

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

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MR. TOLSON

3/19/54

b6
b7C

EXECUTIVES CONFERENCE

15500

SUGGESTION NO. 127-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

THE SUGGESTION:

That each unit in the Technical Section of the Identification Division be provided with a card showing the fingerprint extensions and super extensions used in that unit, as an aid to the Assistant Coordinators in checking fingerprints concerning references. The employee feels that this would aid in reduction of errors and would expedite the prints through the section, if unnecessary extension references are not placed on the fingerprint. (A sample of the proposed card is attached.)

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OBSERVATIONS:

Mr. [REDACTED] of the Identification Division states that the Streamlining Committee considered the suggestion and it was pointed out that the fingerprint extensions are so simple that anyone having any classifying and filing experience would automatically realize they were in a particular unit when he knew the beginning and ending classifications of the unit. Most of the fingerprint extensions involve mere routine sequencing, which is common knowledge, even to the searchers. Aids such as proposed would be too cumbersome. It was determined by the Committee that each unit has an aid which, although not in the detail proposed, is more practicable and serves the purpose (Copy attached). The Committee stated that the experience of the Assistant Coordinator is such as to preclude the necessity for such a detailed extension guide as proposed. It was recommended that this suggestion not be adopted.

10099
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EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

Conference of 3/18/54, composed of Messrs. Tolson, Ladd, Nichols, Boardman, Glavin, Tracy, Tamm, Hennrich, Rosen, Holloman, Mohr, Belmont, Clegg, Nichols and Harbo, recommended unanimously unfavorable.

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

RECORDED-62

INDEXED-62

NOT RECORDED 11256

138 MAR 26 1954

Attachments
Mr. Harbo
DIA # 327013

ENCL

MR. TOLSON

3/4/54

EXECUTIVES CONFERENCE

59538

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

8/17/83 SP5/SC/ [Signature]

BACKGROUND

Philadelphia by letter dated 11/5/53, handled by the Investigative Division, requested authority to use a form on which to record payments to Criminal Informants. The purpose of the form was to provide a ready reference as to how much money had been paid to an informant so that appropriate Bureau authority could be obtained in advance for any payment in excess of the \$100.00 limitation which Special Agents in Charge are authorized to pay in an aggregate to an informant. The form has been used as the top serial of each Criminal Informant and Potential Criminal Informant file in the Philadelphia Office. This letter bears pencilled notation to the effect that the proposal that Philadelphia use the form was approved by Inspector T. E. Naughten, who is no longer in the Bureau.

Under date of 6/8/53, the Executives Conference expressed itself as unanimously opposed to a suggestion that the field be authorized to use a form for Criminal Informant files identical with that described above as being used by Philadelphia.

Philadelphia in its letter of 2/19/54, requests authority to expand use of the form regarding payments so that it can be used in the future in Security Informant files.

In view of the fact that Philadelphia has been using the form, whereas the use of the form has been denied to other field offices, the matter was presented to the Executives Conference as to whether the form should be made field-wide in its application or whether Philadelphia should be instructed to discontinue use of the form, or whether Philadelphia should continue its use of the form for Criminal Informant files only.

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A survey of six offices reflected varying opinions as to the use of the form. New York was opposed to such a form. Savannah wanted to use the form, as did Richmond, Miami, Newark, Chicago and Detroit. Mr. Price of the Investigative Division was attached.

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

cc - Mr. Mohr
Mr. Harbo

EDM:DMG

RECORDED-12
INDEXED-12

MAR 26 1954

APR 1 1954

[Handwritten initials and signatures]

Memorandum to Mr. Tolson

59538

opposed to the form feeling that it constituted unnecessary bookkeeping since the file already showed what payments had been made to informants. The Administrative Division pointed out no law prohibits the use of the form, but referred to the fact that on December 5, 1952, the Executives Conference had unfavorably considered an identical suggestion.

EXECUTIVES CONFERENCE CONSIDERATION:

RTM:cs 3/4/54

The Conference of 3/4/54 composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman and Harbo, recommended unanimously favorable that the entire field be authorized to utilize the proposed form for use in recording payments to both criminal informants and security informants, including potential informants. The Conference felt that the SAC Letter advising the field of authorization for use of the proposed form should include a statement that if any office felt it desirable to use a 3 x 5 card record on individual informants, they should communicate with the Bureau, so advising and seeking Bureau authorization.

If the foregoing is approved, the attached SAC Letter should be sent to the field.

The Director

3/22/54

The Executives Conference

TRAINING FOR SPECIAL AGENT ACCOUNTANTS

On 3/22/54 the Conference, composed of Messrs. Tolson, Boardman, Tamm, Mohr, Tracy, Belmont, Rosen, Glavin, Nichols and Harbo, considered the problem of more adequate training for Special Agent Accountants. The first proposal considered consisted of a three-phase training program as follows:

1. Two-week basic school to be given to Special Agents with accounting background after they have had one year of general investigative experience. It would be designed to acquaint Agents in detail with Bureau's accounting work and procedures in thorough practical manner and to train them to begin handling accounting cases independently. This training would be held in conjunction with regular in-service; however, the week at Quantico normally devoted to firearms training and major case problems would be omitted, i.e. the accountants selected would get one week of regular in-service plus two weeks of specialized accounting training. Many Agent Accountants in the field would now be eligible to attend this phase of training. After completing basic school, Agent should then be assigned to accounting cases and after 2-3 years additional experience should be brought in for the second or intermediate phase.

2. Intermediate phase - for eligible accountants who have completed basic accounting school and have had 2-3 years of Bureau accounting experience. Should include study of more intricate accounting procedures, analyses of complicated cases, and practice in court presentation. Some Agent Accountants now in field will undoubtedly be considered qualified for this phase of training without attending basic school, due to Bureau experience handling accounting cases. Proposed this course be given following regular two-week in-service training, thus involving one extra week.

3. Two-day advanced seminar -- to be attended only by the fully qualified expert accountants to provide for exchange of ideas, devising of new procedures and the like. To be held for special groups during two days of the regular in-service course, using two of the three days normally devoted to major case problems.

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

RECORDED - 10

INDEXED - 10

4-2-7-11258

MAR 29 1954

55 MAR 29 1954

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4-7-72 S.P.C. (DT)

An alternate proposal for training Special Agent Accountants was presented by Mr. Glavin as follows: Every alternate week an in-service class would be comprised solely of accountants, including those with no Bureau accounting experience, those with a limited amount of experience and accountants who are rated as thoroughly qualified. Three days of the specialized in-service course for accountants would be devoted to firearms training at Quantico with the remaining eight and one-half days devoted to specialized training in Bureau accounting problems. This would consist of lectures, forums, plus actual work on hypothetical cases. Mr. Glavin feels that it would be desirable to have the novice inexperienced accountants participate in the class with the experienced accountants, believing that thus they would be in the best possible position to benefit from their experience.

Present bureau requirements for those appointed to the position of Special Agent Accountant are:

1. Must be graduate accountants with at least three years accounting or auditing experience (for non Bureau people).
2. For Bureau employees - graduate accountant with at least 5 years Bureau service plus completion of the Bureau correspondence accounting course.

Those favoring the three-phase training proposal for accountants believe (1) best results can be obtained if the class members are on the same approximate learning level, (2) many of our Special Agent Accountants were previously Bureau clerks and therefore have had no accounting experience prior to appointment as agents; the requirement for five years Bureau service in no way qualifies them from an accounting standpoint, (3) a class made up of both experienced and inexperienced accountants would require that the course be sufficiently basic so as to be beneficial to the novice accountant. The time devoted to such data would be of little value to the experienced accountants in the class. Similarly information which would be of most value to the experienced accountants would be above the level of the novice accountant.

Messrs. Tamm, Tracy, Kosen and Harbo voted for the three-phase accounting training program with separate schools for (a) beginners, (b) those with intermediate experience, and (c) fully qualified expert accountants. Mr. Tracy expressed the view that if such a program is adopted, it should be started by first holding the two-day seminar for the qualified expert accountants.

OK. H. | Messrs. Tolson, Boardman, Nichols, Mohr and Belmont agree with Mr. Glavin's proposal to hold a specialized in-service school for accountants beginning on alternate Mondays with three days to be devoted to firearms and the remainder of the course to specialized instruction in accounting, each class to be composed of accountants with all levels of experience.

The question of whether the Bureau accounting correspondence course presently handled in the Training & Inspection Division should be transferred to the Investigative Division is being covered in a separate memorandum.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

March 25, 1954

THE EXECUTIVES CONFERENCE

SUPERVISION OF WORK
PITTSBURGH DIVISION

The Executives Conference of March 17, 1954, consisting of Messrs. Tolson, Tracy, Tamm, Hennrich, Boardman, Rosen, Harbo, McGuire, and Glavin, gave consideration to the request received from Special Agent in Charge Hallford of the Pittsburgh Office that an additional supervisory position be approved for that office for at least the months of March, April and May, 1954, during the height of the clerical recruiting campaign being conducted.

The Conference was advised that there are 1,897 cases pending in the Pittsburgh Office. There are four full time supervisors approved for that office, including the Special Agent in Charge and the Assistant Special Agent in Charge. 118 Special Agents are assigned to that office at this time.

Distribution of Work

Mr. Hallford advised that the distribution of work at the present time is as follows:

Special Agent in Charge	260
Assistant Special Agent in Charge	540
Number 1 Supervisor	496
Number 2 Supervisor	601
Total	<u>1897</u>

Mr. Hallford is desirous of having the distribution of work revised as follows:

Special Agent in Charge	199
Assistant Special Agent in Charge	427
Number 1 Supervisor	408
Number 2 Supervisor	520
Number 3 Supervisor	343
Total	<u>1897</u>

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

Mr. Harbo
Mr. Mohr

RECORDED - 10

MAR 29 1954

INDEXED - 10

55 MAR 30 1954

EX-115

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DATE 11/30 BY SP5C/LPT

66-2534-11259

Memorandum to The Director

March 25, 1954

Re: Supervision of Work, Pittsburgh Division

Applicant Program

The Conference was advised that the Pittsburgh Office is the most productive office in the entire field in securing clerical applicants for the Seat of Government. They have led in the number of clerks entering on duty for a considerable period of time.

At the present time applicant program statistics in the Pittsburgh Office, for the period February 1 through March 19, 1954, are as follows:

	<u>Clerks</u>	<u>Agents</u>
Interviewed	314	10
Recommended	242	2
To be interviewed	44	0

Approximately fifteen to twenty prospective applicants were interviewed each week during the period from February 1 through March 5, 1954. Seventy-six prospective applicants were interviewed during the week of March 8 - March 12, of which fifty-five were recommended favorably. During the week of March 12 (ending March 19) one hundred fifty-one prospective applicants were interviewed, one hundred two of which were favorably recommended.

It is anticipated that a large number of individuals will continue to be interviewed by the Pittsburgh Office in an effort to secure suitable applicants for consideration for employment at the Seat of Government.

RECOMMENDATION:

The Conference, with the exception of Mr. Tolson, recommended that an additional supervisory position be approved for the Pittsburgh Office only for the months of March, April and May, during the height of the applicant program, and that thereafter the office return to its four full time supervisors.

Mr. Tolson is of the definite opinion that even though the intensified applicant program is being followed by the Pittsburgh Office four supervisory personnel presently approved can handle the supervisory work of that office.

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

Memorandum to The Director

March 25, 1954

Re: Supervision of Work, Pittsburgh Division

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

Respectfully,
For the Conference

✓
Clyde Tolson

*I share Tolson's
views.
H.*

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

MR. TOLSON

March 17, 1954

THE EXECUTIVES CONFERENCE

SPECIAL AGENT RECRUITMENT PROGRAM

The Executives Conference of March 15, 1954, consisting of Messrs. Tolson, Harbo, Belmont, Tamm, Winterrowd, Nichols, Boardman, Mohr, Holloman, Tracy, and Glavin, considered the attached communication to all Special Agents in Charge concerning the Special Agent Recruitment Program and recommended its approval.

Briefly, the communication in question advises all Special Agents in Charge that each office must secure and have enter on duty at least three new Special Agents each month between now and June 30, 1954.

It further points out to Special Agents in Charge the necessity for continuing to give personal attention to this matter and to utilize all possible sources to secure the necessary additional Special Agent personnel.

WRG:mfs

cc: Mr. Harbo
Mr. Mohr

Attachment

ALL INFORMATION CONTAINED
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DATE 8/17/90 BY [signature]

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

RECORDED-11

INDEXED-11

EX - 107

166-250-1-260
MAR 29 1954

58 MAR 30 1954

F473

copy gmh

William P. Rogers
Deputy Attorney General

March 16, 1954

Director, FBI

PROPOSED REPORT AND LEGISLATION
ON PAY AND ALLOWANCES OF FEDERAL
EMPLOYEES STATIONED OVERSEAS

PK

Reference is made to your memorandum of February 23, 1954, on the above subject.

This Bureau has examined the report and proposed legislation and does not feel that it is in a position to summarize the bill and its effect on existing laws; however, it is desired to state that it is felt that the proposals contained therein would be beneficial with respect to our own personnel and would result in an approximate additional annual cost of \$74,500. Of this amount, approximately \$62,400 would result from the provisions affecting our employees in the territories and possessions and approximately \$12,100 additional cost under the provisions affecting our employees assigned to foreign posts of duty.

OK

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DATE 8/17/12 BY SP5CJ/PT

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INDEXED-1

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EX - 107

MAR 24 1954

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ADDENDUM: (WRG:mfs)

Executives Conference of 3-15-54, consisting of Messrs. Tolson, Harbo, Belmont, Tamm, Winterrowe, Nichols, Boardman, Mohr, Holloman, Tracy, and Glavin, considered this matter and agreed that this communication should go forward to Deputy Attorney General Rogers.

EST

51 MAR 31 1954

copy gmh

OFFICE MEMORANDUM-----UNITED STATES GOVERNMENT

TO : Mr. W. R. Glavin
FROM : Mr. H. L. Edwards
SUBJECT: Suggestion regarding granting leave

DATE: March 3, 1954

AKK
4-2

The purpose of this memoarndum is to suggest that the Bureau reconsider its policy on the granting of leave to employees on probation.

By way of background, current Bureau regulations require that the Bureau must approve any request for annual leave over two days for employees on probation. This entails the Leave Unit keeping a record of all employees on probation in order to check for Bureau approval of any leave of more than two days.

This rule originated in 1944 when an agent who was transferred placed on probation and demoted, was granted 2 weeks of leave prior to reporting to his new office of assignment. As a result, instructions were issued that in the future the Bureau would not approve annual leave for any employee on probation. This was later amended so that any leave for more than two days would need Bureau approval. Employees on probation are believed to be reluctant to request leave exceeding two days; at least there aren't many requests for exeptions referred to the Bureau. However, in most instances of such requests the leave is approved by the Bureau. In reviewing the cases, considerable time is consumed by Bureau officials and employees. Often it is necessary for permanent briefs, summary memoranda, and outgoing communications to be prepared.

In most cases involving clerks, the original period of probation is 60 days; and for agents, 90 days. The period is often extended for an additional 60 or 90 days, and an employee may thus be on probation for six months-or even more-of the leave year. The number pf e, 1/2; pnes on probation varies between 70 and 95 a month, the majority being ag

In view of the changes in the leave laws allowing employees to accumulate only up to 30 days of annual leave unless the employee had a higher accumulation as of 12-21-52, it is felt this rule may often cause our employees to forfeit a major portion of the current year's leave accumulation. This may impair morale, not only by making a forfeiture of leave, but by disrupting family vacation plans where there are school age children. It may be noted that in 1944 when our policy originated, annual leave could be accumulated up to 90 days, and the great majority of our emplouees would not lose leave as a result of being placed on probation. Congressional comments concerning the act to amend leave regulations last year stressed the fact that employees shouldn't forfeit leave, but that they should use their leave each year and not be allowed to build up large accumulations.

RKW/jab

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HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY [signature]

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EX - 107

166-2554-11262
MAR 24 1954
21

51 MAR 31 1954

166-2554-11262
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RECOMMENDATIONS

1. That employees be allowed to take up to two weeks of annual leave at any one time while on probation and that such leave may be approved by the supervisory official in the office and submitted to the Bureau in the "unless advised to the contrary" form.

2. That any request for over two calendar weeks be referred to the Bureau for approval.

ADDENDUM: (WRG:mfs)

March 10, 1954

①
The Executives Conference of March 9, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Boardman, Rosen, Belmont, Mohr, Tamm, Tracy, and Glavin, after giving consideration to the contents of the above memorandum, is of the unanimous opinion that the present Bureau regulations concerning the granting of leave of more than two days to employees on probation be approved by the Bureau should be continued. It is not felt that there should be any change in this particular regulation.

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RECORDED-27
INDEXED-27

166-2554-11263

MAR 29 1954
88

EX-112

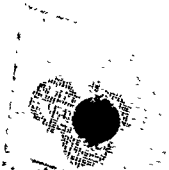
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58 APR 12 1954

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HEREIN IS UNCLASSIFIED
DATE 2/17/92 BY SP-4/PT

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MAR 29 1954



Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR

FROM : EXECUTIVES CONFERENCE

SUBJECT:

DATE: 3/18/52

Handwritten: ✓ [Signature]

Handwritten: ✓ [Signature]

TO: _____
 FROM: _____
 DATE: _____
 BY: _____

* The Executives Conference on 3/17/52, consisted of Messrs. Tracy, Harbo, Mohr, Belmont, Ladd, Nichols, Gearty, Winterrowd, Holloman and Mason.

The Conference recommends approval of the form prepared by Mr. [redacted] Senior Searcher in the Filing Unit. The form is to be used in recording the daily production of Filing Unit employees of the Records Section.

Handwritten: H. L. EDWARDS

Mr. [redacted] made a suggestion that a visible index be utilized instead of a loose-leaf notebook to record the production of Records Section employees assigned to the Filing Unit and his suggestion which is regarded favorably by the Records Section and is scheduled to be put into effect will save the Bureau approximately \$729.59 per annum.

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Mr. [redacted] services over an extended period of time have been outstanding and he has served as an instructor and as a substitute Coordinator in the Filing Unit. He was commended on November 19, 1951 for extra duty on a voluntary basis. He was given a \$10.00 cash award as a result of his suggestion of November 19, 1951, which will save certain pencils, resulting from the placing of boxes near each exit of the Records Section, into which boxes the employees will deposit pencils as they go home.

No cash award is recommended in connection with this suggestion for the Records Section. It is recommended a within-grade meritorious salary increase as a reward for superior accomplishment.

If the Director agrees, the following will be done:

1. The form will be prepared (1000 copies)
2. The Administrative Division will handle the meritorious increase in salary.

Respectfully,
 For the Conference

INDEXED
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Vertical handwritten: 10-1-52

Handwritten notes and signatures:
 Mr. [redacted]
 [Various initials and dates]

EX. 446
 [Handwritten numbers and dates]

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN ✓

DATE: February 1, 1954

FROM : P. G. Travers

Johnson

SUBJECT: HANDLING OF COMMERCIAL VOUCHERS
(Suggestion #60-54)

8/17/90
sps
upt

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

Mr. [redacted] of the Voucher Unit suggested to the Streamlining Committee of the Administrative Division a revision of the present procedure regarding the handling of contracts and the recording of payments in the Voucher Unit. Mr. [redacted] recommended that the recording books presently utilized by the Voucher Unit for the recording of commercial vouchers submitted by contract firms be replaced with a loose leaf folder type file. Under Mr. [redacted] suggestion, the folder for each firm (contractor) would contain the contract, recording sheet (showing record of vouchers paid) and miscellaneous material affecting the audit of the firm's vouchers. Under the suggested system, a manila folder would be prepared for each contract awarded. A recording sheet will be attached to the contract and the contract would then be maintained in the folder along with any material which would aid the auditor in the audit of the firm's vouchers. Under the proposed plan, when a voucher is received, the auditor will merely pull the applicable folder, audit the voucher according to the contract and record the voucher on the attached recording sheet. Heretofore abstracts were prepared on the various contracts in order to provide additional sheets for audit purposes. This was necessary in view of the fact that several auditors may be working on vouchers relating to the same contract.

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Set forth below are the advantages that will result if the suggestion of Mr. [redacted] is approved:

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1. It will eliminate 3 sets of recording books.
2. Eliminate the need for preparing contract abstracts.
3. Elimination of the "tying up" of auditors because of their inability to obtain a contract which is in a book that some other auditor is using.
4. It will expedite the audit of commercial vouchers and decrease the possibility of the Bureau being embarrassed by requesting information of a firm which had previously been furnished the Bureau.

It will result in space savings.

60 APR 7 1954

INDEXED-40

MAR 29 1954

INITIALS ON ORIGINAL

MAR 30 1954

RECORDED-108

52

CC: Training and Inspection
68 APR 2 1954

ORIGINAL COPY FILED IN

The suggestion of Mr. [redacted] has the approval of Clerical Supervisor [redacted] and Agent Supervisor Jamie S. Johnson of the Voucher Unit.

RECOMMENDATION

That the recording books presently in use in the Voucher Unit for the recording of the commercial vouchers be replaced with a loose leaf folder type file in view of the advantages set forth in this memorandum.

Jay
J. S. Johnson ✓

That the attached proposed letter to Mr. [redacted] be forwarded, acknowledging his suggestion and stating his idea is being adopted.

✓ *Jay* ✓

That the memorandum be referred to the Training and Inspection Division for the recording of Mr. [redacted] suggestion.

✓ *h*

ADDENDUM: RTH:cs 2/3/54

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

RH

✓

Attachment

MR. TOLSON

3/18/54

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EXECUTIVES CONFERENCE

SUGGESTION NO. 794-53

MADE BY MRS. [REDACTED]
RECORDS SECTION STREAMLINING PROGRAM
RECORDS AND COMMUNICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

8/17/94 [Signature]

ADDITIONAL INFORMATION TO BE ADDED
TO MAIN INDEX CARDS

THE SUGGESTION:

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

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

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BACKGROUND

The above suggestion was made by Mrs. [REDACTED] while she was Recording Unit representative of the Records Section Streamlining Committee. By Executives Conference memorandum to Mr. Tolson dated December 24, 1953, a ninety-day trial of this suggestion was recommended, after which an evaluation could be made to determine whether the suggested method is sufficiently productive.

The ninety-day trial period is now ended and by memorandum from W. G. Eames to Mr. Nichols dated March 3, 1954, it is noted that it has been found that the addition of information to main cards would be of value only on common names, and during the trial period too few common names were encountered to warrant the adoption of the suggestion. As was pointed out previously, background information has been added to all cards on common names through the Common Name Project and this is the best method to accomplish the addition of background information to main as well as "see" cards, as it can be done on a mass production basis. The suggestion is therefore recommended unfavorably.

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

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED-19

NOT RECORDED

Conference of 3/17/54, composed of Messrs. [REDACTED] Boardman, Glavin, Tracy, Tamm, Mohr, Henrich, Rosen, McGuire, Holloman and Harbo, recommended unanimously unfavorably.

cc: Mr. Mohr
Mr. Harbo

EX-129

RJ

INDEXED-19

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MR. TOLSON

2/16/54

The Executives Conference

USE OF THE WORD "RACE" OR "COLOR"
ON FINGERPRINT CARDS

SYNOPSIS:

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Dr. [redacted] Department of Defense, advised that the President's Commission on Contract Compliance inquired why Applicant fingerprint cards used by the Department of Defense carried an entry for "race" in the descriptive portion. Dr. [redacted] was advised telephonically on February 11, 1954, that the Bureau Applicant fingerprint card contains the term "race" and the criminal fingerprint card contains the term "color."

By way of background, following a complaint in 1949 concerning the use of the word "Jewish" in a general appearance form by the St. Louis Police Department, the Bureau revised its General Appearance Form. The revised form was approved by Executives Conference memorandum dated September 23, 1949. This form was subsequently submitted under date of November 9, 1949, by Mr. Nichols to Mr. Herman Edelsberg of the Anti-Defamation League. The terminology on this form was not objectionable to them as stated in their answer dated November 14, 1949. This form provides for both "color" and "apparent race."

The Executives Conference on September 26, 1949, recommended, and it was approved, that the Bureau continue to use the word "race" as a descriptive term instead of "color" on fingerprint cards and other forms. Pursuant to the Director's instructions, the Training and Inspection Division, during October 1949, reviewed the various forms and form letters used in all divisions of the Bureau and recommended that such forms be changed on the occasion of the next printing to substitute the word "race" for "color."

The National Association for the Advancement of Colored People advised today that the use of the terms "race" and "nationality" are basic for identification purposes. The Anti-Defamation League also advised today that "race," "nationality" and "color" were acceptable as descriptive items.

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

cc - Mr. Harbo
Mr. Mohr

SJT:redm

RECORDED - 4
INDEXED - 90

66-2-51 11266

MAR 29 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/02 BY [signature]

67 APR 9 1954

ORIGINAL COPY FILED IN 140

Memorandum for Mr. Tolson

February 16, 1954

RECOMMENDATIONS:

1. The Executives Conference was unanimously of the opinion that the use of the word "race" is proper and that the Bureau should continue to delete the term "color" whenever a new supply of forms containing this word is printed.

2. The Conference considered a suggestion that Mr. Maxwell Rabb of the White House who handles minority matters be contacted with reference to the subject matter. The Conference, however, is not recommending that Mr. Rabb be contacted at this time for the reason that the question is a moot one and an inquiry would merely stir it up.

Memorandum for Mr. Tolson

February 16, 1954

3. The Conference unanimously recommends that the Training and Inspection Division again review all forms and publications of the Bureau to determine whether any further changes should be made with reference to descriptive terminology, a complete report of this survey to be submitted not later than March 1, 1954.

(Details start on nextpage)

Memorandum for Mr. Tolson

February 16, 1954

DETAILS:

The Executives Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Tamm, Rosen, Harbo, Belmont, Boardman, and Tracy, on February 15, 1954, considered the use of the word "race" or "color" on fingerprint cards.

Dr. [redacted] of the Industrial Security Division, Office of Domestic Security Program, Department of Defense, on February 11, 1954, advised a Bureau Liaison Agent that his Division had been contacted by the President's Commission on Contract Compliance to determine why fingerprint cards distributed to Defense Department classified contractors carried an entry for "race." Dr. [redacted] advised the question presumably was raised because of the present Administration's concern over racial discrimination.

Dr. [redacted] was advised that our Applicant fingerprint card does contain the word "race" and that our criminal fingerprint card contains the word "color."

Mr. Tolson stated, "We should look into this promptly," and the Director noted, "Get this resolved at once."

Background:

The September, 1949, Law Enforcement Bulletin contains a reprint from the "St. Louis Globe Democrat" of April 24, 1949, with reference to the general appearance form of the St. Louis Police Department. This form, under item number 23, entitled "Apparent Nationality," contained subheadings "Italian," "Jewish," "White American," etc. As a result of this incident, the Bureau examined various Bureau forms and the General Appearance Form as used within the Bureau was amended to show under Item Number 27, "Apparent Race," subheadings "White," "Native," "Foreign," "Negro," "Other Races." The designation of "Hebrew" or "Jewish," "Italian," etc. was deleted.

Memorandum for Mr. Tolson

February 16, 1954

At the same time, the use of the word "color" was considered and in the General Appearance Form, Item Number 8, "color," was retained as "White," "Black," "Yellow," "Red - Indian," "Brown - Malay," etc. Also, item number 14, "Complexion," was considered and the terminology "Light," "Medium," and "Dark," was substituted for "Gingercake or Light Brown," "Dark Brown," "Chocolate," "Black" as applied to Negroes.

