of Case - Follow-up Letter). The supervisor would write thereon the words "please post" in the left-hand margin of Form O-1. Thereafter Form O-1 would be routed to the Records Section where employees would post the information in the file.

Prior to adoption of this suggestion it had been necessary for the supervisors to call the files, post the information furnished by the field on Forms O-1 and then return the files to the Records Section.

A memorandum dated 11/25/53, from the Director advised Messrs. Tolson, Ladd, Nichols, Belmont and Rosen that this idea should be adopted on a 60-day trial basis after which instructed that Mr. Nichols correlate the views and findings of Messrs. Belmont and Rosen, together with the findings of the Records and Communications Division and make appropriate recommendations concerning the procedure and whether it should be continued or not.

Messrs. Belmont and Rosen advised this procedure has saved considerable supervisory and clerical time in their respective divisions and has eliminated the necessity for supervisors to request the file when Form O-1 is returned from the field. Domestic Intelligence Division and Investigative Division both recommend the procedure be adopted on a permanent basis.

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

Records Section has experienced no difficulty with the procedure and, in view of the estimated annual savings to the Bureau of \$3,539.46 through adoption of this suggestion, the Records Section recommends this procedure be adopted on a permanent basis.

RECORDED - 68

INDEXED 68

MAR 1954

83

11186

cc-Messrs. Moran and Harbo
Attachment
D. J. MARX
1954

CH 712
5-11-54

Memorandum to Mr. Tolson

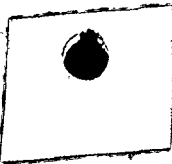
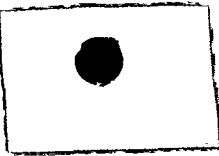
The Conference was requested to consider permanent adoption of this suggestion based on the favorable recommendations of the Domestic Intelligence Division, Investigative Division and Records and Communications Division.

In addition, the Executives Conference was requested to consider whether any recognition should be given to SA Christopher J. Moran for the adoption of his suggestion. If adopted permanently, this procedure would effect estimated annual savings to the Bureau \$3,539.46. It is noted that SA Moran is in Grade GS-13 and his salary is \$8,560. Attached hereto is a detailed computation of savings, as figured by the Records and Communications Division.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Executives Conference of 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present, recommended unanimously that the procedure which has been used successfully for a sixty-day trial basis be adopted on a permanent basis. The Conference felt that no award should be made to SA Christopher J. Moran who initially presented the suggestion.

Tolson
Ladd
Nichols
Boardman
Glavin
Harbo
Rosen
Tracy
Mohr
Belmont
Tamm
Tracy
Tele. Room
Mr. Holloman
Miss Gandy



Mr. Tolson

2/11/54

Executives Conference

SUGGESTION #72-54
KIDNAPING

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

SUGGESTION:

SAC Hostetter suggested that the Bureau at this time resolve some of the certain problems which would be encountered if we had a major kidnaping in a resident agency some distance from a field office. For example, office space and communication facilities (telephone, teletype and radio) would be immediate problems.

PRESENT PROCEDURE:

The Manual provides that the Equipment Supervisor should ascertain availability of office equipment and suitable furniture for equipping of a temporary headquarters in the event it should become necessary. No procedure is set forth in Manual to consider space or teletype facilities some distance from field office.

OBSERVATIONS OF TRAINING & INSPECTION DIVISION:

This suggestion is recommended unfavorably as the problem outlined in suggestion is an emergency-type situation and does not appear to warrant making a survey of each resident agency of the Bureau for this purpose. It is impossible to forecast just where a major kidnaping will occur, and therefore, such a suggestion does not appear pertinent. Should such a condition present itself, however, it is believed that it should be resolved by SAC of office to which squad would report, and then only when it is deemed necessary to protect the interests of the Bureau's Investigative Division agrees.

EXECUTIVES CONFERENCE CONSIDERATION: 2/24/54

Unanimously unfavorable, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo being present.

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

RECORDED - 94
INDEXED - 94

MAR 3 1954

Mr. Mohr

Mr. Harbo

EX-121

MAR 4 1954

ORIGINAL FILED IN

Mr. Tolson

2/15/54

Executives Conference

~~SUGGESTION NO. 74-54
KIDNAPING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5/BJH

SUGGESTION:

SAC Hostetter suggested special attention to arrangements to provide all investigative operations with some means of rapid communications. The lack of suitable communications to and from the 11th Police District Station in St. Louis contributed to some of the mistakes that were made shortly after the apprehension of Hall and Heady.

PRESENT PROCEDURE:

The Manual does not set forth any instructions concerning communications between a police station and field office.

OBSERVATIONS OF TRAINING & INSPECTION DIVISION:

Unfavorable recommendation is being offered to this suggestion inasmuch as problem apparently evolved from an unusual set of circumstances. It is noted that generally speaking adequate telephone facilities are available at police departments or immediately nearby. Further emergency radio communications with the field office could be made by use of Bureau radio cars. It is not believed necessary to provide any additional communications from police departments to offices as it appears from suggestion that this problem is an isolated situation. Investigative Division agrees.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/24/54

Executives Conference, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended that no further action is necessary at this time for the reasons set out immediately above.

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

cc. - Mr. Harbo
Mr. Mohr

PHS:cs

15.2 MAR 4 1954

RECORDED-30

INDEXED-30
EX-102

166-224-1188

MAR 3 1954

82

JTB
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139

ORIGINAL FILED IN

MR. TOLSON

3/1/54

EXECUTIVES CONFERENCE

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891A?

SUGGESTION NO. 82-54
MADE BY [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/17/82 BY SP-52/BJR

SUGGESTION:

That the Bureau purchase ~~"File-Aid"~~ card holders for attachment to file drawers as guides. (Sample attached)

The suggesting employee states the "File-Aid" card holder is a gadget made of metal which can be easily attached to the file cabinet. The card holder improves visibility from a standing position; particularly as to the label on the bottom drawer. He states these card holders sell for thirty-six cents apiece or \$3.96 per dozen; however, the price would be considerably cheaper if bought in large quantities.

OBSERVATIONS:

The Records Section states it has been aware of this device for some time and has previously considered the use of this equipment. It was not deemed practical, however, due to the fact that we have approximately 7,000 four and five-drawer file cabinets and at the listed price the cost would run well over \$10,000.00. Other disadvantages are that our file cabinets are not uniform in size and therefore several different sizes would have to be purchased. In addition, it is noted the device protrudes over an inch from the file cabinet and the corners are extremely sharp. It is felt employees would constantly be bumping against them, tearing their clothes and injuring themselves. Due to the expense involved and the other disadvantages, the Records Section concluded that the use of the "File-Aid" card holder is not practical.

The Streamlining Committee of the Identification Division considered the suggestion and was opposed to the purchase of the device because of the prohibitive cost and stated further

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

that there is little utility value in the aid, inasmuch as a constant sequence is followed in filing jackets in the Assembly Section and it is a simple matter to determine what numbers are in each drawer. It was also pointed out that the device would tend to catch on the clothing of employees passing through the rows of cabinets. Mr. Tracy is opposed.

Document 65 7400
MAR 19 1954
Mr. Harbo

RECORDED - 36
INDEXED - 36

166-2554-111
MAR 3 1954
41

ORIGINAL FILED IN 16-476-211

Memorandum for Mr. Tolson

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs 3/1/54

The Conference on 3/1/54, those present being Messrs. Tolson, Boardman, Glavin, Tamm, Hennrich, Mohr, Tracy, Holloman, McGuire and Harbo, recommended unanimously unfavorable.

66 - 2 354 - 1187

Mr. Tolson

2/15/54

Executives Conference

SUGGESTION NO. 76-54
KIDNAPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CIB/DF

SUGGESTION:

SAC Hostetter suggested that when inquiries revealed that victim has not been fingerprinted, immediate action should be taken to locate and preserve possible latent fingerprints of the victim.

PRESENT PROCEDURE:

There is no procedure presently set forth in the Manual to develop latent fingerprints of victim.

OBSERVATIONS OF TRAINING & INSPECTION DIVISION:

This suggestion is recommended favorably inasmuch as this actually would be of invaluable investigative assistance in the event that victim had not been fingerprinted. The attachment has been reviewed by the Investigative Division and should the Executives Conference approve, it should be added to the Manual of Instructions, 66 E. (3) (a) #3.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/24/54

Unanimously favorable, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo present.

RECORDED - *of* 66-2554-11190

INDEXED - *42* ~~66-2554-11190~~

70 MAR 3 1954

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

Attachment
cc - Mr. Harbo
Mr. Mohr

PHS:cs
6 MAR 12 1954

Handwritten initials and signatures:
RH 2
R
[Signature]
[Signature]

ORIGINAL COPY FILED IN

OEX = U.S. ...

89142

PROPOSED CHANGE IN
MANUAL OF INSTRUCTIONS

Manual of Instructions, Section 66E, (3) (a) 3, should read
as follows:

SUPERVISION - Kidnapping

- 3. Obtain a detailed description of the victim. When possible, obtain the names of dentists and doctors who have treated him or hospitals where he has been a patient. Also obtain the criminal record, military service record, information as to Civil Service applications, or other sources where his fingerprints or medical history may be available. When inquiries reveal the victim has not been fingerprinted, immediate action should be taken to locate and preserve possible latent fingerprints of the victim.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5CJ/BJE

Note:

approved by Exec Conf. 2/24/54
Messrs. Tolson, Ladd, Nichols, Glavin,
Tracy, Tamm, Mohr, Belmont, Rosen
Holloman & Harbo present

OK

RECORDED - 40
INDEXED - 40

106-2554-11191

76 MAR 9 1954

50 MAR 18 1954

Handwritten initials and numbers: 742

ORIGINAL COPY FILED IN

MR. TOLSON

2/25/54

EXECUTIVES CONFERENCE

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b7C

SUGGESTION NO. 7-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/4/92 BY SP-5 CIP/BJF

SUGGESTION:

That the Bureau use a device called "Glu-pen" for attaching newspaper clippings to paper. Newspaper clippings are now attached with staples. The employee believes the stapling device is unwieldy and that the staples cause unnecessary thickness in the files. He also suggested consideration be given to using onion skin paper.

OBSERVATIONS:

Mr. A. M. Newman of the Administrative Division advises that he feels the "Glu-pen" would be an improvement over the present method of stapling. With regard to the recommendation that onion-skin paper be used for attaching newspaper clippings instead of bond paper, Mr. Newman states onion skin paper costs 75¢ per ream and the bond paper costs 81¢ per ream.

The Records and Communications Division stated that the Crime Records Section conducted tests with this device to see if it could be used. It was stated the "Glu-pen" would give a neater appearance to the clippings and would eliminate the bulk created by staples. However, it was found that after several hours the clippings attached with "Glu-pen" could easily be lifted from the paper. It was stated that since many of our clippings go to file, this could be disastrous, since they would be detached from the mounting paper and their identity completely lost. It was also noted that using the "Glu-pen" takes much more time than stapling. The Crime Records Section has attempted to use onion skin paper in the past, but due to its thinness, it is difficult to mount the clippings, since the paper has a tendency to curl up and tear easily.

ORIGINAL COPY FILED IN 62-1111-621

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

EXECUTIVES CONFERENCE CONSIDERATION; RTJ:cs 2/25/54

Unanimously unfavorable, 2/25/54, Conference composed of Messrs. Ladd, Boardman, Glavin, Rosen, Belmont, McGuire, Tracy, Mohr and Harbo.

cc: Mr. Mohr
Harbo
MAR 4 1954

RECORDED - 36
INDEXED - 36
16-54-1192
RECORDED
189 MAR 5 1954

atn

Mr. Tolson

897a7

2/21/54

The Executives Conference

SUGGESTION (55-54)
KIDNAPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/90 BY SP-5 CJP/PAZ

SUGGESTIONS:

SAC Hostetter in letter 2/3/54 advised Inspector-in-Charge was handicapped seriously because he was only acquainted with small percentage of Agents on special assignment, thus lacked knowledge of capabilities and limitations of each for important assignments. Suggested Bureau require each prospective Inspector-in-Charge to select 35 Agents from roster of completed specialized school, then should major kidnaping occur Bureau could review this list for Agents and thus reduce objection to a minimum.

PRESENT PROCEDURE:

In Grenay case Special Agents were selected from nearby offices and instructed to report for special assignment. There is also a list maintained by Investigative Division consisting of Agents considered as outstanding criminal investigators. This list is submitted once a year by all SACs from personnel of their division.

At present, however, there are 10 squads of approximately 30 men each located geographically over the United States. These men recently attended a specialized kidnaping school and functioned with an Inspector-in-Charge as a squad on a practical case. Since these men were trained as squad members, it is considered that they would be function on a major kidnaping case.

OBSERVATIONS OF TRAINING AND ASSIGNMENT DIVISION:

It is not believed that favorable consideration should be given this suggestion for the following reasons:

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

cc: Mr. Mohr RECORDED-16
Mr. Harbo INDEXED-16

MAR 13 1954

88

53 MAR 11 1954

1193

RY

pub

ORIGINAL FILED IN

EMPLOYEES CONFERENCE CONSIDERATION:

PH:ccg

2/23/54

Unannouncedly unfavorable, 2/23/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo being present.

16-2554-1193

1. Ten squads from various areas were trained recently at the specialized kidnapping school for participation in future major kidnappings. Each squad was headed by an Inspector-in-Charge.

2. A memorandum is submitted by SAOs of each field office once a year on those Agents who are considered outstanding criminal investigators, each of whom should be able to function on a major case squad.

3. Suggestion not feasible as prospective Inspector-in-Charge may be transferred. Agents selected by him may be transferred and their movement of personnel from a distant area would make it impractical.

4. All squad members in event of major case would be selected by the Bureau from a major case squad itself as an economy measure. These Agents would be secured from nearby offices.

It is observed that the suggestion in theory appears to be well founded, however, it is believed that in practice it could not be feasible.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. W. A. Branigan *W*

DATE: February 5, 1954

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

FROM : Mr. D. W. Kuno *DWK*

SUBJECT: TRANSMITTAL OF DATA FOR THE INFORMATION OF THE DEPARTMENT

EXECUTIVE CONFERENCE

The Espionage Section of the Domestic Intelligence Division and the Accounting and Fraud Section of the General Investigative Division receive about 100 units of information a month which is not within the jurisdiction of the Bureau but is of interest to or within the jurisdiction of some other division of the Government. This may also apply to other sections of the Bureau. At present this information is transmitted to the interested division or divisions of the Government by memorandum pointing out to it or them the reason for this action, and advising what action if any is being taken by the Bureau. A copy of this communication is, at the same time, sent to the Department by cover letter either reiterating what is stated in the enclosure, stating that no investigation is contemplated in the absence of a specific request or advising that the attachment is for the Department's information.

This requires the typing of an extra letter to the Department, the review of this letter by the Unit Chief, the Section Chief, the Assistant Director's office, the Assistant to the Director's office, the Associate Director's office and the Reading Room. It also entails the filing of an extra yellow copy in the Records Section.

RECOMMENDATION:

It is recommended that in the case of routine communications to outside agencies, when a copy is sent to the Department for its information, it be sent by routing slip 0-6 (Attached) or when a copy is sent to the Department advising that no further action is contemplated in the absence of a specific request, it be sent by routing slip 0-6a (Attached) and a notation be placed on the yellow of the communication indicating the action taken.

2 ENCL.
30
filed
W.A. Branigan
2/16/54
cc Mr. Belmont
etc.

RECORDED-30

INDEXED-30

MAR 1 1954

EX-115

2/11/54

- over -

106-3665-2441

ORIGINAL COPY FILED IN

INFORMATION SYSTEMS

EXECUTIVES' CONFERENCE
RECOMMENDATION:

The Executives' Conference consisting of Messrs. Tolson, Glavin, Harbo, Rosen, Tracy, Mohr, Holloman and Belmont on February 9, 1954, unanimously recommended that we utilize these slips as indicated.

5099-6-54

Mr. Tolson

2-10-54

Executives Conference

SUGGESTION ON SPECIAL KIDNAPING SQUADS (Sugg. #32-54)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CJB

SUGGESTION:

That instructions should be issued that a simulated communication should actually be sent to the addressee, since the kidnaper may have the place of delivery under surveillance.

PRESENT PROCEDURE:

No instructions are set forth in the manual to send a simulated communication to the addressee. The manual states, "Immediately obtain and suitably preserve the ransom note. It is well to make available to the family an exact photographic copy of this particular note, as well as any other notes received, in order that they will have before them the exact information to direct their activities in negotiating the pay-off in the case."

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

It is not felt desirable to instruct the field to send a simulated communication to addressee in each case, but rather give consideration to reproduction of intercepted communication bearing similar external appearance to be delivered in same fashion as was intended for the original document just in case kidnaper should be surveilling point of delivery. Also, consider informing addressee of full details of communication and with prior Bureau approval provide addressee with exact photographic copy for purposes of negotiating with kidnaper. The Investigative Division has reviewed and approved the attachment, and should the Executives Conference approve the attachment, it should replace Section 66E (3)(a) No. 9, Manual of Instructions.

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

Attachment
PHS: jaw
cc: Mr. Mohr
Mr. Harbo

RECORDED-92

INDEXED-92

166-2554-1195
MAR 3 1954
JH
RW

ORIGINAL FILED IN 66-6420-7-143

50 MAR 9 1954

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/24/54

Executives Conference, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended that the Manual of Instructions, Section 66 E (3) (a) 9, be modified as provided in the attached statement.

MR. TOLSON

2/1/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 868-53
MADE BY MRS. [REDACTED]
INVESTIGATIVE DIVISION

SUPERVISION - DESERTER

SUGGESTION:

Whenever an individual is declared a deserter the appropriate branch of the armed service forwards to the Bureau a form, DD-553, which sets forth the name of the individual, rank, serial number, birth date and place, residence address, and date and place he went AWOL. At the present time, abstracts are prepared on these forms which contain only the branch of service, name, rank, birth data, and a printed statement, "Setting forth descriptive data re subject who is a deserter."

The employee proposes that the abstract be revised as follows:

DD-553	NAME
	SERIAL NO.
AWOL DATE & PLACE	BRANCH OF SERVICE
BORN (Date and Place)	
RESIDENCE (Date and Place)	
O. O. (Office of Origin)	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/14/92 BY SP-5/BJP

She states the above information contains check points used in file review to determine if subject is identical and also contains necessary information which must be at hand when the new case is sent out. It is estimated by the employee that having this information on the abstract would eliminate the locating of approximately fifty files per month.

RECORDED
INDEXED-8 76 MAR 1954 66-2554-11196

OBSERVATIONS:

The Investigative Division feels this is a constructive suggestion.

Mr. O. George Medler of the Records Section advised he would be in agreement with this suggestion, since it appears it would cut down on file locates.

The Records Section stated the adoption of this suggestion will require some additional work in preparing the

Messrs. Mohr and Harbo

ATN 55 MAR 10 - 1954

ORIGINAL COPY FILED IN 66-2554-11196

RV

Memorandum to Mr. Tolson

abstract, but it is estimated it will save locating approximately fifty files each month, since the information required can be found on the abstract. Based on this information, since it is estimated that locating each file costs \$1.50 a savings of \$900.00 per year would result.

By adopting the suggested procedure there will be a gross savings of \$900.00. The increased work will cost an additional \$639.00, and when deducted from the gross savings will provide a net savings of \$261.00. The attached sheet shows the details of the computation.

The Records Section stated in connection with the portion of the suggestion proposing that the code number, DD-553, be placed where the name of the submitting agency has been in the past, this should not be adopted as this would complicate filing of the abstracts in the alphabetical abstract file.

Mr. F. A. Frohose, of the Investigative Division, stated that Mrs. [] is a clerical supervisor and this suggestion is beyond the scope of her regular duties.

RECOMMENDATION:

If this suggestion is adopted, it is recommended that Mrs. [] be considered for a cash award under the Suggestion Program. Based on the estimated net savings of \$261.00 for the first year, she would be entitled to an award of \$10.00.

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/1/54

On 2/1/54, Executives Conference, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Belmont, Rosen, Holloman and Harbo being present, unanimously recommended adoption of the suggestion and a cash award of \$10.00 to Mrs. [] the employee who made the suggestion. If approved, this memorandum should be routed to the Administrative Division for appropriate notification to the employee and in order that appropriate arrangements may be made with the Department of Justice to obtain this award.

RE: SUGGESTION NO. 868-53
MADE BY MRS. [REDACTED]
INVESTIGATIVE DIVISION

COMPUTATION OF POSSIBLE SAVINGS

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Mr. [REDACTED] of the Records Section states it has been determined that it would require approximately 1½ minutes more per abstract by a typist to complete the suggested abstract, and that approximately 1,500 Deserter Forms per month will require the new type of abstract. The salary of a grade GS-3 typist is \$2,950.00 or \$1.42 per hour.

SAVINGS

600 file locates per year at \$1.50 each..... \$900.00

LESS EXTRA COST

Additional 450 hours' time required to prepare
18,000 abstracts per year, or \$639.00 per year... 639.00

\$261.00

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5CJ/pth

MR. TOLSON

2/15/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 779-53

MADE BY MR. [REDACTED]

AND MR. [REDACTED]

RECORDS SECTION STREAMLINING COMMITTEE

SUGGESTION:

~~That index cards in the following categories be destroyed: (1) Communist Party (also several variations under this breakdown, such as, Communistic, Communism, Communist Party Plan, Communist Party Policy, etc.); (2) Communist Political Association; (3) Party Worker; (4) Young Communist League; (5) Ruckwänder Marks; (6) Friends of New Germany; (7) German American Bund; (8) National Maritime Union; (9) American Youth for Democracy; (10) United Electrical Radio and Machine Workers of America.~~

The employees point out that under outdated indexing procedures of many years ago we automatically indexed many of these names any time they appeared in mail or reports, regardless of whether positive or worth-while information concerning the group or organization was also set forth. They state that many of these cards contain more than one reference and that over 100,000 serials will have to be examined if the files are to be checked before destroying each card. However, they feel that an employee who is familiar with the rules of indexing and the general contents of the files could go through the cards and eliminate those which would not be indexed under the present rules, without referring to the files. Files would, of course, be reviewed where necessary to insure that no index card of value would be improperly destroyed. They noted that after contacting several people they have not found anyone who could remember ever receiving a request for a search of the "Communist Party".

OBSERVATIONS:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/81 BY 6383 VRT (JRP)
4/25/85 SP4 ELL/dll #217509

The Domestic Intelligence Division states that the proposal appears to have merit, provided adequate safeguards.

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

cc: Mr. Mohr
Mr. Harbo

atn

RECORDED
INDEXED - 20

166-2554-11197
MAR 4 1954
83

55 MAR 9 - 1954

ORIGINAL FILED IN 100-3-561

Memorandum to Mr. Tolson

are imposed to make sure that no pertinent information is lost in the elimination process. It is noted that the Domestic Intelligence Division feels the elimination process could undoubtedly be extended to numerous other organizations as well.

The Records Section states it would appear that a large portion of this list could be destroyed without review. The most likely possibilities are the cards on the Communist Party, Communist Political Association, Daily Worker, Young Communist League, and German American Bund.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Unanimously favorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

MR. TOLSON

~~CONFIDENTIAL~~

3/1/54

EXECUTIVES CONFERENCE

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 06-21-2011

SUGGESTION NO. 92-54

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

8/14/92

Classified by SP-5 CIB/BJ
Declassify on: OADR

THE SUGGESTION:

That each field office compile a list of not more than six top Communists in their division who would be of most value to the Bureau as informants. Thereafter, the Bureau would compile an over-all list, send it to field offices for review by agents to determine if there is some common factor in both the agent's and subject's background which could be used as an aid in instituting interviews with the subject. The Bureau could then send that agent on special assignment to accomplish this purpose.

OBSERVATIONS:

SAC D. S. Hostetter of the Newark Office states that considering the time involved in the preparation, distribution, and review by agents of the proposed sketches, as well as the remoteness of the instances wherein there might be common factors in the backgrounds of agents and subjects, it is not felt the suggestion is a practical one.

The Domestic Intelligence Division states that the possibility of utilizing the background of particular agents when approaching Toplev Communists was considered when the Toplev program was inaugurated. As one of the factors to be reviewed in connection with the preparation for interview of a Toplev subject, the agents were instructed to watch for any indications that the subject may have gone to school, lived in neighborhoods or had employments similar to or identical with any of the agents in the division concerned. It was noted that this has been of advantage on several occasions and where agents have pointed out to Toplev subjects their own backgrounds where a similarity occurred these have been used as talking points.

It was pointed out, however, that a compilation of the background of certain subjects for dissemination to the field and subsequent utilization of agents which would require

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

cc: Mr. Mohr
Mr. Harbo
MAR 8 - 1954

INDEXED - 106
RECORDED
~~CONFIDENTIAL~~

RECORDED
185 MAR 4 1954

ORIGINAL FILED IN 62-1400-131-13

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~~CONFIDENTIAL~~

Memorandum to Mr. Tolson

special assignment to conduct a specific interview does not appear feasible or practicable. The Toplev agents have been trained to use every possible item in a subject's background in order to attempt to develop him as an informant and they have demonstrated that in practically every case there are certain characteristics and similarities which can be used without canvassing the entire Bureau field service for particular agents who can talk to any one subject. (X)

The Domestic Intelligence Division does not believe this suggestion should be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:os 3/1/54

The Conference of 3/1/54, those present being Messrs. Tolson, Boardman, Glavin, Tamm, Henrich, Mohr, Tracy, Holloman, McGuire and Harbo, recommended unanimously unfavorable.

RY

~~CONFIDENTIAL~~

Mr. Tolson

3/1/54

The Executives Conference

CLEON H. NEWTON, MAJOR
HPC PROVOST MARSHAL GENERAL'S OFFICE
FBI WA APPLICANT, 53d SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5CJ/bmf

On 3/1/54, the Conference composed of Messrs. Tolson, Boardman, Glavin, Tamm, Hennrich, Mohr, Tracy, Holloman, McGuire and Harbo, considered the application of Major General William H. Maglin, Provost Marshal General of the Army, to have Major Cleon H. Newton attend the 53d Session of the National Academy which starts March 22, 1954.

The Conference was advised that the application was acknowledged by letter 12/18/53 which included the statement that consideration would be given to Major Newton's attendance at the session beginning March 22.

The investigation of Major Newton has disclosed no derogatory information.

In view of the position taken by the Army authorities concerning the problem of the Bureau's jurisdiction to investigate offenses by military personnel, the Conference unanimously was of the opinion that we should not extend an invitation to any Army representative to attend the session of the National Academy beginning March 22; further, that we should pass over this application until our jurisdictional problem relating to investigation of offenses by Army personnel has been settled. The Conference was not favorably impressed with the theory that our current jurisdictional difficulties are largely with the Judge Advocate General's Office rather than with the Provost Marshal General's Office and that therefore we might well extend an invitation at that time to the representative of the Provost Marshal General's Office.

If you approve, no further consideration will be given to attendance of Major Cleon H. Newton of the Provost Marshal's General's Office at the 53d session of the National Academy beginning March 22, 1954, and he will continue to be passed over until the jurisdictional problem with the Army is satisfactorily settled.

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- Harbo _____
- Rosen _____
- Tracy _____ cc - Mr. Harbo
- Gearty _____
- Mohr _____ cc - Mr. Mohr
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

53 MAR 9 1954

RECORDED 13
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EX-104
MAR 4 1954
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RJ

MR. TOLSON

3/1/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 63-54
MADE BY SA [redacted]
LOS ANGELES OFFICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 CIP/PA

SUGGESTION:

SA [redacted] after having made inquiry concerning the Bruning and Xerox duplicating methods, made a suggestion that the Bureau might desire to make inquiry concerning the adoption of these methods of duplicating typewritten material. The employee stated that these methods were particularly adaptable to field office use for duplicating such things as lead sheets, additional copies of reports, documents received from confidential sources, information received in single copy form, such as informant's reports which must be duplicated to disseminate to various case files, and duplication of office memoranda and such material which are presently duplicated by mimeograph.

With regard to the Bruning method, he noted that its advantages are that it is a simple operation, operates with continuous feed, makes an exact duplication in that there are no errors such as might occur in retyping a document, cost of reproduction by this method is low, it has a capacity of at least 1,500 letter-size copies per day, and can copy both sides of a document. Disadvantages listed were that film technique is required in cases where typing or printing is on both sides, copies are not as perfect as in other systems, copy fades when exposed to sunlight for several days, and it can copy only black and white. The cost of this machine is \$1,400.00.

Mr. Renneberger of the Administrative Division, states that this process is in effect a photostat machine, but does not reproduce satisfactorily in color. It is his opinion that the junior size photostat machine might be more desirable for field office work, and he felt that before the purchase of such a machine is authorized a field office should explore the possibility of using a photostat machine rather than purchase this machine.

With regard to the Xerox method, the suggesting employee pointed out that this machine cannot be purchased outright, but must be leased at a cost of \$75.00 per month per machine, which

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- Holloman
- Miss Gandy

MAR 9 1954
Attachment
cc: Messrs. Mohr & Harbo

EX-112 RECORDED 13

INDEXED - 13

2554-11200
MAR 5 1954

ORIGINAL FILED IN 62-77066-60

Memorandum to Mr. Tolson

includes all maintenance to the machine. The advantages listed by the employee were that it makes an exact copy, copy has a good appearance, the machine utilizes but a small space, unlimited copies of a document can be obtained from one paper mat, mats can be permanently stored as contrasted to stencils which cannot be permanently stored, reproduction is as permanent as the original, you can copy both sides of a document by individual runs and can copy such items as fingerprints, photographs and newspaper clippings. The disadvantages listed were that it requires a Multi-lith Duplicator which costs approximately \$750.00, the maximum size paper it can handle is 9" x 13", supplies are very expensive, and it can only handle about 100 documents per day.

Mr. Keneberger of the Administrative Division is opposed to the Xerox Machine because machines cannot be purchased and he does not feel that field offices have sufficient work to justify the leasing of such machines and the purchase of the Multi-lith Duplicator.

If approved, there is attached a letter to the SAC at Los Angeles advising him that the Bureau does not approve the leasing of a Xerox Duplicating Machine and instructing the SAC that if his office needs some type of duplicating machine he should consider requesting the Bureau to purchase a junior size photostat machine for the use of the Los Angeles office. It is also pointed out that if such a request is made it should be accompanied by sufficient justification. Letter dated 2/24/54 was directed to the employee acknowledging receipt of this suggestion.

EXECUTIVE CONFERENCE CONSIDERATION: RTH:cs

The Conference on 3/1/54, those present being Messrs. Tolson, Boardman, Glavin, Tamm, Hennrich, Mohr, Tracy, Holloman, McGuire and Harbo, recommended unanimously unfavorable, and that the attached letter be directed to the SAC at Los Angeles.

Mr. Tolson

2/10/54

The Executives Conference

SUGGESTIONS OF SPECIAL
KIDNAPING SQUADS
(28-54, 30-54, 37-54)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY 9-5a/b

Executives Conference

SYNOPSIS:

Suggestion made to consider placing technical installation outside home of victim to record incoming calls from kidnaper and coordinate information with office by telephone. Also, suggestion to use low gain amplifier for monitoring instead of extension telephone or if not possible to utilize amplifier the extension could be employed by removing transmitter, thus in both, extraneous noises would be prohibited from feeding onto the line causing suspicion of kidnaper that telephone was being monitored. Training and Inspection Division of opinion that instead of utilizing one installation that two installations would prove more successful, one installation in victims residence while another installed at field office. The FBI Laboratory technicians agree that this procedure could be followed and would be more advantageous from recording viewpoint of voice balance. Recordings made at victim's home could be used solely for refreshing the memory of the person dealing with kidnaper, while recording at field office would be immediate available for Inspector-in-Charge and would serve as permanent record. Inspector-in-charge and the Bureau would receive information from calls more expeditiously and case could be handled from all levels with a greater amount of dispatch. It is also desirable that a low gain amplifier on the line be employed or if this is not possible an extension telephone could be used with the transmitter removed thus in both instances any extraneous noises would be prohibited from feeding onto the line. The installations at both victims home and field office would increase the expense, personnel and equipment; however, it is believed that advantages received by their use would far outweigh the expense involved.

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

cc: Mr. Mohr
Mr. Harbo
S.M.:mew

RECORDED - 13
INDEXED - 13
EX - 104

66-255-11201
FEB 5 1954
FEB 12 1954

FEB 26 12 36 PM '54

U. S. DEPT. OF JUSTICE

ORIGINAL FILED IN
66-255-11201-1474

52 MAR 9 1954

RECOMMENDATION:

1. That the attached SAC Letter, if approved, be sent to the field advising that serious consideration should be given the installation of two technical devices, one at victim's residence and one at the field office.

2. That appropriate attachment concerning TESIRE, if approved, be placed in Kidnaping Section of Manual of Instructions. It is pointed out, however, that in October 1950 information regarding TESIRE was removed for security reasons from Manual of Instructions.

This memorandum and its attachments were reviewed and approved by the FBI Laboratory Division. Investigative Division approves.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/24/54

Unanimously favorable as to both recommendations, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo being present.

DETAILS:

It was suggested that consideration be given to placing a technical installation outside the home of the victim to record incoming telephone calls from the kidnaper. It was also suggested that a telephone should be installed from victim's home to the field office. The Manual of Instructions presently contains information that a private telephone should be installed in the victim's residence. In connection with the Greenlease case, the procedure at that time was to record the telephone calls from the kidnaper in the victim's home and a telephone was used between the victim's home and the field office.

The FBI Laboratory was consulted regarding technical advice of placing two installations on the same telephone line. The technicians advised that this would be possible and actually enhance the actual results obtained during the recording of calls from the kidnaper. From a technical standpoint, the Laboratory related that the situation could be simplified if a technical installation was maintained in the victim's home and a like installation controlled in the field office. In this manner the procedure would be as follows:

1. Victim's home
 - a. Installation on victim's telephone for recording kidnaper's calls used solely for refreshing memory of person dealing with kidnaper.
 - b. A private telephone between victim's home and field office for consultation with and receiving instructions from Inspector-in-Charge.

This installation would require fewer inside Agents, less equipment to handle inside victim's residence and leave more time for inside Agents to coach victims.

2. Field office
 - a. Installation in field office on victim's telephone would produce a better technical modulation level of voices for recording.
 - b. The Inspector-in-Charge would immediately obtain and evaluate information recorded, could consult promptly with Bureau and by telephone converse with and instruct Agents in victim's home regarding procedures to be followed.

- c. Transcription of recorded information could be expedited by use of stenographer in field office.
- d. An improved coordinated investigative procedure would result.

DISADVANTAGES OF TWO INSTALLATIONS AS AGAINST BENEFITS:

1. More equipment necessary to handle two installations.
2. Possible transmission loss if equipment improperly installed.
3. Additional expense.
4. Would increase number of personnel handling office installation.

It was believed by Laboratory technicians that Item 2 above would not occur if equipment was installed by a qualified sound man.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo

DATE: November 20, 1953

FROM : I. W. Conrad

8/14/92 sg scip/ptp

SUBJECT: TECHNICAL MANUAL REVISION

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Harbo	
Mr. Mohr	
Mr. Winterrowd	
Tele. Room	
Mr. Holloman	
Miss Gandy	

Attached hereto are revised pages for inclusion in the Technical Manual when appropriate.

RECOMMENDATION

It is recommended that these revised pages be forwarded to the Training and Inspection Division.

Attachment

WET:urh

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

[Handwritten signature]
24 MAR 2 1954

[Handwritten signature]

ENC. filed with original
RECORDED-16
INDEXED-16
EX-129

RECORDED
127 MAR 4 1954
11202

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. R. T. Harbo

DATE: October 29, 1953

FROM : I. W. Conrad

SUBJECT: MANUAL OF TECHNICAL EQUIPMENT

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

9/14/52 sg-5 c/bm

Revision #8 for the Bureau Manual of Technical Equipment is being submitted herewith for approval and lithographing. Where possible, the Mechanical Section should use original negatives for the diagrams and sketches.

REFERENCE: (RTH:kmb 11-13-53) Favorably recommended by executives Conference, 11-10-53, Messrs. Ladd, Glavin, Tracy, Rosen, Holloman, Belmont and Harbo.

RFP: smp

Vm

MAR 2 1954

ENCL. filed with original

66-2537-11203
RECORDED
MAR 4 1954

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3/20/54
6305
51 MAR 13 1954

ORIGINAL COPY FILED IN

Mr. Tolson

2/10/54

The Executives Conference

891

SUGGESTION OF SPECIAL KIDNAPING SQUADS

Suggestions:

** Supra at 500 - 1015*

That duties of research officer on major case squad be added to the Kidnap Section #68 of the Manual of Instructions. This officer should, of course, be designated by the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/19/92 BY [signature]

Present Procedure:

There is no present provision in the Manual of Instructions for the use of a research officer on a major case squad.

Observations by Training & Inspection Division:

It is believed necessary to add the position of research officer to the major case squad inasmuch as this officer has many special duties to perform for the Inspector-in-Charge of the case. He must coordinate all information of news value for use by the Bureau and Inspector-in-Charge or SAC. The Records and Communications Division and Investigative Division have reviewed and approved the attachment. The attachment contains a listing of the research officer's duties, and it is suggested, if the Executives Conference approves, that it be included in the Manual of Instructions, and Bureau files changed from former Press Officer designation to Research Officer.

Executives Conference Consideration: 2/23/54 RTH:cs

Unanimously favorable, 2/23/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo being present.

RECORDED - 76

66-2554-11204
MAR 5 1954

INDEXED - 76

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- Winterrowd _____
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- Holloman _____
- Miss Gandy _____

Attachment
PHS:mew/glc
Mr. Mohr
Mr. Harbo

MAR 9 1954

[Handwritten signatures and initials: RTH, PWB, etc.]

ORIGINAL COPIES FILED IN 66-2554-145

STANDARD FORM NO. 64
Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON ✓ DATE: 2/18/54
FROM : EXECUTIVES CONFERENCE ✓
SUBJECT: SUGGESTION NO. 84-54
MADE BY: [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5CJ/PTK

MAN
DIAM ✓

SUGGESTION:

That the Bureau make arrangements for periodical articles in national publications, such as "Life", "Time", "Look", etc. on the list of Ten most wanted fugitives.

OBSERVATIONS:

The Records and Communications Division pointed out that the success of the program lies in the technique of affording widespread publicity to this list. They stated the November 28, 1953, issue of "The Saturday Evening Post" ran a large feature story of the program with pictures of the ten fugitives, resulting in apprehension of three within a short time after publication. This article was a major project, however. A magazine of this size has an early "lock-up" date and starts printing a month before release. In this instance, Arnold Hinson was apprehended November 7, 1953, with the result that the magazine had to throw away approximately 20,000 pages bearing his picture and substitute at the last minute the next replacement. Due to the rapid turnover of this list creating probable inconvenience and extra cost to magazines, it is not practical to arrange for such large magazine coverage on any regular basis. It was stated that each request initiated by a magazine for such an article is, of course, considered on its individual merits and we remain alert to any additional news outlets for publicity for this program.

RECORDED - 32
INDEXED
66-2557-11205

It was recommended that we continue to evaluate requests for publication of Ten most wanted fugitives features by large national magazines on an individual basis.

The Investigative Division commented that the results of "The Saturday Evening Post" article demonstrates the value of such coverage, and favors any suggestion which will result in further publicity concerning the Top Ten Fugitives. It was stated, however, the practical considerations raised by the Records and Communications Division are of such weight that it appears inadvisable to arrange for articles in the above-mentioned national publications.

30 MAR 18 1954
cc: Mr. Harbo

INITIALS
2-M

ORIGINAL COPY FILED IN 62-122-16577

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Executives Conference of 2/18/54, Messrs. Tolson, Ladd, Boardman, Glavin, Tracy, Tamm, Mohr, Rosen, McGuire, Belmont and Harbo being present, recommended unanimously unfavorable. The Conference believes that the only feasible procedure is to continue to evaluate individual requests received from national magazines for publication of Ten Most Wanted Fugitives feature data.

RH

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MR. TOLSON

2/18/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 84-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 C/BK

SUGGESTION:

That the Bureau make arrangements for periodical articles in national publications, such as "Life", "Time", "Look", etc., on the list of Ten Most Wanted Fugitives.

OBSERVATIONS:

The Records and Communications Division pointed out that the success of the program lies in the technique of affording widespread publicity to this list. They stated the November 28, 1953, issue of "The Saturday Evening Post" ran a large feature story of the program with pictures of the ten fugitives, resulting in apprehension of three within a short time after publication. This article was a major project, however. A magazine of this size has an early "lock-up" date and starts printing a month before release. In this instance, Arnold Hinson was apprehended November 7, 1953, with the result that the magazine had to throw away approximately 20,000 pages bearing his picture and substitute at the last minute the next replacement. Due to the rapid turnover of this list creating probable inconvenience and extra cost to magazines, it is not practical to arrange for such large magazine coverage on any regular basis. It was stated that each request initiated by a magazine for such an article is, of course, considered on its individual merits and we remain alert to any additional news outlets for publicity for this program.

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

cc: Mr. Mohr
Mr. Harbo

RO
66-2554-11205

atr

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: BTB:cs

Executives Conference of 2/18/54, Messrs. Tolson, Ladd, Boardman, Glavin, Tracy, Tamm, Mohr, Rosen, McGuire, Belmont and Harbo being present, recommended unanimously unfavorable. The Conference believes that the only feasible procedure is to continue to evaluate individual requests received from national magazines for publication of Ten Most Wanted Fugitives feature data.

60 MAR 18 1954

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APR 12 5 56 PM '54

EX-127

INDEXED-37

46 MAR 5 1954

RECORDED-11806

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/22/89 BY SP-5 BTJ/BME

scribble

ORIGINAL COPY FILED IN 65-222

MANUAL FOR FIELD STENOGRAPHERS - REVISED

✓

Section 2 (9) add

On assembling typed material ten pages or more in length.

Section 1 (D)(b) under items not considered as clerical add

As proofreading, assembling reports, memo and letters less than ten pages in length.

Executive Conference

89477

Mr. Tolson

2/18/54

The Executives Conference

SUGGESTION NO. 113-54
KIDNAPING

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/92 BY SP-SC/DMF

SUGGESTION:

SAC Hostetter suggested the Kidnaping Supervisor review all previous major kidnaping cases with particular emphasis on the consideration given to covering payoffs and the decisions made based on available circumstances which resulted in a decision as to whether a payoff should or should not be covered. It was believed that this information should be furnished to the Inspector-in-Charge as it will assist him in arriving at a decision to cover a payoff in a current case.

PRESENT PROCEDURE:

Present procedure is based apparently on facts of case, whether family desires coverage of payoffs and a subsequent determination by the Bureau regarding course to be followed.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

This suggestion is being recommended unfavorably for the following reasons:

1. A review of all major kidnaping case files for the above purpose would involve considerable time spent by reviewing supervisor.
2. It is doubtful that such review would reveal complete information regarding circumstances surrounding reasons for or against coverage of payoff in each case so that question of coverage in future kidnaping payoffs could be resolved.
3. It is believed that payoff coverage in each case would be dependent upon many isolated factors not apparent or closely related to all cases.

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

cc: Mr. Mohr
Mr. Harbo

RECORDED - 94
INDEXED - 94

106-4554-11207
MAR 4 1954
SS

PHS:mew
MAR 10 1954

RJ

ORIGINAL FILED IN

144

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M

4. The question of whether Agents would cover payoffs in each case would no doubt have to be resolved at the Bureau because of the unusual circumstances or facts accompanying the case.

The Investigative Division has reviewed this memorandum and agrees.

EXECUTIVES CONFERENCE CONSIDERATION:

Ethics

Conference of 3/3/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Lamm, Mohr, Hennrich, Holloman, McGuire and Harbo, recommended unanimously unfavorable.