The Executives Conference memorandum dated September 23, 1949, recommended the approval of the new General Appearance Form. This was approved. A copy of this form was sent to Mr. Herman Edelsberg of the Anti-Defamation League by Mr. L. B. Nichols under date of November 9, 1949. Mr. Edelsberg, under date of November 14, 1949, acknowledged receipt of the form stating in part, "...we wanted to be able to assure the New York State Department of Correction definitively that the current F.B.I. form does not contain any offensive stereotypes." (100-530-162)

Mr. Nichols talked with Mr. Edelsberg again today, inquiring whether the Anti-Defamation League had made any change in its policy in the use of "race" or "nationality" for identification purposes. Mr. Edelsberg stated there has been no change, that, as a matter of fact, it would be impossible to identify a person or catch a criminal unless a full description, including race and nationality, were used as well as color. He pointed out that the only objection the Anti-Defamation League had ever made in descriptive data was to utilize any words that made reference to a religion.

On September 26, 1949, the Executives Conference considered forms included in the FBI Form Book where some of the descriptions provided for "color" whereas the descriptions in some of the others provided for "race." It was the unanimous opinion of the Conference and approved by the Director that these forms should be uniform and provide for "race" omitting "color."

Mr. Nichols has, on many occasions in the past, discussed the matter of "race" and "color" with Mr. Walter White of the National Association for the Advancement of Colored People. During conversation with Mr. White today, he advised Mr. Nichols that "race" and "nationality" are in his opinion basic for identification purposes.

February 16, 1954

Oct 1949

At that time the Training Division made a check of all forms, including fingerprint cards with the view to changing the word "color" to "race" when the forms were next printed and the situation as to fingerprint cards at the present time is:

1. Criminal Fingerprint Card - 16-53906-1 - Provides for "color" and "nationality."

A new criminal fingerprint card has been approved containing the term "race" and omitting "color" and "nationality." It is estimated that the present supply of fingerprint cards (criminal) will last approximately one year.

2. Applicant fingerprint Card - 16-63416-1 - This card contains the term "race." The word "color" has been omitted.

This is a Bureau devised form and is the one used by the Department of Defense.

3. Institution Fingerprint Card - 16-12593-1 - This card contains the term "color" and "nationality."

When the present supply is exhausted, it will be discontinued for the reason that the revised criminal card will be used in its place.

4. Personal Identification - 16-12547 - This card contains the term "color" and "nationality."

These cards were printed during World War II and due to the decline in the submission of Personal Identification cards, we have on hand approximately three million. This supply has not been used up for the reason that the Bureau for several years has de-emphasized the submission of Personal Identification fingerprint cards.

Memorandum for Mr. Tolson.

February 16, 1954

5. Bureau Personnel Fingerprint Card - 16-11342 - This fingerprint card contains the terms "color" and "nationality."

When the supply is exhausted the term "race" only will be used.

Fingerprint cards used by other agencies are as follows:

1. Civil Service Commission - 16-53114-2 (Revised Dec. 1950)

This card does not use the terms "color", "race", or "nationality."

2. Alien Fingerprint Card - 16-16206 - This card uses the terms "color", "nationality", and "citizenship."

The Bureau has suggested a new form to the Immigration and Naturalization Service in order to permit the photographing of index cards. This new form has not as yet been adopted by that service, but it provides for "race" only.

3. Armed Forces - 16-63138-1 - This form contains "race" only.

This form is used by the Department of Defense for service personnel.

4. Miscellaneous law enforcement.

Various municipalities including New York City, Los Angeles, and others utilize their own criminal fingerprint cards.

These contain the term "color."

RECOMMENDATIONS: (Set out on pages 2 and 3 following Synopsis.)

MR. TOLSON

3/19/54

EXECUTIVES CONFERENCE

59539

SUGGESTION NO. 102-54
MADE BY SE EDWARD J. CRAIG
PHILADELPHIA OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/82 BY SP5CJ

THE SUGGESTION:

That the Philadelphia Office be furnished with a copy of the U. S. Navy form "Report of Return of Straggler or Deserter", which is prepared by the Discipline Office, U. S. Navy Receiving Station, U. S. Navy Base, Philadelphia, Pennsylvania, and directed to the Commandant of the Fourth Naval District. This form advises of the return to the above station of Navy personnel who are AWOL, stragglers, or deserters.

ADVANTAGES:

The suggesting employee lists the following advantages if this suggestion is adopted:

1. The Philadelphia Office is immediately advised of all Naval personnel who are AWOL, stragglers, or deserters who return to Naval control within the Fourth Naval District.
2. When a form is received by Philadelphia on an individual who has never lived in Philadelphia nor deserted from the Philadelphia Navy Yard, the form is immediately routed to the FBI Office covering the address of the next of kin of the deserter, so that the investigation may be discontinued in the event the Bureau is seeking the deserter's apprehension.
3. If the individual has not been absent over thirty days and Philadelphia has no previous record of him, there is no need to retain the form and it is destroyed.
4. When Philadelphia initiates an investigation on an individual who has deserted from the Philadelphia Navy Yard or U. S. Navy Receiving Station, a notation is placed on the individual's record at the Receiving Station to this effect and any information received is furnished to the FBI.

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Mohr _____

cc: Mr. Mohr
Mr. Harbo
APR 8 1954
atn 386

RECORDED 66-2557-11267
RECORDED
105 MAR 30 1954

INTL 706-484518
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ORIGINAL COPY FILED

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MAR 21 1954
U.S. NAVAL DISTRICT
PHILADELPHIA

Mr. Tolson

3/30/54

The Executives Conference

REVISION OF FORMS USED TO
RECORD AUTOMOTIVE EXPENSES
SUGGESTIONS #16-54 and 52-54

SYNOPSIS:

Form FD 150 shows in considerable detail the monthly cost of operation for one Bureau vehicle. It is placed in the field office administrative file on that vehicle. Form FD 111 is a quarterly report on the cost of automobile operation. These forms were devised several years ago in order to aid the field and Seat of Government in maintaining close control over automobile expenses and also to make available data which we are required to furnish regularly to other Government agencies (General Services Administration and Bureau of the Budget).

Two suggestions were received to modify these forms. Administrative Division is opposed on the ground needed data would not be available. Alternate suggestion made by Mr. Gauthier of Administrative Division that form FD 150, which now itemizes repairs, subdivided according to nature of repair, be modified to list individual repair invoices but without subdivision as to nature of repairs, i.e. brakes, clutch, cooling system, etc. Instead his plan proposes that the individual invoices received from the garage would be retained in an envelope in the file for one year and would thus be available for reference when needed.

Field Inspectors were opposed to proposed changes since the change would reduce the likelihood of the closest possible supervision over repair costs in the field.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 3/29/54, composed of Messrs. Boardman, Glavin, Mohr, Belmont, Tracy, Holloman, Nichols, Rosen and Harbo, recommended unanimously unfavorable.

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

cc - Mr. Harbo
Mr. Mohr

RTH:cs

55 APR 2 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY 9754-EX-121
R J

RECORDED-46

INDEXED-46

166-2531-11268

21 MAR 30 1954

MR. TOLSON

3/30/54

EXECUTIVES CONFERENCE

REVISION OF FORMS USED TO
RECORD AUTOMOTIVE EXPENSES

SUGGESTION NO. 16-54

MADE BY [REDACTED]
ALBUQUERQUE DIVISION

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b7c

SUGGESTION NO. 52-54

MADE BY [REDACTED]
WASHINGTON FIELD OFFICE

ALTERNATE SUGGESTION BY
SA LEO J. GAUTHIER
ADMINISTRATIVE DIVISION

DETAILS:

Form FD-150 is entitled "Monthly Cost of Operation and Mileage Accrued." This form is an itemized record reflecting the type and cost of all repairs made to a particular automobile and it serves as a maintenance and operation history for the automobile. It also is used to record gasoline and oil purchases. It serves as a "work sheet" for compiling cost information on Form FD-111, which is entitled "Quarterly Cost of Operation and Mileage Accrued." This form is submitted to the Bureau and is used in the preparation of quarterly and annual reports to be submitted to the General Services Administration and the Bureau of the Budget concerning automotive expenses. Under the regulations of those two agencies, exact figures must be submitted for each automobile as to operation expenses. All items presently appearing on that form are required, except one, which is captioned "Special Equipment." The information recorded there is for the use of the Bureau. Copies of both forms are attached.

FORM FD-150

(Monthly Cost of Operation and Mileage Accrued)

SUGGESTION NO. 16-54:

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

The suggesting employee proposes that the following revisions be made in Form FD-150:

Attachments

cc: Mr. Mohr
Mr. Harbo

THS:ATN

Handwritten initials: "RO" and a large "M" with a checkmark.

Memorandum to Mr. Tolson

(1) The columns reflecting "Gallons of Gas", "Gas", "Oil" and "Miscellaneous Charges" not be used. Service station receipts affecting these items could be kept on 3" x 5" cards, not to be totaled. These cards should be kept on a monthly basis and stapled to Form FD-150 at the end of the quarter.

(2) "Cost of Repairs" to be kept in the space provided, but not totaled and not carried to column "G" (Repairs).

(3) Column "A" (Speedometer Reading - End of Previous Month) to be filled out; "B" (Mileage) to be filled out at the end of the quarter.

(4) Column "F" (Tires-Tubes) and "J" (Storage) to be used.

(5) Nothing to be totaled on Form FD-150.

(6) Form to be filed in car file at end of period, with record of service station receipts attached.

The employee states in the event it should be necessary to find or determine the total cost of operation for one particular car for any given period of time, all necessary information affecting the cost of operation would be readily available in the car file.

The suggesting employee states that this would eliminate totaling Form FD-150, which would save many hours' work per month. He gives no further information concerning any advantages claimed in connection with this suggestion.

OBSERVATIONS:

Mr. L. J. Gauthier of the Administrative Division is opposed to this suggestion because Form FD-150 serves as a ready reference sheet to compile Form FD-111. He states that these forms are considered necessary to comply with the regulations of the Bureau of the Budget and the Committees of Congress.

Mrs. [redacted] of the Manuals Desk, Training and Inspection Division, which handles forms, is opposed to the suggestion, because she feels there is a greater chance of error under the proposed system.

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Memorandum to Mr. Tolson

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SUGGESTION NO. 52-54:

SA [] suggested that Form FD-150 be revised so that it is a duplicate of Form FD-111, except that it will be limited to the posting of the cost of operation on individual cars and the totals thereon can subsequently be posted to Form FD-111 directly because identical headings will be utilized. The entries on the suggested revised Form FD-150 will be made from the monthly repair vouchers, gasoline vouchers, storage vouchers, and other receipts and tickets reflecting costs of repairs to any one car, and thus the form will be utilized only as a ledger record of the cost of operation, broken down under the various headings needed and required by the Bureau.

The employee suggested further that a Kardex file be utilized with a card for each automobile. Actual repairs performed would be posted on this card, rather than the cost of the repair. This would permit instant review of past work performed to spot duplication, inefficient repair, and/or faults inherent in a particular automobile. These cards could be maintained as a permanent record in connection with the operation and maintenance of each automobile. A sample of the proposed card is attached.

OBSERVATIONS:

Mr. L. J. Gauthier of the Administrative Division believes that the use of the Kardex system for itemizing repair costs might eliminate clerical work. He suggests, however, that rather than adopt this suggestion, that a revised Form FD-150 be considered which discontinues the requirement of posting separately cost for each repair operation listed under Cost of Repairs, and that the total costs of repairs be posted under Cost of Repairs column. He noted that the garage repair statements reflecting the exact nature of repairs made to a vehicle could be maintained in an envelope as part of the individual car file and these statements be destroyed after one year on a monthly basis. He stated that this procedure would permit the Bureau to maintain a maintenance and operation history of each automobile on one standard form as originally intended and at the same time utilize the copy of the original cost statement prepared by the garage as a reference to determine the exact type of repairs made at a certain time whenever it is necessary to follow up on the quality of the work performed by the garage.

Memorandum to Mr. Tolson.

He stated this procedure would save considerable administrative work by eliminating the need to duplicate a "subsidiary" record each time a repair bill is received. A sample of this proposed revised form FD-150 is attached.

In connection with this suggestion, Mr. J. S. Johnson of the Administrative Division, advised that when garages submit vouchers for repair work, a proper notation is placed on the voucher by the field office, so that a given automobile can be identified. Thus, it is possible at a later time to check vouchers to determine exactly what repairs were made to a car and the cost thereof. Under the proposal of Mr. Gauthier, Form FD-150 would show the cost and date of the repair, but the exact nature of the repair would not be shown.

Mr. Glavin agrees with Mr. Gauthier's suggestion.

Mrs. [redacted] Manuals Desk, Training and Inspection Division, feels that the suggestion submitted by SA [redacted] offers no real improvement over the present system.

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FORM FD-111

(Quarterly Cost of
Operation and Mileage Accrued)

SUGGESTION NO. 16-54:

Mr. [redacted] proposed that this form be revised so that it may be submitted to the Bureau in quarterly totals, these totals to be taken from the monthly invoices received from oil companies, garages, etc., doing work or service on Bureau cars. The form would then reflect the following information: Car description; acquisition and disposition; speedometer reading at end of quarter; mileage during quarter; gallons of gas (totals for all cars); oil, gas, miscellaneous charges (total taken from invoices of oil companies); repairs (total taken from invoices); tires and tubes (total); total (total cost of operation for quarter); storage (total taken from invoices); total operation and storage cost; special equipment; total operation, storage and special equipment cost. In the event a major repair job becomes necessary and Bureau approval is required, the car file may be reviewed and the Bureau advised the total cost of operation of the car for any period.

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OBSERVATIONS:

Mr. H. C. Jackson of the Administrative Division

Memorandum to Mr. Tolson

states that the regulations of the General Services Administration and the Bureau of the Budget require that gasoline purchases be listed separately for each car. This suggestion would merely show the gasoline purchases total for all cars. Mr. Jackson further stated that Form FD-111 was carefully drawn up to meet the requirements of General Services Administration and the Bureau of the Budget.

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Mr. Gauthier of the Administrative Division, and Mrs. [redacted] of the Manuals Desk, Training and Inspection Division, are both opposed to this suggestion.

INSPECTORS' CONSIDERATION:

This matter has been considered by Inspectors C. W. Stein, J. H. Williams, H. C. Van Pelt, and B. C. Brown. They recommend no change be made in our present forms FD-150 and FD-111 because:

(1) The present forms are entirely adequate, serve as the basis for the cost of operation of each vehicle, and provide ready reference for preparation of tabulations required by the Bureau, not only for its own analysis and action, but also to comply with requests of the Bureau of the Budget and other agencies and Committees of Congress.

(2) Maintenance of a karder system, or other related records, would be repetitious and result in additional expense.

(3) Eliminating the separate posting of each repair item by merely posting the total cost of repairs and retaining an itemized repair bill on file for one year, defeats the purpose of the present form by not providing a running memorandum of all cost items and would not permit analysis or tabulation of the individual repair items after a year due to the destruction at the end of that period of the itemized repair bills.

EXECUTIVES CONFERENCE CONSIDERATION:

See Synopsis.

gm

MR. TOLSON

3/30/54

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EXECUTIVES CONFERENCE

59541

SUGGESTION #120-54

MADE BY [REDACTED]

IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/17/85 BY [REDACTED]

SUGGESTION

It is suggested that a system of various colored tags be used in handling criminal fingerprints in the Identification Division in lieu of the present red tag system to denote those criminal fingerprint cards to be given preferential handling. The employee has in mind that a different color could be used each day of the week. For instance: Monday - a red tag could be used; Tuesday - green tags; Wednesday - orange tags; Thursday - blue tags and Friday - purple tags.

The suggesting employee feels that to forestall the delinquency of fingerprints one of the greatest problems is that of keeping constant check on the recorded dates of these prints. He believes the system proposed would immediately indicate those fingerprint cards having old dates and prevent such cards from becoming concealed among fingerprint cards of a later date.

Mr. Tracy is opposed because of the confusion which would result.

PRESENT PROCEDURE

Upon receipt in the Identification Division, fingerprint cards are recorded by date in the Recording Section. Criminal prints are date stamped in blue on the back of each fingerprint card and Noncriminal prints are date stamped in red on the back of each fingerprint card.

Under the present tag system two colors are used: pink and yellow. Long pink tags have priority over all others and are used for special prints, criminal or noncriminal, which should be given expedite handling with priority over all other tags. Short pink tags are used to denote criminal prints to be answered or applicant fingerprint cards which are to be given preferred handling with priority over yellow-tagged fingerprint cards.

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

cc-Mr. Mohr
Mr. Harbo

dmg

RECORDED-21

INDEXED - 21

MAR 31 1954

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Memorandum to Mr. Tolson

Long yellow tags are used to denote special or sensitive security and national defense prints and these are given preferred handling over all other noncriminal prints. Short yellow tags are used to denote loyalty prints of noncriminal applicants and these prints have priority over those prints which are not given a tag preference denotation.

Prints which are not tagged at all are straight applicant prints, such as applicants for taxicab and chauffeur's license, applicants for pistol permits, firemen, applicants for licenses in connection with City Ordinances, and military service prints, et cetera.

OBSERVATIONS

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1. The Identification Division advised that in case of a serious delinquency of several weeks because of abnormal receipts, shortage of personnel, or holidays, the whole procedure as suggested by Mr. [redacted] would break down and cause utter confusion. For instance, in the Typing Section on Tuesday and Wednesday of this week, prints of last week's Tuesday and Wednesday might still be in the section for handling. Week old prints would be lost in this week's prints because of their tags being of the same color.

2. Representatives of each section of the Identification Division were contacted and advised there is no problem under the present method of noting the recorded date stamped on the back of each fingerprint card.

3. Suggesting employee made no mention of noncriminal yellow tag prints. The Identification Division pointed out that if the proposal were adopted for criminal prints, it would most certainly have to be adopted for noncriminal prints. This would entail five colors for use in handling criminal prints and an additional five colors for handling noncriminal prints. It would mean that the Recording Section, Identification Division, would have to maintain a supply of ten different colored tags and, in turn, the Mechanical Section of the Administrative Division would have to stock ten different colors.

RECOMMENDATION

Because of the disadvantages outlined above and because the suggested procedure would create confusion which does not exist under the present method of handling fingerprint cards, the Identification Division recommends unfavorably as to the adoption of Mr. [redacted] idea.

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EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/30/54
Conference of 3/29/54, composed of Messrs. Boardman, Glavin, Mohr, Belmont, Tracy, Holloman, Nichols, Rosen and Harbo, recommended unanimously unfavorable.

66-2554-11269

gml

MR. TOLSON

3/30/54

EXECUTIVES CONFERENCE

SUGGESTION #835-53
MADE BY [redacted]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/90 BY [signature]

The Executives Conference was requested to consider whether an award should be granted to [redacted] of the Identification Division for the adoption of his suggestion.

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On 10/21/53, the Executives Conference approved adoption of a suggestion made by [redacted] proposing that provision be made on the criminal fingerprint card so that the submitting agency can check whether or not a copy of the identification record is desired. A cost survey was made to determine the cost of overprinting a supply of criminal fingerprint cards in stock with the words "If no copy of record is desired, check ." Executives Conference memorandum 12/15/53, approved the overprinting of the present stock of criminal fingerprint cards and it was pointed out at that time there were 3,171,000 criminal fingerprint cards on hand or approximately a two-year supply. The cost of overprinting this number of fingerprint cards was quoted as \$1,775 for approximately a two-year supply. The cost of printing one year's supply would be \$887.50. In addition, a letter was addressed to all criminal fingerprint contributors, approximately 4,000 in number, calling their attention to the fact that elimination of acknowledgements on fingerprints where no record was actually required by the arresting agency would effect savings in time and personnel to the FBI.

During the period January 11 through March 9, 1954, a total of 1,707 criminal fingerprint cards was received on the revised form, marked to indicate no identification record was needed. Savings effected on these fingerprint cards consists of elimination of the necessity of typing a reply, proof reading the reply and duplicating the necessary copies. Mr. R. C. Anderson of the Identification Division advised that the current cost figures indicate savings would be \$.31567 per card under Mr. [redacted] suggestion. Based on 1,707 cards received during the period January 11 through March 9, 1954, at the estimated saving of \$.31567 per card, it is calculated \$538.85 has been saved for the two-month period. Projecting this to an annual basis, the total estimated gross savings for the first year would amount to \$3,233.10. Deducted from this figure should be the cost of overprinting the fingerprint cards and the cost of the notification issued to criminal fingerprint contributors, thereby making the net savings \$2,336.70. (See attached sheet for detailed computation of savings)

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

cc - Mr. Mohr
Mr. Harbo

RECORDED-108
INDEXED-108

11270
MAR 31 1954

Memorandum to Mr. Tolson

RECOMMENDATION:

The Identification Division recommends that [redacted] be considered favorably for a cash award. Mr. [redacted] is a Fingerprint Searcher in the Technical Section of the Identification Division and this suggestion is considered beyond the scope of his normally assigned duties. Based on estimated net savings of \$2,336.70 for the first year under the suggestion, Mr. [redacted] would be eligible for a cash award of \$85.00 under the Suggestion Program.

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EXECUTIVES CONFERENCE CONSIDERATION RTH:CS

Conference of 3/29/54, composed of Messrs. Boardman, Glavin, Mohr, Belmont, Tracy, Holloman, Nichols, Rosen and Harbo, recommended unanimously that a cash award of \$85.00 be given the employee, [redacted]

✓

THE DIRECTOR

March 30, 1954

THE EXECUTIVES CONFERENCE

PRESENTATION OF WEEKLY AWARD TO OUT-
STANDING FEMALE CLERICAL EMPLOYEES OF
CHICAGO DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/83 BY JAS/STJ

The Executives Conference of March 29, 1954, consisting of Messrs. Boardman, Belmont, Rosen, Nichols, Holloman, Tracy, Mohr, Harbo, Quinn Tamm and Glavin was advised that the Special Agent in Charge of the Chicago Office had established a policy of honoring female employees of the Chicago Office on a weekly basis.

The Conference was advised that at the direction of the Special Agent in Charge of the Chicago Office that office inaugurated a program to honor female employees of the Chicago Office who have distinguished themselves in their work.

Under this program, on each Monday the SAC will award a "Rose of Honor" to a female clerical or stenographic employee of the Chicago Office who has in some exemplary manner contributed to the effectiveness of the operations of the Chicago Office. This award will be given on the basis of an outstanding act of courtesy, a particularly difficult job well done, for efforts above and beyond the responsibilities of the employee's position, or for the recognition of a superior achievement.

In announcing the new program, the SAC in Chicago informed the employees that it was his desire to give recognition to worthwhile achievements on the part of female employees. He indicated that to make the program completely and genuinely a worthwhile one, all employees were requested to be observant of acts on the part of fellow employees who might deserve recommendation to receive the "SAC's Rose".

RECOMMENDATION:

The Conference was divided in its thoughts on continuing the weekly award program inaugurated by the SAC of the Chicago Office.

Messrs. Belmont, Tracy and Quinn Tamm were of the opinion that the award was a meritorious one. They felt that the morale of the female clerical personnel of the Chicago Office would be heightened through the granting of such awards and recommended that it be continued.

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- Miss Gandy _____

Mr. Harbo

53 APR 8 1954

RECORDED-21

INDEXED - 21

MAR 31 1954

PERS. FILES

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The remainder of the Conference, namely, Mohr, Tolson, Harbo, Nichols and Glavin felt that award to worthy employees should be official in nature - that if certain of the female employees of the Chicago Office were worthy of commendation for the matters above-mentioned, that the commendation should be official either through letters of commendation or meritorious increases which should be recommended by the Special Agent in Charge of the Chicago Division. They do not feel that the so-called "MAG's Rose of Honor" award should be continued.

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

Respectfully,
For the Conference

Clyde Tolson

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MR. TOLSON

3/19/54

EXECUTIVES CONFERENCE

b6
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SUGGESTION NO. 115-54
MADE BY [REDACTED]
LIAISON SECTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/82 BY SP5/C/UP

THE SUGGESTION: ~~USE OF~~

That the ~~Land Polaroid~~ Camera be used to record the precise placement of furnishings in a room or the placement of papers in or on a desk in connection with highly confidential assignments so that every item in the room can be restored to its exact position upon the completion of the operation.

OBSERVATIONS:

Mr. Glavin of the Administrative Division states he has no objection to this suggestion.

Mr. Roy Preston, of the Photo Laboratory, advises the Bureau presently owns one Polaroid Camera, which is maintained in the Philadelphia Office, and which was recently used in this type of investigation. He states one Agent in the Photo Lab had considerable experience overseas with the Polaroid camera and reports it is fully capable of performing the suggested task. Mr. Preston feels, however, that the camera has no general application to criminal investigations and its usefulness probably is confined to security-type investigations.

Mr. Belmont, of the Domestic Intelligence Division, does not feel this suggestion should be adopted since Agents, in carrying out security-type assignments, realize the necessity of restoring the premises to exactly the same order as previously encountered. The method of approach has been to take small areas and to handle only one or two items at a time, making sure to replace each item carefully. He feels that if the Agents are afforded the prop of the Land Polaroid Camera, it may tend to lessen the security consciousness on the part of the Agents. He also states in order to cover an entire room, numerous photographs would have to be taken, consuming valuable time. Additional time would be necessary for comparing the condition of the room with the photographs at the conclusion of the assignment.

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- Holloman
- Miss Gandy

cc: Mr. Mohr
Mr. Harbo

RECORDED-103

MAR 25 1954
92

APR 12 1954

ORIGINAL FILED IN 66-6116-116

Memorandum to Mr. Tolson

It was noted that the camera would add still another item to carry into the area involved, thus increasing security problems.

Such utilization might also require the assignment of an additional Agent, which would complicate matters, since these assignments are usually restricted to as few Agents as possible, for security reasons.

Mr. Belmont states this particular type of camera might be of value in other types of Bureau cases, such as, sabotage, fixed and mobile surveillances where on-the-spot photographs may prove to be of value.

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. TOLSON

March 31, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/11/96 BY SP5/STG/PT

The Executives Conference of March 29, 1954, consisting of Messrs. Boardman, Nichols, Holloman, Quinn Tamm, Belmont, Rosen, Mohr, Harbo, Tracy, and Glavin, considered the possible emergency headquarters relocation site for the Washington Field Office.

It was pointed out to the Conference that the members of the Conference would recall that recently a suggestion was made by the Special Agent in Charge of Washington Field that consideration be given to permitting WFO to establish as temporary headquarters, in the event Washington must be evacuated, the emergency sites which would be used by either the Baltimore or Richmond Office.

It was pointed out to the Conference that at that time the suggestion was made that WFO utilize the second choice emergency headquarters for the Baltimore Office located at the Fairgrounds, Hagerstown, Maryland.

The Conference was advised that no objection had been previously raised by the Conference regarding this particular assignment and that the Baltimore Office was contacted to determine whether there was any reason why the Fairgrounds, Hagerstown, Maryland, could not be used as a relocation site for WFO.

The Conference was advised that information has been received from the SAC at Baltimore that it would undoubtedly be better for the emergency relocation site for WFO to be located in the Baltimore Office first choice, St. Mary's Seminary in Baltimore.

SAC Alden of Baltimore points out that the relocation of WFO in St. Mary's Seminary at Baltimore would be preferable in the event of a real emergency since unlimited space would be available. Alden also points out that the Baltimore Office would utilize only one part of one wing of the Seminary. Alden further points out that the Seminary is more adaptable to the needs of a field office, having showers and toilet facilities, many individual private rooms, and is removed from the downtown section of Baltimore and the industrial area of Baltimore although, of course, it is not in a

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

cc - Mr. Harbo

cc - Mr. Mohr

cc: jmr

RECORDED-96

INDEXED-96

66-2554-11273

MAR 31 1954

68 APR 2 1954

EM127

Memo to Mr. Tolson from the Executives Conference

rural area. Alden states that the Fairgrounds at Hagerstown would be satisfactory; however, arrangements would have to be made for the heating of the space during the winter months.

It is pointed out that if WFO should have its emergency relocation site at St. Mary's Seminary in Baltimore, it would only be approximately 35 miles from Washington as compared to 70 miles if it were located at the Fairgrounds in Hagerstown, Maryland.

RECOMMENDATION OF THE CONFERENCE:

The Conference is of the unanimous opinion that since sufficient space would be available at St. Mary's Seminary in Baltimore for the housing of both the Baltimore Field Office and the Washington Field Office, that arrangements be made to house WFO in the Seminary in the event it becomes necessary to evacuate Washington.

In the event you agree, the SAC at WFO will be instructed to make appropriate arrangements with the SAC at Baltimore so that emergency relocation quarters can be set up at St. Mary's Seminary for WFO in the event it becomes necessary to evacuate Washington.

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MR. TOLSON

March 30, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/16/54 BY SPJ/STP

The Executives Conference of March 30, 1954, consisting of Messrs. Holloman, Harbo, Rosen, Boardman, Belmont, Mohr, Parsons, Tracy, and Glavin, considered the informal communication received from the Deputy Attorney General, William P. Rogers, dated March 25, 1954, with which he forwarded a copy of a communication addressed to the Attorney General under date of March 22, 1954, by Senator Joe McCarthy, Chairman of the United States Senate Committee on Government Operations, and a copy of proposed Bill S. 3155 to amend the Federal Property and Administrative Services Act of 1949.

The purpose of Bill S. 3155 is:

"To amend the Federal Property and Administrative Services Act of 1949, as amended, to authorize the Administrator of General Services to establish and operate motor-vehicle pools and systems, to direct the Administrator to report the unauthorized use of Government motor vehicles and to authorize the United States Civil Service Commission to regulate operators of Government-owned motor vehicles, and for other purposes."

Use of Bureau Motor Vehicles by Other Government Agency
It was pointed out to the Conference that this Bill has to do with:

- (1) Setting up of a unified motor pool for Government-owned automobiles and other motor vehicles utilized by on rental or other basis;
- (2) Setting forth regulations concerning qualifications of drivers of Government-owned vehicles, including they be licensed in the various States in which the vehicles are operated;
- (3) Whenever the Administrator of the General Services Administration receives information, during regular course of his duties, that Government-owned vehicles are being converted into personal use by employees, he is to report this to the head of the agency by which the individual is employed for further investigation and appropriate disciplinary action.

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cc: Mr. Mohr RECORDED-96
Mr. Harbo

66-2354-11274
MAR 31 1954
EX-127

70 APR 2 1954

INDEXED-96

Memorandum to Mr. Tolson from Executives Conference

3/30/54

Re: Bill S. 3155

The portion of the Bill which pertains to the Bureau is that having to do with setting up the motor pool. The Bill reads as follows:

"(b) The Administrator shall, in respect of executive agencies, and to the extent that he determines that so doing is advantageous to the Government in terms of economy, efficiency, or service, after consultation with and with due regard to the program activities of the agencies concerned, (1) consolidate, take over, acquire or arrange for the operation by any executive agency of, motor vehicles and other related equipment and supplies for the purpose of establishing motor vehicle pools and systems to serve the needs of executive agencies, and (2) provide for the establishment, maintenance, and operation (including servicing and storage) of motor vehicle pools or systems for transportation of property or passengers, and for furnishing such motor vehicle and related services to executive agencies. Such motor vehicle services may be furnished, as determined by the Administrator, through the use, under rental or other arrangements, of motor vehicles of private fleet operators, taxicab companies, local or interstate common carriers, or Government-owned motor vehicles, or combinations thereof. The Administrator shall have authority from time to time, either on his own initiative, or upon application by any executive agency or agencies, to exempt any executive agency or any activity or type of property from action taken under this subsection, whenever such exemption is necessary for the efficient conduct of the activities of the agency concerned due to its use of motor vehicles in (i) remote locations, (ii) field activities requiring continuous operation, (iii) security, law enforcement, and investigative activities, and (iv) military field training and tactical uses. The Administrator shall, so far as practicable, provide any of the services specified in this subsection to any Federal agency, mixed ownership corporation (as defined in the Government Corporation Control Act), or the District of Columbia, upon its request."

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Of particular interest is that portion of the above giving the Administrator of General Services Administration authority from time to time, either on his own initiative or upon application of any executive agency or agencies, to exempt such agency or agencies from action taken under this subsection whenever such exemption is necessary

Memorandum to Mr. Tolson from Executives Conference

3/30/54

Re: Bill S.9155

for the efficient conducting of activities of the agency due to its use of motor vehicles. Included in such uses are security, law enforcement and investigative activities.

Senator McCarthy, in his accompanying communication, stated the Bill was drafted with the objective of overcoming certain objections in original Bill S.1582 which was introduced on April 7, 1953, concerning this same subject matter. Senator McCarthy pointed out that the new Bill has been amended so as to exempt certain types of motor vehicles operated by the executive agency control, as recommended by a number of departments and agencies.

With reference to the previous Bill referred to by Senator McCarthy, the Bureau at that time pointed out that its automobile fleet could not be pooled with a Government fleet; that we could not have other Government employees riding in our automobiles; and that we could not be subject to control by any agency other than the Bureau because our automobiles are used for investigative and pursuit purposes.

RECOMMENDATIONS:

The Conference pointed out that instant Bill, in allowing for certain exemptions, places the authority for granting such exemption in the hands of the Administrator of General Services Administration. We would therefore be subject to the whims of the Administrator of the General Services Administration in securing an exemption. It would be up to him to determine whether the Bureau's fleet of automobiles would or would not be exempt from this legislation.

Therefore, the Conference recommends that it be pointed out to Mr. Rogers that authority for making exemptions would rest in the Administrator of the General Services Administration and the continuance of the Bureau's fleet of investigative cars would be based on a decision made by the Administrator of the General Services Administration rather than by the Director or the Attorney General.

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It was further recommended by the Conference that Mr. Rogers be advised that it is absolutely essential that the Federal Bureau of Investigation continue to have sole and direct control

Memorandum to Mr. Tolson from Executives Conference

3/30/54

Re: Bill S. 3155

over its fleet of automobiles because they are used for investigative and pursuit purposes and could not be utilized jointly with any other Government agency nor could they be pooled under the jurisdiction of any other Government agency.

The remaining portions of the Bill would not affect the Bureau since we now have regulations making it necessary for Special Agents and others driving Bureau automobiles to be licensed in the State in which the car is operated. Our regulations also prohibit the use of Government-owned automobiles for personal use.

Should you agree with the above recommendations concerning the necessity of the Bureau having direct control of its automobiles an appropriate communication will be forwarded to Mr. Rogers to this effect.

*I concur
most strongly*
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Tele. Rm.
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MR. TOLSON

3/10/54

EXECUTIVES CONFERENCE

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SUGGESTION NO. 105-54
MADE BY [REDACTED]
ALBUQUERQUE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/84 BY SP5CJ
PT

THE SUGGESTION:

~~That the Posting Clerk be required to place his initials on all posted items.~~

The Manual of Rules and Regulations, Section 3, page 19, Section 7, states, "So that the status of an assigned matter may be determined without a review of the file, the status and the date of the communication or notation creating or continuing the status must be posted on the back of the original assignment card only. . . ."

The suggesting employee believes that by requiring the Posting Clerk to initial all posted items, Supervisors and Agents reviewing files can determine at a glance whether the required posting has been done. He states that in order for this suggestion to be effective, all copies of such posted items must be initialed.

OBSERVATIONS:

[REDACTED], Chief Clerk, Albuquerque Office, states that the Albuquerque Office now uses the practice of having the person who posts a pending report or a letter put his initials by the word "post" on letters and by the status on pending reports. Initials are put only on the top copy of pending reports and no initials are put on a closing report, since the cover of the file will reflect if the case was closed. He believes a uniform system would be helpful.

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SAC L. L. Laughlin, Washington Field Office, states that clerical employees in Washington Field do place their initials on posted items, both pending and closed. He believes it should be a requirement, as well as the requirement that clerical employees initial for serials filed. He does not,

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- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

cc: Mr. Mohr
Mr. Harbo

RECORDED-34
INDEXED-34

106-2554-11275
APR 1 1954
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63 APR -2 1954

ORIGINAL COPY FILED IN 106-10213-1000

Memorandum to Mr. Tolson

however, feel there is a need for the Posting Clerk to initial all copies. The Posting Clerk places the posting check (red for closed and blue for pending) on the copy initialed by the Supervisor. It would be a waste of time to mark all six copies of many reports. He states they have never found a need for marking all copies. He believes this suggestion might also apply to closing and RBC reports.

The Records Section considered this suggestion, and stated that although the procedure does not apply to any work in the Records Section, it appears to have merit in that responsibility would be fixed in all instances. They recommend favorably.

Inspector Mason reports that he does not know of any field office where the Posting Clerk does not initial one copy of a document posted. It is not clear just what prompts this suggestion from employee Harrison, inasmuch as he seems to be suggesting what is already general practice. It may be that the employee has in mind that every copy of a report, memorandum, or teletype which has been posted should be initialed, but this would certainly be useless work. On the other hand, it may be that Harrison believes that the general practice should be reduced to writing in the Manual. Of course, all Bureau rules and procedures are not reduced to writing in the Manual and it has never been the intention of the Bureau that the Manual would contain all rules, because to do so would make the Manual of Rules and Regulations many times its present size. SAC L. L. Laughlin has correctly stated the general field procedure.

It is suggested that the question to be presented to the Executives Conference be: whether the general practice should be included in the Manual of Rules and Regulations as a specified rule.

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. All items presently posted in the field are presently initialed; the Conference did not feel it was necessary to insert a specific requirement in the Manual of Rules and Regulations.

MR. TOLSON

March 30, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/82 BY SP5C/TPT

The Executives Conference of March 29, 1954, consisting of Messrs. Boardman, Belmont, Rosen, Nichols, Holloman, Tracy, Mohr, Harbo, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Krahlmg, head of the Bureau's Photographic Unit to Mr. Renneberger, Chief of the Mechanical Section, concerning the securing of automatic photographic 35mm projection printing equipment for use in the Photographic Laboratory.

It was pointed out to the Conference that this type of equipment has been observed in other government agencies and it is felt that the procurement of such automatic photographic equipment would be of material assistance in the handling of our 35 millimeter work. It was further pointed out to the Conference that at the time of the recent inspection of the Photographic Laboratory that the worth of this equipment was being checked into and the inspector had suggested that this matter be followed to a conclusion without delay.

It was pointed out to the Conference that the necessary equipment could be secured at an over-all cost of \$14,000, \$4,000 being the cost of the automatic camera and \$10,000 being the cost of the processor with dryer and accessories.

The Conference was advised that labor costs on enlargements from 35mm film through the utilization of the automatic photographic processing machines will be cut 65%.

At the present time we are utilizing the services of 4 to 6 employees to handle an average of 2,000 prints a day. When daily volume exceeds 2,000 prints it is necessary to utilize additional employees on this particular work. It was pointed out that recently we had a request from the New York Office to process 12 100 ft. rolls of 35mm film and prepare therefrom 8,000 8 x 10 reproductions. This job would require at least the full time services of 4 people for one week. Utilizing automatic equipment, the job could be completed with 3 employees in

The automatic equipment will easily handle 4,000 prints a day ing 3 employees.

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INDEXED - 23

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APR 1 1954
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58 APR 12 1954

ORIGINAL FILED IN

It was pointed out to the Conference that savings would be material and the equipment would actually pay for itself within a period of 2 years.

RECOMMENDATION:

It was the unanimous recommendation of the Conference that the automatic photographic printing equipment above-mentioned be secured at this time. Funds are available to defray the cost of this purchase.

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Miss Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 3/22/54

FROM : E. J. Ingram

SUBJECT: Bureau Automobile Accident
Car #50 - 1951 Ford
Damage - \$34.00
Date - 3/12/54
Radio Technician Operator [redacted]
Minneapolis Division

- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
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[Handwritten signatures and initials]
8/19/92 SPS
lot

SUMMARY MEMORANDUM

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At approximately 10:15 a.m. 3/12/54 the captioned Bureau automobile, while being driven in the contract garage, Minneapolis, by Radio Technician Operator [redacted] suffered damage amounting to \$34.00 to its left front door.

RTO [redacted] advised he was in the process of repairing the mobile radio unit on the car and found it necessary to back the car into a very narrow stall in the corner of the garage, the only stall available in the garage and also the only one available with a nearby electrical outlet to furnish proper lighting for making the repairs. As [redacted] was backing the car into the space, it was necessary for him to hold the door open slightly to watch the clearance. A protruding casement window sill on the left side was far enough away for clearance but as [redacted] was backing the car, his foot slipped from the clutch momentarily, causing the car to jerk and the door to open wider than he had anticipated so that the door caught the window sill with the resulting damage.

[redacted] noted that the worst snowstorm of the year occurred on 3/12/54 and he had considerable snow on his clothes and shoes, having just come from the outside. His foot slipped from the clutch peddle since his shoe was still wet. He stated he is willing, if necessary, to pay for the damage to the car although the damage was indirectly caused by the fact his shoes were slippery because of weather conditions.

SAC, Minneapolis, noted it was necessary for [redacted] to walk a distance of about one block to the garage in the snowstorm and the snow could have been easily responsible in part for the damage. It appears to the SAC, however, that [redacted] was not negligent and the SAC recommended he not be held responsible for the damages.

RECOMMENDATION

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It is recommended RTO [redacted] be held responsible for the accident and the repairs to the Bureau car.

100-2554-11278
RECORDED
199 MAR 29 1954

67 APR 8 1954

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INDEXED-75

(SEE ADDENDUM NEXT PAGE)

INITIALS ON ORIGINAL

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Memorandum to Mr. Glavin from E. J. Ingram

3/22/54

Re: Bureau Automobile Accident
Car #50 - 1951 Ford
Damage - \$34.00
Date - 3/12/54
Radio Technician Operator [redacted]
Minneapolis Division

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ADDENDUM: (WRG:mfs)

March 23, 1954

The Executives Conference of March 23, 1954, consisting of Messrs. Tolson, Holloman, Harbo, Rosen, Boardman, Henrich, Mohr, McGuire, Tamm, Tracy, and Glavin, was in agreement that [redacted] should not be held responsible for the car in question.

Repair of the

*opinion to be
3/25/54.
LW:mas*

[Handwritten signature]

3/19/54

MR. TOLSON

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EXECUTIVES CONFERENCE

SUGGESTION NO. 54-54

59542

MADE BY SA [redacted]

SPECIALIZED IN-SERVICE TRAINING SCHOOL

THE SUGGESTION:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/17/92 BY SP5C/PT

That in major kidnaping cases the field offices should keep a running log of evidence, as follows:

- (1) Each item should have a different number, starting with one;
- (2) The number should be the same as the 1-A, or field office exhibit, number;
- (3) Or the Agents should place their initials beside each number.

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OBSERVATIONS:

Mr. D. J. Parsons, of the FBI Laboratory, stated that as a result of experience in the [redacted] case, Laboratory supervisors have considered the handling of large volumes of evidence received and this has been discussed with trained and experienced major case men in the Laboratory. He stated that a suggestion very similar to this one was proposed by Laboratory personnel, i.e., in addition to containing the initials of the Agent beside each number, there might also be included the two letters designating the field office where two or more field offices are submitting evidence. It is felt both of these suggestions are good and are applicable in some instances. It is noted, however, that it would require someone to have custody of the log and with unanticipated assignments for the Laboratory supervisor or property man, the system could conceivably break down.

Mr. Parsons states another possibility is to have each Agent keep his own log, beginning with the number one. By having this number, together with the Agent's initials, and perhaps the initials of the field office, no two items of evidence would have the same designation.

Mr. Parsons recommends that no one system be adopted as the only approved method of handling and coordinating evidence in

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- Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo
58 APR 5 1954

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66-2554-11279
MAR 30 1954

ORIGINAL COPY FILED IN 100-7-10

Memorandum to Mr. Tolson

a major case, but that various possibilities be considered in order that the most suitable may be used by the special squad.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs. 3/19/54.

The Conference of 3/18/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Henrich, Rosen, Holloman, Mohr, Nichols and Harbo, recommended unanimously unfavorable. The Conference felt that the problem could be adequately handled by the Training Division at in-service classes during the handling of major case problems.

66-2554-11279

Mr. Glavin

3-5-54

H. L. Edwards

EXECUTIVES CONFERENCE

FBI CONSOLIDATED CHARITY FUND

Under date of February 26, 1954, SAC Malone, Los Angeles, requested that his office be furnished details concerning the Bureau's one-package drive stating that the tremendous success experienced from this drive by the Bureau in Washington together with the Director's testimony on the subject before the House Appropriations Committee on December 9, 1953, had caused considerable speculation, interest and enthusiasm as to whether such a plan might feasibly be adopted in the field office. The Director noted "This is worthwhile exploring".

In response to SAC Malone's request there is attached a proposed letter furnishing him pertinent information concerning the Consolidated Drive conducted at the Seat of Government and Washington Field Office, enclosing various informative literature and copies of the forms used in handling the drive and advising him that the matter of authorizing its extension to the field is presently under consideration.

I do not know of any reason why the extension of this program to the field would not be desirable and productive of the same advantageous results as were experienced in Washington. The Working Committee of the Consolidated Drive at one of its recent meetings discussed the question of whether to recommend the extension of this program to the field but made no recommendation on the matter because of a general understanding that many of the field offices are participants in some type of consolidated or united campaign, in view of which the Consolidated Drive would not appear to serve any useful purpose. However, for subsequent inquiries on this subject on my part I developed information to the effect that these so-called "united campaigns" are not truly one-package drives because many of them do not include such charities as the Red Cross, the polio foundation and the like. You will recall that the Red Cross has adopted a policy of being unwilling to agree to participating in any Consolidated Drive because they do not wish to estop themselves from conducting subsequent drives in the event they need additional funds because of unforeseen disasters which might arise. However, the Bureau's position in this matter is that we have the prerogative of including them in our own one-package drive as we did at the Seat of Government.

HLE:ep
Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP/SCJ
907

(SEE ADDENDUM NEXT PAGE)

58 APR 5 1954

INDEXED
RECORDED-21

APR 1 1954

88 ORIGINAL

ORIGINAL FILED IN

Accordingly I feel in view of the interest manifested in this matter by the Los Angeles Office that we should send out an SAC letter asking the field offices for their specific views and recommendations concerning the desirability and feasibility of authorizing a one-package campaign for each field office.

RECOMMENDATIONS: (1) That the attached letter be sent to SAC Malone, Los Angeles.

(2) That an appropriate SAC letter be prepared. If you agree this will be done promptly.

O.K.

H.

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 the above recommended communications.

O.K.

H.

MR. TOLSON

5/30/54

The Executives Conference

REQUEST FOR COST OF MAKING
NAME AND FINGERPRINT CHECKS
FEDERAL COMMUNICATIONS COMMISSION

The Executives Conference consisting of Messrs. Boardman, Nichols, Harbo, Glavin, Tamm, Belmont, Rosen, Holloman, Mohr, and Tracy, on March 29, 1954, considered a request from the Federal Communications Commission.

Mr. [redacted], attorney with the Federal Communications Commission (FCC), telephonically advised on March 22, 1954, that Senator Wiley (R.-Wisc.) is demanding a security and fingerprint check on licensees and transmitter operators. In preparing data for submission to the Senator, the Federal Communications Commission needs to know the cost of making a name check and a fingerprint check. Mr. [redacted] stated the number involved would total approximately one million.

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The Executives Conference was unanimously of the opinion the information requested should be furnished, and the Administrative Division advises the cost of handling one million name and fingerprint checks would be \$1,990,000.

There is transmitted herewith a proposed letter to Mr. Rosel H. Hyde, Chairman of the Federal Communications Commission.

Attachment

cc - Mr. Harbo
Mr. Mohr

SJT:edm

RECORDED - 766-2554-11281
INDEXED - 7 APR 11 1954

O.K.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/11/82 BY [signature]

EX-12

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

70 APR 5 1954

MR. TOLSON

3/31/54

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b7c

EXECUTIVES CONFERENCE

SUGGESTION #116-54

MADE BY MISS [REDACTED]

AND [REDACTED]

ALBANY OFFICE

Form

PROPOSED REVISION IN FORMS SF-33 AND SF-36

(INVITATION, BID, AND AWARD FOR SERVICES TO VEHICLES)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY [REDACTED]

SUGGESTION

1. That Forms SF-33 and SF-36 (Invitation, Bid, and Award for Services to Vehicles) not be assembled and stapled before transmittal to field offices. Sample forms are attached hereto.

OBSERVATIONS

Suggesting employees commented when preparing these forms in the field it is necessary to remove the staples, separate the pages, type in the necessary information, and then collate the pages and staple the form together again.

SAC D. K. Brown of Albany favors adoption of this idea believing it would save time both in the field and at the Seat of Government.

Mr. A. M. Newman of the Procurement and Supply Unit, Administrative Division, has no objection to the adoption of this suggestion. He stated the forms are printed once each year and are not stocked at the Seat of Government in any great number. Usually less than 2,000 are on hand at any one time. Mr. R. C. Renneberger of the Mechanical Section, Administrative Division, agrees with Mr. Newman and advised the adoption of the suggestion would create no problem in his section. In supplying the forms to the field they would be handled as three separate pages instead of as being handled as one unit, as at present. Pages of the form are numbered and can be assembled easily in the field.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

Conference of 3/31/54, composed of Messrs. Tolson, Boardman, Callahan, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo, recommended unanimously favorable, to be handled when next printed.

Attachment

cc - Mr. Mohr
Mr. Harbo

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

EX-100
3-31

INDEXED-48

RECORDED-48

65-2554-11282

APR 1 1954

APR 2 1954

Memorandum to Mr. Tolson

SUGGESTION

2. It is suggested that the words "By: _____" and "Title: _____" be printed on the Continuation Sheets of Form SF-36 (Invitation, Bid, and Award for Services to Vehicles) since these words are presently typed in.

OBSERVATIONS

Mechanical Section, Administrative Division, advised it would be no trouble to print these words on the Continuation Sheets. However, the signature and title of the person authorized to sign for the company are not necessary. The name of the bidder or contractor is required and there is space provided on each Continuation Sheet for this information.

EXECUTIVES CONFERENCE CONSIDERATION: RH:cs

Conference of 3/31/54 recommended unanimously unfavorable.

SUGGESTION

3. Inasmuch as it is necessary to prepare five copies of the Form Invitation, Bid, and Award for Services to Vehicles, it is suggested the form be printed on onionskin paper.

OBSERVATIONS

Mechanical Section states this is not practical; form is printed on both sides and would be difficult to read if printed on both sides on onionskin paper. Federal Supply does not stock this form in onionskin paper; therefore, the Bureau would have to print the entire form if this idea is approved. Printing the form on onionskin paper would slow down production time because of the difficulty of printing on thin paper.

EXECUTIVES CONFERENCE CONSIDERATION:

RH:cs

Conference of 3/31/54 recommended unanimously unfavorable.

MR. TOLSON

3/31/54

EXECUTIVES CONFERENCE

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b7C

SUGGESTION #124-54

MADE BY [redacted]

MOBILE OFFICE

FORM FD-59

(WANTED AND CANCELLATION NOTICE)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/1/07 BY SP5CJ
LPT

PRESENT PROCEDURE

The Field Stenographers' Manual provides in Section 6(4), page 1, that when Form FD-59 (Wanted and Cancellation Notice) is used to request the Identification Division to post a Wanted Notice in the identification files of the FBI, the original should be forwarded to the Identification Division and a copy be retained for the field file. A copy of Form FD-59 is attached hereto.

Under present procedure when Form FD-59 (Wanted and Cancellation Notice) is used to request the Identification Division to post a Cancellation Notice in the identification files of the FBI, the original is forwarded to the Identification Division and a copy is retained for the field file.

SUGGESTION

1. It is suggested that when a Cancellation Notice is being submitted only an original be typed for transmission to the Bureau and the stenographer note on the Wanted Notice in the field office file "Cancellation Notice submitted (date), thereafter initialling same.

The suggesting employee has in mind that this would save in paper costs, as well as time required to serialize and file the yellow copy of Form FD-59 in the field file.

OBSERVATIONS:

SAC J. G. Shanklin of Mobile favors suggestion because of savings which would be effected in clerical time.

Forms Desk, Training and Inspection Division favors suggestion and points out there would be some saving in filing space. In addition, stenographer would have file at hand in preparing Cancellation Notice and could make notation on yellow of Wanted Notice previously submitted without any trouble.

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

APR 5 1954
cc-Mr. Harbo

RECORDED-20

INDEXED-20
EX-129

124-2554-11283
APR 1 1954
RK

Attachment
dmg

Memorandum to Mr. Tolson

SAC, Washington Field Office agrees with the observations of SAC, Mobile in favor of the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 3/31/54, composed of Messrs. Tolson, Boardman, Callahan, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo, recommended unanimously favorable.

SUGGESTION

2. It is suggested that consideration be given to having the words "Cancellation Notice Submitted (date) (stenographer's initials)" printed on the yellow copies only of Form FD-59 (Wanted and Cancellation Notice). This would make it necessary to insert just the date and initials at the time the Cancellation Notice is prepared for submission to the Identification Division.

OBSERVATIONS:

SAC, Mobile favors because of clerical time saved. Stenographer would merely insert date of submission and her initials on yellow copy of Wanted Notice previously submitted.

SAC, Washington Field favors adoption and concurs in comments of SAC, Mobile.

Forms Desk, Training and Inspection Division, favors adoption of suggestion, but points out there would be some additional cost in preparation of form.

Mechanical Section, Administrative Division, would have to prepare one additional negative for the yellow copy of the form. An additional zinc plate would have to be made each time the form is run off at a cost of 37¢ for the plate and 50¢ in employee time. Employee would be required to change from one plate to another in preparing first original of Form FD-59 and then yellow copy of same form, but time required would be negligible. It is noted only one supply of these forms was run off in 1953 and there is presently pending a requisition in Mechanical Section for a supply of Form FD-59 to be run off.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 3/31/54, composed of Messrs. Tolson, Boardman, Callahan, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo, recommended unanimously favorable.

MR. TOLSON

3/31/54

EXECUTIVES CONFERENCE

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SUGGESTION #125-54
MADE BY SA [redacted]
KANSAS CITY OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/11/75 BY SP5/CL
LP

SUGGESTION

In future investigations in kidnaping and extortion cases, it is suggested that consideration be given to the use of known latent fingerprints for the purpose of identifying the paper wrappers enclosing packets of currency delivered to subjects as ransom or extortion money.