MR. TOLSON

March 4, 1954

THE EXECUTIVES' CONFERENCE

INTERVIEWS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-5/BJK

On March 3, 1954, the Executives' Conference, consisting of Messrs. Tolson, Boardman, McGuire for Nichols, Glavin, Harbo, Tracy, Tamm, Mohr, Holloman and Belmont, again considered the Bureau's policy in connection with attorneys being present during Bureau interviews.

EXECUTIVES' CONFERENCE RECOMMENDATION:

After careful consideration, the Conference unanimously recommended that the following be the Bureau policy and that the attached SAC Letter so instructing the field be sent:

(1) The Bureau recognizes that all persons being interviewed are entitled to be represented by counsel if the purpose of the interview is to solicit information which may incriminate the interviewee. In fact, the Bureau requires that in such instances the interviewee be advised of his right to counsel. Unless counsel is requested, however, it is desirable that an attorney not be present during interviews with persons, whether subjects or otherwise.

(2) When a person offers to volunteer information and is accompanied by an attorney, we accept the information volunteered, in the presence of the attorney, if the interviewee so requests.

(3) When we are actually interviewing an individual, subject or otherwise, and thereby are in a position of disclosing information from Bureau files by reason of questions asked, it is not desired that an attorney be present. However, there may be some situations where the advantages in conducting the interview with the attorney present may outweigh the disadvantages of such an interview. In such situations, Bureau clearance should be obtained prior to conducting the interview in the presence of an attorney.

(4) When an individual at first volunteers information and it is then necessary to interview him for further details and reveal through questions asked in our possession, Bureau clearance should be obtained prior to conducting the interview in the presence of the attorney.

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

F 103

RECORDED-14

MAR 8 1954 11208

Attachments
Mr. Harbo
Mr. Mohr
AEB:tlc

MEMORANDUM FOR MR. TOLSON

With reference to point #2, above, the Conference felt that traditionally the Bureau accepts information volunteered by anyone on matters coming within the Bureau's jurisdiction, and if we should insist on the absence of an attorney when an individual desires to volunteer information to the Bureau, the individual could refuse to furnish us the information and then furnish the information elsewhere to the Bureau's embarrassment, with the claim that the Bureau refused to take the information.

✓ MK
78

Office Memorandum

DATE 2-11-54

TO MR. NICHOLS
FROM W. W. WATKART
SUBJECT FBI FUNCTIONAL ORGANIZATION CHART

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5010M

Reference is made to the attached memorandum from Mr. Price to Mr. Rosen dated 2-11-54 pointing out that as the result of discussions between the Investigative Division and the Records Section the Functional Organization Chart should be changed to reflect that certain classifications formerly carried under number 62 at the Seat of Government should be changed to Classification 63. While the Field presently does not use the 63 classification the change has been approved by the Executives Conference for records at the Seat of Government.

Mr. Rogers' memorandum to Mr. Glavin dated 2-9-54, also attached, recommends that this change not be made and that the Functional Organization Chart continue to show the 62 classification violations in conformity with filing procedures used in the Field.

I was under the impression that the Functional Organization Chart was used primarily for the assistance of Supervisors and personnel here at the Seat of Government and that the changes referred to would enable Seat of Government personnel to more intelligently use our files. However, in the event the Administrative Division's recommendation is followed and the Chart continues to reflect a number of violations we now place in the 63 classification, we will necessarily have to change all Organizational Charts used in this Division. This will be particularly pertinent to our Routing and Classifying Units where the mail is processed according to the approved classification system for our records here at the Seat of Government.

EW:hle
Attachments

INDEXED - 3
RECORDED - 3
EX-125

166-1557-11209
RECORDED
141 MAR 8 1954

2-15-54

ADDENDUM: (WRG:mjs)

The Executives Conference of February 15, 1954, consisting of Messrs. Tolson, Ladd, Clegg, Tamm, Belmont, Boardman, Rosen, Harbo, Nichols, and Glavin, was in agreement that we should continue Classification 62 for the items in question on the Functional Organization Chart, which was prepared at stated intervals in the Administrative Division.

60 MAR 10 1954

ORIGINAL COPY FILED

MR. TOLSON

March 5, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/19/92 BY SP-5CJ/px

The Executives Conference of March 4, 1954, consisting of Messrs. Tolson, Holloman, McGuire, Harbo, Rosen, Boardman, Belmont, Mohr, Tamm, Tracy, and Glavin, considered a communication received from Mr. A. Russell Ash, Chairman, Ad Hoc Committee on Alert Planning.

It was pointed out to the Conference that this communication was personally delivered to Mr. Glavin by Liaison Special Agent O. H. Bartlett on the afternoon of March 3, 1954.

The purpose of this communication was to advise members of the Ad Hoc Committee on Alert Planning of the proposed test of Agencies' relocation plans.

Mr. Ash desired the answers to two questions:

(1) Advisability and practicability of a test of agency emergency relocation plans, in conjunction with the local civil defense exercise, in terms of security and other considerations.

(2) Assuming that your agency could participate in such a test of operational readiness, please indicate (a) number of personnel to take part (b) number of transportation units to be employed (c) street and highway routes to be used by relocation personnel in reaching emergency sites (d) whether emergency sites would actually be occupied by relocation forces (e) whether a lesser degree of movement to the site would be contemplated (e.g., movement of personnel only to outskirts of the city), and (f) any further extent to which plans could be tested (emergency communications, e.g.)

RECORDED - 36 MAR 9 1954

11210

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

INDEXED - 36

The Conference, after considering the questions asked, is of the very definite opinion that the Bureau should not have a trial run at this time to its relocation site at Shepherdstown, West Virginia. Such a trial run would necessitate securing automotive

36d

cc: Mr. Harbo

Mr. Mohr

55 MAR 10 1954

H/2

Memorandum to Mr. Tolson from Executives Conference

3-5-54

Re: Proposed Test of Agencies' Relocation Plans

equipment, making arrangements with the college, transporting people up to Shepherdstown on an emergency basis, and returning them to Washington.

The Conference unanimously felt that our plans are so set up that there would be no trouble experienced in proceeding to Shepherdstown in case of emergency. It was felt that we should not participate in this test run at this time.

Should you agree, arrangements will be made for Mr. Bartlett to appropriately advise Mr. Ash concerning this matter.

✓
I concur
H.

Office Memorandum • UNITED STATES DEPARTMENT OF JUSTICE

TO : MR. GLAVIN

DATE: February 26, 1954

FROM : N. P. Callahan

8/14/92 Sp-Sci/PAE

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

SUBJECT:

Bernie Schmid of the Bureau of the Budget telephonically contacted the writer and stated that Bureau of the Budget and GSA representatives had contacted him to inquire as to this Bureau's position concerning a proposal which is under consideration calling for the destruction of official personnel folders (1) 60 years from the date of the individual's first employment, or (2) 75 years from the date of birth of the individual. Schmid pointed out that according to GSA this would still leave available the service record card, the payroll card, and the retirement card of the individual for reference purposes but of course the Form 57 Application would be destroyed along with the official personnel folder.

Schmid requested if possible to be advised by no later than Friday of the Bureau's reaction to this proposal.

NPC:jmr

February 26, 1954

ADDENDUM:

These files are utilized generally in Bureau investigations and particularly in applicant and SCE investigations. The two proposals should not affect our investigations to any appreciable extent and the weeding out of files on elderly people might even be a benefit in that it would speed up the service to the Bureau.

The Investigative Division sees no reason for objecting to the proposals.

GCC:amb

RECORDED - 99
INDEXED - 90
EX-125

RECORDED
MAR 2 1954
11211

ADDENDUM: (jmr) 3-1-54 The Executive's Conference of March 1, 1954, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Mohr, Hennrich, Harbo Boardman, and Glavin, is in agreement with the comments of the Investigative Division as set out above, the Conference unanimously feeling that the destruction of files in the categories mentioned by Mr. Schmid would not affect our investigations. WRG

Mission Mission
advise in Schmid's
MAR 15 1954

MAR 3 1954

ORIGINAL COPY FILED IN

Mr. Harbo

2/18/54

G. C. Gearty

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/94 BY SP-SCIPW

POLICE TRAINING SCHOOLS
SPECIAL CIVIL RIGHTS INVESTIGATION SCHOOLS
MOBILE DIVISION

SYNOPSIS:

Executive Conference

Mobile letter 9/18/53 advised that local law enforcement officials in that Division had inquired as to whether the Bureau would conduct police training schools dealing solely with civil rights violations, and requested Bureau authority to conduct such schools if specifically requested to do so. On 10/14/53 the Executives Conference considered the request of Mobile and unanimously approved their conducting such schools if specifically requested to do so by a police official. Mobile was instructed to advise Bureau as to results of these schools and as to their recommendations that other Offices be given authority to conduct similar schools. Mobile letter 2/1/54 advised that 7 of these schools had been conducted, representing 35 agencies and having 192 men in attendance. As of that date, Mobile had received requests for 3 more of these schools to be held during the spring of this year. All comments and press releases concerning schools have been favorable and no criticism or complaints received in this connection. SAC, Mobile advised of the numerous advantages of such schools and recommended that Bureau authority be extended to other Offices to conduct similar schools. The subject of Civil Rights investigation has been included on the schedule of numerous police training schools, but the schools conducted by Mobile are the first ones to be devoted solely to the subject of Civil Rights. From the comments and recommendations of SAC Shanklin and from the reception of these schools, it appears that these schools fulfill a need of police agencies and should be given by other Divisions.

RECOMMENDATION:

RECORDED - 93
INDEXED - 93

66-2037-11212
RECORDED FILES ON ORIGINAL

That all field offices be authorized to conduct police training schools dealing solely with Civil Rights matters if requested to do so by a police official. If approved, the

- Tolson
 - Ladd
 - Nichols
 - Belmont
 - Clegg
 - Glavin
 - Harbo
 - Rosen
 - Tracy
 - Gearty
 - Mohr
 - Winterrowd
 - Tele. Room
 - Holloman
 - Miss Gandy
- attached SAC Letter will be forwarded, which instructs that the SAC or the ASAC should handle schools personally and that the schools should be approximately three hours in length.
- EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/24/54
- Favorably recommended, 2/24/54, Messrs. Tolson, Ladd, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, Holloman and Harbo being present.

EDS:GLC

58 MAR 10 1954

RC

ORIGINAL COPY FILED IN 1-11-2-4

DETAILS:

Mobile letter of 9/18/53 advised that that Office had been contacted by law enforcement officials in that Division inquiring whether or not Mobile could conduct a police school for their agencies pertaining solely to Civil Rights matters. The officials advised that they believed that if their officers had a complete understanding of Civil Rights Statutes there would be fewer Civil Rights violations. Mobile requested Bureau permission to conduct this type of school.

On 10/14/53 the Executives Conference considered this request and unanimously approved Mobile's conducting these schools as an experiment, specifying that news releases concerning such schools should clearly state that the schools were conducted at the request of a particular police chief, and his name and department should be included in the release. Mobile was instructed on 10/16/53 to advise the Bureau of the results of such courses at the end of 60 days, and to also present their recommendation as to whether similar authority should be extended to the other Offices. On 11/25/53 Mobile requested that this deadline be extended to 2/1/54 as several agencies had requested that their school be rescheduled because of additional duties imposed upon their personnel by the holiday season. This request was granted.

Mobile letter of 2/1/54 advised that 7 police training schools involving the discussion of Civil Rights had been held by that Office, and as of that date requests had been received from 2 other police departments and one other sheriff's office requesting this type of school during the spring months. In the 7 schools already conducted, 35 agencies were represented and 192 officers were in attendance. SAC Shanklin of Mobile advised that he personally conducted 6 of these schools, and that former SAC Lorton conducted one of the schools. He advised that generally the schools lasted 3 hours, the first hour of which was devoted to a discussion by the local State Solicitor of state laws regarding powers of arrest and the force that could be legally used by the arresting officer. The last 2 hours were devoted to a discussion of ethics of law enforcement and Civil Rights investigations by the FBI.

In his observations concerning these schools, the SAC advised that he was of the opinion that these schools afforded the Bureau a medium whereby the FBI is able to explain the Civil Rights Statutes and our role in the enforcement of the same, not only to police executives and administrators but also to the rank and file officers. He stated that he had

found generally that this was the first opportunity the average officer had been given to get a clear-cut picture of these violations and investigations. He advised that he has noticed a definite interest on the part of the officers in attendance and has heard no unfavorable comments or complaints whatsoever concerning these schools, and that in all instances publicity concerning these training schools has been favorable.

SAC Shanklin cited the following as advantages obtained from conducting the Civil Rights Schools:

- (1) The police agencies are given instruction on a subject which is important to them in their work.
- (2) Present misunderstandings of the subject are cleared up through proper instruction at these schools.
- (3) The schools promote good will and cooperation in Civil Rights and other type investigations.
- (4) The schools afforded the Bureau favorable publicity.
- (5) The police training program of the Bureau is expanded.
- (6) The schools are an aid in preventing further misunderstanding of Civil Rights investigations on the part of the press and therefore the chances of unfavorable publicity in this connection are lessened.
- (7) This training should decrease the number of Civil Rights violations in the future.
- (8) These schools afford the SAC an additional medium for effecting close personal contacts with police officials and officers.

Concerning specific comments relative to these schools, Chief of Police Eddie D. Kelley, Dothan, Alabama, advised Mobile in his letter of 1/11/54 that many of his officers had stated that the Civil Rights School was the most informative school they had ever attended, and they felt that it would be of great benefit to them in the future.

Chief of Police Floyd H. Mann, NA, Opelika, Alabama, advised that the rank and file officers of his department showed more interest in this school than in any previously held for them.

Chief of Police Clyde B. Ellis, Auburn, Alabama, advised that his officers had shown more interest in this particular school than in any school they had ever attended, pointing out that several of his men attended in their off-duty hours and on their own time.

Chief of Police William D. Joiner, NA, Gainesville, Florida, commented that this school serves a definite need because it clears up a lot of misunderstandings and misrepresentations which rank and file officers frequently have concerning the part the FBI plays in Civil Rights investigations.

SAC Shanklin recommended that the Bureau authorize all Divisions to give police schools dealing solely with Civil Rights Investigations when requested to do so by friendly law enforcement agencies. He suggested that the schools be conducted either by the SAC or the ASAC, and also suggested that at the opening session of the school the local Circuit Solicitor or Prosecuting Attorney be invited to discuss the respective state laws as to powers of arrest and force an officer can legally utilize in making an arrest.

OBSERVATIONS:

Prior to 7/14/53 the subject of Civil Rights had been listed on the program of police training schools as "Ethics in Law Enforcement" or "Law Enforcement as a Profession." At that time, however, the field offices were authorized to discuss the subjects "Civil Rights Matters", "Civil Rights Violations," and "Civil Rights Investigations" in police training schools. Numerous schools have scheduled this topic on the program of their police schools since this authorization. From the observations and recommendations furnished by SAC Shanklin, it appears that this type of school supplies a real need of police agencies and also presents an opportunity for the Bureau to clarify any misunderstandings on the part of police agencies as to the Bureau's role in Civil Rights investigations. Also, the favorable publicity which has been furnished these schools promotes the understanding by the press as to the Bureau's role in Civil Rights investigations.

On 10/10/52, each field office was furnished a copy of the lecture outline "Law Enforcement As A Profession." This outline was prepared in the Training Section and the field offices were instructed to use the material therein as a basis for the lectures given at police schools relative to Civil Rights matters. These lectures were to be listed on the program, not as a discussion of Civil Rights matters, but under the heading "Law Enforcement As A Profession." No lecture material of this type has been furnished to the field subsequent to 10/10/52 and no lecture outlines have been prepared on this topic by agents in the field. In view of this fact, it appears that this lecture outline should be used as a basis for the material presented at these schools, bringing this material up to date insofar as statistics are concerned and also using statements made by the Director concerning Civil Rights matters.

THE DIRECTOR

March 4, 1954

L. V. BOARDMAN

MAIL COVERS

The Executives Conference on March 2, 1954, discussed the problem of mail covers. Mr. Mohr recommended that all existing mail covers and the future mail covers be justified in writing by the field and specifically approved by the Seat of Government, and further, that mail covers be rejustified every ninety days by securing new approval from the Seat of Government. You agreed with Mr. Mohr's recommendation.

RECOMMENDATION:

There is attached for your approval a letter to all SAC's pursuant to the above recommendation with a proposed form FD _____ for requesting Bureau approval. There is also attached an appropriate manual change for Section 8 B I of the Manual of Rules and Regulations, as well as appropriate revision of Section 31, Part I, FBI Handbook.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/9/87 BY sp5ci/jpe
(77 CIV 999)

8/14/92 jg-sa/btp

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- Tolson _____
- Eadd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Searty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gizop _____
- Miss Gandy _____

Attachments (4)

LV: jlo:fjm 2/11

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INDEXED - 76
EX - 107

RECEIVED REVISION
MAR 5 4 12 2554-11213
NOT RECORDED
198 MAR 11 1954

MAR 10 1954

The Director

2-25-54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CJP/ST

The Executives Conference with Messrs. Tolson, Glavin, Mohr, Belmont, Boardman, Rosen, Harbo, Ladd, Tracy, Nichols and C. Tamm being present considered the problem of smoking in the Laboratory.

The present rules in the Laboratory permit smoking in the administrative offices only. No smoking is permitted in other portions of the Laboratory. This rule is an outgrowth of the period when the Laboratory was part of the Identification Division and has been in effect for a number of years. It should be noted that at the present time other divisions of the Bureau occupy space on the seventh floor and smoking in the areas occupied by these other divisions is permitted on the part of Agent personnel.

Mr. Quinn Tamm proposed that the smoking restrictions in the Laboratory be relaxed to the point that smoking would be permitted in those sections of the Laboratory which are enclosed and not open to public view and are not on the regular tour route. It is the feeling of Mr. Tamm that permission to smoke in these areas would result in a material saving of time on the part of personnel. It was his feeling that the employees cannot be told they cannot smoke and, consequently, they must either use a stairwell or the rest rooms for smoking, and it is felt that this is a distinct waste of time. It is also felt that this involves a question of morale in placing restriction on smoking to this degree. It is not felt that any danger would result from the relaxation of the smoking rule in view of the fact that in several of the enclosed areas where smoking might be permitted the employees are presently using such things as acetylene welding torches, soldering irons, gas burners and other types of equipment which constitute more of a fire hazard.

Mr. Tolson and Mr. Harbo are opposed to the relaxation of the smoking rule in the Laboratory. Mr. Tolson feels that smoking should not be permitted in any area in which a tour might enter even though such an area is not on the regular tour but would be available to special tours. Mr. Harbo is of the same opinion.

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

1 - Mr. Harbo
2 - Mr. Mohr
CT: VH

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INDEXED - 76
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76-2554-11214
RECORDED
189 MAR 7, 1954

ORIGINAL COPY FILED IN 80-11-1598

Memorandum for the Director

The rest of the Conference consisting of Messrs. Glavin, Mohr, Belmont, Boardman, Rosen, Ladd, Tracy, Nichols and Q. Tamm are in favor of a relaxation of the smoking rule to permit smoking in those areas not on the regular tour route.

Respectfully,
For the Conference

Clyde Tolson

I WILL ALLOW SMOKING IN ANY AREA
IN WHICH NO TOURS OR SPECIAL
TOURS GO. H

MR. TOLSON

3/2/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #93-54
MADE BY SA [REDACTED]
PHILADELPHIA OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/17/92 BY SP-5C/BK

PRESENT PROCEDURE

Under existing instructions, when the office preparing an investigative summary report in a Security case does not possess the documentary data regarding specific items in the report, that office proceeds to submit the report but notes on the administrative pages at the appropriate places "Awaiting Documentation." Upon receipt of the data from the other offices, the office preparing the report submits amended, complete administrative pages. The "documentation" referred to above is the data required on administrative pages in the Security Index summary reports setting out the history and exact location in field office files of the information in the reports so that the original material may be found expeditiously in the event of a national emergency.

SUGGESTED PROCEDURE

It is suggested that instructions relative to investigative summary reports in Security cases be changed in the appropriate sections to read as follows:

If at the time of submission of a summary report in a Security case, sufficient data is not available for complete documentation of the informant page, the submitting office will leave appropriate blank spaces on the administrative page. A notation will be made on the administrative page calling the attention of the Bureau and auxiliary offices to the omissions.

When information is received from other offices, the Bureau and auxiliary offices will be furnished a letter specifically setting forth the information to be inserted in the blank spaces; the letter should refer to the report, page, column, and line number for each entry.

Upon receipt of such a letter the Bureau and auxiliary offices will insert by typing in, or if only one or two items are to be filled in, by hand printing in ink, the necessary data.

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- Tolson _____
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- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Holloman _____
- Miss Gandy _____

cc - Mr. Mohr
Mr. Harbo

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Memorandum to Mr. Tolson

The suggesting employee has in mind that present instructions necessitate retyping entire administrative pages where in the usual instance only one or two items need to be filled in and his thought is that the suggested procedure would save paper and stenographic time.

OBSERVATIONS

SAC, Philadelphia is opposed to the suggestion and states additions to be made to these pages would be too numerous and there would be more of a chance of error in having a number of offices making extensive additions. He advises that after all documentations are returned to the office of origin, this office still has to prepare a letter to the Bureau and interested offices setting forth complete documentation. In turn, the Bureau and interested offices have to fill in the documentation. SAC, Philadelphia believes the suggestion would be time consuming rather than time saving.

The Domestic Intelligence Division agrees with the SAC at Philadelphia that there would be more chance of error in having multiple offices making extensive additions. Every office receiving the report, as well as the Bureau, would be required to disassemble and type on the administrative pages the specific entries upon their receipt by letter from the office submitting the report. It appears inescapable that errors would result from this procedure rather than having the submitting office prepare the amended pages, as required under present instructions. In addition, no office could be aware of any such errors made by other offices receiving the report. Space difficulties would be presented, i.e., the documentary data as developed might well require more space than that allocated by the office preparing the report. This would necessitate preparation of amended pages, which practice the suggestion seeks to avoid. The Domestic Intelligence Division recommends against the adoption of this idea.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs

The Conference of 3/2/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire and Harbo, recommended unanimously unfavorable.

MR. TOLSON

3/2/54

EXECUTIVES CONFERENCE

SUGGESTION #87-54
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION
PROPOSED REVISION IN FORM R-84
(USED BY CONTRIBUTORS WHEN
SUBMITTING DISPOSITIONS TO
FINGERPRINT CARDS)

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b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CJB

SUGGESTION:

It is suggested that consideration be given to revising Form R-84, which is used by contributors when submitting dispositions to fingerprint cards previously forwarded to the FBI.

A new type of fingerprint card was recently suggested and adopted. Because of this new type fingerprint card which will be used when the present supply is exhausted, it is believed Form R-84 should be revised to more nearly conform with the fingerprint card.

The suggesting employee pointed out that if the form is revised, as proposed, the data to be transferred to the fingerprint record could be readily tied in with the appropriate print entry on the transcript of the fingerprint record.

A copy of the present Form R-84 and a copy of the proposed revision are attached.

EX-125 RECORDED - 13

166-2554-11216
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189 MAR 1 1954

OBSERVATIONS

The Identification Division recommends favorably as to the adoption of the proposed revision. It is felt, however, that the form should be made just a little larger in size so that the block for posting final dispositions will leave more space for future use of contributors. To accomplish this, it will be a simple matter to make the over-all form one-half inch longer from top to bottom. In addition it is felt that the wording, "This form submitted by _____," could be dropped two more spaces in the five individual blocks, the last of which covers the final disposition. This has been discussed with Mrs. [REDACTED] and she is in agreement. The Identification Division feels that the suggestion, with the proposed modifications, will save typists and readers in the Identification Division considerable time in transferring data to the transcript of the fingerprint record.

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Attachments
Miss Gandy
Harbo

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RJ

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Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Belmont
Mr. Ladd
Mr. Clegg
Mr. Glavin
Mr. Harbo
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Hennrich
Mr. McGuire
Miss Gandy

Memorandum to Mr. Tolson

The Identification Division advised there are 225,000 of these forms presently on hand and this supply will last for approximately the next six months.

The Manuals Desk, Training and Inspection Division, favors the suggestion and believes the form should be revised at the next printing.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 3/2/54 composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire and Harbo, recommended unanimously favorable.

Mr. Harbo

2/17/54

E. D. Mason

MAINTAINING LOGS IN EXHIBIT VAULT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-5 CIB/DF

The New York Office has discovered that a Schick Electric Razor, part of an exhibit in a theft from interstate shipment case, is missing from one of its exhibit vaults. This vault is locked except when one of the authorized exhibit clerks is in attendance for the purpose of charging out exhibits to agents who may have need for them. As a further precaution, the vault door is equipped with an electrical alarm which rings in the main reception room where agents are on duty around the clock. This was deemed necessary because the vault is located in the basement of the New York Office building, to which General Service Administration employees have access throughout the day. As a further precaution, New York has recently installed a log in this and its other exhibit vaults on which a record of each entrance of an agent into the exhibit vault is maintained.

ASAC MacLennan has advised that the regular exhibit clerks, who are in attendance during the working day, are not logged in and out of the vaults. There are normally at least 6 such exhibit clerks on duty in the New York Office. Question as to whether each office should install such a log has been put to SAC Murphy of Milwaukee, SAC Fatsst of New Orleans, ASAC Fletcher of Washington Field, and SAC Hostetter of Newark. All were opposed to the installation of similar logs in their offices and none of the offices maintained such a log at this time. The following reasons were advanced for the views of these offices:

(1) In an office where agents must use the exhibit vault frequently to refer to security-type exhibits, the names of practically every agent in the office will soon appear on the log, and hence, the log would no longer serve to limit the inquiry in case of loss.

(2) The use of such a log would not preclude a dishonest employee from removing material from the vault once access is gained to the vault.

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(3) The logging operation will require some additional time and will be one additional record to maintain in each office.

(4) It appears that it would be impractical to log the movements of duly authorized exhibit clerks who pass in and out of the vaults in larger offices all day long, and yet the record is incomplete unless every entrance is logged.

During the Inspectors' Conference the following voted against the maintenance of such a log: Messrs. Williams, Van Pelt, Stein, Nugent, McArdie, Scovell, Brown and Strong. Mr. Mason believed such a log should be maintained.

Recommendation:

That this matter be presented to the Executives Conference.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 2/18/54

Executives Conference of 2/18/54, Messrs. Tolson, Ladd, Boardman, Glavin, Tracy, Tamm, Mohr, Rosen, McGuire, Belmont and Harbo being present, unanimously recommended unfavorably as to the proposal to institute a log showing on a daily basis the employees who enter the space in which exhibits are stored. However, the Conference favors the issuance of an SAC Letter re-emphasizing existing regulations concerning the safe preservation of evidence and alerting the field to the need for greatest possible vigilance in maintaining these materials on a continuing basis. A proposed SAC Letter is attached.

Mr. Tolson

February 18,
1954

The Executives Conference

~~CONSIDERATION OF PRESENT NAME
CHECK PROCEDURES~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-rcj/paf

The Executives Conference, on February 18, 1954, with Messrs. Tolson, Tracy, Tamm, Mohr, Rosen, McGuire, Glavin, Ladd, Boardman, Harbo, and Belmont in attendance, reviewed our present name check procedure in the light of Executive Order 10450.

At the present time, a booklet on name checks clearly indicates on page one of the introduction that:

"The subjects of name check requests received are normally searched through FBI files for information of a subversive derogatory nature. The replies furnished the submitting agencies do not contain information concerning criminal or background data in the absence of a specific request therefor. Criminal files are not reviewed inasmuch as the criminal record, as supported by fingerprints on file, of any individual is obtainable by the submission of a fingerprint card to the Identification Division of the FBI. To review criminal files in all instances would cause a duplication of effort in those instances where fingerprints are also submitted. Further, in view of the increased number of files which would require review, replies to the great number of name checks handled would be considerably delayed. Background data is not furnished as the submitting agency is usually already in possession of such information. Of course, should there be a need for detailed information concerning a criminal matter or a need for background data, such information will be furnished upon specific request. Requests for this type information should, however, be kept at a minimum in view of the reasons stated above."

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AR: JMT

CG: Mr. Harbo
Mr. Mohr

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Memorandum for Mr. Tolson

CONCLUSION

It can be seen, therefore, that criminal information is not furnished in response to name checks, with the following exceptions:

- (1) If the name check request clearly indicates that the individual is a Government employee or applicant, criminal as well as subversive information will be furnished.
- (2) If a specific request is made by the requesting agency, subversive and criminal data will be furnished.

If a name check is requested by the employing agency concerning an employee or an applicant, the employing agency is not conforming to the established procedure in such matters.

Under present Government regulations, and in conformance with Executive Order 10450, the employing agency in the case of an employee or applicant is required to submit to the Civil Service Commission the approved Employee Security Form. The Civil Service Commission, upon receipt of such an Employee Security Form, should forward this form directly to the FBI. When this form is received, all information, both subversive and criminal, will be made available to the Civil Service Commission for use by it as well as the employing agency.

There are instances where an agency other than the employing agency requests a name check on a Government employee or applicant. Such a situation, for example, would be in the case of a name check request from the Central Intelligence Agency on an individual who is presently employed by the State Department or the Atomic Energy Commission, or some other Government agency. In such a case, if the name check request clearly indicates that the individual is a Government employee or applicant, criminal as well as subversive information will be furnished pursuant to such a name check request.

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Our present procedure is clearly enunciated in the booklet which was distributed by the FBI with reference to name checks. This booklet is dated May 1952.

Memorandum for Mr. Tolson

Prior to the effective date of Executive Order 10450, which date is May 28, 1953, our liaison representatives personally contacted each agency entitled to receive data pursuant to the name check program. Each agency was advised of existing rules concerning the name check program, namely, that replies furnished the submitting agency do not contain information concerning criminal or background data in the absence of a specific request therefor, and/or unless the name check request clearly indicates that it is a Government employee or applicant.

RECOMMENDATION

The Conference unanimously recommended that in the light of Executive Order 10450, which became effective May 28, 1953, it was thought desirable that we reaffirm our position in the light of our experience since the enactment of the new Executive Order. This is thought particularly desirable inasmuch as under the new Executive Order, 10450, criminal as well as subversive information is taken into consideration in connection with the Government's security program.

It is recalled that under Executive Order 9835, which was labeled "The Loyalty Order," only subversive information was deemed necessary.

The following are the recommendations:

(1) That all agencies forwarding name checks to the FBI be recontacted by Liaison and advised that when name checks are submitted on persons employed in the Federal Government, that the name check forms should be stamped "Government employee" or "Government applicant." Such persons should be specifically advised that if this is not done, we will have no way of knowing of the person's Governmental status and the name will be searched only against our subversive files and that the criminal files will not be checked.

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Memorandum for Mr. Tolson

(2) That the booklet "FBI Name Checks" be reviewed and rewritten to include instructions to the effect that in the submission of name checks under Executive Order 10450, the submitting agency must clearly identify on the name check request the fact that the individual is a "Government employee" or "Government applicant."

yes
H.

(3) That all agencies be advised that in connection with the submission of forms on their own applicants or employees they are required under Executive Order 10450 to submit the prescribed Employee Security Form, and that this form must be submitted to the Civil Service Commission, which in turn will, according to the prescribed procedure, submit this to the FBI for appropriate processing. It will be clearly indicated that the employing agency should not request a name check.

If the employing agency does request a name check directly of the FBI on an individual who is a Government employee or applicant, we can immediately advise that agency that they are not conforming to the regulation.

All personnel in the Name Check Section and the Liaison Section will be instructed that upon the receipt of a telephone request or upon personal contact for a name check that they will specifically inquire as to whether the subject of the request is a Government employee or applicant and a notation to that effect will be made on the memorandum recording the telephone call or contact.

*ok, but it seems to me it
shouldn't have taken from
May 28, 1953 to date to
re-evaluate this project*

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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: 1/19/54

FROM : EXECUTIVES CONFERENCE

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SUBJECT: SUGGESTION #824-53
MADE BY MRS. [REDACTED]
NAME CHECK UNIT, RECORDS SECTION
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-SC/PTF

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SUGGESTION:

It is suggested that an elimination list made up of file numbers reflecting the year the cases were opened be prepared for use in connection with searching and reviewing references in Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases. By use of such lists references could be eliminated based on the date the case was opened, as compared with the date of birth of a subject on a name check form.

Based on the foregoing suggestion, elimination lists were compiled encompassing not only Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases, but 59 other case classifications most frequently involved in Bureau name check operations. A three-day survey was conducted by the Records Section as a trial run with the suggested elimination lists. This survey reflected that 350 main file references were eliminated by use of the lists. On review of the eliminated files, however, it was found that in one instance a criminal file actually concerned the subject who was 13 years old when the case was opened and in four instances it was found that the file concerned the father of the subject of the name check form.

OBSERVATIONS:

(1) The Records and Communications Division favors adoption of the suggestion. The Records Section states the suggested elimination lists can be effectively used with the following recommendations:

- A. References should not be eliminated on a complete three-part name;
- B. Forms should be checked carefully to determine possibility of references being identical to a relative;
- C. If name is unusual references should not be eliminated.

Records Section noted that, if the foregoing rules were followed, the above-mentioned pertinent references would not have been missed. It was also noted that use of such elimination lists involves a slight element of calculated risk, but such risk is believed to be justified.

cc-Mr. Mohr
Clegg
CAN:DMG
7 1954

RECORDED-46
INDEXED-46
EX-118

RECORDED
141 MAR 12 1954

166-7554-11219

ORIGINAL COPY FILED IN 66-98-3786

MAR 11 1954

Memorandum to Mr. Tolson

by the savings in salaries of from one to two file review employees, plus the cost of "locates."

(2) Domestic Intelligence Division favors the adoption of this suggestion. Mr. V. P. Keay states that the suggested elimination lists appear to constitute a sound idea.

(3) The Name Check Section, Investigative Division, favors adoption of the suggestion with the three modifications recommended by the Records Section. It is noted that in a memorandum dated 12/29/53, from L. N. Conroy to Assistant Director A. Rosen, the observation was first made by the Name Check Section that use of the suggested elimination lists involved too great a risk and, consequently, that section did not approve the suggestion. However, on 1/12/54, Mr. Conroy advised that upon reconsideration of the suggested elimination lists he felt the modified suggestion had merit and, although it did involve an element of calculated risk, such risk was outweighed by the savings in time and personnel demonstrated during the three-day trial use of these lists.

(4) The Training and Inspection Division favors adoption of the modified suggestion believing that the savings in time and personnel, as set forth in the memorandum of the Records Section dated 12/2/53, outweighs the calculated risk entailed in the use of these elimination lists.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs 1/19/54

The Executives Conference of 1/14/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire and Glegg, unanimously recommended the adoption of the modification of the above suggestion as approved by the Records and Communications Division. The recommendation specifically is that the elimination list be made up in connection with Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases with the year the cases were opened being reflected on the list. In such instances references could be eliminated based on the date the case was opened as compared with the date of birth of a subject on a name check form. However, it was believed that references should not be eliminated (a) when the full name, first, middle and last, is available, or (b) it is believed that the form should be checked carefully to determine the possibility of references being identical to some relative, and (c) if there is an unusual name, the references should not be eliminated.

✓

MR. TOLSON

1/19/54

EXECUTIVES CONFERENCE

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SUGGESTION #824-53
MADE BY MRS. [REDACTED]
NAME CHECK UNIT, RECORDS SECTION
RECORDS & COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-1/BAF

SUGGESTION:

It is suggested that an elimination list made up of file numbers reflecting the year the cases were opened be prepared for use in connection with searching and reviewing references in Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases. By use of such lists references could be eliminated based on the date the case was opened, as compared with the date of birth of a subject on a name check form.

Based on the foregoing suggestion, elimination lists were compiled encompassing not only Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases, but 59 other case classifications most frequently involved in Bureau name check operations. A three-day survey was conducted by the Records Section as a trial run with the suggested elimination lists. This survey reflected that 350 main file references were eliminated by use of the lists. On review of the eliminated files, however, it was found that in one instance a criminal file actually concerned the subject who was 13 years old when the case was opened and in four instances it was found that the file concerned the father of the subject of the name check form.

OBSERVATIONS:

(1) The Records and Communications Division favors adoption of the suggestion. The Records Section states the suggested elimination lists can be effectively used with the following modifications:

- A. References should not be eliminated on a complete three-part name;
- B. Forms should be checked carefully to determine possibility of references being identical to a relative;
- C. If name is unusual references should not be eliminated.

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Records Section noted that, if the foregoing rules were followed, the above-mentioned pertinent references would not have been missed. It was also noted that use of such elimination lists involves a slight element of calculated risk, but such risk is believed to be justified.

Tele. Room _____ Mr. Mohr
Holloman _____
Miss Gandy _____ Mr. Clegg

CAD:DMG

66-2554-11219 RVD

WAC

Memorandum to Mr. Tolson

by the savings in salaries of from one to two file review employees, plus the cost of "locates."

(2) Domestic Intelligence Division favors the adoption of this suggestion. Mr. V. P. Keay states that the suggested elimination lists appear to constitute a sound idea.

(3) The Name Check Section, Investigative Division, favors adoption of the suggestion with the three modifications recommended by the Records Section. It is noted that in a memorandum dated 12/29/53, from L. N. Conroy to Assistant Director A. Rosen, the observation was first made by the Name Check Section that use of the suggested elimination lists involved too great a risk and, consequently, that section did not approve the suggestion. However, on 1/12/54, Mr. Conroy advised that upon reconsideration of the suggested elimination lists he felt the modified suggestion had merit and, although it did involve an element of calculated risk, such risk was outweighed by the savings in time and personnel demonstrated during the three-day trial use of these lists.

(4) The Training and Inspection Division favors adoption of the modified suggestion believing that the savings in time and personnel, as set forth in the memorandum of the Records Section dated 12/2/53, outweighs the calculated risk entailed in the use of these elimination lists.

EXECUTIVES CONFERENCE CONSIDERATION: HHC:cs 1/19/54

The Executives Conference of 1/14/54, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Mohr, Belmont, Ladd, Rosen, McGuire and Clegg, unanimously recommended the adoption of the modification of the above suggestion as approved by the Records and Communications Division. The recommendation specifically is that the elimination list be made up in connection with Interstate Transportation of Stolen Motor Vehicle and White Slave Traffic Act cases with the year the cases were opened being reflected on the list. In such instances references could be eliminated based on the date the case was opened as compared with the date of birth of a subject on a name check form. However, it was believed that references should not be eliminated (a) when the full name, first, middle and last, is available, or (b) it is believed that the form should be checked carefully to determine the possibility of references being identical to some relative, and (c) if there is an unusual name, the references should not be eliminated.

Mr. Tolson

3/1/54

Executives Conference

SUGGESTION (70-54)

~~KIDNAPING~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/12/92 BY SP-5 CJP/PAF

SUGGESTION

SAC Hostetter suggested that an expert from the Identification Division be assigned to any squad working on major kidnap case. He indicated that he did not request such an employee with these qualifications on GRENAF and realized now that this was a mistake.

PRESENT PROCEDURE

There is no present procedure outlined for this duty in the Manual of Instructions.

OBSERVATIONS OF THE TRAINING & INSPECTION DIVISION

It was noted at outset of school for training of specialized kidnap squads of the need for an identification expert being placed on the squad. Therefore, an identification expert was designated for specialized duties much the same as the laboratory expert. This individual performed many necessary duties in connection with the practical case and it was very apparent that on an actual kidnaping he would be very desirable if not a necessary member of the squad. Therefore, this suggestion is being recommended favorably. The Identification Division and Investigative Division have reviewed and approved the attachment, and should the Executives Conference approve, it should be made part of the kidnaping section of the manual.

EXECUTIVES CONFERENCE CONSIDERATION

RTH:cs 3/3/54

Conference of 3/3/54 composed of Messrs, Tolson, Bardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Holloman, McGuire and Harbo, recommended unanimously favorable.

cc 1 Mr. Mohr
Mr. Harbo

Attachment

MAPS:db 1954

Handwritten initials

RECORDED-133
INDEXED-133

166-2554-11220
MAR 13 1954
62

ORIGINAL COPY FILED IN 66-2554-7 149

MR. TOLSON

3/10/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 98-54
MADE BY SA(A) GAY R. SHAHAN
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5c/bjt

THE SUGGESTIONS:

That one copy of ^Vinvestigative reports in criminal-type cases be prepared for the file of the reporting office in pending and pending inactive cases when no action is required by the report.

The suggesting employee estimates that five per cent of reports in criminal cases require no action except to report prosecutive opinions, fines assessed, sentences imposed, and recoveries of property. It is believed that no worth-while purpose is served by having two copies of such reports prepared for the reporting office. In instances when additional copies are required at a later date, the reports can be readily copied or photostated. He states adoption of this suggestion would result in a savings of paper and filing space.

OBSERVATIONS:

SAC D. S. Hostetter, Newark Office, feels that the number of instances in which the suggestion would be of value is negligible and its adoption would result in no real practical advantages. He recommends that it not be adopted.

The Investigative Division feels that the suggestion should not be adopted since the purpose of the copies of investigative reports in criminal-type cases is so the Agents handling instant case may have the benefit of the information contained in one copy of the report and one copy should be available in the file for supervision by the supervisory staff of the office. It was pointed out that Resident Agents located outside of headquarters city would need a copy of the report in order to follow

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Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo

364

EX-112

RECORDED - 15

INDEXED 15

RECORDED

47 MAR 15 1954

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MAR 16 1954

ORIGINAL COPY FILED IN 66-21135-1403

Memorandum to Mr. Tolson

Mr. J. E. Nugent, Inspector, Training and Inspection Division, advises he does not believe the saving resulting from the suggestion would be significant. He is in agreement with the view of the Investigative Division set forth above.

Inspector H. C. Van Felt does not believe this suggestion should be adopted for the following reasons: (1) It is estimated that 5% of reports in criminal-type cases require no action except to follow and report results of prosecution. He feels this estimate is too high and that it is nearer 1%. (2) Saving would be negligible, not only because of the small number of such reports, but also because such reports are usually short. (3) Would cause further confusion among Agents and Clerks, through necessity of expanding existing Bureau instructions as to number of copies, types of cases involved, when to be submitted, etc. (4) Would increase supervisory problems due to the one file copy of the serial being charged out to either headquarters or Resident Agents for follow-up purposes.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

3/10/54

The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, recommended unanimously unfavorable.

MR. TOLSON

3/4/54

EXECUTIVES CONFERENCE

SUGGESTION #877-53
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CJP/PAF

The Executives Conference was requested to consider whether an award should be granted to Mrs. [REDACTED] of the Posting Section, Identification Division, for the adoption of her suggestion.

b6
b7C

Prior to the suggestion, an Immigration Flash Notice was forwarded to the Identification Division when an individual was arrested and deported. Over 1,000 pieces of correspondence containing Flash Notices were received per month from Immigration and Naturalization Service and, in addition, from 2,000 to 3,000 Flash Notices were received per month on current fingerprint cards. Of these, between 400 and 500 were on individuals for whom Flash Notices were previously posted.

Mrs. [REDACTED] proposed that Flash Notices for Immigration and Naturalization Service be discontinued entirely and that the Identification Division automatically forward a copy of the identification record to Immigration and Naturalization Service in each instance where the prior record shows a previous arrest by Immigration and Naturalization Service. The proposed procedure of automatically sending a copy of the identification record to Immigration and Naturalization Service insures that that agency will receive the information it previously received through use of Flash Notices.

The Executives Conference of 12/17/53, approved the suggestion unanimously and instructed that the Identification Division contact the Immigration and Naturalization Service and discuss the possibilities of perfecting arrangements whereby the posting of Flash Notices could be discontinued. Memorandum from Mr. R. G. Anderson to Mr. Tracy on 1/6/54, reflected that these arrangements were perfected.