OBSERVATIONS

The suggesting employee feels that this technique would probably be of value in a case where wrappers bearing the known prints might be found in the possession of a suspect. Although of doubtful probative value, this would serve to direct investigation in logical channels and conceivably lead to confessions in some cases. Mr. [redacted] stated this technique was first suggested by him to Mr. E. H. Winterrowd who, during the Greenlease kidnaping case, on 9/30/53, instructed SA James E. Hathaway of the Kansas City Office to place his latent thumb print on the inner side of the wrappers enclosing the ransom money paid to the subjects of the Greenap case. (Bufile #7-6920-1318). No wrappers were recovered in this case.

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SAC J. C. Ellsworth of Kansas City states it would appear the Bureau has already given consideration to this suggestion and if it appears to have merit in kidnaping or extortion cases, he recommends instruction be furnished to the field.

The Investigative Division advised instructions set forth in the Extortion note will be the determining factor and that in some cases SA [redacted] suggestion might prove to be of value while in other cases some other means of identification might prove to be better. The Investigative Division feels that this method should be considered along with other means of identification at the time the ransom money package is prepared.

The Training and Inspection Division believes that this should be brought to the attention of training classes, such as Major Case Schools, and through lectures to In-Service Classes. It is not believed that specific instructions should be included in the Bureau manuals relative to this matter.

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

cc-Mr. Mohr
Mr. Harbo

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EX-129

67-254-11284
APR 1 1954

APR 2 1954

Memorandum to Mr. Tolson

The FBI Laboratory states the suggestion has merit, but points out a more certain, more permanent and simpler method would be to mark these money wrappers with an innocuous design in secret ink, possibly with a rubber stamp or other device. The Laboratory advised the principal objection to depending upon marking by fingerprints is the lack of assurance that, in fact, any subsequently identifiable marking has been made on the wrappers. The Laboratory will make available suitable secret ink for this purpose upon request.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 3/31/54, composed of Messrs. Tolson, Boardman, Callahan, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo, recommended unanimously that no instructions be issued to the field concerning this problem but that this subject should be appropriately discussed in Agents' training schools, such as major case schools and In-Service classes.

✓

The Director

March 30, 1954

The Executives Conference

INDOOR RANGE in Department of Justice Building

On March 30, the Conference consisting of Messrs. Holloman, Harbo, Rosen, Boardman, Belmont, Mohr, Tracy, Glavin and Parsons further considered the desirability of making changes in the pistol range in the basement of the Justice Building to eliminate insofar as possible the danger of bullet fragments being deflected back to the firing line.

In November, 1953, the Conference was advised that there had been three incidents in which small fragments of bullet jackets had been deflected back to the firing point during shooting demonstrations for tours in the indoor range. The principal cause of the fragments being deflected was the roughness of the steel plates forming the backstop of the range. As an interim measure the Conference at that time approved spot welding the most noticeable indentations in the backstop and also using Celotex wallboard in front of the backstop in an effort to prevent fragments being deflected back to the firing line. The Conference also approved consideration of a special-type bullet which would not have copper jackets and would be less apt to cause injury to people in the range. The Conference has now been advised that the Remington Arms Company prepared a special type of bullet which was demonstrated in the range and, although it was found that there was less hazard, there was still the possibility of small fragments of lead being deflected from the backstop and special ammunition is not to be further considered. It was, therefore, pointed out that the better solution would be to replace the steel surface used as the backstop. SAC Slogin at Quantico has arranged to obtain free of charge sufficient steel armor plate to replace the backstop in the range.

It was further pointed out to the Conference that representatives of the Laboratory, Training Division and Tour Section had considered the possibility of building the new backstop approximately twenty-six feet to the rear of the present backstop which would enlarge the range and permit the range to accommodate a larger number of visitors at each demonstration, it having been pointed out that the range is one of the bottlenecks on the present tours. By

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

1 - Mr. Harbo
1 - Mr. Mohr
APR 5 1954
DJP:VH

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DATE 2/17/92 BY SP5/SP4

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166-2534-11285
APR 1 1954

Memorandum for the Director

accommodating more people there would be a substantial saving in ammunition. The installation would be more costly because it would be necessary to extend the walls and rearrange the target carriers and electrical system within the range.

RECOMMENDATION

1. The Conference unanimously recommends that bids be solicited (a) to determine the cost of placing the new steel over the old backstop, and (b) remove the old steel and put the new armor plate in its place.

2. The Conference with the exception of Mr. Glavin recommends obtaining a bid for further consideration by the Conference on the cost of extending the range at the same time the new backstop is constructed. Mr. Glavin was opposed feeling that the cost would be excessive and, although the range would accommodate more people, the safety would not be substantially improved over the method of simply replacing the steel of present backstop.

Respectfully,
For the Conference

✓
Clyde Tolson

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4k

MR. TOLSON

3/1/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 354-63
MADE BY [REDACTED]
SPRINGFIELD OFFICE

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59543

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/83 BY [REDACTED]

THE SUGGESTION:

Chief Clerk [REDACTED], of the Springfield Office, recommended that preprinted masters bearing the image now appearing on Bureau form FD-72 (First Page of Bureau Report Form printed on mimeograph paper) be made available to those field offices now using Multigraph machines. The reason for this suggestion is because in the past when a field office wanted to out a stencil and Multigraph the first page of an investigative report, it was necessary for an employee to take a ruler or stylus pencil and draw the appropriate lines on a Duplimat master to create an image similar to the front page of a Bureau report form. This took time; but having a preprinted master (Duplimat on which appropriate lines have already been mechanically reproduced and appropriate printing, such as, "Office of Origin", "Title", etc., is already contained thereon) would mean that all a field office then has to do is type on this information relating to dates, synopsis, details, copies, etc.

BACKGROUND:

A survey has been made of nine field offices equipped with Multigraph machines and they have used preprinted Duplimat masters since last September on an experimental basis. Reports have now been received from these offices and the consensus is that Duplimat masters save time and produce a better first page for a report when it is necessary to mechanically reproduce such reports. In addition, the printing by the Duplimat process can be performed on thinner paper, thereby saving file space.

The Mechanical Section has been performing the service of providing preprinted masters for the Washington Field Office for about a year and it has worked smoothly.

Preprinted Duplimat masters cost approximately six cents each and the Mechanical Section can prepare them. It is

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

66-2554-112-86

APR 1 1954
MAR 27 1954

RECORDED - 65
INDEXED - 65

MAR 25 1954

EX-125

66-2554-112-86

Memorandum to Mr. Tolson

much cheaper to prepare these masters at the Seat of Government and make them available to the field than to permit field offices to hand create the format of the front page of a report when Multigraphing is necessary.

There are fifteen field offices now having Multigraph machines, according to Mr. Renneberger. As time passes and as mimeograph machines wear out in the remaining offices, the Bureau will replace them with Multigraph machines. Mr. Renneberger favors the proposed procedure and cites the trial period as proof of the efficiency of the proposal, as well as its economy. Of course, this procedure comes into use only when more copies of a report are needed than can be satisfactorily produced by one run on a typewriter.

It is presented to the Conference that inasmuch as it cannot be stated at this time how much in the way of savings will result from adoption of this procedure because the length of time it took to prepare the first page of a report previously varied from office to office, but since there will nevertheless be certain savings, that consideration should be given to a warm letter of commendation to Chief Clerk [redacted] for this suggestion. It appears that the suggestion is an outgrowth of his normal duties.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/1/54

The Conference on 3/1/54, those present being Messrs. Tolson, Boardman, Glavin, Tamm, Heinrich, Mohr, Tracy, Holloman, McGuire and Harbo, recommended unanimously favorable and that the attached letter be sent to Chief Clerk [redacted] of the Springfield Office who made the suggestion.

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66-2554-11284

copy gmb

OFFICE MEMORANDUM ----- UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: March 10, 1954

FROM : MR. V. P. KEAY

SUBJECT: SPECIAL AGENT JOHN S. AMMARELL
ADMINISTRATIVE

OK

Mr. Ammarell has advised me that the Chairman of the Nominating Committee of the Kate Waller Barrett Elementary School Parent-Teacher Association, Arlington Forest, Arlington, Virginia, advised him on the evening of March 9, 1954, that the Committee would like to submit his name in nomination for President of the PTA for the coming year. Mr. Ammarell has one son attending this elementary school and has participated in some of the committee work of the PTA.

While it is realized that the Bureau does not normally approve of Bureau Agents serving as officers in organizations, it is noted that a large number of the eligible persons for positions within the Kate Waller Barrett PTA are other Government employees. The retiring President is an employee of the Department of Agriculture.

RECOMMENDATION:

It is recommended that this memorandum be referred to the Administrative Division for consideration as to whether Mr. Ammarell should be permitted to advise the Nominating Committee that his name may be submitted by them.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/17/87 BY SP5/af

1 - Administrative Division

JSA:fjb

ADDENDUM: (WRG:mfs)

Executives Conference of March 18, 1954, consisting of Messrs. Tolson, Harbo, Hennrich, Tamm, Tracy, Mohr, Boardman, Rosen, Holloman, Nichols, and Glavin, saw no objection to Mr. Ammarell's accepting the presidency of the Kate Waller Barrett Elementary School Parent-Teacher Association if he is so elected.

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RECORDED - 69

MAR 30 1954

31

51 APR 7 1954

ORIGINAL COPY FILED IN 67-312-011-146

TO : MR. TOLSON
FROM : W. R. GLAVIN

DATE: March 12, 1954

SUBJECT: PROPOSED LEGISLATION ON INCREASED
PAY AND ALLOWANCES FOR EMPLOYEES
STATIONED OVERSEAS

Executive Conference
OK

The attached memoarndum from Deputy Attorney General William P. Rogers dated February 23, 1954, together with its enclosure dealing with the above subject has been reviewed and it is recommended that the Bureau indicate its approval of the provisions set forth in same.

With respect to the probable effect on the annual budget of the United States it is estimated that there will be an approximate increase in cost of \$74,500 (\$62,400 for employees stationed in territories and possessions and \$12,100 for those assigned to offices of the Legal Attaches).

There are set forth below very briefly the ways in which the Bureau would be affected:

EMPLOYEES IN TERRITORIES AND POSSESSIONS

- 1. Removal of "ceiling" on amount that may be paid as a cost of living allowance.

At the present time no cost of living allowances may be paid that exceeds 25 per cent of the employees basic salary. The allowances may be less than 25 per cent which is true in the case of Honolulu employees where the amount that may be paid has been fixed at 20 per cent. At the present time we pay our employees a 25 per cent cost of living allowance in Anchorage. Under the new proposal, however, from a review of certain figures on living costs included in the attached proposal, it would appear more likely that we would pay these employees a 40 per cent allowance. With respect to San Juan no cost of living allowance is paid employees assigned there at present but a "post" differential may be paid. If the present limitation remains in effect, there will be no change in cost. This would result in an additional cost of approximately \$21,600.

- 2. Allowances for storage of furniture, household goods, and personal effects.

Under the attached proposals, employees may be reimbursed for the cost of storing furniture, household goods, and personal effects whenever they are required for reasons beyond their

Attachment

WGT:raf

51 APR 6 1954

(SEE ADDENDUM PAGE 3)

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HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY SP5 GRT

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MAR 30 1954

69-049-32
ORIGINAL COPY FILED IN

control to effect such storage or where such storage is authorized or approved by the Government as a means of avoiding the cost of transporting such effects from one locality to another. It is not believed that this would cause any substantial additional cost to the Government with respect to FBI employees. It is believed that most employees would choose to take these goods with them rather than storing them in the United States while on a territorial assignment. At any rate, we do not possess sufficient information to formulate an accurate estimate.

3. Provide for payment of expenses for round-trip travel of employees and immediate families for purpose of taking leave.

As a part of this change, employees are allowed to accrue leave over and above that presently accrued at rates set forth in the next item which would permit them to take more leave and the Government would pay the expenses of the travel of the employees and immediate families from their post of assignment to the United States. It is believed that the increased cost under this provision would be very small due to the fact the Bureau presently follows the procedure of reassigning employees to the States after two years overseas and the additional cost would be for the difference represented by the payment for travel from the headquarters city in the United States to their residences in the United States.

4. Leave

The proposal is to allow employees to accumulate additional leave over and above that presently allowed at a rate equivalent to one week for each four months of service outside the States (except that this rate may, at the direction of the President, be reduced with respect to the service of employees in countries contiguous to the United States or in its territories and possessions). Such leave may be accumulated for future use without regard to the present limitations on such accumulation, but such leave not used shall not be made the basis for any terminal leave or lump-sum payment. Leave granted would be exclusive of the time actually and necessarily occupied in going to and from the post of duty or such time as may be necessarily consumed in awaiting sailing or flight.

If it is going to be assumed that Bureau employees will be granted this additional leave, it is conceivable that it might be necessary to employ additional personnel to offset the production time lost by having employees on leave. If the

actual time lost is offset by the assignment of an equivalent number of full-year employees, it is estimated that this provision would cost the Bureau approximately \$40,800 each year. This estimate is based on the average number of employees that were assigned to the Bureau's territorial offices during the fiscal year 1953.

FOREIGN PERSONNEL PROVISIONS

1. Provision for Government to pay for transportation of employees and their dependents to their homes while on leave in the United States.

The Bureau presently pays the transportation of its Agent personnel to the States when they are called in for conference or retraining. Such employees usually take additional leave at that time, but at present are required to pay their travel costs from Washington, D. C., from and to any other places they may visit while on leave and to pay the travel expenses for their families from their posts abroad to the United States. Under the new proposal the Government would pay the travel costs for the employees and their families, and it is estimated that it would result in an additional annual cost to the Bureau of about \$12,100. This is the "Home Leave" plan which we have been trying to obtain for our people abroad for some time.

2. Leave

The new leave proposals for the overseas employees on foreign assignment are similar to those for the employees in the territories and possessions. However, it is not estimated that such provisions will result in any appreciable cost with respect to our foreign assignment employees because of the fact that the Bureau presently has a rotational plan in the European offices with respect to the Special Agent personnel and adequate facilities are available at the foreign posts which would preclude any necessity for the assignment of additional personnel. With respect to the clerical personnel, it is believed that the number is so small that there would be no appreciable effect felt.

ADDENDUM: (WRG:mfs)

March 16, 1954

Executives Conference of 3-15-54, consisting of Messrs. Tolson, Harbo, Belmont, Tamm, Winterrowd, Nichols, Boardman, Mohr, Holloman, Tracy and Glavin, considered the above data and agreed that the attached communication concerning this matter should go forward to Deputy Attorney General Rogers.

Mr. Tolson

2-25-54

The Executives Conference

FM RADIO STATION
CINCINNATI DIVISION

The Executives Conference with Messrs. Tolson, Glavin, Boardman, Belmont, Rosen, Harbo, McGuire, Ladd, Mohr, Tracy and Q. Tamm considered a request from the Cincinnati Division for the installation of a 250-watt radio station. It is noted that this matter has been under consideration since August 10, 1953, and numerous letters of justification have been submitted for the installation of this radio station. The most recent letter was one submitted by SAC McFarlin under date of February 9, 1954.

The SAC cites instances of two surveillances and a bank robbery case in which he feels the work of the Bureau was adversely affected due to the lack of adequate radio coverage. The Laboratory recommends favorably with regard to the installation of this station as well as the Technical Equipment Committee consisting of Messrs. Boardman, Belmont and Q. Tamm.

The cost of installation of the station itself would be \$13,000. Because of the fact that the wave length of the Cincinnati radio coverage would be changed, it would be necessary for the expenditure of an additional \$15,000 to equip the Cincinnati cars with the proper two-way radios. However, the expenditure of the \$15,000 would not be a complete loss because the equipment presently in use in Cincinnati on the automobiles could be transferred to other field divisions where there is a need for such equipment and where such equipment has been approved pending its availability.

The Conference unanimously recommends the installation of a 250-watt radio station in the Cincinnati Division.

1 - Mr. Harbo
Mr. Mohr

RECORDED - 23

INDEXED - 23

166-2534-11289
RECORDED
189 APR 3 1954

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

EX-104
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/82 BY SP/CF

58 APR 6 1954

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Mr. Tolson

3/12/54

The Executive Conference

SUGGESTION (69-54)

5954A

KIDNAPING

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7-7-93 BY SP3 JEP/STP

SUGGESTION:

SAC Koeberler suggested that each SAC be required to immediately forward to the Bureau and Inspector-in-Charge of a special assignment memorandum regarding the capabilities, special qualifications and limitations of each employee he sends on special assignment.

PRESUMPT PROCEEDINGS:

There is no known present procedure as suggested, however, in Crenap case it is assumed that SACs selected those agents best qualified to operate on a major kidnaping case.

OBSERVATIONS OF TRAINING AND INSPECTION DIVISION:

This suggestion appears unfavorable from administrative standpoint inasmuch as:

1. Personnel Officer assigned to squad is responsible for obtaining type of information shown in suggestion from Agents reporting for special assignment.

2. A new SAC of departing office may not have had opportunity to evaluate Agents from standpoint outlined in suggestion.

3. Agents who attended Specialized Kidnaping School were individually selected on basis of experience and ability as suitable for major kidnaping assignment. Further, Agents were designated for specialized duties such as Inspector-in-Charge, Administrative Officer, Personnel Officer, Inspector Agent, Sound man, etc.

Each Agent assigned to a major kidnaping case should be given a thorough training because of his experience and training he able to capably handle any investigation assigned and have no

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

Attaginme Holt
Mr. Harbo

APR 14 1954

INDEXED - 7
RECORDED
APR 20 1954

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66-5584-2074

Mr. Tolson

3-17-54

R. T. Harbo

[Redacted]

FBI NA, 22d SESSION
LT., NASHVILLE, TENNESSEE, PD

b6
b7c

SYNOPSIS: EXECUTIVE CONFERENCE

[Redacted] name was removed from FBI National Academy Directory in January 1945 because of information furnished by Memphis Office that [Redacted] then a [Redacted] with the Nashville Police Department, might have represented himself as associated with the FBI, and also that [Redacted] had engaged in sexual relations with a prostitute. There was never any proof that [Redacted] represented himself to be a Bureau employee and he has steadfastly denied this since 1944. [Redacted] admitted relations on three occasions with a prostitute at Nashville, although [Redacted] denied he knew the girl was a prostitute at the time and he claims to have paid her no money. Memphis Office by letter 3-3-54 recommends that [Redacted] be reinstated in good standing among National Academy graduates, pointing out that [Redacted] NA, Nashville Police Department, has advised SAC Weeks that because of Bureau action against [Redacted] is "beating his heart out." [Redacted] believes [Redacted] high type individual who is superior to average NA graduate and feels that indiscretion of [Redacted] in 1944 highly unusual. [Redacted] has consistently denied the allegation that he represented himself to be an FBI employee. SAC Weeks stated he has met [Redacted] in his capacity as [Redacted] Tennessee-Mississippi Sheriffs and Peace Officers Association; that [Redacted] very friendly toward Bureau in general. Resident Agents, Nashville, indicate [Redacted] very friendly and cooperative and that he is very remorseful concerning his NA status. [Redacted] Uniform Division, and apparently in good standing with his superiors and department, is respected in the community and reportedly leads a quiet and orderly family life. [Redacted] has shown by his attitude he is ready and willing to work with Bureau in any manner.

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RECOMMENDATIONS:

1. That [Redacted] be reinstated to good standing among National Academy graduates.

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

RECORDED-99

66-2554-1291

INDEXED-12

NOT RECORDED
138 APR 1 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/19/83 BY [Signature]

MA Johnson
45236

ENTRILLS VII. KRIG...

Memorandum for Mr. Tolson

2. That, if approved, the attached letter be sent to Memphis.

EXECUTIVES CONFERENCE CONSIDERATION:

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The Conference of 3-17-54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Henrich, Rosen, McGuire, Holloman and Harbo, recommended unanimously favorable. If approved, the attached letter should be sent to Memphis advising that Mr. [redacted] is being reinstated in good standing among Graduates of the FBI National Academy.

Mr. Tolson

b6
b7C

3/17/54

R. T. Harbo

[REDACTED]
FBI NA, 22d SESSION
LT., NASHVILLE, TENN., PD
DETAILS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/10/00 BY [REDACTED]

PURPOSE:

To consider recommendation in Memphis letter of 3/3/54 that [REDACTED] be reinstated in good standing among graduates of the FBI National Academy.

BACKGROUND:

As result of memorandum from Mr. Hince to Mr. Clegg dated 1/12/45 (Bureau file 1-2868-3) which was approved by the Executives Conference on 1/15/45, [REDACTED] name was removed from the directory of graduates, his NA status was abolished, he was removed from all mailing lists and he was to be invited to no NA gatherings. The substance of the information against [REDACTED] as set forth in above-mentioned memorandum is as follows:

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As a result of a raid by Bureau Agents on certain premises where prostitution existed in Nashville, Tennessee, on 12/14/44, information was obtained to the effect that [REDACTED] might have represented himself as associated with the FBI and also that [REDACTED] had engaged in sexual relations with one of the prostitutes. There was never any proof that [REDACTED] had held himself out to be associated with the FBI and the information implying that he might have come from a questionable source; [REDACTED] since the beginning and even today has steadfastly insisted that he never made any such allegation and in the above-mentioned memorandum it was stated that the allegation was believed to be false. However, [REDACTED] did admit relations with the prostitute and stated that it was the third time he has engaged in such immorality since his marriage. At the time that this particular act took place [REDACTED] went to the establishment with a man named [REDACTED] who was known throughout the Nashville Police Department as a sexual pervert and this man engaged in sexual relations with another prostitute. [REDACTED] denied that he had ever received any protection money and in fact there was no indication or intimation that he had received such money. [REDACTED] also denied that he knew that the girl was a prostitute and insisted that he had not paid her any money; [REDACTED] also denied any knowledge that [REDACTED] who accompanied him, was a sexual pervert. At the time of the raid, [REDACTED] was a [REDACTED] of the Nashville Police Department [REDACTED].

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

Attachment

ENCLOSURE

66-2554-11291

PRESENT DEVELOPMENTS:

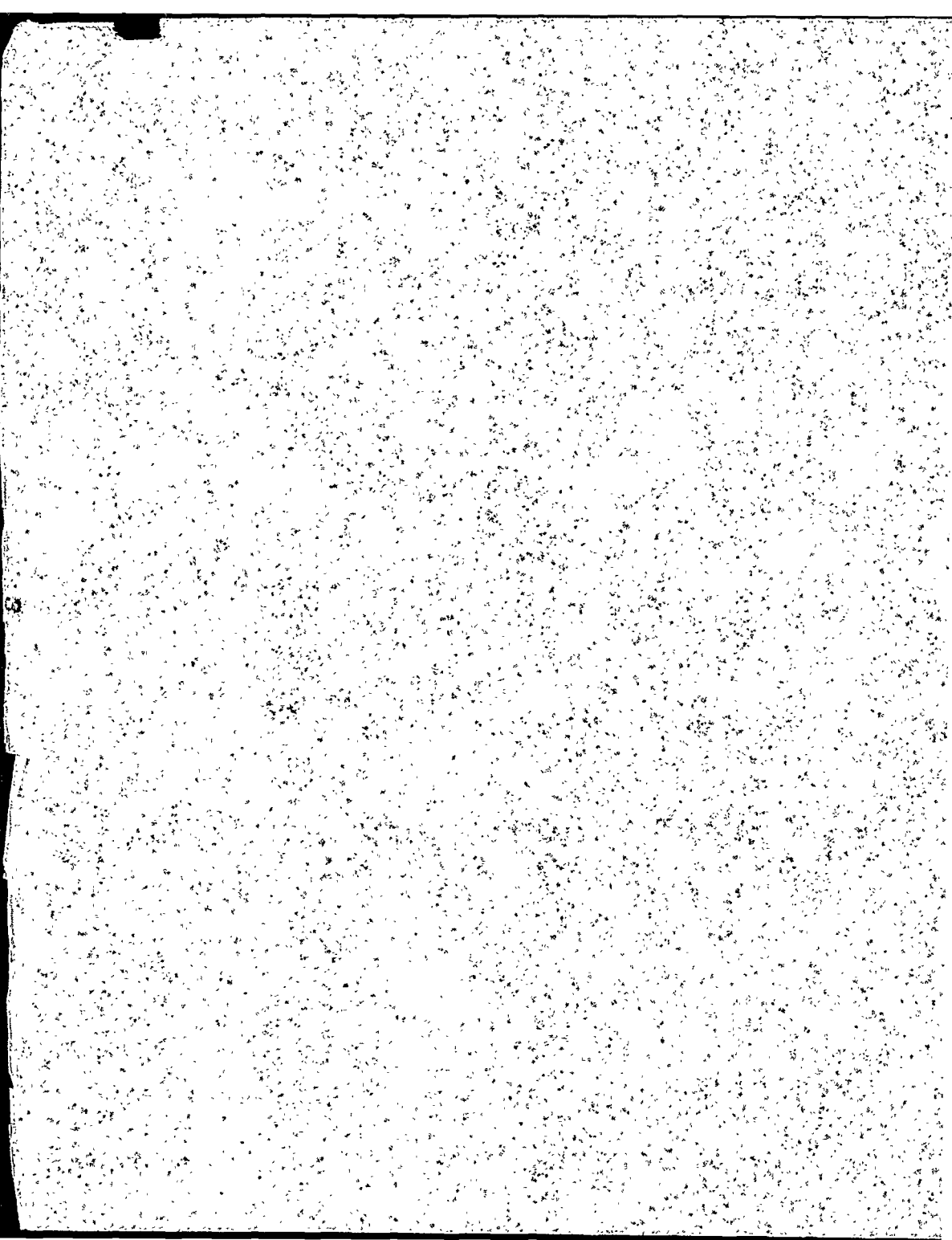
Instant Memphis letter is a plea and a recommendation that [redacted] be reinstated in good standing among the graduates of the NA. As a support of the plea, the following is the substance of Memphis letter:

SAC Memphis has been approached by [redacted] (NA) of the Nashville PD, who stated that because of the above Bureau action [redacted] is "eating his heart out." [redacted] believes [redacted] to be a high type individual who is probably far superior to the average NA graduate and feels that any indiscretion in which [redacted] may have been involved was highly unusual. It is pointed out that [redacted] has consistently and steadfastly denied the allegation of his association with the FBI. SAC Memphis has made a number of inquiries concerning [redacted] and met [redacted] in his capacity as [redacted] of the Tennessee-Mississippi Sheriffs and Peace Officers Association, which post he held until [redacted]. [redacted] was very friendly toward the Bureau in general and Resident Agents stationed in Nashville indicate [redacted] has a very friendly and cooperative attitude toward the Bureau; they also indicate that he is very remorseful concerning his NA status. [redacted] is presently a [redacted] of the Uniform Police Division in Nashville; he is apparently in good standing with his superiors and with the department in general; he appears to be respected in the community; and he is reported to be a man who leads a very quiet and orderly family life. [redacted] has been consistently cooperative with all Agents in Nashville; he has readily made available men and equipment whenever there has been any request or need indicated for such action; and he has shown by his attitude that he was ready and willing to work with the Bureau in any way that he could.

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CONSIDERATION:

As indicated, there has never been any proof that [redacted] held himself out to be associated with the FBI; and, according to the above referred to memorandum of 1/12/45, this allegation was believed to be false. [redacted] status at the time, then, appeared to have been decided upon the fact of his admitted relations with the prostitute at a time when he was married and was a [redacted] of the [redacted]. Although he denied knowing that the woman with whom he had relations was a prostitute and that [redacted] was a sexual pervert, information was received indicating that [redacted] was generally known to be such by the Nashville Police Department. It would appear that the present consideration of [redacted] status should be decided on the basis of whether his cooperative and remorseful attitude for the last approximately nine years should outweigh his admitted derelictions of 1945. The SAC at Memphis believes that they should and it is believed that his opinion should carry much weight inasmuch as he is on the scene. On the other hand, it is recognized that a basic principle



is included which may concern other MA graduates in the future.

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RECOMMENDATIONS:

1. In view of all the facts set forth above, it is recommended that be restored to good standing among MA graduates.
2. That, if approved, the attached letter be sent to Memphis.

SAC, Memphis (1-50)

3/18/54

RECORDED-997

Director, FBI

66-2554-1129

FBI NA, 333 SFBSTION

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EX-121

Reurlet 3/2/54.

In the light of all the circumstances, the Bureau has considered your recommendation concerning [redacted] and has decided that he may be reinstated in good standing among the graduates of the FBI National Academy. As a result, his name will be added to the next directory of graduates and will be placed on all mailing lists; and, in addition, he may now be invited to National Academy gatherings.

Approved by Executives Conference, 3-17-54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, Rosen, McGuire, Holloman and Harbo.

8/11/92 SP50 [initials]

LAF:mew

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

COMM - FBI
MAR 19 1954
MAILED 31

APR 16 1954

EX-123

MR. TOLSON

3/23/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 106-54
SAC W. A. MURPHY
CHARLOTTE OFFICE
HANDBOOK FOR FBI EMPLOYEES (FIELD)

59546
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/82 BY [signature]

THE SUGGESTION:

Handbook

- (1) That the Handbook for FBI Employees (Field) be issued only to noninvestigative personnel.
- (2) That the Handbook for FBI Employees (Field) be issued to new clerical employees and retained by them for a period of one year.
- (3) That photographs of the Director and Assistant Directors be included in the Handbook.

OBSERVATIONS:

Mr. H. L. Edwards of the Administrative Division states with respect to the suggestion that the Handbook for FBI Employees (Field) be issued only to noninvestigative personnel, that this matter was previously considered. On July 11, 1952, Mr. Edwards submitted a memorandum to Mr. Glavin for approval that the Handbook be approved and that it be distributed to all noninvestigative employees. Mr. Tolson suggested, and the Director agreed, that the Handbook should be distributed to all employees, Agents and noninvestigative. It was noted that there are numerous items in the Handbook for FBI Employees which are not covered fully in the Agents' Handbook; such as, the leave regulations; submission of suggestions; performance ratings; release to accept other employment in other Government agencies, and the program for selection of supervisors.

Mr. Edwards does not agree that the Handbook should be retained by clerical employees for only one year, since the Handbook is revised periodically as changes in policy occur and this is an excellent means of insuring that all employees are aware of such changes.

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

cc: Mr. Mohr
Mr. Harbo

atn 8 APR 8 1954

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EX-124
66-2554-11292
APR 1 1954
INITIALS ON ORIGINAL

66-1934-7117
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Mr. Tolson

3/2/54

Executives Conference

SUGGESTION 29-54
USE OF CUBCORDER TAPE RECORDER

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY JPS/PT

SUGGESTION:

Use of Cubcorder Tape Recorders by SACs without securing prior Bureau approval.

PRESENT PROCEDURE:

Bureau authority is presently necessary for the use of a Cubcorder.

OBSERVATIONS BY TRAINING & INSPECTION DIVISION:

SAC Letter 121, 9-16-47 provides that the SAC may permit use of Aurex Detectaphone when worn on the person of agent without securing Bureau authority. This is pointed out in order that a comparison can be made as against operation of Cubcorder. The Aurex Detectaphone can be completely concealed on the person and is a listening device only while the Cubcorder is briefcase in size, operates on batteries, and could be used for immediate microphone surveillance. It has a capacity of one hour for recording conversations. It is believed that the Cubcorder's use without Bureau authority should be limited to those occasions where the Cubcorder can be entirely concealed from public view and in immediate possession and control of operating agent. It is thought that it would prove invaluable to agents under the following types of situations where the taking of notes would be disadvantageous:

- (1) Interviews in Bureau or personal cars;
- (2) Security cases where it is important to operate Bureau car while at the same time securing numerous automobile licenses;
- (3) Interviews with subjects and informants;
- (4) Any other instance where its use would assist in investigation of a particular case.

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

INDEXED-411 166-2554-11293
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58 APR 14 1954

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The operation suggested would not place the Cubcorder in the category of microphone surveillance, in which instance Bureau authority would be required.

Recommendation:

It is recommended favorably to use the Cubcorder, but that it be limited similarly to use of Aurex Detectaphone in that its operation would be in immediate possession and control of operating agent and not be employed as a microphone surveillance which at present requires Bureau authority. The FBI Laboratory has approved the attached SAC Letter and should Executives Conference approve, it is suggested that SAC Letter be sent to the field. The Investigative and Domestic Intelligence Divisions have no objection.

EXECUTIVES CONFERENCE CONSIDERATION:

Approved by Executives Conference, March 4, 1954,
Messrs. Tolson, Holloman, McGuire, Harbo, Rosen, Boardman,
Belmont, Mohr, Glavin, Tracy and C. Tamm. QT:VII

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 3/23/54

FROM : E. J. Ingram

SUBJECT: Bureau Automobile Accident
1953 Ford - #B3KG 152464
Damage - \$102.70
Date - 2/11/54
SA S. Donald Durfee - Omaha

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

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b7c

SUMMARY MEMORANDUM

Handwritten notes:
3/1/54
SP5C-1PT

At approximately 11:45 a.m. 2/11/54 SA S. Donald Durfee, Omaha, while operating a Bureau car, was involved in an accident in Lincoln, Nebraska, with a car driven by Miss [redacted] and owned by Miss [redacted] and a car owned and operated by [redacted]

The accident occurred about 100' west of the intersection of 35th and O Streets. SA Durfee advised he had been driving east on O Street about 30 mph in a 35 mph zone and following a string of five or six automobiles. He felt there was plenty of distance between the Bureau car and the car ahead of him. However, the car ahead, driven by [redacted] came to a stop and SA Durfee was unable to stop the Bureau car in time to avoid collision. The car driven by [redacted] in turn collided with the rear of the car in front of it driven by [redacted]; this contact may have been the result of the Bureau car's pushing [redacted] into [redacted] auto. The agent said that at the place where the accident occurred there was a large quantity of dirt on the street extending about 20' from the curb as a result of an excavation being made by the gas company. The presence of the dirt precluded his maneuvering the Bureau car to avoid the collision. SA Durfee is insured with the State Farm Mutual Automobile Insurance Company, which company settled with Miss [redacted] for the damages to her car in the amount of \$95.49 and with [redacted] for the \$11.00 damages to his vehicle.

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[redacted] advised when interviewed that she had been proceeding east on O Street when the vehicle in front of her, driven by [redacted] came to an abrupt stop. She said she had no time to signal for a stop but was engaged in making a supreme effort to stop her car before it collided with [redacted]. She thought she had practically come to a stop when the Bureau vehicle hit her vehicle in the rear; she could not say whether her vehicle would have collided with [redacted] if it had not been pushed by the Bureau car. [redacted] estimated her speed at 25-30 mph. She complained of sore neck muscles as a result of the accident but subsequently advised the condition had improved and she did not contemplate having medical treatment. In a signed statement she said she was not injured and had no cause of action against the Government, the FBI or the agent.

LRH:mac

APR 5 1954

(note addendum, page 15)

Memorandum to Mr. Glavin - continued

To make ...
[redacted] was interviewed and stated that the time of the accident an unidentified car two vehicles ahead of him had come to an abrupt stop without signal. He applied full pressure to his brakes and managed to stop a few inches short of the car in front of him although he had no opportunity to signal to the drivers behind him. Thereafter he felt a "nudge" indicating the car driven by [redacted] had made contact with his vehicle. He stated that because of the dirt in the street, he found it necessary to drive his vehicle in the middle of the road at the point where he succeeded in stopping and it would have been practically impossible for two cars to meet at a point parallel with the dirt pile. In his opinion, however, the dirt would not have constituted a hazard if all cars had proceeded in orthodox fashion. He thought his speed was 25-30 mph; he suffered no injuries.

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Inspector [redacted] Lincoln PD, advised the street is 35' wide where the accident occurred and normally one lane of traffic each is allowed for east and westbound traffic; however, at the time of the accident one lane was actually being utilized for traffic in both directions because of the excavation. He further advised that the brick pavement at the scene of the accident has, when dry, about as good a traction base as concrete. The pavement was apparently dry at the time of this accident since there had been no precipitation.

The manager of the Lincoln contract garage advised the investigating agent the low estimate for the repairs to the Bureau car amounted to \$102.70. He also advised that the brakes of the Bureau car were last repaired 12/15/53, after which they were sufficiently effective. The investigating agent noted the car had been driven approximately 1,000 miles since the last brake adjustment.

SAC, Omaha, stated inasmuch as it appears SA Durfee was driving well within the speed limits and in view of the fact that a car in front of the traffic preceding the Bureau car made a left turn without a signal, it would seem the unidentified driver making the left turn was the cause of the accident. He recommended the expense of repairing the Bureau car be borne by the Government.

RECOMMENDATION

It appears that the agent was negligent since the Bureau car struck the vehicle in front from the rear, and it is recommended SA Durfee be held responsible for the accident and the cost of the repairs to the Bureau car.

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(over)

ADDENDUM: (jmr) 3-31-54 The Executives Conference of March 29, 1954, consisting of Messrs. Boardman, Nichols, Holloman, Quinn Tamm, Belmont, Rosen, Mohr, Harbo, Tracy, and Glavin, was of the unanimous opinion that Agent Durfee not be held responsible for the damage to the Bureau car. WRG

b

4/10/54
4/11/54
4/12/54

Mr. Tolson

3/9/54

Executives Conference

59548

~~PRINTING OF IDENTIFICATION ORDERS AND APPREHENSION ORDERS~~

At the present time I.O.'s and A.O.'s are printed on a heavy paper known as 50% rag content index stock. During the course of the recent inspection of the Mechanical Section it was noted by Inspector's Aide Arthur J. Norstrom that the Government Printing Office stocks a paper of the same weight which is known as chemical wood index stock and costs much less than the rag index paper. He also noted that the specifications for the two papers are identical, except that chemical wood index is described by the GPO as having "comparatively long lasting qualities," whereas the rag index is described as having "long last qualities." The paper cost for each set of I.O.'s and A.O.'s printed on the rag index stock is \$369.98. The cost for the same quantity of chemical wood index stock is \$275.09, or a savings of \$94.84. Last year 130 I.O.'s and A.O.'s were printed. Based on that figure it would be a savings to the Bureau of \$12,329.20 per annum if chemical wood index is used rather than 50% rag index.

Mr. Krantowitz of the Test Section of Government Printing Office advised that printing on chemical wood stock would last about 15 years, and 50% rag content stock would last for 25 years or longer. Rag index has a better appearance, is more durable, and better for pen and ink than chemical wood stock.

A similar suggestion was made on 9/29/53 by employee [redacted] of the Mechanical Section. At that time the Administrative Division was opposed to the suggestion because I.O.'s are maintained as permanent records in many police departments, and it was therefore felt that they should be printed on a grade of paper which had a great degree of permanency. Mr. Renneberger is of the same opinion at present. Mr. Glavin agrees with Mr. Renneberger. Copies of the 2 paper stocks are attached.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/18/54
Attachments Conference of 3/17/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich,

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

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/11/20 BY [redacted]

RECORDED-46
INDEXED-46

51 APR 8 1954

66-2554-11295

EXECUTIVES CONFERENCE CONSIDERATION: (continued)

59549

Rosen, McGuire, Holloman and Harbo, recommended unanimously favorable that "chemical wood index stock" be used to print IO's and AO's rather than "50% rag content index stock" used heretofore. Estimated savings in paper cost \$12,329.20 per year. Life of stock presently used is 25 years or more; estimated life of proposed "chemical wood stock" approximately 15 years, which should be adequate.

OK
✓ 3/24

OK
4/1

MR. TOLSON

March 23, 1954

THE EXECUTIVES CONFERENCE

EXECUTION BY BUREAU EMPLOYEES OF
PROPOSED CERTIFICATES PERTAINING TO
MEMBERSHIP IN ORGANIZATIONS CITED
BY THE ATTORNEY GENERAL OF THE UNITED
STATES UNDER EXECUTIVE ORDER 10450

The Executives Conference of March 22, 1954, consisting of Messrs. Tolson, Nichols, Harbo, Boardman, Belmont, Rosen, Mohr, Tamm, Tracy, and Glavin, considered the above-captioned matter.

The Conference was of the unanimous opinion that in having these certificates prepared for execution by Bureau employees that there should be appended to each certificate an up-to-date list of organizations designated by the Attorney General of the United States pursuant to Executive Order 10450.

There is attached hereto (labelled "A") a suggested certificate, which is identical to the one to be used by the Department of Justice in having its employees execute such certificates, together with an up-to-date list of organizations designated by the Attorney General of the United States pursuant to Executive Order 10450.

A copy of this certificate will be signed by each employee of the Bureau at the present time and by each new employee at the time the employee enters on duty.

The list of organizations will remain appended to the certificate and will be filed in the employee's personnel file.

Also attached hereto is a suggested letter to all Special Agents in Charge concerning this particular matter.

Attachments

NRG:mfs

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

Mr. Harbo
Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/17/88 BY SP-8 JET

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APR 6 1954

801-XI

60 APR 7 1954

66-2554-11296
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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

DATE: March 15, 1954

FROM : W. R. GLAVIN

SUBJECT: PENALTY MAIL
MANUAL CHANGE

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

Handwritten notes:
 4/17/92
 SP 4/17/92
 [Other illegible scribbles]

BACKGROUND DATA:

You will recall that under Public Law 216 approved August 15, 1953, and Regulations issued by the Post Office Department thereunder, all Government agencies were required to reimburse the Post Office Department on and after the date of the Act for material sent through the mails under the "penalty indicia" or "frank."

The Bureau set up its procedure for complying with the Law and Regulations through the issuance of instructions contained in SAC Letter No. 53-67 dated October 6, 1953. Due to the lack of experience in the reporting system set up at that time, it was not deemed advisable to prepare a manual change since it appeared quite likely that there would be numerous changes in the instructions as we gained experience.

PRESENT SITUATION:

It is believed that most of the difficulties in connection with this matter have now been ironed out and it is not felt that there will be any appreciable change.

RECOMMENDATION:

There is attached a draft of the instructions which it is desired be inserted in the Manual of Rules and Regulations for the guidance of all concerned on this subject. It is recommended that they be incorporated in the Manual of Rules and Regulations.

178

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RECORDED - 50
 INDEXED - 50
 EX-125
 44 APR 6 1954
 66-2554-11297

Attachment

WCG:raf

58 APR 9 1954

ADDENDUM: (WRG:Jfs)

March 22, 1954

Executives Conference of 5-17-54, consisting of Messrs. Tolson, Tracy, Tamm, Hennrich, Boardman, Rosen, Harbo, McGuire, and Glavin, considered the above recommendation that instructions be included in the Manual of Rules and Regulations concerning Penalty Mail. The Conference recommended approval.

Handwritten initials: J-fred

March 15, 1954

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

The Post Office Department must be reimbursed at the end of each quarter of the fiscal year for all mail transmitted in that period under the "penalty indicia" or "frank."

In order that this can be accomplished, each SAC in the field and each Division Head at the SOG shall report to the Bureau by the tenth of the month following the close of each quarter (September 30, December 31, March 31, and June 30) the number of pieces of franked material on hand at the close of business on those dates and the number of pieces spoiled, destroyed, or delivered by means other than mailing during the quarter for which the report is submitted.

The term "on hand" is to include all franked envelopes and labels, including those in stock rooms, supply cabinets in various organizational units, and in the desks of employees.

The term "spoiled, destroyed, or delivered by means other than mailing" includes, for example, the following: (1) copies of identification orders or wanted flyers which are destroyed because an apprehension order is received before the identification order or wanted flyers are mailed; (2) copies of identification orders, apprehension orders, wanted flyers, and ransom lists distributed to supervisory employees for reference purposes, thus taking them out of circulation for mailing purposes; (3) copies delivered by Special Agents to police chiefs or other law enforcement officers.

Any failure to include all such items listed in the above definitions would result in their being counted in the over-all total as having been used and the Bureau would have to pay postage on them.

The quarterly report submitted will include the following categories:

1. Number of franked envelopes and labels broken down into two groups:

Small: Measuring up to and including 4 1/2" x 10 3/8" (46.68 square inches of surface). (The charge for small envelopes is three cents each.)

Large: Measuring in excess of 4 1/2" x 10 3/8". Franked labels should be included in this group. (The charge for large envelopes and labels is nine cents each.)

ENCLOSURE

11297

2. Combined total of copies of identification orders, apprehension orders, and wanted flyers. (The charge for these is two cents each.)
3. Ransom lists. (The charge for these is 14 cents per pound.)

In addition to the above, the report submitted by the Records and Communications Division will include as separate items all franked envelopes, broken down as to small and large, received by the Crime Statistics Section from persons or agencies outside the Bureau contributing uniform crime report statistics; and the number of Law Enforcement Bulletins and Uniform Crime Reports Bulletins actually sent through the mail.

The report submitted by the Identification Division will include as a separate item all franked envelopes, broken down as to small and large, received from law enforcement and other agencies for use in forwarding fingerprints to the Bureau.

The information required should be furnished by the field on Form FD-36 and by the SOG on Form C-3. An original only is required and the following form should be used:

AIRTEL

ATTENTION: ADMINISTRATIVE DIVISION

Office _____ Report on Penalty Mail
For Quarter Ending _____

	<u>No. Spoiled, Destroyed, or delivered by means other than mailing</u>
<u>On Hand</u>	
1. Franked envelopes and labels	
Small (4 1/2" x 10 3/8" or smaller)	
Large (Larger than 4 1/2" x 10 3/8" and including franked labels)	
2. Total number of copies of identification orders, apprehension orders, and wanted flyers	
3. Ransom lists	

Mr. Tolson

January 21, 1954

The Executives Conference

~~NAME CHECK AND FINGERPRINT REQUESTS FROM MUNICIPALITIES~~

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED DATE 8/18/92 BY SP5/SLZ/UP

SUGGESTION

The Conference, on January 20, 1954, considered the letter submitted by the Philadelphia Office for information purposes which reflects a conference between Mr. [redacted] City of Philadelphia, with Special Agent in Charge Abbaticchio concerning consideration of the possibility of a request for name checks and fingerprint checks for municipalities.

SYNOPSIS

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b7c

Mr. [redacted] informed Mr. Abbaticchio of a recent conference of the American Municipal Association which discussed closer relationships between various municipalities and the FBI. Mr. [redacted] communicated with Mr. Abbaticchio for the purpose of discussing:

- (1) The possibility of name checks being submitted to the FBI on municipal employees and/or municipal applicants, outside of the police department, and
- (2) The possibility of fingerprint checks being submitted to the FBI on municipal employees and/or municipal applicants, outside of the police department.

Mr. [redacted] did not request such checks at this time, but stated that the contact was made to obtain background information incidental to possibly submitting such checks at a future date.

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

CC: Mr. Clegg
Mr. Mohr

AR: JMT

RECORDED - 58

66-2554-11298

INDEXED RECORDED

INDEXED - 59

149 APR 21 1954

EX-129

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ORIGINAL FILED IN 62-70175-9154

J.R.A.

51 APR 19 1954

Memorandum for Mr. Tolson

RECOMMENDATION

PROCEDURE TO BE FOLLOWED RE NAME CHECKS

The Conference was of the unanimous opinion that the FBI's position should be that it could not accept name checks on municipal employees

- (1) In view of the confidential nature of the Bureau's files,
- (2) In view of the tremendous burden on Bureau facilities,
- (3) In view of possible laxness in security afforded information furnished, and
- (4) In view of the present practice being followed whereby certain information regarding Security Index subjects in public utilities, etc., is furnished responsible governors.

The FBI presently processes fingerprints of applicants for positions with the Philadelphia Police Department. We also check fingerprints of persons which are submitted by municipal governments pursuant to a specific state statute or municipal ordinance. It is not intended that we should extend this policy to make an exception in this or any other case.

In view of the request of the Philadelphia Office that Mr. [redacted] visit not be construed as a request for name checks and fingerprint checks regarding employees until Mr. [redacted] had an opportunity to confer with Mayor Clark, of Philadelphia, and even though nothing further has been heard by Mr. Abbaticchio on this subject from either Mayor Clark or Mr. [redacted] it is suggested that we inform the Philadelphia Office of the Bureau's position in this matter.

The Conference, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Hennrich, Ladd, Rosen, Mason, and Holloman in attendance, is of the unanimous opinion that there shall be no change in the present procedures and in accordance with the above recommendations, if approved, the Philadelphia Office will be so advised.

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

b6
b7c

MR. TOLSON

4/6/54

EXECUTIVES CONFERENCE

SUGGESTION #133-54
MADE BY SA RAYMOND H. GEISEN
CLEVELAND OFFICE

ALL INFO
HEREIN IS UNCLASSIFIED
DATE 8/17/02 BY SP5C/LOT

SUGGESTION:

It is suggested that informants who furnish written reports to the Bureau by mail be furnished with a second Post Office box number to be used as their return address.

OBSERVATIONS:

In submitting this suggestion, the employee had in mind prevention of a recurrence of an incident wherein an informant's report was turned over to the Dead Letter Office of the Post Office and was subsequently opened by that office and delivered to the subject. He felt his idea would further insure that an informant's report would not fall into the hands of an unauthorized person.

The Domestic Intelligence Division does not believe an additional Post Office box number is necessary in connection with the transmission of informants' reports, but suggests that closer supervision should be given informants and individuals submitting written reports to be certain they are properly transmitted. Although this Division states there is some merit to the suggestion, in that mis-directed letters instead of being opened by the Dead Letter Office of the Post Office would automatically be sent to the second Post Office box, as a practical matter there are certain disadvantages. The informant would have to remember two Post Office box numbers, one to which reports would be mailed and a second to be used as a return address. Too many Post Office box numbers left lying around an informant's residence or business, to which a subversive has access, would result in a security problem and could result in the loss of the informant.

RECORDED-23 66-2554-11299

Problems which have arisen in the transmission of reports have been due to temporary informants. Individuals submitting reports on a regular basis have been thoroughly schooled and there has been no trouble with the transmission of those reports.

This suggestion does not affect Criminal Informants.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

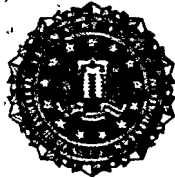
- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Tracy _____
- Gearty _____
- Mohr _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously favorable.

cc-Messrs. Mohr and Harbo

dmg 53 APR 9 1954

RC



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:lrd

March 23, 1942

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	<i>Post</i>
Mr. Ladd	
Mr. Nichols	
Mr. Tracy	
Mr. Rosen	
Mr. Carson	
Mr. Coffey	
Mr. Hendon	
Mr. Holloman	
Mr. Quinn Tamm	
Mr. Harbo	
Tele. Room	
Tour Room	
Mr. Nease	
Miss Gandy	

MEMORANDUM FOR THE DIRECTOR

RE: INSPECTION OF BUREAU AUTOMOBILES

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hince, Clegg, Hendon, Rosen, Quinn Tamm, Tracy and Glavin further considered the suggestion originally submitted by Mr. Poster that some steps be taken to have a thoroughly qualified individual in our service carefully inspect our automobiles at stated intervals to assure that they are being properly kept so as to increase the life of these machines in view of the automobile shortage.

For the Director's information, a contact was made with Mr. Burton Marsh of the AAA to secure his recommendation in the matter of installing an inspection service. Mr. Marsh and Mr. Allen, an official of the AAA, in discussing this matter with Mr. Poster, pointed out that possibly the best procedure to this problem would be for the Bureau to advise the AAA as to the location of its various field offices. The AAA then, through Mr. Allen, would contact jobbers known to be reputable who have offices in the various localities that coincide with the Bureau field offices and arrangements could be made in that way to have thoroughly qualified representatives of the various jobbers inspect Bureau-owned automobiles to assure a maximum of service from these machines. The AAA officials pointed out that this would be the logical approach and certain firms were suggested by them and they stated that these companies are equipped with excellent experts in each line concerning the maintenance of cars, such as ignition, motor overhaul, carburetors, differentials, transmissions et cetera and that, further, it would be desirable that through contact with the service director of the various automobile concerns who have manufactured the type of car the Bureau has they be requested to provide the Bureau with the service manual, the parts catalog, and complete files of their confidential bulletin. They further pointed out that the file on the confidential bulletin is very valuable and probably would be hard to get in that it is a confidential bulletin issued to jobbers showing the shortcomings of each car which permits the jobbers to anticipate where difficulties will arise in the proper functioning of the various types of automobiles.

Mr. Nichols also talked to Professor Dean Fales, ~~head of the Department of Automotive Engineering of the Massachusetts Institute of Technology~~ in regard to this problem. Professor Fales stated that in his opinion it would be well to select the best man in the Bureau, who has a mechanical background, and give him a special course of training and then send him from office to office, making inspections and seeing that the cars were in good operating condition. Professor

APR 1 1942
TAMM

MEMORANDUM FOR THE DIRECTOR

Fales stated he would be very happy to take this individual and discuss and e to him for three or four days the various problems which would be involved an that after a preliminary survey of about three days, he would then recommend the man we designate visit the manufacturers of Bureau cars and talk to their operational divisions, securing their service manuals and the like. Professo Fales felt that if we could select a man with an engineering background, with a matter of two weeks he could be fairly well-trained and that if he were to a good portion of his time that he would more than pay for his salary in that Bureau automotive equipment would last much longer and if some care were take the equipment, the operational costs would also decline.

The Conference with the exception of Messrs. Tracy and Nichols reco that we follow the procedure suggested by the AAA.

The majority members of the Conference points out that the Bureau h no qualified individual at the present time to handle this work and with the great number of cars we have in our possession, some 1500, spread over the en country, it would be more than a full-time job for one man. The majority fee that if appropriate arrangements were made with independent jobbers who would realize no profit other than the payment of contracts for inspection from the examination of our automobiles, we would be able to secure a maximum of servi for a minimum of outlay of funds.

Should the Director approve the majority's opinion, appropriate ste will be immediately taken with Mr. Burton Marsh of the AAA to furnish him the necessary information concerning the location of our field offices so that ce can be made by jobbers approved by his association.

Respectfully submitted,
FOR THE CONFERENCE

OK
✓
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: March 17, 1954

FROM : H. L. Edwards

SUBJECT: MARINE CORPS WOMEN'S RESERVE

Expenditures
SEARCHED
SERIALIZED
INDEXED
FILED
MAR 22 1954
FBI - WASH DC
JFK

Captain [redacted] of the Marine Corps Recruiting Center, Naval Gun Factory, called at the Personnel Office on 3/11/54 to request that the Bureau permit the dissemination of recruiting posters and literature in connection with a Marine Corps attempt to enlarge its women's reserve.

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Captain [redacted] stated she had noted the large number of young women entering and leaving the Identification Division building and had wondered if there might be some way of reaching these prospects and other Bureau girls with recruiting publicity and whether she might be able to set up an "A-Frame" outside of the Identification Division building bearing a big recruiting poster. This is a type of metal display fram often seen at Post Offices bearing posters to stimulate interest in military service.