The Identification Division estimates the savings effected through adoption of this idea at \$10,223. A detailed computation of savings is attached hereto.

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

Attachment
cc - Mr. Mohr
Mr. Harbo 364

RECORDED - 23
EX - 107

MAR 10 10 30 AM '54
U.S. DEPT. OF JUSTICE

MAR 15 1954
52
111222

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RV

Mrs. [] is Assistant Clerical Supervisor in the Posting Section, Identification Division, and is in Grade GS-5, \$4,160. The Posting Section had primary responsibility for handling Flash Notices under the old system. Mrs. [] of the Posting Section advised this suggestion would fall within the normal scope of Mrs. [] regularly assigned duties. Based on the estimated saving of \$10,222, Mrs. [] would be eligible for an award of \$285.00 under the Efficiency Awards Program.

b6
b7c

EXECUTIVES CONFERENCE CONSIDERATION: RTM:cs

Conference of 3/4/54 composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo, recommended unanimously that an award of \$285.00 be made to Mrs. [] of the Identification Division under the Efficiency Awards Program. If approved, the Administrative Division will appropriately notify the employee and make arrangements with the Department to obtain the award.

copy bes

March 10, 1954

Mr. Tolson

The Executives Conference

PURCHASE OF ULTRAVIOLET SPECTROPHOTOMETER

The Executives Conference consisting of Messrs, Tolson, Harbo, Belmont, Tracy, Mohr, Glavin, Rosen, Boardman, Nichols and Q. Tamm considered a request of the Laboratory for the purchase of an ultraviolet spectrophotometer at the cost of approximately \$7,900.

The spectrophotometer is an instrument used in the analysis of unknown materials to determine their composition. There are presently two such instruments in the Laboratory which have been used with a great deal of success in the analysis of materials. The purchase of the spectrophotometer would complete the cycle and give the Laboratory instruments to handle all types of analyses within the spectrum range. The advantages to the use of this type of instrument are that it is timesaving and the specimens to be examined may be very minute but will not be destroyed during the examination.

The Conference unanimously recommends purchase of the ultraviolet spectrophotometer.

- 1 - Mr. Harbo
- Mr. Mohr

QT:VH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-SC/BTK

O.K.
H.

INDEXED

EX - 106

66-73551-11223

73 MAR 16 1954

Handwritten initials/signature

ORIGINAL COPY FILED IN

Office Memorandum • UNITED STATES GOVERNMENT

TO: Mr. Tolson ✓

DATE: 3/1/54

FROM: The Executives Conference

SUBJECT: [REDACTED] MAJOR
JPG PROVOST MARSHAL GENERAL'S OFFICE
FBI - A. A. PELICANT, 53d SESSION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/92 BY SP-5U/BTW

On 3/1/54, the Conference composed of Messrs. Tolson, Boardman, Glavin, Tamm, Lennihan, Mohr, Tracy, Holloman, McGuire and Harbo, considered the invitation of Major General [REDACTED] of the Army, to have Major [REDACTED] attend the 53d Session of the National Academy of Arts and Letters beginning March 22, 1954.

The Conference was advised that the invitation was acknowledged by letter 12/18/53 which stated that consideration would be given to Major [REDACTED] attendance at the session beginning March 22.

The investigation of Major [REDACTED] disclosed no derogatory information.

In view of the position taken by the Army authorities concerning the problem of the Provost Marshal's jurisdiction to investigate offenses by military personnel, the Conference unanimously was of the opinion that we should not extend an invitation to any Army representative to attend the session of the National Academy beginning March 22; further, that we should pass over this application until our jurisdictional problem relating to investigation of offenses by Army personnel has been settled. The Conference was not favorably impressed with the theory that our current jurisdictional difficulties are largely with the Judge Advocate General's Office rather than with the Provost Marshal General's Office and that therefore we might well extend an invitation at that time to the representative of the Provost Marshal General's Office.

RECORDED - 5
INDEXED - 5

66-2554-11224
MAR 15 1954

If you approve, no further consideration will be given to attendance of Major [REDACTED] of the Provost Marshal's Office at the 53d session of the National Academy beginning March 22, 1954, and we will continue to be passed over until the jurisdictional problem with the Army is satisfactorily settled.

cc - Mr. Harbo
Mr. Mohr
MAR 17 1954
BTH:cs

Wm. L. Tolson
3/1/54 GSR:glc

J. Edgar Hoover
H. C. [unclear]

b6
b7c

ORIGINAL FILED IN

THE DIRECTOR

3/10/54

EXECUTIVES CONFERENCE

b6
b7c

30553

SUGGESTION NO. 104-54
MADE BY MISS [REDACTED]
MIAMI OFFICE

8/17/52 SP-Sci/108

THE SUGGESTION:

UTILIZATION OF

That field offices be authorized to utilize a mimeographed form in connection with the use of Dictaphone memobelts by Resident Agents. The form should contain notations of various errors most frequently made in using the memobelts, with additional space for indicating miscellaneous errors and for comments. (Sample form attached.)

The suggesting employee states that she feels the use of this form will enable Resident Agents to be kept currently aware of errors made by them in operating the Dictaphone machine and may take immediate steps for improvement. She believes that the use of this form would save stenographic time involved in retypes, as well as saving paper.

OBSERVATIONS:

SAC Edward J. Powers, of the Miami Office, feels the suggestion should receive favorable consideration, inasmuch as it would be a means of keeping Agents currently advised as to their errors in dictation and would enable them to improve on a continuing basis.

SAC L. L. Laughlin, of the Washington Field Office, advises that the use of such a form would be very helpful to Agents in improving their Dictaphone dictation, which in turn would facilitate the handling of the work.

The Form Desk, Training and Inspection Division, is opposed to the suggestion. It is believed this form would be unnecessary, inasmuch as if an error needs to be called to the attention of a Resident Agent this can be handled by a Routing Slip or Field Error Form (FD-85). It is noted that all of the

M

errors set forth on the proposed form would never apply to one Agent; therefore, a whole sheet of paper would be used to notify an Agent of one error, which is a waste of paper.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs
The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman,

Attachment
cc: Messrs. Mohr & Harbo

EX-125 RECORDED - 4 66-2554-11225
INDEXED - 10 954

Belmont, Rosen and Harbo, considered this suggestion.

JK
H. ~~_____~~ Messrs. Tolson, Glavin, Belmont, Mohr favored the suggestion for the reasons indicated above.

Messrs. Boardman, Nichols, Tracy, Tamm, Holloman, Rosen and Harbo, were opposed, feeling that the use of a routing slip would be adequate and simpler.

Respectfully,
For the Conference

✓
Clyde Tolson

MR. TOLSON

3-10-54

The Executives Conference

89179

**FINGERPRINT FILE
U. S. MARITIME SERVICE**

3/17/92 SF-50

The Executives Conference on March 9, 1954, consisting of Messrs. Tolson, Boardman, Rosen, Tamm, Belmont, Mohr, Glavin, Holloman, Nichols, and Tracy considered the desirability of acquiring the fingerprint file of the U. S. Maritime Service.

The Liaison Section of the Identification Division has ascertained that the U. S. Maritime Service is contemplating destroying their fingerprint file as of March 31, 1954.

The Conference was advised by Mr. Tracy that the fingerprint file of the U. S. Maritime Service contains approximately 300,000 classified fingerprints on cards 7"x8", and 7,000 unclassified fingerprints on cards 8"x8". These fingerprints are of individuals who have attended Maritime Schools in the past several years. Since 1947 copies of all individuals attending Maritime Schools have been forwarded to the FBI. Therefore, all prints subsequent to 1947 would be duplicates. In addition, the U. S. Coast Guard has fingerprints on all individuals who have been issued seaman's certificates. Therefore, investigations by the Bureau would not materially be affected by the destruction of the Maritime fingerprint file.

The Conference was unanimously of the opinion that the Bureau should not take any steps to acquire the Maritime fingerprint file.

SJT:dph

cc - Mr. Harbo
Mr. Mohr

✓
concur
166-2374-11224
MAR 16 1954

RECORDED - 4
INDEXED - 4

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

7468
12/17

Mr. Tolson

3/5/54

Executives Conference

COMMUNICATIONS - ACKNOWLEDGMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5C/BK

SUGGESTION:

That referrals of Selective Service cases by U. S. Attorneys by means of a form letter or by merely forwarding a copy of the Delinquency Report form not be acknowledged and that no acknowledgment of referrals by U. S. Attorneys or other Government agencies be made where they have specifically advised they do not desire to receive such acknowledgments.

Present Rule:

SAC Letter #54-7 (h) provides that all letters referring cases or a new investigation to the FBI must be acknowledged.

Observations:

Inquiries have been received from the field as to the necessity of acknowledging routine referrals of Selective Service cases. The Cincinnati Office by letter dated 2/16/54 pointed out that approximately 50 Selective Service cases are referred to that office each month by the U. S. Attorney who uses a form letter for the purpose or merely sends a copy of the Delinquency Report form. Cincinnati further states the routine acknowledgment of these Selective Service cases require additional typing and clerical work by the Cincinnati Office, in addition to which the U. S. Attorney for the Southern District of Ohio does not desire to receive the acknowledgments since they require additional filing work in his office. Also, the Chief Post Office Inspector of the Dallas region has advised the Dallas Division that acknowledgment of referrals from his office is not desired.

Recommendations:

That, if approved, the attached SAC Letter be issued advising the field that the referrals of Selective Service cases by means of a form letter or by merely forwarding a copy of the Delinquency Report form need not be acknowledged and that no acknowledgment is necessary in those instances where the

Attachment
cc: Mr. Mohr
Mr. Harbo
MHS:dmb

66-2554-11227
RVO

U. S. Attorneys or other Government agencies have specifically stated they do not desire to be advised of the receipt of matters referred by them. The Investigative Division agrees.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/10/54

The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, recommended unanimously favorable. If approved, the attached SAC Letter should be issued to the field.

Mr. Tolson

3/5/54

Executives Conference

~~COMMUNICATIONS - ACKNOWLEDGMENT~~

89126

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/17/82 BY SP-SCJ/PA

SUGGESTION:

That referrals of Selective Service cases by U. S. Attorneys by means of a form letter or by merely forwarding a copy of the Delinquency Report form not be acknowledged and that no acknowledgment of referrals by U. S. Attorneys or other Government agencies be made where they have specifically advised they do not desire to receive such acknowledgments.

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Recommendation:

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

Attachment

cc: Mr. Mohr
Mr. Harbo

MAR 18 1954

EX-129

RECORDED - 5

INDEXED - 5

11227

MAR 16 1954

U. S. Attorneys or other Government agencies have specifically stated they do not desire to be advised of the receipt of matters referred by them. The Investigative Division agrees.

891⁰⁰

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/10/54

The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, recommended unanimously favorable. If approved, the attached SAC Letter should be issued to the field.

THE DIRECTOR

3/10/54

THE EXECUTIVES CONFERENCE

FBIA ACTIVITIES
GIRLS' BASKETBALL TEAM
WOMEN'S NATIONAL AAU TOURNAMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-Sci/PTZ

The Executives Conference, consisting of Messrs. Tolson, Harbo, Belmont, Tracy, Glavin, Rosen, Boardman, Nichols, Tamm and Mohr, considered a recommendation submitted by the FBIA that the FBIA Girls' Basketball Team be given permission to participate in the Women's National AAU Tournament at St. Joseph, Missouri, on March 21 to 26, 1954. The FBIA Girls' Basketball Team has received an invitation to participate in this tournament.

It was pointed out to the Conference that the FBIA Girls' Basketball Team this year has been outstanding and has been undefeated. Representatives of the FBIA have pointed out that in view of the fine caliber of our team they should make an excellent showing in the Women's National AAU Tournament. It has been suggested by the Activities Promoter of the FBIA that the FBIA underwrite the girls' participation in this tournament and that permission be granted to make voluntary solicitation of all employees who might be interested in having the Bureau's team attend. It is noted that it would cost approximately \$2000 to send the team to the tournament, which cost would include the transportation to and from St. Joseph, Missouri, as well as incidental expenses. The team consists of ten members, a manager and a female chaperone chosen by the Bureau. Under the tournament regulations, a female chaperone is required for all teams participating.

Mr. Glavin feels that the FBIA should underwrite entirely the cost of the team's participation in this tournament, he feeling that this is a worth-while Bureau activity, it is the first time that any girls' athletic team has been chosen for such an important athletic event and he felt that the FBIA funds should be used to pay the entire cost of the operation. In connection with Mr. Glavin's vote, he observed the fact that the estimated balance at the end of this calendar year in the FBIA would be about \$2000. Mr. Glavin pointed out, however, this estimate was arrived at by assuming that service award keys would cost us about \$350 per month for the balance of this calendar year. He pointed out in 1944 there was a considerable tapering off in the hiring of employees and consequently he feels that we will save money this year in the FBIA on service award keys.

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

RECORDED-46

66-2554-11228

INDEXED-46

Mr. Harbo
MAR 19 1954

The remainder of the Conference felt that this was a very worth-while endeavor, this is the first time that an all-girl activity has been so singularly successful in being invited to participate in such an important athletic event and that all employees would be heartily in favor of donating to this event. The majority of the Conference recommends that all employees be advised of the FBIRA Girls' Basketball Team's participation in this event and that they be solicited to make contributions to defray the cost of this venture. *Any deficit to be made up by F.B.I.R.A.*

It is noted that a decision must be rendered prior to March 12, 1954, the last day on which an entry may be submitted to participate in this tournament.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
H

84411

MR. TOLSON

3/10/54

EXECUTIVES CONFERENCE

PAYMENT OF POSTAGE
PUBLIC LAW 286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-Sci/BJ

The Executives Conference was requested to consider whether the Bureau should discontinue furnishing fingerprint contributors with self-addressed franked envelopes at an approximate annual cost of \$35,000.00 and instead furnish contributors with self-addressed envelopes without the frank and thus realize a saving of approximately \$32,000.00 per year.

BACKGROUND

On 10/13/53, the Executives Conference considered the effect of Public Law 286, which was approved 8/14/53, and causes each agency of the Government to pay its own postal costs. In an effort to determine if the postal costs could be reduced, various mailing practices were studied. It was recommended that the Bureau discontinue furnishing fingerprint contributors with self-addressed franked envelopes (approximate cost \$35,000) and instead furnish such contributors self-addressed envelopes without a frank (approximate savings, \$32,000 per year). It was pointed out such a procedure would probably result in a decline in the receipt of fingerprints and some loss of good will. At that time the majority of the Conference favored discontinuance of furnishing self-addressed franked envelopes to fingerprint contributors. However, the minority, consisting of Mr. Glavin, felt the Bureau should continue to furnish franked self-addressed envelopes to fingerprint contributors. The Director instructed that the Bureau continue as in the past, but this matter should again be brought up November 20, 1953, in the light of the Bureau's financial status at that time.

Following consideration of the matter on 11/23/53, the Executives Conference recommended the entire question be reconsidered in March 1954, pointing out that at that time the Bureau should be in a position to know more about available funds for the remainder of the present fiscal year and for the next fiscal year. The Director agreed.

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

EXECUTIVES CONFERENCE CONSIDERATION: RTH
Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, recommended unanimously that we should continue to furnish franked envelopes to fingerprint contributors.

cc - Mr. Mohr
Mr. Harbo F378

58 MAR 22 1954

RECORDED - 4166-255
INDEXED - 4
MAR 15 1954

Handwritten initials and marks: "RJ", "OK", "H."

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EXECUTIVE CONFERENCE

RECORDED-45
INDEXED-46
EX-125

66-2554-11230
MAR 18 1954
41

ORIGINAL
66-2554-11230

60 MAR 22 1954

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10

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Nichols

DATE: March 5, 1954

FROM : M. J. [Signature]

SUBJECT: "THE STORY OF THE FBI"

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

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/95 BY SP-SCB/PMK

You will recall that we have been collaborating with Harry Shaw of E. P. Dutton and Company, publishers, on the proposed revision of captioned book.

Suggested revisions have recently been furnished to Shaw with the thought that a revised edition would soon be printed.

Shaw, by letters to Mr. Nichols dated February 25 and March 3, has advised that the publishers have approximately 1200 copies of captioned book on hand; and, if they cannot dispose of this stock, it would be spring of 1955 before the new edition could be printed. He feels, however, that if the Bureau could assist by disposing of 500-750 copies, the new edition might be published this October. Shaw has indicated these copies could be made available for approximately \$1 each, which is a considerable reduction from the current \$5 retail price.

Sale of this book for approximately \$1 per copy was the subject of discussion at the Personnel Conference yesterday, and those in attendance felt there would be quite a demand for the book at this low price. By assisting the publishers to reduce their inventory we should, of course, expedite the printing of the revised edition. It is believed advisable to obtain these books from the publishers; and by putting out a floater at the Bureau, plus an item in an SAC Letter, it is believed these books could be disposed of rather quickly.

RECOMMENDATIONS:

1. That Mr. Nichols call Harry Shaw and arrange for 750 copies to be shipped to the Bureau with the provision that we would pay for these books in a few weeks.

Attachment Rec'd 3-11-54

RECEIVED
MAR 5 1954
JAN 21 1954

Memorandum to Mr. Nichols

March 5, 1954

2. The attached SAC letter and memorandum to all Assistant Directors be approved.

ADDENDUM: LBN:arm 3/9/54. Approved by Executives Conference consisting of Messrs. Tolson, Boardman, Belmont, Glavin, Harbo, Rosen, Tamm, Tracy, Mohr, Holloman and Nichols.

✓
✓
GAS

Mr. Glavin

February 26, 1954

H. L. Edwards

WILLIE MAE THOMAS, vs. UNITED STATES

Civil Docket No. 12543
United States District Court
Eastern District of Michigan
BUREAU AUTOMOBILE ACCIDENT-
FEDERAL TORT CLAIMS ACT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY sp-scip/7

The above-captioned suit grew out of an automobile accident involving Special Agent Joseph Hyble in a Bureau automobile at Detroit, Michigan, on November 28, 1952. Suit was filed against the Government in the amount of \$125,000 by Willie Mae Thomas, an occupant in the third party's car who alleged that she suffered serious personal injuries as a result of the accident.

The Detroit Division in the report of Special Agent Frank D. Spencer dated February 15, 1954, has advised that this suit was tried in the United States District Court at Detroit, Michigan, on February 2 and 3, 1954. On February 3, 1954, upon conclusion of the trial the presiding judge dismissed the plaintiff's complaint, ruling that the Government driver was not negligent. The net savings to the Government as a result of this action amounted to \$125,000. It should be noted that the Bureau conducted a thorough investigation of this matter and furnished copies of investigation reports to the United States Attorney

RECOMMENDATION:

It is recommended that the amount of \$125,000 be recorded in the Statistical Section of the Records and Communications Division as savings to the Government resulting from Bureau activity.

ADDENDUM: (jmr) 3-5-54 The Executives Conference of March 2, 1954, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Mohr, Hennrich, Boardman, Rosen, Harbo, McGuire, and Glavin, was of the unanimous opinion that the savings above reflected should be included in the Bureau's savings accomplishments for the present fiscal year. *URG*

EJI:ggs

CC: Records and Communications Division (Mr. Row, Statistical Section)

INDEXED-166-2554-111231
NOT RECORDED
80 MAR 17 1954

MAR 25 1954

~~MAR 24 1954~~

ORIGINAL FILED IN 120-3331-10

EXECUTIVE CONFERENCE

RECORDED-38

166-2554-11232

NOT RECORDED

138 MAR 16 1954

50 MAR 24 1954 F473

EX-115

ORIGINAL



DEPARTMENT OF HEALTH AND WELFARE

FEDERAL SECURITY AGENCY • Public Health Service
NATIONAL INSTITUTES OF HEALTH • Bethesda 14, Md.

- NATIONAL INSTITUTE OF ARTHRITIS AND METABOLIC DISEASES
- NATIONAL CANCER INSTITUTE
- NATIONAL INSTITUTE OF DENTAL RESEARCH
- NATIONAL HEART INSTITUTE
- NATIONAL INSTITUTE OF MENTAL HEALTH
- NATIONAL MICROBIOLOGICAL INSTITUTE
- NATIONAL INSTITUTE OF NEUROLOGICAL DISEASES AND BLINDNESS
- THE CLINICAL CENTER
- DIVISION OF RESEARCH GRANTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY 88-501/PTK

[Handwritten signature]
March 5, 1954

Federal Bureau of Investigation
Penna. Ave. at 9th Ave. N.W.
Washington, D.C.

Sir:

We are currently planning our Fourth Annual Research Equipment Exhibit to be held here May 24-27, 1954. Ninety-two exhibitors will participate and will display equipment valued in excess of \$300,000. This exhibit has been arranged to provide the means of information exchange between the scientific research investigator and technical men in industry.

In order that personal invitations may be extended to certain members of your staff, we would appreciate receipt of one copy of your telephone directory.

Very truly yours,

T. J. Fagan
T. J. Fagan, Adm. Asst.
Supply Management Branch

ADDENDUM: (jmr) 3-12-54 The Executives Conference of March 10, 1954, consisting of Messrs. Tolson, Nichols, Harbo, Boardman, Kosen, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, being advised concerning the contents of the above letter, felt no answer was necessary. WRG

ORIGINAL COPY FILED IN 62-69402-99

[Handwritten initials and stamps]
MAR 15 1954

March 5, 1954

~~PROPOSED CHANGE IN~~
~~MANUAL OF RULES AND REGULATIONS~~ ~~RE Accidents~~

Section 7 (C)

DELETIVE CONFIRMED

4. Accidents.

Bureau must be promptly notified of accidents involving Bureau automobiles or employees driving their personally owned automobiles on official business, and investigation must be immediately conducted except in accidents in which there is no personal injury and there is not more than \$25.00 property damage to either the Bureau automobile or the third party's property. Such minor accidents may be handled appropriately by the SAC and the Bureau need not be notified unless a claim against the Government is involved or some other special reason exists. Certain standard Government forms must be executed by the several parties involved. These are:

Standard Form 91 - Operator's report of motor vehicle accident - must be executed by the Bureau operator in all cases reported to Bureau. Must be carried in all Bureau automobiles.