Captain [redacted] explained to SA Clark that the Marine Corps wishes to augment its local Disbursing Platoon, a female reserve outfit in which there are now about 30 vacancies. This group meets one night a week for a 2-hour paid drill session and also has a 2-week training camp every summer, likewise paid, for which members who work for the government can take military leave. The military pay would be at the rate of \$2.60 per drill session or per day of training at camp. The 2-week summer course will be given at Camp Lejeune, N.C.

The assignment of the Disbursing Platoon is to manage pay records. The purpose of training women reservists to do this work is to release men Marines for more arduous duties. This would become particularly important in case of war. Enlistments would be for 3 years or 4 years and enlistees would be members of the Ready Reserve. The Ready Reserve may be called to active duty by declaration of the President without the concurrence of Congress.

Other reserve benefits include certain retirement provisions provided the reservist is active enough to amass enough participation points each year to so qualify. Uniforms are furnished free. Candidates for enlistment must report to the reserve headquarters at the Naval Gun Factory on any drill night for interview. In this connection they must also take a physical examination. The policy of the Marine Corps is to select those who are best qualified for membership.

WECLadv

(SEE ADDENDUM NEXT PAGE) 43

66-7554-11300

RECORDED
INDEXED - 43

NOT RECORDED
102 APR 7 1954

53 APR 9 1954

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-38641-217

Memorandum to Mr. Glavin

March 17, 1954

Re: Marine Corps Women's Reserve

Captain [] was advised her request would be brought to the Bureau's attention and she would be informed of the results.

RECOMMENDATION:

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It is recommended that SA Clark be authorized to advise Captain [] that the Bureau will be unable to consent to an "A-Frame" being placed in front of the Identification Division building or permit any general dissemination of posters throughout its space.

ADDENDUM: (WRG:mfs)

March 19, 1954

Executives Conference of March 18, 1954, consisting of Messrs. Tolson, Harbo, Hennrich, Tamm, Tracy, Mohr, Boardman, Rosen, Holloman, Nichols, and Glavin, considered the request of the Marine Corps Women's Reserve to place a large poster in front of the Identification Building to attract the attention of female employees to the fact that the Marine Corps Women's Reserves need additional Resergists.

The Conference was in agreement that permission should not be granted the Marine Corps Women's reserve to place such a poster in front of the Identification Building.

I concur.

H.

The Conference also of the very definite opinion that there should be no general dissemination of Posters throughout the Identification Building space.

I concur.

H.

Upon approval of the Conference recommendations, Captain [] of the Marine Corps Recruiting Center will be so advised.

O.K.

H.

b6
b7C

Mr. Tolson

March 23, 1954

The Executives Conference

59550

~~LONG-RANGE FREQUENCY ALLOCATION PLAN~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/19/98 BY SP3/CT/DS

On March 22, 1954, the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Mohr, Belmont, Boardman, Rosen, Harbo, Nichols and G. Tamm considered the Bureau's long-range plan for frequency allocation to minimize interference between mobile communications systems of the various field divisions. The plan for the eventual conversion of mobile operations in thirty-eight offices from the 40 megacycle to the 160 megacycle frequency band was originally considered and approved by the Bureau on March 31, 1952.

It is proposed by the Laboratory to convert five more offices at this time, namely, Richmond, Knoxville, Little Rock, Omaha and Oklahoma City. These offices have been chosen for conversion at this time due to their physical location, being adjacent to and in some cases surrounded by divisions already utilizing the 160 megacycle band. With the completion of this group all 60-watt FM stations which are to be converted will be completed except Springfield, Indianapolis and Albany. These three offices for operational reasons will be converted only at such time as neighboring 250-watt FM stations, namely, Saint Louis, Chicago and New York City, respectively, are converted. The equipment involved in the present proposal is approximately forty-five mobile units and seven 60-watt transmitters for an estimated total cost of approximately \$32,000. It is estimated that from seven to ten man days will be required for engineering and installation work at each of the five locations.

The Conference unanimously recommends that mobile radio operations in Richmond, Knoxville, Little Rock, Omaha and Oklahoma City Field Divisions be converted from the 40 megacycle to the 160 megacycle band.

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

1 - Mr. Harbo
1 - Mr. Mohr

GT:VH

APR 22 1954

RECORDED-20

INDEXED - 20

EX - 107

APR 7 1954

83

INITIALS ON ORIGINAL

66-2554-1301

ORIGINAL FILED IN 81-648-222

Mr. Tolson

3/30/54

Executives Conference

59551

Suggestion (59-54)

SUGGESTION:

~~Direct~~ ~~Supervision~~ of

A suggestion was made during Specialized In-Service School, containing many members of the Grenap Squad, that an individual at the Bureau be placed in charge of small ~~major case squad~~ (from Bureau standpoint) same as Inspector in Charge in field. Inspector in Charge thus would not have to repeat the same story to various Division heads to obtain instructions, could return to other expedite work and at same time, eliminate a great amount of time spent on telephone and possibility of duplication and/or conflict of instructions from Bureau.

Supervisor

PRESENT PROCEDURE:

Executives of various Divisions handle all phases of major case affecting each directly with field and substantive Assistant Director is responsible for over-all case co-ordination.

OBSERVATIONS:

Mr. Rosen, Investigative Division, observed that each case requires different treatment and suggestion is considered a superstructure which as a matter of practical application, should not be adopted inasmuch as each substantive Assistant Director has the responsibility of co-ordinating with other Divisions major case information. Mr. Mason and Mr. Gearty and Mr. Stoddard of the Training and Inspection Division, concur.

Cy

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/30/54

Conference of 3/29/54, composed of Messrs. Boardman, Glavin, Mohr, Belmont, Tracy, Holloman, Nichols, Rosen and Harbo, recommended unanimously unfavorable.

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

cc: Mr. Mohr
Mr. Harbo
PMS:DB

RECORDED - 21
INDEXED - 21

66-2554-11302
APR 6 1954

INITIALS OR ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/82 BY SP-6/STP

58 APR 21 1954

ORIGINAL COPY FILED IN 156

MR. TOLSON

b6
b7c

4/7/54

EXECUTIVES CONFERENCE

SUGGESTION #141-54
MADE BY SA [REDACTED]
EL PASO OFFICE
SECURITY REPORTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/82 BY SP5C/PT

SUGGESTION

Investigative Reports

It is suggested that in preparation of lengthy Security reports, when it is necessary in the body of the report to document an individual or organization other than the subject of the case, this documentation be done by use of the footnote system rather than documenting in the body of the report.

OBSERVATIONS

The suggesting employee had in mind that this system would preserve the continuity of the report and at the same time eliminate unnecessary review of documentation.

SAG C. W. Brown of El Paso stated he believes this change in report writing would definitely allow the reader to concentrate on the substance of the report, resulting in a quicker analysis and more expeditious action.

Mr. A. H. Belmont of the Domestic Intelligence Division does not favor adoption of this suggestion. It was pointed out that the Manual of Instructions, Section 87B (3), page 13, does not specify any particular place in reports for the insertion of the descriptive data concerning either organizations or individuals, but as a matter of practice and to assist in the interpretation of the reports, the documentary data has been set out immediately following each organization or individual when first mentioned in the reports. This enables the reader to note at once the subversive character of the organizations and individuals and evaluate their significance at that time.

Mr. Belmont advised that from a mechanical standpoint the use of footnotes at the bottom of the pages would present the problem of how much space to be allotted for footnotes. In some instances documentations require a full paragraph. It was observed there would be no saving of space involved in the suggestion inasmuch as it is mandatory that complete documentations be used regardless of where they appear in the reports.

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

Acc. Mr. Mohr
Mr. Harbo

INDEXED-19

44-2537-11303
APR 8 1954

RECORDED-19 EX-107

Memorandum to Mr. Tolson

Assuming that the suggestion were followed, there would be occasions in which numerical or alphabetical systems would have to be used in connection with the footnotes. These might easily become confused with numerical designations of temporary informants.

Mr. Belmont advised that in certain instances, depending entirely upon the context of the particular report, the practice has been followed of listing at the outset of the report the cited organizations mentioned therein. These reports are acceptable provided they meet the general requirements of clarity and accuracy.

Based on the foregoing, Mr. Belmont states he does not feel that the suggestion would improve Security reports, but on the contrary would make them less susceptible to proper interpretation and raise serious problems in their mechanical preparation.

EXECUTIVES CONFERENCE CONSIDERATION. RTH:cs

Conference of 4/7/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Rosen, Belmont and Harbo, recommended unanimously unfavorable.

MR. TOLSON

4/7/54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTION NO. 135-54
MADE BY SA [REDACTED]
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/01 BY SP-5
DARWIN

Investigative Reports

THE SUGGESTION:

That a separate part of the "Background" section of security reports be used to set out any description available concerning the automobile or type of transportation used by the subject. "Mode of Transportation" was suggested as a sub-heading.

OBSERVATIONS:

The suggesting employee points out that this information would be useful in surveillance of the subject, or in attempting to identify or arrest the subject under the Detcom Program. At present, it is necessary to search through the entire file to locate data concerning subject's automobile. He notes that some missing Smith Act subjects and missing Security Index subjects have been known to use two or three different automobiles which were registered to inactive Communist Party members.

SAC D. S. Hostetter, Newark Office, is opposed to this suggestion, stating it would not eliminate the necessity for a file review and such data is subject to frequent change.

The Domestic Intelligence Division is opposed to the suggestion, noting that even though such information might be included in security reports, recourse must be had to the case file and it would appear that no purpose is served in including this data in the reports. It was pointed out that these facts add nothing to the basic subversive activities of the subject and become obsolete within a relatively short period of time.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:CS

Conference of 4/7/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Rosen, Belmont and Harbo, recommended unambiguously unfavorable.

INDEXED-19

RECORDED-19
EX. 107

APR 8 1954

100-2537-11304

NB

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

MR. TOLSON

4/7/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION #154-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION
PROMOTIONAL AVAILABILITY LIST

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/82 BY [REDACTED] BT

SUGGESTION

It is suggested that the Promotional Availability List be restricted to Grade GS-3 and Grade GS-4 employees.

OBSERVATIONS

In making this suggestion, Mr. [REDACTED] states he believes this would enable a more workable and less cumbersome index to be maintained. It was pointed out that at present in the Identification Division there are approximately 70 employees on the Promotional Availability List in Grade GS-6 or higher. All of these employees have above average work records but as a practical matter, he feels their chances of being selected for higher grade positions in another Division are extremely remote inasmuch as for the most part they are trained technicians and supervisory employees who will advance in the Identification Division as vacancies occur. Mr. [REDACTED] feels that clerical positions above Grade GS-5 in all divisions are limited, thereby diminishing the value of the Promotional Availability List with respect to employees above this grade.

Mr. Glavin of the Administrative Division is opposed to this suggestion, and states he is more interested in having a list of those employees above Grade GS-5 who are available for promotion than those below Grade GS-5. Mr. Glavin advised that the Promotional Availability List helps in the placement of employees above Grade GS-5.

EXECUTIVES CONFERENCE CONSIDERATION RTU:cs

Conference of 4/7/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Rosen, Belmont, and Harbo, recommended unanimously unfavorable.

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

Mr. Mohr
Mr. Harbo

RECORDED - 23

INDEXED - 23

EX - 107

106-2534-1305
APR 8 1954

The Director

4/7/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 10/12/83 BY SP5 CWT/PT

COLLECTIONS FOR GROUP HOSPITALIZATION PROGRAM

On 4/6/54 the Conference, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, was advised that a survey disclosed 236 employee days at an annual salary cost of \$3,325 are devoted by Bureau employees at the Seat of Government and Washington Field Office to collect monthly payments from employees. This is handled during official working hours and the money is turned over to the Group Treasurer, who is also a Bureau employee who devotes an estimated 144 days per year at a salary cost of \$2,271 to these duties. She makes the payments to the Group Hospitalization, Inc.

This procedure has been in effect since November, 1935, and is undoubtedly widespread throughout the Government. There are 1738 subscribers to the Group Hospitalization program at the Seat of Government and Washington Field Office. Participation in this group plan results in a substantial financial savings to the individual employee. In the absence of a group plan, employees would be required to make payments by mail to the corporation; the additional cost would amount to 55¢ per month for a single contract plan and \$1.40 per month for the family contract plan.

A similar group plan known as the Blue Cross Hospitalization plan is in operation in the Newark and New York Offices with savings to the individual members resulting from participation in the group plan.

The Conference was advised that in March, 1951, a Mrs. [redacted] of the Civil Service Commission advised that there are numerous job write-ups in various Government agencies having as their functions the handling of Group Hospitalization, Inc. accounts as part of the personnel services of the Government employees. She further informed that such duties are specifically provided for in Civil Service job standards for Employee Relations Services.

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The Conference was further advised of a decision by the Comptroller General on 6/5/52 published in Volume 31, page 647, of the Comptroller General's Decisions, which ruled that a proposal to make voluntary payroll deductions for premiums due

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

cc - Mr. Mohr
Mr. Harbo

RTH:cs

APR 12 1954

RECORDED - 56 66-2554-11306

INDEXED 58

EX-129

APR 8 1954

under a group life insurance policy in the National Advisory Committee for Aeronautics was not proper. In the course of the decision the Comptroller General stated that the proposed procedure would contravene Section 3678 of the revised statute which provides that appropriations will be used solely to accomplish objectives for which they are made and for no other purposes. He further stated that the adoption of the proposed procedure would violate the general public policy against making the government a collection agency for private organizations, resulting in the diversion of the services of officers and employees of the government from their official functions and duties for which appropriations are made without compensating benefits to the United States.

Messrs. Tracy and Tamm recommend that the Bureau continue handling collections for Group Hospitalization as at present. They point out that the total annual salary cost for employees devoted to such functions is estimated at \$5,596 whereas the estimated financial saving to the 1,738 subscribers to the Group Hospitalization Plan would approximate \$20,000 annually. Messrs. Tracy and Tamm believe that the existence of Civil Service job standards specifically providing for handling such functions by individuals assigned to Employee Relations Services is adequate justification for the Bureau's present practice and continuation thereof.

Messrs. Tolson, Glavin, Rosen, Mohr, Holloman and Harbo felt that although the Comptroller General's decision cited herein is not exactly in point, it involves a situation which is sufficiently similar as to create a grave doubt as to whether the Bureau should continue its present practice. They recommend that the question be presented to the General Accounting Office for a formal ruling and further recommend that the inquiry should include a question as to the propriety of all collections made from employees, including our Consolidated Charity Drive at the Seat of Government as well as collections for individual charity funds in the various field offices.

If the Director approves the majority recommendation, an appropriate letter will be prepared.

Respectfully,
For the Conference

Yes
H

✓
Clyde Tolson

Mr. Tolson

4/7/54

The Executives Conference

~~SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION (SAMBA)~~

On 4/6/54 the Conference, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, was advised of the results of a survey as to any phases of this program handled during official working hours.

The Board of Directors of SAMBA is composed of Bureau officials and meets two or three times a year for approximately thirty minutes at each meeting. The treasurer of the organization spends from three to four hours per month in connection with those duties. A clerical employee spends approximately three hours at an annual salary cost of \$63.00 keeping current an index of active members of the organization. This index makes it possible to determine at night and on week ends whether an individual subscribes to SAMBA. It also makes it possible to advise SAMBA when a subscriber resigns from the Bureau. It is believed that these are legitimate functions and that the small amount of time devoted during official hours to the foregoing duties are more than compensated for by voluntary overtime.

In 13 field offices members of SAMBA pay premiums to a clerical employee in the office who forwards the money to the main office of SAMBA. All other members of SAMBA in the remaining 39 offices and the Seat of Government pay premiums directly to the SAMBA Office by mail. Newark, New York and Washington Field are included in the 13 offices in which a clerical employee collects the premiums. In those three offices, it is estimated that 124 employee days are devoted to making these collections at an annual salary cost of \$1,776. The Manager of the SAMBA Office estimated it would cost the SAMBA organization a maximum of \$2,000 per year to handle the billing and collection of premiums by mail from the employees in the 13 field offices. He further informed that it might be desirable to discontinue this collection in the field offices, because from time to time some disputes arise as to whether the employee handling the collection advised an Agent in the office that a premium was due.

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

cc - Mr. Mohr
Mr. Harbo

BTH:CS
APR 14 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/11/82 BY [signature]

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APR 8 1954

The Conference unanimously recommends that collections for SAMBA by clerical employees in the 13 field offices be discontinued. The estimate by the office manager of SAMBA is that this would cost the SAMBA organization a maximum of \$2,000 per year and this would probably not result in any additional premiums to the members of the organization.

J. Jones
H

✓

Mr. Tolson

April 7, 1954

The Executives Conference

INTERSTATE TRANSPORTATION OF STOLEN
MOTOR VEHICLE STATISTICS
UNITED STATES - MEXICO CAR THEFT CASES

The Conference, on April 6, 1954, considered the suggestion and unanimously recommended the following:

That the Statistical Section continue to record as a car recovered in a case handled by the Bureau, all automobiles stolen in the United States and located in Mexico, even though the car located in Mexico will not be returned to its rightful owner.

The situation in Mexico with reference to locating and returning cars to the United States is peculiar in that the possessor of the stolen automobile in Mexico, who presumably is a purchaser in good faith, secures an injunction from the Mexican courts preventing the seizure of the vehicle.

Our present policy is that statistical credit is taken in all ITSMV (auto) cases where a stolen vehicle is located and the owner notified. Automobiles which may be physically recovered by Bureau Agents (which does not represent the majority of cases which we handle) do not have to be returned to their rightful owner before credit is claimed for a car located. The question of rightful ownership, if there are conflicting interests, is a matter to be decided by the courts.

Those in attendance, Messrs. Boardman, Belmont, Glavin, Harbo, Tamm, Tracy, Mohr, Holloman, and Rosen, unanimously recommend that the present policy be continued, which is that statistical credit be taken in all Interstate Transportation of Stolen Motor Vehicle cases where a stolen vehicle is located and the owner notified.

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

cc: Mr. Harbo
Mr. Mohr
Mr. Nichols

AR:JMT

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INDEXED -20

66-2554-11308

Handwritten initials and signatures

APR 8 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-10-82 BY SP5ca/pt

58 APR 12 1954

MR. TOLSON

~~SECRET~~

March 31, 1954

THE EXECUTIVES' CONFERENCE

~~INTENSIFIED COVERAGE OF SOVIETS,
SATELLITES AND YUGOSLAV OFFICIALS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

Classified by SP8
Declassify on: OADR

The Executives' Conference on March 31, 1954, consisting of Messrs. Tolson, Boardman, Nichols, Callahan (for Glavin), Harbo, Rosen, Tamm, Tracy, Mohr and Belmont, considered the problem of complete implementation of the above program.

This program was initiated in October of 1951 and has been gradually implemented since that time. The program provides for systematic coverage of Soviets, satellites and Yugoslav officials in this country for the purpose of determining whether they are engaged in espionage or intelligence activities. Although only partially implemented, it has produced definite results through identification of officials engaged in intelligence activities, through identification of contacts of such officials, thus enabling us to conduct investigation of suspected espionage agents and to establish ties between foreign officials and subversive organizations in this country, thus seriously hampering the activities of intelligence agents attempting to operate in this country.

Up to November, 1953, we had been concentrating on implementing the program as it pertained to Soviet officials and a total of 156 Agents were assigned to the program. As of March 1, 1954, a total of 299 Agents are assigned to the program, 251 to Soviet coverage and 48 to the satellite and Yugoslav coverage - thus we have specifically assigned to the program since November of 1953, 143 Agents, although the figure 156 in November did not include some Agents working on satellite and Yugoslav cases who since have been specifically included in the program.

RECORDED - 51
INDEXED - 51
66-2557-11309

The Washington Field and New York Office APR 8 1954 current instructions to add four Agents each per month to this program. In addition, we have been working on the assumption that we would attempt to completely implement the program by July 1, 1954. It now appears that we will not be able to assign sufficient additional Agents to this program by July 1 to completely implement it because to do so would require curtailing work in other fields where we cannot spare the manpower and still meet our essential responsibilities.

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- Tracy
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- Tele. Room
- Holloman
- Miss Gandy

It is pointed out that we have not received any money to implement this program since we started to accelerate it in November.

cc - Mr. Mohr
cc - Mr. Harbo

~~SECRET~~

51 APR 13 1954

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MEMORANDUM FOR MR. TOLSON

1953. Despite this fact, we have decidedly implemented the program as set out above. The President has instructed that funds be made available to fully implement the program and currently \$4,095,000 is under consideration for transfer to this program to permit the addition of personnel and equipment to fully implement the program. None of these funds will be received prior to July 1, 1954, therefore, the additional implementation we have made since November, 1953, has been effected by the Bureau without access to these funds

POSSIBLE SOURCES OF MANPOWER

1. Recruitment Program

We can anticipate the following personnel from the current recruitment program of Special Agents:

<u>Month</u>	<u>Entering on Duty</u>	<u>Resignations</u>	<u>Net Gain</u>
April	40	35	5
May	100	35	65
June	230	35	195
TOTALS	370	105	265

None of the net gain of 265 Agents will have completed their training by July 1, 1954, and it will be several months before the effect of these Agents will be felt in the field.

2. Drop In Atomic Energy Applicant Program

Our estimates for AE Applicant cases are 24,000 for the year ending June 30, 1954, and 17,000 for the following year. This is a net drop of 7,000 cases which would require the services of 152 Agents to investigate, therefore, Agents will become available, as the result of this reduction. They will not become immediately available on July 1, 1954, as those cases received during May and June will not have been completed by July 1, 1954.

The Investigative Division states that it anticipates additional responsibilities which will require manpower - such as Federal Housing Administration investigations, increase in Labor Racketeer Matters, Veterans Unemployment Compensation Matters and investigations in the Treasury Department - corruption matters. The extent of additional manpower which would be required as the result of increases in these investigative matters is not currently known, but the Investigative Division feels it should be considered as a factor.

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3. In the Domestic Intelligence Division, discontinuance of the American Legion contact program would result in a saving of 12 Agents and in the Plant Informant program a saving of 56 Agents. The Domestic Intelligence Division does not recommend this. It is estimated that 240 Agents are currently tied up in the program requiring summary reports in Security Index cases. This program is to be completed by July 14, 1954. 31 offices have already completed the program, 11 offices have practically completed it; New York is not engaged in the program. This leaves 8 offices with more than 67 reports ^{each} to complete as of Jan. 1, 1954. We will have current figures within the next week showing the progress since January 1, 1954. The offices with the bulk of the summary reports remaining are working the program on a project basis with reports distributed throughout the office. For example - in Los Angeles where the equivalent of 99 Agents are working on the program, actually the reports are distributed throughout the office. The completion of the program on July 14, 1954, will not mean that 240 Agents will be released outright because those offices where the bulk of the work remains, necessarily will fall behind in some phases of their work in their drive to complete this program and will have to take up the slack upon its completion. Nevertheless, manpower will be available at the completion of this program.

4. In the event it should become desirable to discontinue police training and law enforcement conferences, the Training and Inspection Division estimates a saving of 25 Agents, full time, on these programs.

5. In the event it should be considered desirable to discontinue In-Service as of July 1, 1954, a conservative estimate of 100 Special Agents would be made available.

Executives' Conference Recommendations

The Executives' Conference recommended that the program of intensified coverage of Soviets, satellites and Yugoslav officials continue to be implemented at the rate of four Agents per month in the New York and Washington Field Offices and that the Chicago and San Francisco Offices be instructed to implement their portion of the program completely by July 1, 1954, by adding four and six Agents respectively to the program. The Conference recommended that as of July 1, 1954, provided the funds now under consideration have been made available, we draw as rapidly as possible from the ~~(S)~~

~~SECRET~~

MEMORANDUM FOR MR. TOLSON:

above sources all possible manpower and transfer Agents into the Washington Field and New York Offices to implement the program completely as the manpower becomes available. The Conference pointed out that the Bureau has already expended great sums of money in implementing this program since November, 1953, without receiving any of the funds to be designated for this purpose as a result of the action of the National Security Council. In addition, the Conference felt that as of July 1, 1954, the Bureau will have 355 additional Agents on its rolls under training and that these Agents, upon completion of training, will be in a position to relieve more experienced Agents for assignment to this program; therefore, the recruitment and training of these Agents are, in effect, a step toward implementing the intensification program. ~~(S)~~

The Conference recommended that we do not at this time discontinue In-Service, discontinue Police Training and Law Enforcement Conferences, or discontinue the American Legion, Plant Informant or Summary Report programs.

If you agree with the recommendation of the Conference, the program will be implemented as indicated.

*I agree. I think we
have done very well
in implementing this
program to date*

*4-7
✓*

*OK
H*

Mr. Tolson

March 30, 1954

The Executives Conference

On March 29, 1954, the Executives Conference consisting of Messrs. Boardman, Harbo, Glavin, Mohr, Holloman, Nichols, Rosen, Belmont, Tracy and Q. Tamm considered a recommendation of the Laboratory that the annual maintenance program for 250-watt radio stations be resumed at the earliest date consistent with the availability of funds.

The Bureau previously has had in effect a provision whereby approximately once each year an engineer of the Bureau visited each of the 250-watt stations in order to conduct a thorough technical check of the station equipment. The program was suspended because of the shortage of funds during 1952 and up to the present time has not been resumed. This is a periodic preventive maintenance check and is very desirable from the standpoint of proper operation of the radio stations as well as to prevent major repair.

It is the recommendation of the Laboratory that this check be resumed. It will cost approximately \$300.00 per radio station. At the present time there are eleven such radio stations which have not been checked in over a year. Some of the stations have not been checked for approximately three years. The Laboratory contemplates using radio engineers in some cases in the field rather than sending a man from Washington. Especially is this true on the West coast. This will reduce the cost.

The Conference unanimously recommends that the annual maintenance program for the 250-watt stations be resumed.

- 1 - Mr. Harbo
- 1 - Mr. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/82 BY SP-8/BJP

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

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INITIALS

58 APR 21 1954

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MR. TOLSON

April 9, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

8/17/90 [Signature]

The Executives Conference of April 6, 1954, consisting of Messrs. Tolson, Mohr, Tracy, Harbo, Rosen, Tamm, Holloman, and Glavin, considered the advisability of favorably acting upon the suggestion submitted by Special Agent in Charge James B. Poster of the Denver Office concerning furnishing survival kits to Agents in various Western and Northwestern Sections of the United States.

It was pointed out to the Conference that, as the Conference had been previously advised, under date of February 8, 1954, Special Agent in Charge Poster of the Denver Office pointed out that some of the territory covered by the Denver Division is extremely mountainous, several passes in Wyoming and Colorado approximately 10,000 feet in elevation, and during the winter months presents a treacherous and extremely dangerous operation. Mr. Poster further pointed out that we had been fortunate so far in that none of our Agents had been the victims of snow slides; however, from time to time, particularly during the spring of the year, many motorists are marooned because of snow slides and a number of deaths have been caused as a result of exposure.

Mr. Poster suggested that the Bureau consider furnishing not only the Denver Office but other Offices such as Butte, Albuquerque, Portland, Salt Lake City, Seattle, and San Francisco, with survival kits which would include such items as a sleeping bag, arctic boots, sheepskin-lined trousers, coat, cap, mittens, a small source of heat, emergency rations and possibly other miscellaneous items. He pointed out that if such emergency rations were supplied Agents who might be marooned because of snow slides they would be able to survive two or three days.