Standard Form 94 - Statement of witness - must be executed by all available witnesses who are willing.

Standard Form 95 - Claim for damage or injury - must be executed by or on behalf of third parties who desire to make a claim against the Government. Form should be furnished to third parties on demand, but claims against Government must not be solicited.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CJP/PH

Investigation of Automobile Accidents

Reports of complete investigation must be submitted to the Bureau within ten days after the accident. If impossible to complete investigation within that period, Bureau must be promptly notified, with reason for delay. Reports must reflect date, time, place, description of scene of accident, and complete details as to how accident occurred including information on weather, road condition and type of surface, distances, speeds of vehicles, visibility, whether vehicles were equipped with chains, if pertinent, negligence or traffic violations by either party, existing traffic controls, statements of drivers, passengers and witnesses and results of any police investigation conducted. Reports should also reflect

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

RECORDED-42
INDEXED-42

11233
MAR 10 1954
ON ORIGINAL
HFE

(SEE ADDENDUM NEXT PAGE)
MAR 23 1954

insurance status and financial ability of parties involved and extent and amount of property damage and personal injury. Original and two copies of reports should be submitted to the Bureau.

Where an automobile accident results in a suit for or against the Government or Bureau employee, Bureau must be notified immediately. USA is not to be contacted regarding accidents or suits without prior Bureau authority.

Property damage to Bureau automobile must be paid for by the Bureau employee driving same if the accident was occasioned by his negligence or carelessness. The SAC must submit his recommendation as to the responsibility for the accident.

Employees who demonstrate their inability to operate a motor vehicle must be advised of this fact by memorandum addressed to them and the Bureau advised.

The SAC must in every instance advise the Bureau of the issuance of traffic tickets, subpoenas, or warrants to employees driving automobiles on official or personal business. The employee must advise the SAC of such occurrences promptly.

ADDENDUM: (WRG:mfs)

March 10, 1954

Executives Conference 3-9-54, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Boardman, Rosen, Belmont, Mohr, Tamm, Tracy, and Glavin, approved the above manual change.

MR. TOLSON

2/15/54

EXECUTIVES CONFERENCE

SUGGESTION #315-53
MADE BY MRS. [REDACTED]
RECORDS & COMMUNICATIONS DIVISION
~~COMBINATION ROUTING SLIP~~
~~AND SEARCH SLIP~~

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-SC/BK

SUGGESTION:

(1) It is suggested that a combination routing slip and search slip be adopted for use. A sample is attached hereto.

The suggesting employee feels adoption of the form would save time and money inasmuch as it would no longer be necessary to send both a routing slip and search slip from the supervisor to the Records Section and back to the supervisor after the search has been made. The employee also points out use of the proposed form would result in some savings in that it would reduce the number of telephone calls to supervisors to clarify instructions.

OBSERVATIONS:

The Records Section of the Records and Communications Division favors adoption of the proposed form and pointed out that expedite requests will continue to be handled by telephone as in the past. The new form will only be used in instances where routing slips are now used. This form would be used for approximately 70 or 80 requests for searches relative to individual names per day and would also be used on a portion of approximately 500 to 600 requests received by telephone per day on individual names.

ENCL.

At present a Bureau supervisor or clerk requesting a file search will write out all of the information on a routing slip and then send the routing slip to General Indices. The routing slip and search slip bearing appropriate references are often sent to File Review Unit for completion of the process. Persons making such requests often neglect to set out necessary information, i.e.,

- (1) type of search desired, such as subversive or criminal, or both;
- (2) whether the search should be restricted as to locality;
- (3) whether the requesting employee desires that the results of the indices check be returned directly to him or forwarded to File Review Unit for further processing prior to being returned. The proposed form would list such items and require only a check mark by the person making the request.

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

55 MAR 28 1954

Mr. Harbo
Attachments
EDM:DMC

RECORDED 106-2554-11234
INDEXED 40 MAR 19 1954
EX-107

3790
ORIGINAL COPY FILED IN 66-118-

Memorandum to Mr. Tolson

Records Section advised that adoption of this form would eliminate two of four search slips now in use.

Domestic Intelligence Division has no objection to the adoption of the proposed form.

Investigative Division has no objection to the suggested combination routing slip and search slip, but offers the following suggestions in modification:

1. It is suggested blocks be used for "X" marks rather than lines. It is believed this would avoid errors since it is sometimes difficult to determine which line was intended to be checked.
2. Additional space should be allotted between lines on which the subject's description is to be set forth. This information is important and it is believed time would be saved and there would be greater accuracy if the writing were legible.
3. It is suggested an additional two lines be allotted for "Remarks" under the descriptive data to take care of necessary identifying data not specifically provided for on the form.

The Manuals Desk, Training and Inspection Division, has no objection to the suggested form.

SUGGESTION

(2) If the proposed combination routing slip and search slip is adopted, the Records Section suggests that Form 4-22c be revised in accordance with the attached sample and be numbered Form 4-22a. Form 22-c is the Numerous Reference Search Slip and is used in instances where there is insufficient space on Form 4-22 to list the references. This form is used in connection with approximately one-third of all individual name searches requested.

EXECUTIVES CONFERENCE CONSIDERATION: ETH:cs

Unanimously favorable, 2/15/54, Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Belmont, Rosen, Mohr and Harbo being present.

~~SECRET~~

EXEMPTED FROM AUTOMATIC
DECLASSIFICATION
AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
EXEMPTION CODE 25X(1)
DATE 11-22-2011

Per letter dated
06/27/2011

Mr. TOLSON

3-2-64

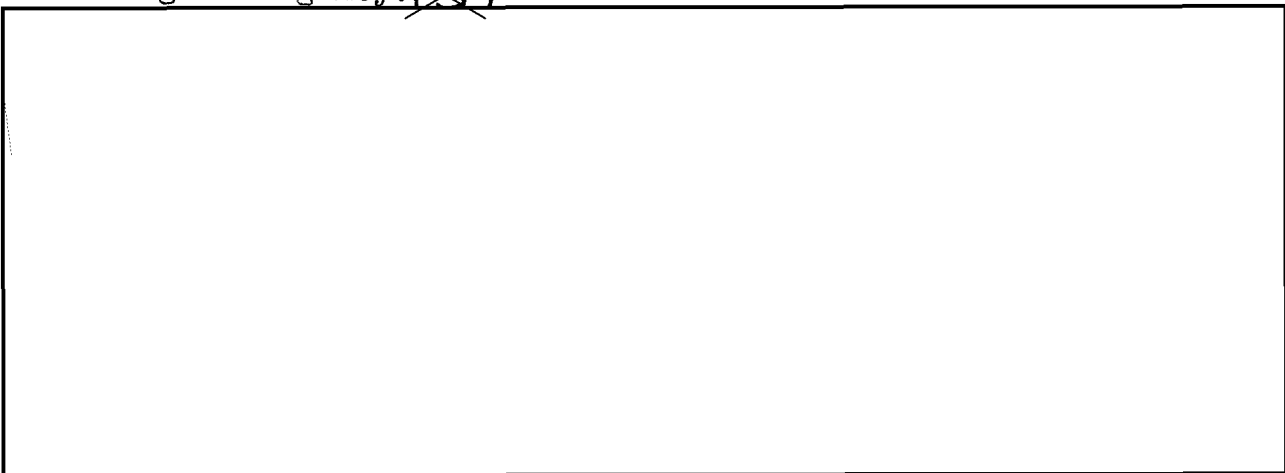
The Executives Conference ~~SECRET~~



(S)

The Executives Conference consisting of Messrs. Tolson, Harbo, Glavin, Lamm, Hennrich, Holloman, Boardman, McGuire, Mohr, and Tracy, on March 1, 1954, considered a request from the Central Intelligence Agency. ~~(S)~~

(U)



(S)

b1
b3

(S)

The Executives Conference unanimously recommends that CIA be informed the Bureau will be pleased to confer with their representatives in connection with this matter. If approved, arrangements will be made by the Liaison Section of the Bureau for a conference in the Identification Division. ~~(S)~~

(U)

SJT:dph

cc - Mr. Harbo
Mr. Mohr

RECORDED-19

166-2554-11235

MAR 22 1954

INDEXED-19

83

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

EX-127

OK
H.

8/17/92
Classified by SP-5CJ/DAW
Declassify on: OADR

ORIGINAL FILED IN 100-2554-11235

3 MAR 23 1954

~~SECRET~~

892

THE DIRECTOR

3/19/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 48-54
MADE BY SE [REDACTED]
LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/23/94 BY SP-6/BK

SUGGESTION:

That a perforated form be attached to Form FD-5 (~~Charge-Out Slip~~) containing a space for the employee's name and location. (Sample attached.)

PRESENT PROCEDURE:

When an employee in a field office destroys a file, he fills out a Charge-Out Slip. A clerk, upon receipt of the Charge-Out Slip in the Chief Clerk's Office, then fills out a pink slip with the employee's name and location and staples it to the Charge-Out Slip. Then if the file desired is in, the Charge-Out Slip is placed in the jacket and the pink slip is detached and attached to the file for routing to the employee. If the file is not in, the Charge-Out Slip, with the pink slip attached, is placed in the file jacket as a flash that the file was requested by an employee. The suggesting employee states this system is not efficient, inasmuch as the pink slip frequently becomes detached from the Charge-Out Slip and becomes attached to other pieces of mail.

PROPOSED PROCEDURE:

The employee desiring a file will fill out the Charge-Out Slip as previously, and at the same time fill out the perforated section, which will contain a space for his name and room number. When this is received in the Chief Clerk's Office, if the file is in, the Charge-Out Slip will be placed in the file jacket, and the perforated section torn off and attached to the file for routing to the employee. If the file is not in, the entire Charge-Out Slip will be placed in the jacket as a flag that the file has been requested by the employee.

ESTIMATED SAVINGS:

The suggesting employee feels this proposed procedure would result in employees spending less time on charge-outs. In this regard, he estimates that one-half hour would be saved each day in each of the fifty-two field offices, for a total of

cc: Messrs. Mohr & Harbo
Attachment
atn

RECORDED - 93
INDEXED - 93
76 MAR 19 1954
INITIALS ON ORIGINAL

66-2554-11236

ORIGINAL COPY FILED IN 66-7344-163

SK

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

RS

Memorandum to Mr. Tolson

twenty-six hours per day.

PREVIOUS CONSIDERATION:

This procedure was previously suggested by SA Jack M. Pelissier of the Denver Office and Executives Conference memorandum to Mr. Tolson dated May 20, 1953, reflects that the Conference was opposed as it was felt the preparation of Charge-Out Slips would be an unnecessary expense and inasmuch as slips of scrap paper are utilized as attachments to files to facilitate routing.

OBSERVATIONS:

SAC John F. Malone, Los Angeles, commented that he feels the suggestion has considerable merit and recommends that it receive favorable consideration.

SAC F. Hallford, Pittsburgh; SA W. M. Uholan, San Francisco, and SAC G. W. Willis, San Diego, considered carefully the proposal that the charge-out slip be revised so as to provide a perforated bottom, and they heartily endorse the suggestion.

The Chief Clerk of the Washington Field Office and the supervisors agree this suggestion would be a time saver to clerical employees charging out files to Agents. They state it would insure an accurate return of the file to the employee requesting it, would save time in placing a request in the jacket if a file were out, and would assist messengers delivering mail, as the location would be on the outgoing label which would serve as a double check before the file is given to the employee who requested it. They find no disadvantages and would be in favor of adopting the suggested form.

Mr. Jenneberger of the Mechanical Section states that if the suggested Charge-Out Slip can be printed in the same size as at present, the only additional cost will be for labor used in perforating. He estimates this additional labor cost at \$500.00 per year. In view of the advantages to the field, he recommends that the suggestion be adopted.

Inspectors J. E. Nugent and H. C. Van Pelt concur with the above views and recommend that the suggestion be adopted.

EXECUTIVES CONFERENCE CONSIDERATION:

REH:cs

3/10/54

The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, considered the above suggestion.

Mr. Mohr was opposed to the suggestion, feeling that it was preferable to have clerical employces fill out the form needed for routing the file to the Agent rather than to have this function handled by Agents.

Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Holloman, Belmont, Rosen and Harbo favored the adaption of the revised form when next a supply of the charge-out slips is printed.

gk
3/11

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

~~SECRET~~

3/2/54

THE EXECUTIVES CONFERENCE

~~ALL INFORMATION CONTAINED
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EXCEPT WHERE SHOWN
OTHERWISE~~

2/21/54
SP5 [unclear] 9-9-87
(77 civ 11)

The Executives Conference of March 2, 1954 consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Henrich, Boardman, Rosen, Harbo, McGuire and Mohr, reconsidered the Bureau's policy with respect to the utilization of mail covers. The Conference specifically considered the attached proposed SAC Letter instructing the field that all mail covers until further notice were being discontinued because of the improper supervision given to this matter on the part of the field and the Seat of Government.

It was pointed out to the Conference that this matter was previously discussed by the Executives Conference on February 25, 1954 and all of the members of the Conference at that time recommended the continuance of mail covers with further instructions to the field whereas Mr. Tolson recommended that all mail covers be discontinued. At that time the Director stated he could not go along with the majority of the Conference because the project had not been properly supervised by the Investigative Divisions nor by the field Divisions and until such time as proper supervision could be obtained both in the field and at the Seat of Government, we would have to suspend utilizing this procedure.

Mr. Boardman advised the Conference that he was of the definite opinion that the use of mail covers was a valuable investigative technique and he felt that we should not discontinue them at this time in spite of the several errors that have occurred recently. Mr. Boardman felt that to insure the proper supervision of mail covers in the field, Special Agents should be required to justify them to their SAC who would personally approve them before a request would be made to place a mail cover with the Post Office official. Mr. Boardman stated that in view of the nature of this investigative technique, he did not feel that the Seat of Government should review such justifications and that SACs should exercise the responsibility imposed in them and have the initiative and the responsibility to approve this technique.

Mr. Henrich, who attended the Conference for Mr. Belmont, commented that he definitely was opposed to the discontinuance of existing mail covers and felt that we should not discontinue those in existence.

Mr. Rosen, who was present, had no comments to offer with respect to this matter.

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

62-735-25

MAR 21 1954
CC - Mr. Harbo

EX - 104

RECORDED-38

INDEXED-38

166-2554-11237
MAR 22 1954
83
~~SECRET~~

~~SECRET~~

Mr. Tolson was of the opinion that all mail covers should be discontinued at this time in view of the failure on the part of the field and the Seat of Government to properly supervise the handling of this procedure. He pointed out that the handling of mail covers has not received sufficient supervision and great embarrassment had resulted to the Bureau because of the errors that had occurred.

He cited specifically that a mail cover letter had been addressed to [redacted], with its resulting repercussions.] ~~SECRET~~

b7E

Mr. Mohr was of the opinion that we should continue the mail covers we have in existence and that the field should be required to submit a justification to the Seat of Government for the continuance of each mail cover we now have and that each mail cover that is placed in the future should be specifically approved at the Seat of Government. He felt by following this procedure the field would exercise more care in the placing of mail covers and that many of the errors that have occurred in the past would not recur in the future. Mr. Mohr was of the further opinion that all mail covers should be rejustified every 90 days by securing new approval from the Seat of Government. Mr. Mohr pointed out to the Conference that he was of the opinion that the mail cover was a valuable investigative technique and has proved of assistance in many cases in the apprehension of fugitives and for that reason he strongly urged that we not discontinue all of the mail covers now in existence but that each would be reviewed as indicated to see whether it should be continued.

RECOMMENDATIONS

1. The majority of the Conference recommends that we continue to utilize mail cover techniques but that all mail covers now in existence or to be placed in the future be justified by the Special Agent placing them in writing and that such mail covers not be continued in existence or placed in the future until specific approval has been received from the SAC or ASAC. Messrs. Boardman, Glavin, Tracy, Hennrich, Rosen, Harbo and McGuire were in favor of this proposal.

2. Mr. Tolson recommended that the attached SAC Letter go to the field discontinuing all existing mail covers for the reason that the field and the Seat of Government have failed to properly supervise the utilization of this procedure.

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~~SECRET~~

3. Mr. Mohr recommends that all existing mail covers and future mail covers be justified in writing by the field and specifically approved by the Sect of Government and that they be rejustified every 90 days by securing new approval from the Sect of Government.

Respectfully,
For the Conference

✓
Olyde Tolson

I will go along with Mohr.
I agree that mail covers are valuable but neither Rosen nor the Sac's have properly supervised placing of them. Boardman and Rosen will now be held strictly responsible for proper supervision. We have now over [3000] + that is entirely too many. I surmise they have been placed without any real evaluation. If there are any more firsons I will discontinue the project entirely. H.

~~SECRET~~

THE DIRECTOR

89118

February 25,
1954

THE EXECUTIVES' CONFERENCE

~~MAIL COVERS~~

~~SECRET~~

2/28/83
Classified by [signature]
Declassify on: OADR
SP5 C/pe 9/1/87 (reinv) [signature]

On February 25, 1954, the Executives' Conference consisting of Messrs. Tolson, Ladd, McGuire for Nichols, Glavin, Harbo, Rosen, Tracy, Tamm, Mohr, Boardman, and Belmont considered a Domestic Intelligence Division recommendation that mail covers be continued but must be curtailed to those cases where sound reason exists.

In connection with the investigation of [redacted] Internal Security - Russian, the Bureau had placed a 30-day mail cover 1-19-54 on subject's residence in [redacted] New York. 2-16-54 [redacted] complained to the [redacted] New York police that a [redacted] had told him that someone was tampering with [redacted] mail. [redacted] told police there was no evidence the letters had been opened or the envelopes torn. Investigation disclosed there was no indication that subject was aware of FBI interest in his activities and no tampering or action affecting subject's mail by New York office. New York instructed 2-18-54 to discontinue mail cover on subject at once.

Director noted, "We are having all too many fiascos on mail covers. I want an immediate re-evaluation of this entire project looking to complete discontinuation or material curtailment. I fear it has degenerated into state our technical surveillance work was when we were allowing it to mushroom willy nilly. H."

FBI has utilized mail covers for many years in locating fugitives and other subjects of investigation and in determining contacts of subjects. Mail cover results are legally furnished to Bureau and to other executive departments and agencies of Federal Government on request to postmasters under provisions of "Postal Laws and Regulations of the United States of America," Section 41.4 (b). Local law enforcement officers may obtain mail cover results from postmasters to aid in apprehension of fugitives under same section of Postal Laws and Regulations, paragraph (a).

87-501-674
84-1973
85-1479
85-0748
Classified by 9205 RAN/EL
Declassify on OADR

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

AHB:plu

Attachment

MAR 24 1954

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HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE~~

RECORDED-38

INDEXED-38

66-2554-11238
MAR 22 1954
83

EX - 104

~~SECRET~~

b6
b7c

~~SECRET~~

MEMO FOR DIRECTOR FROM EXECUTIVES' CONFERENCE

FEBRUARY 25, 1954

During January, 1954, form mail cover requests intended for postmasters came into possession of persons on whom mail cover was intended. One instance involved mother of fugitive at Catlettsburg, Kentucky. The other instance involved [redacted]. As a result of these instances, SAC Letter No. 54-5 (G) set forth procedures to minimize possibility of misdirection of mail cover requests. [redacted] incident came to attention of Bureau subsequent to SAC Letter.

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b7E

EXECUTIVES' CONFERENCE RECOMMENDATIONS:

Messrs. Ladd, McGuire for Nichols, Glavin, Harbo, Rosen, Tracy, Tamm, Mohr, Boardman, and Belmont recommended that since the mail cover is a valuable legal investigative technique that its use be continued, but that the field should be instructed to immediately re-examine all pending mail covers to insure that sound reasons exist for keeping them and discontinue those not productive; safeguards in SAC Letter No. 54-5 must be observed and mail covers must be curtailed to those cases where sound reason exists. They recommended the attached SAC Letter be approved.

Mr. Tolson recommended that mail covers be discontinued.

If you approve the recommendation of the majority of the conference, there is attached a proposed letter to all Special Agents in Charge implementing the recommendation.

I cannot go along with majority. The project has not been properly supervised by Div. Dir. here nor by our Field Dir. until such can be attained. I obtained one approval. I am suspending utilization of this procedure.

Respectfully yours,
For the Conference

Clyde Tolson

NOTE: As of January 26, 1954, there were 624 internal security mail covers and 2,218 fugitive mail covers. The latter figure includes holiday coverage of relatives and friends of Bureau fugitives. There were 302 other criminal investigative mail covers. SAC Letter No. 54-5 (G) provides that mail covers must be personally approved by the SAC or ASAC.

~~SECRET~~

THE DIRECTOR

February 19, 1954

MR. D. M. LADD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5ci/AT

FELIX AUGUST INSLERMAN
INTERNAL SECURITY - R
Bufile 100-364037

Executive Conference

In the interviews of Felix Inslerman his attorney insisted on being present during any interviews even though the attorney had sought us out with his client in the first place. Instructions were issued telephonically on February 18, 1954, to the Albany Office that the interviews would not be had with the attorney present. The Albany Office has now advised that Inslerman is being interviewed alone, and the attorney did not insist on being present. You requested a memorandum regarding our policy relative to allowing an attorney to be present in a situation where the interviews are sought with us.

1. In all situations it is desirable that an attorney not be present during interviews with persons whether subjects or otherwise.

2. When a person offers to volunteer information and is accompanied by an attorney, we accept the information volunteered and will permit the attorney to be present if he insists.

3. When we are actually interviewing an individual, subject, or otherwise, and thereby are in a position of disclosing information by reason of questions asked, it is not permissible for an attorney to be present. However, there may be some situations where the advantages in conducting the interview with the attorney present may outweigh the disadvantages of such an interview. In such situations Bureau clearance should be obtained prior to conducting the interview in the presence of the attorney.