Mr. Poster further pointed out that the Army, Navy, Marine Corps, and Air Force, have survival kits and he felt that through Liaison at the Bureau it might be possible to secure pertinent information concerning such kits from these services.

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- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Harbo
Mr. Mohr

RECORDED-11
INDEXED-11
EX-129

66-2554-11371
13 APR 13 1954

50 APR 14 1954

Memorandum to Mr. Tolson

April 9, 1954

Re: Suggestion of SAC Poster, Denver, Survival Kits

SAC Poster sent a copy of his communication to the offices mentioned above, requesting that they forward their comments to the Bureau immediately.

Through action taken by Bureau Liaison representatives it was determined that the Air Material Command, Wright-Patterson Air Force Base, Dayton, Ohio, could furnish information as to what was included in the Air Force's survival kits.

A response was received from all offices receiving a copy of Mr. Poster's communication. None of the offices were desirous of being furnished with survival kits with the exception of Denver and Albuquerque.

Information was received from the Land Survival Unit, Equipment Laboratory, Wright Air Development Center, Wright-Patterson Air Force Base, Dayton, Ohio, that it was felt a kit to be carried in an automobile for use of a person wearing normal business clothing should at least have a compass, sleeping bag, snow-shoes, rations, Sterno, matches, jacket, trousers, gloves, socks, shoes, goggles, signal mirror, and an ax.

There is attached hereto a list of items suggested by representatives of the Land Survival Unit to be included in such a kit. The total cost for these items would be approximately \$203.

Further information was received that such survival kits could be made up by firms such as Abercrombie and Fitch Manufacturing Company in New York City and Beans and Company in Portland, Maine, two large houses which supply large sporting parties and expeditions. It was pointed out that if such kits are desired through the Air Force such procurement would have to be made through the Wilkins Air Force Depot, Shelby, Ohio, on clothing, and the Middletown Air Force Depot, Middletown, Pennsylvania, on other survival items.

RECOMMENDATION:

The Conference, after securing full and detailed information concerning this matter and after being advised that only the Denver and Albuquerque Offices are interested in securing such survival kits, is of the definite and unanimous opinion that such survival kits are not essential or necessary.

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Memorandum to Mr. Tolson

April 9, 1954

Re: Suggestion of SAC Foster, Denver, Survival Kits

The Conference recommends that the Special Agents in Charge at Denver and Albuquerque be so advised.

The Conference feels that it should be pointed out to both of these Special Agents in Charge that it is expected that Agents travelling in these areas under conditions such as mentioned above have taken necessary personal precautions to see that their lives are not jeopardized in the event they are marooned because of snow slides or other such accidents as may occur in mountainous areas.

Should you agree, an appropriate communication will go forward to the Albuquerque and Denver Offices concerning this matter.

JP
A.

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- Tolson _____
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- Rosen _____
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- Garry _____
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- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Sizoo _____
- Miss Gandy _____

MR. TOLSON

4/1/54

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EXECUTIVES CONFERENCE

SUGGESTION NO. 136-54
MADE BY SA [REDACTED]
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/92 BY SP3C/UP7

THE SUGGESTION:

That a ~~form~~ similar to Form FD-4 (Routing Slip) be approved for intra-office use. This form would eliminate the line "Undeveloped leads in your district awaiting attention," the space for comments, and SAC's signature, thus making it possible to use paper half the size of the present routing slip. (Samples attached.)

PRESENT PROCEDURE:

Form FD-4 (Routing Slip) is used for both interoffice and intra-office communications.

OBSERVATIONS:

SAC D. S. Hostetter is opposed to this suggestion since the present Form FD-4 is used for both interoffice and intra-office communications and the proposed form does not provide a space for comments. SAC L. L. Laughlin agrees with SAC Hostetter.

Mrs. [REDACTED] Forms Desk, Training and Inspection Division, agrees with SAC Hostetter and points out there would actually be no saving of paper.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/1/54, composed of Messrs. Boardman, Holloman, Rosen, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable.

RECORDED-74

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189 APR 5 1954

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EX-115

INITIALS ON ORIGINAL

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

Attachments

cc: Messrs. Mohr & Harbo

70 MAY 11 1954

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SUGGESTION NO. 112-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

COMPUTATION OF SAVINGS

Under the present system, each fingerprint card handled requires a GS-5 employee to go from the fourth to the third floor to make each change on the charge-out card.

GS-5 (\$3410)
Cost per day to handle 12 prints. \$ 1.98
Cost per year \$514.80

Under the proposed system a GS-5 employee would make out a change of classification slip for each print. A GS-3 clerk would then make the necessary changes on the twelve prints per day.

	<u>Time per Print</u>	<u>12 Prints per Day</u>	<u>Cost Per Print</u>	<u>Cost Per Day</u>	<u>Cost Per Year</u>
GS-5 (\$3410)	1½ min.	15 min.	3.4¢	.41¢	\$106.60
GS-3 (\$2950)	2½ min.	30 min.	5.9¢	.71¢	184.60
			9.3¢	\$1.12	\$291.20

Present cost per year \$514.80
Cost per year under proposed system 291.20
Estimated savings \$223.60

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/12/92 BY SP5A GPT

66-2554-11313
ENCLOSURE

59553

Memorandum to Mr. Tolson

Mr. Engert advises that no new forms would be necessary.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:ca

Conference of 3/23/54, composed of Messrs. Tolson, Boardman, Glavin, Tamm, Henrich, Rosen, Holloman, Mohr, Tracy, McGuire and Harbo, recommended unanimously favorable and that a \$10.00 cash award be made to [redacted] the employee who made the suggestion.

b6
b7c

MR. TOLSON

3/19/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 107-54
MADE BY ROBERT E. GEBHARDT
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/9/92 BY SPCLAP

THE SUGGESTION:

That Form 0-14 (Routing Slip to Government Agencies) be printed addressed to the Civil Service Commission so that reports, memoranda, and other communications may be forwarded to that agency through the use of this form. (Sample Attached.)

The suggesting employee notes that at the present time, individual letters are written to transmit each report, memorandum or other communication to the Civil Service Commission. He feels that through the use of Form 0-14 much time would be saved in dictation, transcription, and review of letters.

OBSERVATIONS:

Mr. F. L. Price of the Investigative Division states the Special Inquiry Section and Employees' Security Section of that division have indicated Form 0-14 would be of value to them.

Mr. Nichols, of the Records and Communications Division, advises that there is no objection to the use of Form 0-14 for dissemination of communications to the Civil Service Commission.

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 favorable.

Attachment

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

cc: Mr. Mohr
Mr. Harbo

RECORDED - 73

INDEXED - 78

EX-115

APR 1 1954

66-2554-11314

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cy

MR. TOLSON

4/6/54

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EXECUTIVES CONFERENCE

SUGGESTION NO. 743-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

59555

THE SUGGESTION:

That the Bureau do away with wood lead pencils (black, blue and red) and furnish Eversharp pencils.

OBSERVATIONS:

Miss [REDACTED] Clerk-Supervisor, Typing Section, Identification Division, is opposed to the suggestion since previous experience has shown the Eversharks get lost and wear out quickly. Mr. S. J. Tracy concurs with Miss [REDACTED] views.

Mr. W. E. Glavin of the Administrative Division is opposed to the suggestion since he feels there would be a considerable loss in mechanical pencils with the result that costs would materially increase. He states mechanical pencils cost ten cents each; black lead wood pencils 1.25 cents each; blue and red wood pencils cost 3.125 cents each; and black lead for mechanical pencils is three cents a package while blue or red lead is five cents a package. Mr. Glavin states if the suggestion is favorably considered he would recommend that an employee would not be furnished with a new mechanical pencil until he surrenders his old one.

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EXECUTIVES CONFERENCE CONSIDERATION: BFB:es

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously unfavorable.

RJ

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

cc: Mr. Mohr
Mr. Harbo

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66-2554-11315

76 APR 15 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/22/82 BY [REDACTED]

53 APR 23 1954

ORIGINAL COPY FILED IN 66-2554-11315

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON
FROM : QUINN TAMM
SUBJECT: INDOOR RANGE

DATE: March 24, 1954

*file with
memo of
3/25/54
TC*

(M)

SYNOPSIS:

Reference Executives Conference memorandum to you dated 11/9/53 concerning safety problems in connection with the indoor range in this building. Remington Arms Company representative demonstrated special .45 auto ammunition loaded with lead bullets rather than jacket type. Ammunition available at approximately same cost as jacket type if purchased in 100,000 round lots. SAC Sloan and Laboratory personnel state that change in ammunition not a satisfactory answer to problem and recommend immediate bid solicitation for improvement of present backstop. Three possible installations set forth:

1. Place new steel over face of old backstop;
2. Remove old backstop steel and install new steel on present framework;
3. Make a complete new backstop installation approximately 26 feet to rear of present backstop. This step would require the relocation of the firing points, additional soundproofing and additional wall and ceiling installations, but would increase the range's spectator capacity from the present 40 to approximately 150 for demonstrations.

Advantages and disadvantages set forth.

RECOMMENDATIONS:

1. Recommend against further consideration of special ammunition of .45 auto type loaded with lead bullets in favor of new steel plate installation.

RECORDED-11

64-2537-11316

EX-122

RECORDED

46 APR 15 1954

2. Recommend that bids be solicited immediately by the Administrative Division under the three proposals set forth

54 APR 20 1954

MEW/mek

INITIALS BY [unclear]

ORIGINAL COPY FILED IN 64-2537-390

Memo to Mr. Tolson 3/24/54
Re: Indoor Range

below using the steel plate available at Quantico, Virginia. An inspection opening at the rear of the existing brick wall has been made for the convenience of the interested bidders. Bidders should include an estimate of the time required to complete the work contracted for.

- a. New steel to be installed over the present plates.
- b. Present plates to be removed and new steel installed in same location.
- c. Complete new backstop constructed approximately 20 feet to rear of present installation. Estimate should include cost of erecting new walls and ceiling as in present range area as well as removal of existing backstop and brick wall. Ultimate cost would include cost of moving firing points, target carriers, lights, ventilating ducts, and soundproofing the new area.

DETAILS:

Reference Executives Conference memorandum to you dated 11/9/53 (66-3760-3921). Action has been taken on the four problems set forth in the reference memorandum as follows:

1. C. Gerard Peterson of the Remington Arms Company brought several rounds of .45 auto ammunition loaded with 230 grain, Spatter-less lead bullets to the Bureau for test firing in the Thompson submachine gun. During this limited test, approximately 100 rounds of ammunition were fired and no functional failures were experienced. This ammunition has one advantage over that presently in use in that no copper-jacketing material is placed over the bullet. The Bureau has been quoted a price of \$62.38 per 1,000 rounds of ammunition of this type if purchased in 100,000 round lots. This price is consistent with the current

Memo to Mr. Tolson 3/24/54
Re: Indoor Range

purchase price of .45 auto ball ammunition currently in use by the Bureau.

The use of this ammunition would eliminate the hazard presented by flying jacket metal. However, small particles of lead would still present a hazard. Further, the stocking and inventorying of a special type of ammunition for use only on the range would present a difficult problem. Therefore, it is recommended that no further consideration be given to the purchase of ammunition of this type at the present time.

2. The backstop has been spot welded and smoothed by a grinding operation in the rough areas. This measure was taken as an interim safety precaution and should not be considered a solution to the fragmentation problem. It is impossible to create a perfectly smooth surface on the face of our present backstop by this welding and grinding procedure.

3. The cellotex wallboard placed in front of the backstop is used as in the past, changes being made consistent with firing requirements.

4. SAC Sloan, at no cost to the Bureau, has obtained through the Navy Department at the Dahlgren Proving Ground, sufficient steel to fabricate a new backstop plate. This steel is presently stored at Quantico and is available for immediate installation. Three proposals are set forth below for this new installation. It would appear that the first two proposals could be handled solely by a private structural steel contractor. The third proposal would require the efforts of a steel contractor plus other essential construction work which undoubtedly could be handled by GSA.

Proposal #1:

Install new steel over the present backstop.

Advantages:

1. Installation cost would be relatively small.
2. The time involved in making the alteration would be relatively short as compared with the two alternate methods of installation.

Memo to Mr. Tolson 3/24/54
Re: Indoor Range

Disadvantages:

1. Present backstop steel is bowed and new steel cannot be installed flat against the present installation necessitating a stand-off attachment at the top and/or bottom. This type of installation would require the addition of soundproofing material between the old and new plates to reduce the vibrations set up by bullets striking the plate.
2. Present supports for the backstop may not be sufficiently strong to support the additional weight of the new plates which approximate 6,000 pounds.

Proposal #2:

Remove the old steel from the present backstop supports and install the new steel plate in its place.

Advantages:

1. The new steel could be installed on the same supporting framework as the present backstop.
2. Soundproofing could be effected as at present by adding a layer of sand over the back surface of the plates and securing it in place by wood supports.

Disadvantages:

1. The cost would be materially greater than in proposal #1.
2. The removal and replacement of the steel would require a greater period of time than in plan #1 and consequently, the range would be out of use over a longer period.

Proposal #3:

Completely reorganize the indoor range by making a complete new backstop installation approximately 26 feet back of the present location coupled with the subsequent removal of the present backstop and the relocation of the firing points, targets,

Memo to Mr. Tolson 3/24/54
Re: Indoor Range

target carriers, and the adjustment of the lighting and ventilating ducts and the installation of additional sound-proofing material. The new area which might be used for this purpose is at the rear of the present range backstop and in the area occupied by the Bureau's paper room.

Advantages:

1. Moving the firing points approximately 26 feet forward would provide an additional 350 square feet of spectator space making a total of approximately 450 square feet for this purpose behind the firing points. This additional area would provide adequate space for approximately 150 spectators as compared with 40 to 50 at the present time. This increased capacity would assist in reducing a serious delay problem in the even movement of tours through the Bureau. At the present time the tours accumulate at the entrance to the range since only a limited number can be accommodated at any one demonstration.
2. This increased capacity of the range would reduce the number of demonstrations fired each day resulting in a substantial reduction in ammunition consumption. During the heavy tour season this saving would amount to 1/3 to 1/2 of the current expenditure of ammunition. Current ammunition consumption is at the rate of approximately 100,000 rounds at a cost of \$6,250 per year.
3. Construction of the new backstop and certain other installations can go forward without interruption to the use of the present range facilities. At some convenient time in the future the old backstop and associated construction can be removed without undue delay. Moving the firing points and other details could be handled as desired.

Disadvantages:

1. The cost of the complete program would be materially greater than proposals #1 and #2.
2. Visibility from a spectator's standpoint would be reduced due to the fact that the floor in the

Memo to Mr. Tolson 3/24/54
Re: Indoor range

observation portion of the range is level. This difficulty could be somewhat reduced by arrangement of the tours by the tour leaders.

3. Although the present ventilating system may have sufficient capacity to handle the additional load required for an increased number of spectators, an engineering survey should be conducted to answer this problem.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: March 19, 1954

FROM : J. S. Johnson

SUBJECT: Proposed Bureau Bulletin
Re: ~~Voucher~~ Matters

There is attached a proposed Bureau Bulletin reflecting various items in connection with vouchers processed by Voucher Unit, that necessitate return of the vouchers to the field for correction of suspension of part of the items claimed. It is felt that the information in the attached Bureau Bulletin will be of assistance to the field in connection with future vouchers

RECOMMENDATION

It is recommended that the attached Bureau Bulletin be forwarded to the field for their information.

Attachment

JSJ:alm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY 4859-upt

ADDENDUM: (WRG:mfs)

March 30, 1954

The Executive Conference of March 30, 1954, consisting of Messrs. Holloman, Harbo, Rosen, Boardman, Belmont, Mohr, Parsons, Tracy, and Glavin, considered the attached suggested bulletin to all investigative employees concerning Voucher Matters and recommended its approval.

INDEXED-33

EX. - 122

166-2507-11317
NOT RECORDED
141 APR 15 1954

INITIALS ON ORIGINAL

50 APR 21 1954

ORIGINAL COPY FILED IN 66-2670-2444

Mr. Tolson

4/12/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/27/92 BY SP5 C/LPT

SUGGESTION NO. 142-54
MADE BY SA SAM H. ALLEN, JR.
MEMPHIS OFFICE

THE SUGGESTION:

Executive Conference

That a form be constructed for use in obtaining foot and tire impressions. (Drawings showing details of the form are attached.)

OBSERVATIONS:

The suggesting employee feels that much time and effort are sometimes expended in building a form with dirt or pieces of wood in order to obtain a plaster of paris tire or foot impression. He states at times no suitable material for constructing such a form is available and the use of the suggested form would make it possible to obtain a neat and well-formed cast. He states the form is 15 inches long, 7 inches wide and 3 inches deep, is made of galvanized tin and has on each corner a sharp pointed piece which is forced into the ground when taking an impression. There is a piece of removable tin 6 1/2 inches from one end of the frame which can be put into place when a smaller impression is desired.

SAC C. E. Weeks, Memphis Office, is opposed to the suggestion. He states that although it is a useful form, in his experience the use of such a form is generally demanded in some place quite remote from the place where such things are stored.

Mr. D. J. Parsons, FBI Laboratory, is opposed to the suggestion and points out it is more elaborate than is necessary for most casting work. It was pointed out that the size of the cast is limited to the size of the form and the form would be bulky to store. He states the same purpose can be accomplished by using whatever material is at hand.

Mr. G. C. Gearty, Training Section, Training and Inspection Division, is opposed to the suggestion, since such

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

Attachments

cc: Mr. Mohr
Harbo

ORIGINAL COPY FILED IN 81-5-704

EX. 104

RECORDED - 63
INDEXED - 63
NOT RECORDED
46 APR 15 1954
11318

APR 22 1954

Memorandum to Mr. Tolson

a form would not be readily available inasmuch as agents would not carry them during the conduct of ordinary investigations. He stated impressions can be lifted by the use of material readily available at the scene.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, recommended unanimously unfavorable.

Mr. Tolson

4/12/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-19-12 BY SP5 CWT/H

SUGGESTION NO. 146-54
MADE BY SA LEWIS H. BUNKER
NEWARK OFFICE

ORIGINAL COPY FILED IN 100-15-224

THE SUGGESTION:

Supervision
That only one copy of a pending report in ascertaining Financial Ability cases be prepared for the office of origin's file when the case is being maintained in a pending inactive status and reports are being submitted periodically to report recoveries made. It is also suggested that consideration might be given to applying this practice in other classifications where pending inactive reports are prepared reflecting only the results of contacts with the United States Attorney, check of court dockets, etc. Two copies are presently prepared for the office of origin.

OBSERVATIONS:

The employee feels that adoption of this suggestion would result in a savings of clerical and stenographic time, as well as stationery.

SAC W. S. Hostetter, Newark, is opposed to adoption of this suggestion since numerous exceptions to a general rule are not desirable. He points out that routing a single copy of a serial in a file requires considerable clerical time.

SAC C. W. Brown, El Paso, is opposed since he feels this would create additional rules and regulations which would have to be followed and no increase in efficiency would result.

SAC J. C. Ellsworth, Kansas City, is opposed since he believes it is necessary that the office of origin have two copies of these reports for routing purposes and other administrative matters which might arise.

Mr. E. H. Winterrowd, Investigative Division, is opposed to the suggestion for the reasons set forth by SAC Hostetter. He also points out that the office of origin in such cases is frequently changed, and having only one copy of a report in the file would necessitate preparation of additional copies to be forwarded to the new office of origin. It is not a desirable practice to have an incomplete file in a field office, which would be the case.

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50 APR 21 1954
cc: Messrs. Mohr & Harbo

RECORDED - 71
INDEXED - 71

166-11319
NOT RECORDED
189 APR 11 1954

Memorandum to Mr. Tolson

if the only serial is charged out to an Agent. This could prove embarrassing in the event of receipt of an inquiry concerning information appearing in the report which is charged out.

Inspector B. C. Brown, Training and Inspection Division, agrees with the above views.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, recommended unanimously unfavorable.

MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE ✓

SUGGESTION NO. 156-54
MADE BY SA GERALD C. SNEBB
ST. LOUIS OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
8/11/90 JPS/gh

THE SUGGESTION:

That a map of the city be utilized on which pins could be placed to designate location of each informant's residence, place of business and hang-outs. The pins for each informant could be numbered and a legend located in a secure place near the map would indicate the name of the Agent handling corresponding numbers.

OBSERVATIONS:

The employee feels that the informants could be utilized to better advantage through the use of such a map, since all Agents assigned in the headquarters city could look at the map and see the location of any informants in any area where they might be conducting an investigation. Concerning security of such a map, the employee states that the identity of the informant would not be listed on either the map or legend. He states that through the use of such a map informants would not be confined to certain classifications of cases, and that informants could be utilized to greater advantage as an increased number of assignments or requests for information could be made to the informant.

ASAC H. K. Moss, St. Louis, favors the suggestion and states a certain amount of administrative work will be required to keep such a map current; however, he feels that the advantages will far outweigh the additional administrative work.

Mr. F. L. Price, Investigative Division, concurs with the suggestion, provided full security is given to the map so as not to disclose the identity of informants or the fact of their existence to anyone outside of the Bureau.

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- Holloman _____
- Miss Gandy _____

53 APR 20 1954 EX - 104

cc: Mr. Mohr
Mr. Harbo

RECORDED - 78

INDEXED 78

10 APR 16 1954

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MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE

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159506

SUGGESTION #159-54
MADE BY MISS [REDACTED]
LOS ANGELES OFFICE

Handwritten initials: "S/17 92 Sp"

SUGGESTION

It is suggested that the attached proposed form be adopted for use by field offices in submitting to the Bureau entrance on duty forms completed by new clerical employees.

OBSERVATIONS

In making this idea available, Assistant Chief Clerk [REDACTED] had in mind saving typing time required in preparation of cover letters which are now used to transmit the forms to the Bureau.

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Mr. W. R. Glavin of the Administrative Division recommends adoption of the proposed form, and that an appropriate supply be furnished to each field office with instructions that the form be used in submitting entrance on duty forms of new clerical employees entering on duty. Mr. Glavin pointed out that, when an SAC is notified of the appointment of a new clerical employee, he is advised by separate letter relative to forms which the employee should be instructed to complete, as well as any other action to be taken. However, Mr. Glavin feels the proposed form to be used by the field in transmittal of such entrance on duty forms would serve as an additional reminder and likewise save considerable typing.

Mr. Glavin does not feel such a form is needed in the case of Special Agent employees being reinstated in the field in as a slightly different form would be needed and the slight number of cases would not justify use of a form.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/14/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, McGuire, Rosen and Harbo, recommended unanimously favorable.

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RECORDED AND INDEXED 66-112-2554-11321

INDEXED

Memorandum to Mr. Tolson

Inspector Mason, Training and Inspection Division, is opposed to the suggestion, pointing out that the Bureau has thus far successfully resisted efforts to establish various types of maps in field offices. The criminal informant indices will quickly furnish helpful information as to the whereabouts of informants, and Mason feels no map is necessary.

In the St. Louis Office there are a total of fifteen approved criminal informants residing in the City of St. Louis. There are, in addition, 112 potential criminal informants in the City of St. Louis.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/14/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, McGuire, Rosen and Harbo, recommended unanimously unfavorable.

RTH ✓

MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 158-54
MADE BY SA RICHARD J. NELSON
LOS ANGELES OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/90 BY SP5CJ/PT

THE SUGGESTION:

That a "floating" top serial be maintained in cases where stop notices are placed with Police Departments, Sheriff Offices, hotels, etc., for an individual or material. Date and Place of the stop, date of removal, and the Agent's initials would be included on this serial. Upon completion of the case, this top sheet could be removed by the Supervisor or serialized into the file to show that all stop notices have been removed.

OBSERVATIONS:

The employee feels this suggestion would be an advantage in many cases where stop notices are placed, since in order to remove them an Agent must spend much time to review the file to locate stops to be removed. He feels this procedure would provide a ready cross reference to Chief Clerk's Office of stop placed and the Agent would not have to make a special trip to the Chief Clerk's Office to advise of a stop placed, but would merely make the necessary entry and route the file to the Chief Clerk's Office for preparation of the stop card.

SAC John F. Malone, Los Angeles, advises this suggestion appears to be a duplication of some functions of the stop notice file, but believes it would save time in file review; however, feels file review is the only sure method of following and keeping stop notices current.

SAC J. C. Ellsworth, Kansas City Office, is opposed to the suggestion, since he feels it would be just as easy for an Agent to forget to record the fact that a stop notice was placed as it is for him to forget to have a stop notice card prepared. He believes the present system is adequate to assure removal of stop notices.

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SAC C. W. Brown, El Paso Office, is opposed, and believes the present stop card, if properly prepared, is adequately

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Memorandum to Mr. Tolson

effective, ASAC H. B. Fletcher, Washington Field, and Inspector B. C. Brown are likewise opposed to the suggestion.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/15/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Holloman, Rosen, Nichols, and Harbo, recommended unanimously unfavorable.

✓ RTH

MR. TOLSON ✓

4/15/54

EXECUTIVES CONFERENCE

SUGGESTION #153-54
MADE BY SA ARTHUR E. CARTER
HOUSTON OFFICE

59557

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-11-90 BY SP-6/PT

SUGGESTION

Difficulty is frequently experienced by agents in the field while replacing or removing batteries from the fingerprint camera.

It is suggested that a narrow piece of cellophane tape be placed around the battery in such a manner that a small loop will be left on top of the battery. This loop may be used to pull the battery from the camera when it is desired to remove it.

OBSERVATIONS

The suggesting employee pointed out that in the event the battery ages and swells, as is sometimes the case, the tape will facilitate removal of the battery from the camera.

Mr. Tracy of the Identification Division stated that Agents are instructed that under no circumstances are dry cell batteries to be left in cameras, flash guns, or flashlights when not in use because deterioration of the batteries can cause damage to the camera, flash gun or flashlight.

Batteries presently being purchased under current contract for the fingerprint camera are smaller in diameter than the old type for which the battery compartment was constructed. Consequently, a slight inconvenience is realized in removing the new-type batteries because they rest one-third lower in the recess and it is a little more difficult to get fingers around them. Mr. Tracy states the suggestion has some merit and he recommends that the idea be brought to the attention of New Agents receiving lectures on fingerprinting and that an SAC Letter be issued in order to bring the idea to attention for use in technical training and in Police School instruction.

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EXECUTIVES CONFERENCE CONSIDERATION : RTH:es

Conference of 4/15/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Holloman, Rosen, Nichols and Harbo, recommended unanimously unfavorable.

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INDEXED-66

EX-15
10 APR 16 1954

dmg

MR. TOLSON ✓

4/15/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 163-54
MADE BY SA WILLIS S. TURNER
MEMPHIS OFFICE

8/12/70 SPS CL-PT

THE SUGGESTION:

That a form be approved for the use of field offices, where persons are arrested in one district and process is outstanding in another district, to be filled in immediately by the Special Agent and forwarded to the United States Marshal, with appropriate copies for the field office file. (Sample attached.)

PRESENT PROCEDURE:

SAC Letter No. 53-56 dated 8/18/53, Section C, entitled "Custody of Prisoners Under the Rules of Criminal Procedure," sets forth instructions which have been issued to United States Marshals, providing that upon the written request of a Special Agent of the FBI, the Marshal is authorized to take custody of a prisoner, notwithstanding the fact that the warrant, etc., are not in his possession; further, the written request is to be signed by the Special Agent with certain data contained thereon concerning the warrant, where outstanding, etc. The present practice is to prepare a letter immediately following the arrest which is forwarded directly to the Marshal, with a copy designated for the field office file. Resident Agents, who do not have stenographic personnel available, prepare these letters themselves.