4. When an individual at first volunteers information and it is then necessary to interview him for further details and reveal through questions asked data in our possession, Bureau clearance should be obtained prior to conducting the interview in the presence of the attorney.

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

58 MAR 24 1954

RECORDED - 43

66-2554-11239
RECORDED

46 MAR 22 1954

EX-115

RJL: awn awn
Attachment

ORIGINAL FILED IN

In the case involving Inslerman, we were in error and did not follow our policy in that we were preparing to proceed with the interview of Inslerman in the presence of his attorney without having fully considered all the aspects as to just what purpose the attorney had in desiring to be present.

RECOMMENDATION

In order that there will be no misunderstanding as to the policy to be followed in such cases, there is attached a proposed SAC Letter instructing the field in accordance with the foregoing.

ADDENDUM:

February 24, 1954

On February 24, 1954, the Executives' Conference, consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Harbo, Rosen, Tracy, Tamm, Mohr, Holloman and Belmont, unanimously recommended that the attached SAC Letter be sent to the field.

AHB:tlc

MR. TOLSON

3/18/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #122-54

MADE BY [REDACTED]

FORMER EMPLOYEE
LITTLE ROCK OFFICE
FINGERPRINT CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5 C/BTF

SUGGESTION (1)

That the criminal fingerprint card be revised to provide a 3" x 5" section, perforated around the edges, so that it could be detached from the upper left-hand corner of the card. Sample attached as illustration.

The suggesting employee had in mind that, if regulations permit destruction of the remaining portion of the card, then one print would remain on the 3" x 5" portion for identification. The 3" x 5" section would also contain pertinent information such as the FBI number, fingerprint classification, subject's name, subject's signature and signature of the official taking the prints. On the reverse side of this 3" x 5" portion would appear the name of the contributor, address, date of birth of the subject, place of birth and date of arrest, as well as the charge, disposition and space for a photograph.

The employee also stated an unidentified print on an individual could be retained in its whole form and possibly the second print for the jacket. Beginning with the third print, the 3" x 5" portion would be detached and filed by FBI number in a 3" x 5" cabinet. In addition, he stated that smaller size printing would furnish more space on this 3" x 5" portion of the fingerprint card.

OBSERVATIONS

The Identification Division Technical Section supervisors feel this card has no distinct advantages to the Identification Division and presents many technical and administrative problems. The fingerprint card lacks pertinent descriptive data and the small area provided for the photograph is not adequate. Photographic

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

cc-Mr. Mohr
Mr. Harbo

52 MAR 24 1954

Attachment

RECORDED - 4
INDEXED - 4

RH
EX-12

106-254-11240
NOT RECORDED
141 MAR 23 1954

ORIGINAL COPY FILED IN 62-254-184

Memorandum to Mr. Tolson

equipment presently used by law enforcement agencies provides for a larger photograph. Use of the proposed 3" x 5" card portion would necessitate a complete change of photographic equipment by law enforcement agencies. The perforated 3" x 5" card would present filing problems. In addition, the continual handling of fingerprint cards in the searching process could cause the proposed perforated section to become detached. Other administrative problems would arise with respect to whether the fingerprint card should be retained or destroyed depending on new scars or new amputations. The Executives Conference on 1/18/54, approved a new type of fingerprint card which the Identification Division states is satisfactory and adequate and points out that this suggestion would not result in space saving inasmuch as the 3" x 5" detachable area would have to be made part of the present 8" x 8" fingerprint card jacket folder.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/18/54

Conference of 3/17/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire, Hollomon and Harbo, recommended unanimously unfavorable.

SUGGESTION (2)

It is suggested that Master fingerprint cards on file be rearranged to conform to birth date rather than age.

The suggesting employee states he believes if this were done whole sections of prints could be moved if need be, rather than the present system of removing prints singularly from the Regular to Reference File and from the Reference File to the Presumptive Dead File.

OBSERVATIONS

The Technical Section, Identification Division, supervisors feel that for all practical purposes no material advantage would be gained by having the filing broken down by birth date. They point out that at present fingerprint files are broken down into three main groups by age. The active files contain fingerprints of individuals up to age 54; the "Reference" file contains fingerprints of individuals from age 55 through 74 years of age; and the "PD" file (Presumed Dead file) contains the fingerprints of individuals 75 years of age and older. These general separations have been found to be satisfactory in the searching of fingerprint cards.

Memorandum to Mr. Tolson

The suggestion would necessitate keeping the age group separated by a guide card for each birth date and would mean in many fingerprint groups as many as 40 additional guide cards would be needed. Placing the guide cards would require more space in the file drawer. In searching fingerprint cards in three main age groups allowance is made for five years difference in age. Under the suggestion, considerable time would be lost by trained fingerprint searchers in that it would be necessary for each searcher to take the different age groups out of file (five years on each side of the subject's birth date) instead of at the present time one group of prints. With additional breakdowns by birth date in files, filing errors would be greater. When fingerprint cards are transferred each year from the present three main age groups, clerical employees are usually employed to perform this operation.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/18/54

Conference of 3/17/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire, Holloman and Harbo, recommended unanimously unfavorable.

DIRECTOR

2/23/54

EXECUTIVES CONFERENCE

[REDACTED] SUSPECT
MURDER IN 1946
Indianapolis, Indiana

b6
b7c

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5/BJM

SYNOPSIS:

Fingerprint Examiner [REDACTED] is in Indiana to testify in a murder case. Bureau policy has been not to permit testimony if another expert is to testify to the same point, i.e. that the fingerprints are identical. The State Prosecutor intends to utilize fingerprint experts from the Indianapolis Police Department and the Indiana State Police, in addition to Bureau expert. SAC Blaylock recommends Bureau expert testify in view of great public interest in this particular case and in view of relationship with Indianapolis Police Department.

RECOMMENDATION:

The Executives Conference unanimous recommends an exception be made to Bureau policy and that Fingerprint Examiner [REDACTED] be permitted to testify.

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b7c

DETAILS:

The Executives Conference, consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Rosen, Harbo, Tamm, Belmont, Mohr, Boardman and Tracy, considered the matter of policy in presenting latent fingerprint testimony.

In the case of [REDACTED] Suspect, Murder, Indianapolis, Indiana, Fingerprint Examiner [REDACTED] is presently in Indiana to testify that the fingerprints of one [REDACTED] are identical with latent fingerprints submitted to the Bureau for comparison.

[REDACTED] telephoned the Bureau this morning from Indianapolis advising that the State Prosecutor is going to utilize the services of a fingerprint expert of the Indianapolis Police Department to testify to the identification and, in addition, is going to utilize a fingerprint expert from the Indiana State Police.

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

RECORDED - 7 66-2554-11241

INDEXED - 7 MAR 22 1954

Mr. Harbo

20405-31
ORIGINAL FILED IN 30

It is anticipated that the defense will utilize a fingerprint expert, a former Indiana State Police Officer who was discharged for dishonesty. This individual is presently employed by the General Electric Company in Indianapolis and Mr. [redacted], of that company, has advised that in the event he testifies for the defense he will be discharged from his employment.

It has long been a Bureau policy not to testify in cases where another expert is to be utilized to testify to the same point, i.e. that the fingerprints are identical.

This particular case has aroused tremendous public interest and the newspapers are playing up every angle of the case. One paper this morning quotes the defense attorney as claiming that the FBI standards for identification in fingerprint matters are a minimum of 20 points. As a matter of fact, the Bureau fingerprint experts endeavor to chart a minimum of 12 points.

I discussed the matter with SAC Blaylock, who advised that the relations have been somewhat strained with the Indianapolis Police Department over a civil rights case investigated by the Bureau some time ago and if the fingerprint examiner is not to testify in this case it will further strain relations with that department. In addition, Blaylock pointed out that the case is one of great public interest and he feels that the newspapers would take a most critical view of the Bureau were it to refuse to allow Examiner [redacted] to testify.

The Executives Conference was unanimously of the opinion that an exception should be made to the usual Bureau policy in latent fingerprint testimony and that Examiner [redacted] be permitted to testify. In a previous case several years ago the Bureau made an exception in a case involving the murder of a New York State Trooper.

The trial is being held in Shelbyville, Indiana, 50 miles from Indianapolis and Examiner [redacted] has been advised that he will not be called to testify before tomorrow morning.

b6
b7C

I agree, but the matter our policy of no duplication should be explained to the press for future guidance
2/22

OK but I don't like it. I sense an apple polishing attitude here. In future no exceptions to be called for. Director we have a rule. It is sound and we will stick to it.

H-

MR. TOLSON

March 22, 1954

THE EXECUTIVES CONFERENCE

STATE OF CALIFORNIA VS.
UNITED STATES COURT OF CLAIMS

Amount of claim # 49,912

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5c/pjh

The Executives Conference of March 17, 1954, consisting of Messrs. Tolson, Harbo, Rosen, Boardman, Hennrich, Tamm, Mohr, McGuire, Tracy, Holloman, and Glavin, considered the desirability of the Bureau taking credit for savings to the Government in the amount of \$7,552,523, the amount denied by the United States Court of Claims to the State of California for reimbursement for certain expenditures and advances allegedly made by the State of California in aiding the United States during the Civil War. This was a Court of Claims case.

DETAILS:

Briefly, the State of California filed a claim alleging the State was entitled to reimbursement for certain expenditures and advances allegedly made in aiding the United States during the Civil War.

A review of the petitions and schedules furnished by the Civil Division of the Department to the Bureau reflects the claim was in the amount of \$7,561,508.15. The Civil Division requested that the Bureau conduct certain accounting investigation in order to verify certain schedules introduced by Attorneys from the State of California.

On March 3, 1954, after the United States Court of Claims reviewed the petitions filed by the State of California, the Court of Claims allowed an amount of \$8,985.15. This resulted in a savings to the Government of \$7,552,523.

The Bureau conducted certain accounting investigation in connection with this matter as requested by the Civil Division of the Department. This investigation was conducted at the Treasurer's Office for the State of California at Sacramento, California in order to verify schedules submitted by the plaintiff (State of California). Our audit included the verification of plaintiff's schedules which showed certain interest paid and discounts allowed on bonds issued to meet certain expenditures.

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

Mr. Harbo
Mr. Mohr

RECORDED-42

INDEXED-42

EX-129

MAR 25 1954

58 MAR 26 1954

11282
7

Memorandum to Mr. Tolson

March 22, 1954

Re: State of California vs. United States Court of Claims

This was the extent of the investigation requested by the Civil Division of the Department. However, during the investigation a large part of the remaining amount of the claim was verified.

A total of eight investigative days was spent on this case by the San Francisco Office and one day was spent by the Washington Field Office.

Supervisor C. J. Moran of the Accounting and Fraud Section, Investigative Division, stated that according to Bureau policy the definition of "savings" is as follows: "That which relates to cases investigated by the Bureau where the Government is the defendant in a civil suit and the savings represents the difference in the amount of the suit and the award to the plaintiff." According to the Accounting and Fraud Section, the Bureau does not necessarily have to conduct complete investigations of a claim in order to take credit for the entire amount of the savings to the Government.

RECOMMENDATION:

The Conference gave this matter very careful consideration. It pointed out that our investigation was for the purpose of verifying certain schedules submitted by the plaintiff (State of California) and that only nine days in all was spent on investigations verifying such statements.

The Conference feels that this so-called savings should not be included in the Bureau's tabulation of savings as a result of its investigative work.

Should you agree, no further action will be taken to record the \$7,552,523 as savings to the Government in Bureau statistics.

OK
JK

The Director

3/25/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-SCI/DH

INDOCTRINATION OF NEW ATTORNEYS
IN THE DEPARTMENT OF JUSTICE - CRIMINAL DIVISION

On 3/17/54 the Conference, composed of Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, McGuire, Hennrich, Tracy and Harbo, was advised that Walt Yeagley of the Criminal Division of the Department telephonically inquired as to whether the Bureau would like to arrange an indoctrination lecture to twenty young lawyers recently employed by the Criminal Division of the Department. The lecture would be comparable to that which we give to newly appointed U. S. Attorneys which last for an hour and a half. Such lecture would acquaint the attorneys with the Bureau's organization, jurisdiction, how these attorneys can facilitate the Bureau's work and other items pertaining to our dealings with the Department. Possibly one half hour could be handled by Domestic Intelligence Division and a half hour by General Investigative Division.

Mr. Mason of the Training & Inspection Division, who received the phone call from Yeagley, suggested favorable consideration in the belief that it would redound to the benefit of the Bureau, since Yeagley had stated these attorneys know little about the Bureau's work and yet they are called upon daily to perform functions relating to the Bureau.

Messrs. Boardman, Tracy and Hennrich recommended favorable consideration of this request for the reasons indicated above, i.e. that it would be to our advantage to comply.

Messrs. Tolson, Glavin, Tamm, Mohr, McGuire and Harbo recommended unfavorably, feeling the indoctrination is a problem for the Criminal Division.

Respectfully,
For the Conference

RECORDED-14
Glyde Tolson

100-2054-11243

MAR 24 1954

INDEXED-14

EX - 107

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

cc - Mr. Harbo
Mr. Mohr

RTA:cs
MAR 25 1954

I concur

THE DIRECTOR

3/11/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CJB/ST

NATIONAL ACADEMY ASSOCIATES
NORTH CAROLINA CHAPTER

North Carolina

On 3/10/54 the Executives Conference, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Belmont, Mohr, Rosen, Nichols, Boardman and Harbo, considered the inquiry of the Charlotte Office as to whether the Bureau would approve a one or two-day trip to Washington sponsored by the North Carolina National Academy Associates for the purpose of a tour through the Identification Division and the Laboratory to observe new equipment and techniques and a trip to Quantico to view the new Bureau ranges and participate in some firearms training. The Special Agent in Charge at Charlotte stated that some of the Associates indicated it would be easier for them to justify an annual retraining session at Washington than to justify two or three meetings of the Associates yearly within the State of North Carolina. It is proposed that the trip to Washington would constitute the annual retraining session for the North Carolina Associates for 1954.

ORIGINAL COPY FILED IN 71-26-11-71

Messrs. Tolson, Boardman and Harbo recommend approval of a trip to Washington for a maximum of two days for the purpose of detailed instructional tours of the Identification Division and the Laboratory, plus a tour of the new firearms ranges at Quantico but not to include any actual participation in firearms training. There are approximately 60 National Academy graduates in North Carolina. If substantially all of them attended, it could materially interfere with our regular firearms training programs for New Agents, In-Service groups, Seat of Government Supervisors and the Washington and Richmond Field Offices. Also, we would be setting a precedent and it would be expected by other state groups of Associates within a reasonable distance of Washington that the same opportunities would be extended to them. The cost for ammunition for one person for firearms training suitable for such a group would be \$7.75 for 1/2 day; for a total of 60 persons, this would amount to \$465.00. If they were to spend a whole day at Quantico, the cost would be \$14.40 per man, or \$864.00 for 60 persons.

B

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

RTH:hd
CC - Mr. Mohr
Mr. Harbo
Mr. Rogers

INDEXED - 5
RECORDED - 5
141 MAR 25 1954
EX-129
11244

52 MAR 30 1954

Messrs. Glavin, Tracy, Tamm, Mohr, Belmont, Rosen and Nichols favor authorization for a maximum of two days at the Seat of Government with tours of the Identification Division and the Laboratory plus a tour of the new FBI ranges at Quantico, but that firearms training be extended to the Associates at that time.

The Conference was unanimously of the opinion that in any event the Bureau would not undertake to provide organized entertainment for the North Carolina Associates.

The Charlotte Office will be advised in accordance with the Director's decision.

Respectfully,
For the Conference

C. Tolson

MR. TOLSON

3/19/54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTIONS #110-54 and #111-54
MADE BY [redacted]
ADMINISTRATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY sp-5ubj

SUGGESTION (1)

Photostat

It is suggested that a mask be made of a thin opaque celluloid material 1/32" or less in thickness for deletion of "Character of Case" and other Bureau markings. Sample attached. The employee suggests that a quantity of extra small pieces of the same material could be cut in numerous suitable shapes for extra deletions, when Photostating reports.

The suggesting employee has in mind that his idea to cover Bureau data and notations on margins would expedite the work and present a neater Photostat. He points out that at present from four to eight small pieces of paper are used to cover markings on margins of investigative report forms.

b6
b7c

OBSERVATIONS

Mr. Renneberger of the Mechanical Section, Administrative Division, stated that his section prepared a sample cut-out similar to the one submitted by Mr. [redacted] and found there is no savings in time through use of such a cut-out due to the fact that the markings blocked out are inconsistently placed, the majority of them being at the bottom of the report which is covered up by the Bureau property stamp (which we are required to use) or are in the actual reporting area of the report, which markings have to be covered with small individual cut-out masks, very few of which are the same size. Many markings which are covered up only require masks of 1/8" x 1/8" and vary up to as much as 1" x 3". Many of these scraps are disposed of when the machine is cleaned up and this procedure requires no expense. However, if celluloid were used, there would be an expense involved.

ORIGINAL COPY FILED IN 326-1-5

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

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/19/54
Conference of 3/18/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Hennrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously unfavorable.

APR 5 1954

Mr. Mohr
Mr. Harbo

RECORDED - 58

INDEXED - 58

MAR 25 1954

11245

M

Memorandum to Mr. Tolson

SUGGESTION (2)

It is suggested that elite type be used instead of pica type in making up all Mimeograph stencils such as Bureau Bulletin, SAC Letter, et cetera.

The suggesting employee feels this would decrease labor, stencil and paper cost approximately one-sixth. He states that he believes adoption of this suggestion would condense the size and thereby reduce the amount of paper being shipped.

OBSERVATIONS:

Mr. Renneberger, Mechanical Section, Administrative Division, advised that he has no technical objection to printing SAC Letters and Bureau Bulletins from elite type, as suggested, other than the present Bureau policy of not purchasing elite type typewriters.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/19/54

Conference of 3/15/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Henrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously unfavorable.

Mr. Tolson

89117 3/16/54

Executives Conference

USE OF A GENERAL ROUTING SLIP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 JDB

During the course of the inspection of the Mechanical Section it was noted by Inspector's Aide Arthur J. Horstrom that the Bureau presently uses 108 different routing slips, and most of these are 4"x10 1/2". He further noted that the Bureau does not at present utilize the general to and from routing slip.

glan
SA Horstrom conducted a survey for a period of 2 hours at the Sorting Desk in the Records Section, where he examined 838 routing slips which were being used to route mail. He noted that on 392 of them the name of the person to receive the material was written out on the routing slip. He suggests that the Bureau adopt a general to and from routing slip, 4"x5-3/4", which would reduce the paper cost 50% of the size routing slip now being used. He does not propose that any routing slips now in use be eliminated but that this general to and from routing slip be used when material is being sent from one section of the Bureau to another section and the name of the person to receive the material does not appear on the routing slip currently being used by the section sending the material.

Mr. Lennberger of the Mechanical Section is in favor of this suggestion.

A copy of the proposed routing slip is attached.

EXECUTIVES CONFERENCE CONSIDERATION: RT:tes 3/16/54

Conference of 3/17/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire, Holloman and Harbo, recommended unanimously unfavorable.

1 ENCL
filed with
original

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

aw
Attachment

MS jaw
MAR 30 1954

INDEXED - 5
RECORDED - 5
EX - 107

66-2534-11546
MAR 25 1954
51

ORIGINAL FILED IN 66-3482-1790

MR. TOLSON

3/19/54

EXECUTIVES CONFERENCE

SUGGESTION #128-54
MADE BY SA STANNARD E. WIDENER
KNOXVILLE OFFICE
SAFETY ON SKEET RANGE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5CJ/bm

SUGGESTION:

It is suggested that safety glasses be issued for use in both the low and high house on each skeet range in field offices and at Quantico. The use of a good grade of safety glasses would prevent chances of eye injuries on the skeet ranges in the future.

The suggesting employee called to attention that an Agent recently attending an In-Service Class at the Seat of Government lost an eye as a result of being struck by a shotgun pellet while working the low house of the skeet range at Quantico.

OBSERVATIONS:

(1) SAC Sloan, FBI Academy, Quantico, Virginia, stated the accident referred to by the suggesting employee occurred in the high trap house on the United States Marine Corps skeet field and not in the low house, and the location of the trap in the low house completely removes the operator from the target opening.

(2) Mr. Sloan advised the high trap houses on FBI ranges are now equipped with a hinged piece of Lucite 2 feet by 4 feet, directly above the trap, behind the target opening and affording complete protection to the operator and not only his eyes.

(3) SAC Sloan commented that we have always had agents to obtain and wear shooting glasses while on the range. The glasses are of ample thickness to stop a #9 pellet at the distance weapons are fired from the trap houses.

EX-125 RECORDED TO 66-2554-11247
INDEXED TO 138-10054

ORIGINAL COPY FILED IN 9-1235

It is recommended by Mr. Sloan that the Bureau continue to encourage Agents to use shooting glasses while on the range, but that the Bureau not go to the expense of purchasing safety glasses for trap operators. He concludes that trap houses on the FBI Ranges offer maximum safety to the trap operators and states few field offices use skeet fields for shotgun course #2, the majority using hand or bench traps behind the shooter. He further states Bureau Firearms instructors are cautioned to check target openings in each trap house before starting to shoot to insure openings are adjusted to prevent shot entering the houses.

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

cc Messrs. Mohr and Harbo
5 amg

RM M

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/19/54

Conference of 3/18/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Henrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously unfavorable.

Mr. Quinn Tamm

March 2, 1954

I. W. Conrad

Bureau War Plans
Security Agency "microwave System"

Reference is made to my memorandum dated November 27, 1953, wherein it was pointed out there had been no telephone cable installed between the microwave station and the school building at Shepherdstown, West Virginia, and recommending that the Bureau approve contacting the telephone company to obtain cost figures for the proposed cable installation.

The above recommendation was approved by the Executive Conference on December 3, 1953.

Mr. [redacted] of the Virginia Telephone and Telegraph Company at Front Royal, Virginia, was contacted by SA G. L. Davy of this section regarding cost figures on the proposed cable installation.

b6
b7C

On March 1, 1954, Mr. [redacted] advised by letter that the proposed installation would cost \$262.50 per month for a 50 pair cable from the microwave station to the school and that this installation would require a three-year contract with the standard termination provisions, i.e., their total cost of the installation would be \$9450.00 and would be amortized at the rate of \$262.50 per month for a period of three years. Should the service be terminated prior to the end of the three-year period, the unpaid balance not covered by amortization would be due.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 01/17/92 BY SP-52/MP

RECOMMENDATION:

It is recommended the Bureau approve the expenditure and signing of a contract for the installation of cable from the microwave station to the school building in Shepherdstown.

Unanimously approved by Executives Conference 3-9-54, Messrs. Tolson, Glavin, Boardman, Mohr, Harbo, Holloman, Nichols, Tracy, Belmont, Rosen, and Q. Tamm. QT;VH

FOR INSTRUCTIONS AS TO DISSEMINATION
SEE FILE 66-17391-6-18-52

GLD:ctw

RECORDED-42

66-2554-1112488

RECORDED
176 MAR 25 1954

INTELLIGENCE

ORIGINAL FILED IN 66-17391

13 APR 2

The Director

3/22/54

The Executives Conference

~~CENTRALIZED CONTROL OF ACCOUNTANTS AND ACCOUNTING FUNCTIONS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/17/92 BY SP-Sci/BJ

On 3/22/54 the Conference, composed of Messrs. Tolson, Boardman, Tamm, Mohr, Tracy, Belmont, Rosen, Glavin, Nichols and Harbo, considered the following plan for the establishment of control of accountants and accounting functions. The details of the plan are as follows:

- (1) Responsibility will be placed in the Investigative Division.
- (2) A 5 x 8 card file arranged alphabetically will be set up, each card to show the educational background, accounting experience, Bureau accounting experience, and testifying experience as an expert accountant witness. It is proposed that each accountant in the Bureau will fill out a questionnaire to furnish the information needed to initial this set of control records.
- (3) The field will be required to advise the Bureau by letter whenever an accountant has developed to the extent where he has additional qualifications over those previously reported.
- (4) Whenever a supervisor at Seat of Government finds it necessary to give an accounting case more than the normal supervision and writes a letter to the field for the guidance of the Special Agent Accountant, a copy of the letter should be directed to the Investigative Division.
- (5) Whenever a Special Agent Accountant receives a letter of commendation or a letter of censure based on his performance in handling accounting duties, a copy of the letter should be directed to the Investigative Division.
- (6) Each accounting report should be routed in the Records Section by using the stamp "Accounting Unit" so that all accounting reports will be routed to a central point for coordination purposes. The date of the report and Bureau file number will be recorded on the control card for each accountant.

RTH:GLC

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

RECORDED TO 106-2554-111249
MAR 26 1954

EX-127

INDEXED-46

MAR 20 1954

1241

B
R#

(7) This control card will also show the number of days devoted each month to accounting assignments. It is proposed that this information be added to the monthly administrative report when prepared in the field.

(8) Inspection reports dealing with Special Agent Accountants and accounting matters will be reviewed and appropriate action taken by the Investigative Division.

(9) The field will be instructed that when an accounting report is approved in a case wherein difficulties were encountered in supervising the work of the accountants assigned, a brief memorandum should be prepared for the Bureau evaluating the work of the accountants who conducted the investigation, pointing out the specific difficulties encountered. These letters will be routed to the Investigative Division.

(D) Presently cases are listed as "accounting cases" on the monthly administrative reports only if there is strictly accounting work to do. It is proposed that in the future a case be considered as an accounting case not only when there is technical accounting work to do but when the specialized nature of the remaining investigation is such as to require the full-time utilization of accounting personnel. This broadens the definition of what constitutes an accounting matter and will give a better picture of the amount of work to be done by accountants in the field.

(11) That the field be instructed that 2 weeks reports and 30 day reports presently required in accounting cases will also be required in cases classified as accounting matters in accordance with the immediately preceding item, and further that when it is determined a case qualifies as an accounting matter and the investigation will be conducted over an extended period of time, the Bureau must be immediately notified. Upon receipt of such notification the Investigative Division will prepare an index card representing this case; these cards will be subdivided by field office. This file will give a ready reference to major accounting investigations pending in each field office.

(12) Monthly administrative reports of all offices be revised to provide additional data concerning accounting matters as follows: (a) total days of accounting work pending at beginning of month; (b) number of accounting cases pending by classification; (c) number of days accountants have worked accounting cases during preceding month; (d) number of days accounting work pending at end of month; (e) number of accountants assigned to the office subdivided as to 1. accountants not available for accounting assignments (by reason of supervisor duties or other factors); 2. Number of accountants actually assigned to accounting work; 3. Qualifications. In addition each office will list the name of each accountant plus the number of days he worked on accounting matters the preceding month.

(13) The Training & Inspection Division will be responsible for any special training programs approved by the Bureau for accountants. The Investigative Division will have the primary responsibility for selecting accountants to attend such schools.

(14) The Investigative Division would be responsible for the supervision of accounting work and the development of accountants by the maintenance of adequate records and instructions and followup to the field. They would review not only the monthly administrative reports, individual accounting reports, but also all efficiency ratings on accountants as well as special letters pertaining to their performance in handling accounting duties.

The Conference was unanimously in favor of the foregoing plans for establishment of centralized control and supervision of accountants and accounting functions in the Bureau.

With reference to the Bureau Correspondence Accounting Course, there are 80 Bureau clerks and 21 Agent Accountants presently enrolled in this course. This course is handled by the Training Division, the grading of the lessons being handled by a graduate accountant who holds a GS-9 position as a training assistant; he devotes 25 - 50% of his time on duties pertaining to the accounting course, varying with the number of accounting lessons received during any week. The Conference unanimously recommended that this function be transferred to the Investigative Division including the clerical employee handling these duties.

Respectfully,
For the Conference

Clyde Tolson

OK
pt

Mr. Tolson

March 23, 1954

The Executives Conference

INTEROFFICE COMMUNICATIONS SYSTEM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP-5ci/bk

On March 23, 1954, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Mohr, Hennrich, Boardman, Rosen, Harbo, Holloman, McGuire and Q. Tamm was advised that specifications were drawn up and solicitations to bid were sent out on February 5, 1954, to twelve concerns for an interoffice communications system. Two bids were received that met specifications as to the type of equipment desired, that is, Dictograph or comparable. The low bidder was the Transelectric Manufacturing Company.

The Laboratory recommended against acceptance of the bid from the Transelectric Manufacturing Company because the equipment has been on the market for only two years; it is a relatively small company and a suit is presently pending in the District Court of Pennsylvania for \$500,000 for infringement of Dictograph patents. The Laboratory advises that previous experience with technical equipment which has been on the market for only a short time has been uniformly unsatisfactory and, therefore, recommended against the bid of the Transelectric Manufacturing Company.

The Administrative Division discussed this matter with the General Accounting Office which stated that the bid could not be rejected on the basis of the suit pending against the Transelectric Company.

The Conference feels because it is not possible under the current bids to obtain completely reliable equipment which is better than we now have that a resolicitation of bids be made but that such a resolicitation not be made until after July 1st when funds are available under our 1955 appropriation.

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

QT:VH

WJ
3/26

RECORDED - 40

INDEXED - 40

I agree
3/25

EX-121

166 2-1-1112510

MAR. 26 1954

OK
4

MAR 29 1954

K

66-2554-11251

RECORDED - 6
INDEXED - 6

RECORDED
47 MAR 26 1954

ORIGINAL COPY FILED IN

66-18049-162

3/2

55 MAR 30 1954



March 8, 1954

SAC, Los Angeles

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RE: ~~FED~~ EMPLOYEES CONSOLIDATED
CHARITY FUND

8/17/54 *[Handwritten initials]*

Dear Sir:

With reference to your letter of February 26, 1954, I am indeed pleased at the interest and enthusiasm which you indicate has been exhibited in your office concerning the Consolidated Charity drive which was successfully carried out as an experiment at the Seat of Government during October, November and December, 1953. Although the drive was confined to the Washington Metropolitan area as an experiment, the Bureau is exploring the feasibility of extending the same idea to the field divisions outside of Washington. In response to your request for details of the drive at the Seat of Government I am enclosing some explanatory material which was utilized in conducting the drive. Supplementing that, you are advised that the budget as approved by the Bureau prior to initiating the drive provided for a goal of \$32,000 consisting of a specific allotment to each of the ten charities covered in the drive as well as a sum of money to take care of any additional worthy charities which might come to the Bureau's attention during the course of the current campaign year and to which the Bureau might desire to contribute.

In the case of the Community Chest the allotment was consistent with the quota set forth for the FBI. In the other charities where no quota had been set the budget allotment was based upon a study of the contributions made by employees to these charities for each of the two preceding years, with appropriate adjustments based upon additional known factors, such as differences in the total personnel, enhanced status of the individual charity and the like.

Enclosures: (1) dbe (Budget card)

- (one memorandum to all employees)
- (2 copies of the Director's message in the beginning of the campaign)
- (one memorandum to all employees, being the Director's message at the close of the campaign)
- (one collection and accounting procedure)
- (one volunteer worker's report, "Subscriptions to FBI Employees Consolidated Charity Fund")
- (one volunteer worker's report, "Payments on Prior Subscriptions")

- Tolson _____
- add _____
- Nichols _____
- Belmont _____
- Leahy _____
- Malvin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Quinn Tamm _____
- Nease _____
- Gandy _____

HLE:eb

COMM - FBI
MAR 12 1954
MAILED 31

(SEE ADDENDUM NEXT PAGE)

As in the case of the Community Chest in prior years, employees participating in the Consolidated drive were given the privilege of earmarking all or a part of their contributions to a particular charity or charities included in the drive with the limitation as noted on the reverse side of the pledge card that the total amount of any charity would be limited to the amount budgeted by the fund committee. The surplus resulting from the drive was placed in the general fund for the remainder of the current calendar year and if not utilized during the year that amount will be included in the Consolidated fund for the next charity year.

The Bureau did not include provision for divisional Christmas charity activities in its consolidated drive because the divisions, sections and units have their own particular charity interest at Christmas time and it was not felt they could be equitably included in a consolidated fund.

The Bureau is aware of the fact that some of the field divisions are already participants in a united type of campaign similar in many respects to the Consolidated drive so that it may not be feasible for the institution of any change in that regard. Your comments and suggestions concerning the feasibility of this matter will be appreciated.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

ADDENDUM: (WRG:mfs)

March 10, 1954

The Executives Conference of March 9, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Boardman, Rosen, Belmont, Mohr, Tamm, Tracy, and Glavin, approved this communication.

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

MR. TOLSON

3/19/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 126-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 cjb

THE SUGGESTION:

The return table is that section of the Filing Unit of Records and Communications Division where files are arranged before being taken to the cabinets. Incoming boxes of files are emptied onto a table and then pitched into six bins. They are then taken to nearby tables for another breakdown, are then placed in numerical sequence and loaded onto carts to be taken to the cabinets.

INSTALLATION

The employee suggests the installing of ten small conveyor belts, to be used as a means of eliminating the excess handling of files and expediting file movement through the return table. Drawings showing the present and proposed set-up are attached.

OBSERVATIONS:

Mr. W. G. Eames of the Records and Communications Division states that it is the opinion of supervisory employees in the Filing Unit that this suggestion is not feasible, since the cost of such an installation would be prohibitive; the installation would occupy more space; with ten lines, the original breakdown of files would be slowed down and the employees working at this point would get in each other's way, unless files are placed squarely on the belt they fall off, increasing damage to files and making it necessary for employees to crawl under the belt to secure files.

Mr. Eames pointed out that the suggesting employee felt that the present working force, estimated at approximately fifteen employees per day, would be reduced 25%. Mr. Eames advised that he feels no employee savings would result, inasmuch as it would be necessary to station an employee at the end of each conveyor belt to prevent files from backing up on the belt.

EX. - 104

RECORDED-14

MAR 26 1954 3/19/54

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

EXECUTIVES CONFERENCE CONSIDERED
Conference of 3/18/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Hennrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously in favor of the suggestion.

Attachments
cc: Messrs. Mohr & Harbo
atn

RJ

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8-2-82 BY SP4 ELW/pte

66-2554-
RECORDED - 70 11253 1
INDEXED - 70 MAR 26 1954
70

58 MAR 31 1954

UNITED STATES GOVERNMENT

TO: Mr. A. H. Belmont

DATE: February 25, 1954

FROM: Mr. F. J. Baumgardner

SUBJECT: DESTRUCTION OF RECORDS
PLANT SURVEY GLASS NEGATIVES AND OTHERS
Bufile 66-3286

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5/DB

Tolson
Belmont
Glavin
Harbo
Rosen
Tracy
Mohr
Winterrowd
Tele. Room
Holloman
Gandy

A memorandum from Mr. Eames to Mr. Nichols dated February 15, 1954, points out that files on plant survey matters have been microfilmed; however, the bulky exhibits are not suitable for microfilming. A suggestion was made that these bulky exhibits be destroyed.

The Bureau ceased conducting plant surveys in 1941, at which time the Army took over this activity. The files pertaining to this matter are, therefore, over ten years old. These bulky enclosures, however, contain diagrams, pictures, blueprints, etc., of the various plants surveyed and the survey reports are of no value without this material since the enclosures are referred to throughout the various reports. These files and the accompanying blueprints, diagrams, etc., contain information of potential value to the Bureau for reference purposes. It is not believed possible to arbitrarily state at the present time that these files are of no further value to the Bureau.

RECOMMENDATION:

It is recommended that these bulky exhibits to the plant survey files be retained.

ADDENDUM, LBN:MP 3/18/54 Considered by the Executive's Conference consisting of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Hennrich, Boardman, Rosen, Harbo, Holloman and Nichols, who unanimously agreed to the destruction of the above-described bulky exhibits.

L. B. Nichols

OK
3-19

MAR 24 1954

MDS:nrv

MR. TOLSON

3/10/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 101-54
MADE BY SE EDWARD J. CRAIG
PHILADELPHIA OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 CIP/NT

THE SUGGESTION: regarding the checking of

That when the records of military establishments are checked for the purpose of obtaining background information on deserters, instead of placing a stop notice with the organization for the purpose of being advised when the subject returns to military control, the notation "FBI (Date)" be placed on the front of the file maintained by the military police.

BACKGROUND:

The suggesting employee states that the records of the military establishments in those cities where the deserter has resided or where his relatives reside are checked to determine if the deserter has surrendered or has been surrendered by his relatives. It has been the practice of some offices, during the course of checking these records, to place a stop notice for the purpose of being advised when the deserter returns to military control. The office placing such a stop notice then submits a report referring the case to the office of origin and it is then necessary, when the subject is returned to military control, for the office of origin to advise the office who has placed the stop notice, so that it may be discontinued. He points out that the military has its own system of advising interested U. S. Army establishments of the return of deserters and feels that recontact with establishments with whom a stop was placed is unnecessary. The present procedure requires additional Agent investigative time, additional data on the administrative page of the report, preparation of a stop card in the Chief Clerk's Office, and upon location of the deserter, discontinuance of the stop.

RECORDED - 51
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166-2554-11254

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

The suggesting employee feels that in the event the Military Police should receive information concerning the whereabouts of any deserter, this information is immediately forwarded to the local FBI office. When the results of initial investigation are reported, a statement is made in the body of the report that a notation has been placed in the file of the Military Police maintained on the subject.

58 APR 1 1954

Mr. Mohr
Mr. Harbo

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Handwritten initials and marks: RY, R, etc.

Mr. Tolson

3/19/54

Executives Conference 84412

Suggestion #118-54
New Charge Out Slip

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/2001 BY SP-SCI/BA

323,013

SUGGESTION:

Miss [redacted] of the Detroit Office, while attending Chief Clerks' School, suggested that four-card assignment system be changed to five cards, the fifth card being stamped "charge out". In this manner while assignment card is being typed, the charge out would also be made at the same time, thus eliminating to some degree the clerical time involved in writing out usual charge out for sending Special Agents initial serials of a new case.

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OBSERVATION OF TRAINING AND INSPECTION DIVISION

This suggestion is being recommended unfavorably for the following reasons:

1. Suggestion, if adopted, would change the present three and four card assignment card system in field to a four and five card system, thus necessitating additional printing of cards by the Government Printing Office.
2. Typing charge out cards in this fashion, because of the cheap carbon paper used, would produce a faint fifth copy.
3. Many serials must be described in detail on charge out slip, however, this would not be possible by suggested method because the card would be too small (3"X5"), for details. Further, if card were large enough it would have to be written in long hand in same manner as at present.
4. Thus, suggestion would entail the use by the Field of two charge out slips of different size and type, a procedure which could lead to confusion on part of field.

RECORDED - 4

INDEXED - 1

EX-124

66-2554-11255
MAR 26 1954

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cc: Mr. Mohr
Mr. Larbo
PHS:cs/db

RJ

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5. A discussion of this suggestion was conducted with clerks attending Chief Clerks School and the majority opinion concluded that suggested procedure would be of no additional assistance.

6. It is also pointed out that the Executives Conference recently approved a revision of the present charge out form FD-5, and this revision is presently going forward.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/19/54

Conference of 3/18/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Hennrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously unfavorable.

Memorandum to Mr. Tolson

By having the suggested notation placed on the file of the Military Police, the employee feels there would be no possibility of the Military Police conducting an investigation of their own simultaneously with that of the Bureau.

OBSERVATIONS:

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Relief Supervisor [redacted] of the Philadelphia Office, states that this procedure has been in effect in the Philadelphia Office for over a year. He states the military units have been very prompt in furnishing all information regarding deserters and the administrative and clerical time in placing, recording, and cancelling stop notices has been reduced to a minimum in this type of investigation. He believes if this suggestion is adopted, extensive file reviews, especially in voluminous cases, could be reduced to a minimum.

The Investigative Division points out that the procedure proposed by the Philadelphia Office is, in effect, a stop notice. Under this system, when it is functioning, the Local FBI Office would be notified by the military installation each time pertinent information came to their attention relative to the subject involved, until such time as the military installation was notified that the FBI was no longer interested in that particular subject.

Therefore, it is noted the system recommended is but a stop notice system, omitting the requirement for a cancellation of the stop notice. The Investigative Division recommends that the suggestion not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/10/54

The Executives Conference of 3/9/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Holloman, Belmont, Rosen and Harbo, recommended unanimously unfavorable.

Office Memorandum • UNITED STATES

TO: MR. A. H. BELMONT

DATE: March 16, 1954

FROM: MR. W. P. PERRY

SUBJECT: REQUEST OF COUNTER INTELLIGENCE CORPS TO ATTEND NATIONAL ACADEMY

Executive Conference

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/17/82 BY SP-5C/bb

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

On February 24, 1954, Major [redacted] of the 902nd Counter Intelligence Corps (CIC) which is attached to the Security Division of G-2, called on Liaison Agent John F. Sullivan. He stated that his visit had been cleared by Colonel W. A. Perry, Chief of the Security Division, G-2, and General Trudeau, G-2, and the purpose was to determine whether the Bureau could accommodate two CIC agents of the 902nd to attend the National Academy (NA).

It should be noted that the 902nd is attached to Colonel Perry's office, Security Division of G-2, which is Headquarters, Pentagon. Colonel Perry has always been very cooperative with the Bureau and the bulk of the Bureau's contacts have to do with material under his jurisdiction, and if the bureau refers matters which require investigation by the Security Division, it is the 902nd which performs this duty.

It should be further noted that the Counter Intelligence Corps is separate and distinct from and has no relation to the Criminal Investigation Detachments (CID). The CID conducts criminal investigations while the CIC handles intelligence investigations. The CID is under the jurisdiction of the Provost Marshal General while CIC is under the direction of General Trudeau, Assistant Chief of Staff, G-2. Indirectly it is of a distinct advantage to the Bureau to have the CIC agents under General Trudeau attend the NA as it will add materially to their ability and also their understanding of the Bureau. Under General Trudeau, they are in daily contact with the Bureau representative and working on problems of mutual interest to G-2 and the Bureau.

You will recall that in a number of sessions of the new agents classes, CIC personnel were in attendance; however, the Director expressed the opinion that he thought the CIC personnel ought to attend the NA rather than the new agents classes as it was better suited to their needs.

- JFS:mpm
- 1 - Mr. Harbo
- 1 - Mr. C. L. Rogers, Rm. 5517

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You are aware, of course, that the jurisdictional problem, which is in the process of being resolved, between the Provost Marshal General and the Bureau, has been instrumental in deferring an agent from the Criminal Investigations Division of the Provost Marshal General's office from attending the next session of the National Academy. It should be noted, however, that the Bureau's Army liaison is primarily with G-2 and G-2 has not been involved in this problem with the Provost Marshal General. As a matter of fact, General Trudeau, when he learned of the problem through General Ridgway, immediately checked with Sullivan to determine all the facets involved to make certain that G-2 was not involved and in no way responsible for the situation.

RECOMMENDATION:

It is recommended that, in view of the importance of the 902nd to the Security Division of G-2 and indirectly to the Bureau, and the utmost cooperation which had been afforded the Bureau by General Trudeau, feasible consideration be given to permitting two CIC officers to attend the NA classes.

It will be noted that a prior request was received from the Provost Marshal General and was not considered favorably in view of the present controversy with Army authorities regarding criminal jurisdiction. Instant situation is submitted for consideration in view of the difference between the Provost Marshal General and G-2 with respect to relations with the Bureau.

March 22, 1954

ADDENDUM:

On March 22, 1954, the Executives' Conference, consisting of Messrs. Boardman, Rosen, Harbo, Nichols, Mohr, Tamm, Tracy, Glavin, and Belmont, considered this matter and unanimously recommended that we should not extend an invitation to any representatives of the Army to attend the National Academy until such time as the controversy concerning jurisdiction is cleared up.

AHB:tlc *mlc*

Night
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