OBSERVATIONS:

The suggesting employee feels this form letter would save considerable Agent and stenographic time. He also feels that uniformity would be assured.

SAC C. E. Weeks, Memphis, feels there is need for such a form, that considerable Agent time will be saved through use of the form, and recommends its adoption.

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SAC C. W. Brown, El Paso, favors the suggestion since he feels it would save considerable Agent and clerical time.

Attachment
APR 21 1954

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INDEXED-66

11 32 47
APR 16 1954

cc: Messrs. Mohr & Harbo

Memorandum to Mr. Tolson

SAC J. C. Ellsworth, Kansas City, concurs with the views of SAC Brown. He believes the letter should be reworded to state "The warrant issued in _____ will be forwarded to you." The form as proposed by the suggestor states, "The Office of the United States Marshal in _____ District has been requested to forward the warrant to you."

Inspector B. C. Brown, Training and Inspection Division, states he feels it would be a good form, but believes a space should be provided in which to type the date. He believes a standard form is preferable to an informal note, inasmuch as most Marshals would be more likely to accept a standard printed form than an informal handwritten request by an Agent.

Mr. E. H. Winterrowd, Investigative Division, states this division is opposed to use of any type of form. He states that the necessary request for the Marshal to take custody of a prisoner can best be handled on an informal basis between the Agent and the Marshal by a handwritten request. He states any standard form approved for this purpose would most likely not satisfy all Marshals. He feels the number of times when this situation would arise is very few.

Inspector E. D. Mason, Training and Inspection Division, concurs with the views of the Investigative Division.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/15/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Holloman, Rosen, Nichols and Harbo, recommended unanimously unfavorable.

✓ RTH

Mr. Tolson ✓

4/75/54

Executives Conference

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SUGGESTION #150-54
MADE BY [REDACTED]
SAN ANTONIO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1-30-83 BY SP4
PT

SUGGESTION:

It is suggested that, when Identification Orders are issued, they only be circularized in field office territories in which the subject has been known to frequent and, if the subject has not been apprehended after a ninety-day period, circularization be completed of the remaining field offices.

OBSERVATIONS:

SECRETION RECOMMENDATION

The suggesting employee has in mind paper and printing costs in the event the subject is apprehended within ninety days.

Mr. Winterrowd of the Investigative Division states experience has shown there is no accurate method of predicting the movement of an Identification Order fugitive. For the most part, they sever past connections. On 12/3/45, the Director stated the practice of issuing Identification Orders after all leads had been exhausted must be discontinued inasmuch as a fugitive might be in an entirely different part of the world by the time we concluded all leads. Based on experience it was observed that a fugitive who has frequented certain areas prior to becoming a fugitive avoids these localities by seeking refuge where he is not known.

In the light of the foregoing, the Investigative Division believes it would appear to be false economy to restrict distribution for a ninety-day period.

EXECUTIVES CONFERENCE CONSIDERATION:

RTH:cs

Conference of 4/14/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, McGuire, Rosen and Harbo, recommended unanimously unfavorable.

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- Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo

RECORDED - 5

REC-6-2-54-11325

INDEXED - 5

10 APR 16 1954

EX - 107

APR 20 1954

Mr. S. J. Tracy

April 13, 1954

R. C. Anderson

E. J. Anderson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/83 BY SP5C/LPT

UNITED STATES MARSHALS
PREPARATION OF FINGERPRINT CARDS

CURRENT REQUEST:

By memorandum dated March 25, 1954, S. A. Andretta, Administrative Assistant Attorney General, transmitted copy of letter from United States Marshal, Providence, Rhode Island, containing request from Division of Criminal Identification, State of Rhode Island, for United States marshals to take extra set of fingerprints to be forwarded to Rhode Island State Bureau. Andretta requests Bureau to advise of answer and comment on present instructions to marshals whereby marshals permitted to take only one set of fingerprints.

BACKGROUND:

United States Marshals Manual, 702.01, contains the following: "Number of Fingerprint Forms to be Prepared.-- United States marshals are instructed to take only one set of fingerprints of each defendant, and forward it to the Federal Bureau of Investigation. If federal investigative agencies request the United States marshals to take two or more sets of fingerprints of individuals taken into custody in connection with federal violations, the United States marshal should inform the agencies of these regulations."

Review of Bureau files discloses that question of taking extra set of fingerprints for state bureaus has never been raised. The basis for provision in the United States Marshals Manual is Departmental Circular #3020 dated September 1, 1937, which circular was prepared by the Bureau for the signature of Assistant Attorney General Joseph B. Keenan (62-21639-348). The question of United States marshals taking additional copies of fingerprints for other Federal agencies was raised in 1947 by the United States Marshal, New Orleans, Louisiana. In this case, Narcotics Bureau, Secret Service, and Alcohol Tax Unit were requesting copies of fingerprints. Under date of August 22, 1947, Bureau suggested to Department that United States Marshal, New Orleans, be again informed that his office should take only one set of fingerprints.

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RCA:man:brg

APR 16 1954

Attachment

RECORDED-107 66-2554-11326
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INITIALS ON CERTIFIED

ORIGINAL FILED IN 62-21639-478

The reasoning followed in denying these requests was there appeared to be no valid reason for other Government agencies to maintain independent fingerprint files which amounted to a duplication of records in the Identification Division of the FBI.

With reference to the current request, it should be pointed out that we furnish copies of criminal records on all persons arrested in the State of Rhode Island, whether by Federal or local agencies, to the Division of Criminal Identification, Providence, Rhode Island, which agency functions as a State Bureau. This is in line with our policy of forwarding copies of all criminal records to all states having State Bureaus. The reason for the request for fingerprints as given by the State Bureau in Providence is that they have no fingerprints with which to identify the record furnished from the Identification Division. Although it does not appear that this would occur in any great number of instances since all Federal prisoners who are committed awaiting trial would be incarcerated in a county jail and would be fingerprinted by local authorities, a copy of these prints going to the State Bureau, it is obviously desirable for an Identification Bureau to have information substantiated by fingerprints.

RECOMMENDATION:

There is attached for approval a memorandum to Mr. Andretta outlining the Bureau's policy with reference to forwarding copies of criminal records to State Bureaus and advising him that the Bureau can see no objection to permitting the Marshal to forward a duplicate set of fingerprints to the Division of Criminal Identification, State of Rhode Island.

ADDENDUM: (SJT:edm, 4/14/54) The Executives Conference consisting of Messrs. Tolson, Nichols, Boardman, Glavin, Harbo, Tamm, Winterrowd, Belmont, Mohr, and Tracy on April 12, 1954, was unanimously of the opinion that the Bureau should not object to a United States Marshal taking an extra set of fingerprints for another agency if the Department desires to permit the Marshal to do so.

S. J. Tracy

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Mr. Tolson

April 15, 1954

The Executives Conference

TECHNICAL INSTALLATIONS IN CRIMINAL CASES

The Conference considered the suggestion that all technical installations in criminal cases be discontinued immediately unless the justification for such a technical installation fell clearly within the prescribed regulations presently in existence.

Present Policy

Technical installations at the present time are installed pursuant to the authority granted to the Attorney General in a letter prepared July 17, 1946, by former Attorney General Tom C. Clark to the President, which was signed by Harry Truman on July 17, 1947.*

The pertinent phraseology indicating the types of matters which come within the purview of a technical surveillance is indicated in the following language of Tom Clark, who said:

"While I am reluctant to suggest any use whatever of these special investigative measures in domestic cases, it seems to me imperative to use them in cases vitally affecting the domestic security where human life is in jeopardy."

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DATE 11/20/82 BY [signature]

(There is attached hereto a Photostat of this letter signed by Harry Truman on July 17, 1947.)*

In addition, in interpreting matters involving jeopardy of human life, instructions were issued in an SAC Letter dated December 22, 1949, concerning the installation of technical surveillances, which instructions were to the effect that:

INDEXED - 8 RECORDED - 8 66-2554-11327

"As a matter of general policy, the Bureau will not make use of technical surveillances in any criminal cases. The Bureau will continue, however, to consider technical installations in kidnaping and extortion cases where human lives are in jeopardy."

13 APR 20 1954

*The President made a mistake. Previous memoranda submitted on this have definitely established that this date should have been 1946.

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AR:mfb
Attachment
APR 21 1954
cc - Mr. Harbo
Mr. Mohr

[Handwritten initials and signatures]

Memorandum for Mr. Tolson

Consequently, it can be seen that the Bureau will utilize a technical installation in a criminal matter where human life is in jeopardy in kidnaping and extortion cases, in addition to those vitally affecting the domestic security.

All requests for technical installations must be approved at the Seat of Government before they are submitted to the Attorney General.

Present Pending Legislation

H. R. 8649, which passed the House of Representatives on April 8, 1954, is a bill which permits the use in evidence in security-type cases of information obtained prior to the effective date of the act, if written permission to intercept was obtained from the Attorney General. After the effective date of the act, wire-tap information may be used in evidence if the written approval of the Attorney General to intercept has been obtained and if a court order from the U. S. District Court or U. S. Court of Appeals exists authorizing the interception. This bill does not prohibit wire tapping but provides for the admissibility in evidence of information so obtained in security-type cases.

Representative Edwin E. Willis (Democrat - Louisiana), sponsoring the amendment to H. R. 8649, stated the bill had no effect on wire tapping in other than security-type cases.

Among other provisions, the Willis Amendment specifically refers to matters which would interfere with or endanger:

"the national security or defense of the United States by treason, sabotage, espionage, sedition, seditious conspiracy...."

RECOMMENDATION:

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There are at the present time twelve technical installations in criminal-type cases. Three are in the Tenuto fugitive investigation; eight are in the Greenlease kidnaping case; and one is in the Brink's case.

(1) The Conference, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Boardman, Rosen, Harbo, Holloman,

Memorandum for Mr. Tolson

and Nichols in attendance, unanimously recommended that, inasmuch as none of these technical installations clearly fall within the present approved types of cases, they be discontinued immediately.

OK
H.

(2) Requests for technical installations would only be submitted to the Attorney General henceforth in instances wherein the national security or defense of the United States is endangered by reason of treason, sabotage, espionage, seditious conspiracy, and subversive activities vitally affecting the domestic security; or where human life is in jeopardy in kidnaping and extortion cases.

OK
H.

(3) If this procedure is approved, appropriate instructions will be issued to the field to the effect that no requests should be submitted for technical installations in criminal cases unless human life is in jeopardy in a kidnaping or extortion case.

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MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE

SAVINGS IN TYPING AND PAPER COSTS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/12/84 BY SP4/ST
67

By memorandum 3/23/54 addressed to All Divisions and Bureaus of the Department of Justice, Mr. S. A. Andretta, Administrative Assistant Attorney General, advised: As an added economy measure, all divisions and bureaus of the Department will transmit and accept memoranda and correspondence intended for intra-Departmental use, even though these documents contain a small number of penned corrections... intended as a time saver.

This procedure has been used rather generally at the Seat of Government for several years. It has not been used on documents going from the Seat of Government to the field. On the other hand, we have been unable to locate the specific instructions which started this practice and none are contained in the Bureau's manuals. It is entirely possible, based on Mason's recollection only, that the Director issued the instructions in handwriting on a memorandum which was presented to him.

It is presented to the Executives Conference that an interpretation should be issued as to whether this practice should be followed:

- (1) On memoranda going from the Seat of Government to the field.
- (2) On memoranda from the field to the Seat of Government.
- (3) On memoranda (not for outside dissemination) between field divisions.
- (4) On memoranda from agents to the SAC for use solely within the field division.
- (5) On reports submitted by the field when there is no indication that the document will be disseminated. It is pointed out to the Conference that reports may be disseminated at

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EDM: A TW

cc: Mr. Mohr
Mr. Harbo

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APR 21 1954

Memorandum to Mr. Tolson

any time to the Department of Justice or to some other agency months or years later.

It is also presented to the Conference that it would be desirable to reiterate in memorandum form at the Seat of Government the provisions of Andretta's instruction and to include same in the Seat of Government Supervisors' Manual, the Stenographers' Manual and the Manual of Rules and Regulations.

Mr. W. G. MacLennan, Assistant Special Agent in Charge at New York City, states that memoranda within that division and from that division to the Bureau or to another field office are corrected by handwritten notation when necessary to avoid retyping. He advises that New York Office receives corrected memoranda from other field divisions also. SAC D. S. Hostetter, Newark Office, follows the same practice.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 4/13/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen and Harbo, agreed that minor changes are presently being made in longhand as indicated in Items 2, 3 and 4 on page 1 of this memorandum. The Conference felt no change should be made as to these items. As to Items 1 and 5 on page 1, the Conference was opposed to any change in the present practice. The Conference felt that no action should be taken at this time, specifically that no instructions on these matters be included in Bureau manuals.

✓ RTH

Mr. Tolson

4/15/54

The Executives Conference

~~HANDLING OF MAIL COVERS~~

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8-11-92 [Signature]

Jm

On 4/12/54 the Conference, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, considered a proposal to modify our procedure in placing mail covers. At present the form letter of request (after approval granted by Bureau) is sent by the field office to the Postmaster. The proposed change is that the letter be sent by our field office to the nearest regional office of the Post Office Inspectors, who in turn would place the mail cover by communication to the individual Postmaster.

This suggestion arose as the result of an approved contact by Liaison Agent O. H. Bartlett with the Post Office officials to ascertain whether there was any modification we might make in our procedures with a view to increasing security aspects of the use of mail covers. The suggested procedure was proposed to Liaison Agent Bartlett by Chief Post Office Inspector D. H. Stephens.

Advantages of the proposal are as follows:

1. FBI interest in a mail cover would not be apparent to the Postmaster whereas at present the Postmaster knows of the FBI interest.
2. Post Office Inspectors may be in a better position to know local situations and whether various Postmasters are reliable and could furnish us advice as to unreliability if it existed.
3. Post Office employees might be more inclined to render good service when they know the service they render is under the direct scrutiny of the postal inspectors.

Disadvantages are as follows:

1. Although the present Chief Post Office Inspector is cooperative, future incumbents might be uncooperative and an arrangement whereby our requests clear through the Post Office Inspectors would be undesirable.

cc - Mr. Mohr
Mr. Harbo

RTH:cs

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2. The proposed procedure involves additional delay and red tape in handling this function. There are 15 regional offices of Post Office Inspectors through which our requests would clear. For example, under the proposal if our Phoenix Office desired to place a mail cover at Tucson, Arizona, we would have to send our request to the Post Office Inspector in Charge at their Denver regional office, who would in turn place the request at the Tucson Post Office. In addition to the minimum additional time which would be required, there is a possibility that prolonged delays might be involved.

3. All FBI mail cover requests would clear through 15 regional offices, thus giving the Post Office Inspectors an opportunity to readily ascertain individuals in whom we have investigative interest. At present Post Office Inspectors cannot ascertain such information without checking at individual post offices where we have placed mail covers.

In view of the foregoing disadvantages which are believed to offset any possible advantages, the Conference was unanimously opposed to the proposal that mail covers be placed through the Post Office Inspectors.

W
OR
H.

The Director

April 16, 1954

The Executives Conference

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DATE 11-20-82 BY [signature]

LABORATORY DELINQUENCY

On April 15, 1954, the Executives Conference with Messrs. Tolson, Glavin, Tracy, Mohr, Belmont, Boardman, Harbo, Holloman, Rosen, Nichols and Q. Tamm being present considered the delinquency period in the Laboratory. It is noted that at the present time material which is received in the Laboratory for examination is delinquent after 5 working days.

The Conference was advised by Mr. Q. Tamm that from a practical standpoint it is not possible to clear work through the Laboratory within 5 working days. This situation is brought about by the amount of time necessary in handling the evidence in the Laboratory Files, the Records Section, the Photographic Laboratory, and in the typing and transcription of the reports after the evidence has been examined. Certain steps and procedures are in effect in the Laboratory which are necessary for the protection of the evidence and this, of course, makes it impossible to actually handle work in a routine fashion in 5 days. Twenty per cent of the work in the Laboratory is handled on a special basis and in those cases the work is handled in a period of less than 5 days. The average length of time for a routine document case to clear through the Laboratory is 9 days and 4 hours. Mr. Tamm advised the Conference that certain recommendations are being made with regard to additional clerical personnel to expedite the mechanical handling of the Laboratory examinations. It is felt that a more realistic approach to the delinquency period in the Laboratory should be taken.

Messrs. Tolson, Boardman, Holloman and Rosen recommend that the period of delinquency in the Laboratory be 8 working days. This recommendation is made with the thought in mind that it will expedite the flow of the work through the Laboratory.

Concur

Messrs. Glavin, Tracy, Mohr, Belmont, Harbo, Nichols and Q. Tamm recommend that the delinquency period be 10 working days. It is felt that a delinquency period of 10 working days will enable the Laboratory to reduce at the present time with its present personnel the delinquency from approximately 50% to approximately 20% which is, of course, close to the over-all field average in investigative cases.

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Appropriate instructions will be issued to the Laboratory after decision.

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Respectfully, 13 APR 20 1954
For the Conference

58 APR 21 1954
EX-10A

Clyde Tolson

Harbo
Mohr

OT:VH

MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE

INDICES SEARCH SLIP
FD-160
FORMS

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ALL INFORMATION CONTAINED
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DATE 8/17/80 BY SP5/CLC/PT

The SAC, Baltimore, by memorandum 3/12/54, submitted a request for authority to reduce in size Bureau Form FD-160, Indices Search Slip, for use in that office. The SAC, Baltimore, pointed out that since Form FD-160 is file size it obscures correspondence when placed on top and when placed behind the correspondence there is waste motion in turning over the correspondence to read the search slip. SAC, Baltimore, believes the search slip could be more efficiently handled if it were smaller. It would then be possible to staple the search slip to the top right-hand corner of the pertinent correspondence and the subject matter would not be covered, yet the results of the indices search would be readily available. The Manual of Rules and Regulations, Section 367e, requires that the search slip be stapled to the pertinent communication.

The Executives Conference of 8/11/48 considered a suggestion of the Los Angeles Office for use by field offices of a search slip such as used in the Records Section of the Seat of Government. (The Records Section form is 4-22, a small search slip). Executives Conference memorandum dated 8/13/48 pointed out that the New York and Los Angeles Offices recommended the use of the full page form and the Washington Field and Omaha Offices preferred the smaller search slip. The Executives Conference at that time recommended the use of the larger form and this was approved by the Director.

RECORDED-48 INDEXED-48

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As reflected in the referenced Executives Conference memorandum, the New York and Los Angeles Offices felt the larger slip would organize the work better, permit the equitable disposition of work among clerks in the office and prevent confusion, would be beneficial to Resident Agents in obtaining pertinent references, would provide sufficient space and would be conducive to greater accuracy. The Washington Field and Omaha Offices opposed the large search slip on the basis that the large page stapled to incoming communications would interfere with reading and processing, whereas the smaller form would be of greater convenience in listing information based on requests by telephone.

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In view of the Baltimore Office's request for authority to reduce in size FD-160 and the added reasons for desiring such a

Attachments (3)
cc! Messrs. Harbo & Mohr

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form, Mr. C. E. Weeks, SAC at Memphis, Mr. D. K. Brown, SAC at Albany, and Mr. W. G. Bannister, SAC at Chicago, were consulted for their views concerning the smaller form. They feel that the small form is preferable to the large one and recommend that it be adopted. Inspector Van Felt considered the matter during the course of a Washington Field Office inspection and both he and Washington Field Office prefer the smaller search slip.

Inasmuch as there appears to be at this time a desire on the part of several offices to have authorized a smaller search slip, it is recommended that a survey now be made of the Newark, San Francisco, Detroit, Albuquerque, St. Louis and Knoxville Offices for their views concerning the merits and disadvantages of the proposed reduced form as compared to the form as it is presently used. It is also recommended that New York, Los Angeles and Omaha be included in this survey for any additional comments they may desire to make concerning this matter. An appropriate letter is attached.

For your information there are attached a copy of the proposed reduced FD-160 and a copy of FD-160 in its current form. All information presently contained in FD-160 is also contained in the smaller proposed form, the only difference being the reduction of size by one-half.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 4/15/54, composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Holloman, Rosen, Nichols and Harbo, recommended unanimously that the views of representative SACs be obtained, after which further consideration will be given the suggestion. If approved, the attached letter should go forward to selected offices.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. HARBO *RH*

DATE: February 10, 1954

FROM : *SH. L. SLOAN*

SUBJECT: FBI RANGE RELOCATION
Purchase of Mess Equipment

ALL INFORMATION CONTAINED
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DATE 8-17-92 BY SP5CU BT

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SYNOPSIS:

For consideration of Executive Conference on our request for Bureau purchase of equipment (approximately \$3000) necessary to serve noon meals at new range location, Cleaves Food Service Corporation is willing to purchase equipment and increase price of meals (25¢ daily) to cover cost in about 15 months based on past meal audit. Necessitates increasing per diem from \$4.80 to \$5.10 daily. Bureau has previously purchased all equipment and since Cleaves has no contract and no interest in any Academy equipment, the Bureau is under no obligation to continue services if ever unsatisfactory. Also advantageous to be able to quote present lower prices paid for meals to inquiries. United States Marine Corps does not have Navy or Congressional approval or money for new trunk road to new range area in 1955 fiscal year. Project has high priority and earliest possible completion is summer 1956. New road will reduce necessary travel from 13 to 9 miles and estimated time from 35 to 20 minutes each way. Permanent food service of noon meal on range believed desirable and economical. Money left from Range Appropriation to be available for purchase of equipment.

RECOMMENDATION:

That the Bureau purchase the equipment and maintain the per diem at the present rate at Quantico, Virginia.

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

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

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FBI-QUANTICO

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ORIGINAL COPY FILED IN 66-15-1077

MEMO TO: Mr. Harbo
FROM: H. L. Sloan
Re: FBI Range Relocation - Purchase of Mess Equipment
Dated: February 10, 1954

BACKGROUND:

The new ranges at Quantico, Virginia, will probably be useably complete by April 15, 1954. Present route to location requires travel of 13.5 miles or 35 minutes, each way, part of which is along US Highway # 1. New trunk road to the location will reduce distance to 9 miles or 20 minutes each way. United States Marine Corps officials advise they do not have Navy or Congressional approval or money in 1955 Appropriation Bill but road has United States Marine Corps #1 priority for 1956 appropriation and will take one year and two and one half million dollars to construct if approved.

In order to save 70 minutes daily with each class and reduce danger of US Highway #1 travel, it was recommended that the Bureau purchase, out of money left from the appropriation for construction of the range, approximately \$3000 for equipment necessary to feed the classes hot meals in the gun cleaning building on the range, which Cleaves Food Service Corporation agreed to do without extra charge.

Mr. Elmo Coons of the General Accounting Office advised from their standpoint there would be no questions raised as the general purpose phraseology of our appropriation would permit purchases of equipment such as this.

The Executive Conference recommended on January 14, 1954, that before taking final action, inquiries be made of the Cleaves Food Service Corporation to ascertain if they would purchase the necessary equipment, and if so what additional increase in the daily per diem rate would be necessary.

DETAILS:

SAC Newby advises the present meal prices paid to Cleaves are as follows: Breakfast \$1.00, Dinner \$1.25, Supper \$1.25, totaling \$3.50 per day. A 10¢ tip is collected for each meal, making a total payment by the Agents of \$3.80 per day. The agent's per diem amounts to \$4.80, from which he deducts 20% or 96¢ for lodging allowing him \$3.84 net. Cleaves has been serving excellent meals for the \$3.50 per day that he receives, and it is considered highly desirable that the same standard of meals be continued.

Based upon the last audit, covering a ten month period from October 22, 1952, to July 31, 1953, an increase of twenty-five cents per day for meals would amount to \$2000, or \$200 per month. At this rate Cleaves would be reimbursed in 15 months.

MEMO TO: Mr. Harbo
FROM: H. L. Sloan
Re: FBI Range Relocation - Purchase of Mess Equipment
Dated: February 10, 1954

This matter was discussed with Mr. Cleaves by Newby on January 27, 1954, and he advised that he would purchase the equipment on the above basis. He was most cooperative and stated that he would accept any increase that the Bureau considered as fair.

If the above plan is adopted, it would necessitate an increase in the per diem rate from \$4.80 to \$5.10. After deducting 20% for lodging, the net paid to agents would increase from \$3.84 to \$4.08. The cost of the meals including tips paid by agents would increase from \$3.80 to \$4.05, and Cleaves would receive an increase from \$3.50 to \$3.75 per day.

CONCLUSION:

1. If Cleaves purchases the equipment, it will be a departure from past procedure, since all equipment is owned by the Bureau, and Cleaves has only furnished the food and labor.
2. Cleaves has no contract with the Bureau and if his services are unsatisfactory they can be discontinued at any time. This has been an excellent control over maintaining the standard of meals served. It may be more complicated if he has an interest in the equipment and feels that he has not received a return of his investment.
3. If the caterer owns a part of the food serving equipment at Quantico and it is decided to change management, it would be necessary to arrange a change of ownership of the property or reequip the kitchen and dining room.
4. Even if the new road is completed in 1956, it is believed more practical and economical to continue serving noon meals at the range.
5. The Bureau will have to pay for the equipment whether purchased outright or through per diem and since numerous inquiries are made concerning the price paid for meals, it would be better to keep the per diem as low as possible.

HLS/ks

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166-2554-11333
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47 APR 22 1954

EX-123

70 APR 23 1954

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66-3286-5402

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 16, 1954

FROM : P. G. Travers

SUBJECT: ~~REC'D FILMING~~ BLUE SLIPS Destruction of Bureau Property - Civil

Mr. J. S. Johnson, Agent Supervisor of the Toucher Unit, suggested to the Administrative Division's Streamlining Committee that blue slips (used for confidential payments) over 5 years old be placed on microfilm and the originals destroyed. There are approximately 60 drawers of blue slips dating back to 1916, filed in Room 510 in the Identification Building.

As blue slips are annually audited by the General Accounting Office, this matter of microfilming our blue slips was discussed with Mr. Allen N. Humphrey, Chief of the Records Management and Services Branch of the Office of the Administrative Service, GAO, for the purpose of determining what approval is necessary to microfilm blue slips and to destroy the originals. Mr. Humphrey advised that there is no objection to the microfilming of blue slips and he stated that the procedure to be followed would be execution of Standard Form 115, identified as the Request for Authority to Dispose of Records. According to Mr. Humphrey, one copy of Form 115 is forwarded to the General Accounting Office which will be acknowledged by their letter to the Bureau authorizing us to microfilm the blue slips. This is not final authority as it is necessary that the original of Form 115 and 4 copies be executed and sent to the Archives, who in turn furnishes copies of this form to GAO and Congress for their respective approval. Mr. Humphrey indicated that this approval, if desired by the Bureau could be extended to allow the Bureau to microfilm the blue slips on a continuing basis without the necessity of obtaining approval every time the microfilming is done.

Mr. Frank Waikart of the Records Section advised that the following information is necessary in the execution of Form 115: (1) a description of the material to be destroyed, (2) period covered by the material to be destroyed, and (3) the volume of the material to be destroyed. Mr. Waikart felt that under (1), description of material, it would suffice to state on Form 115 something to the effect as follows: "memorandum covering payment of expenses in connection with investigations performed."

From past experience, it has been noted that the need for blue slips over 5 years old is rare and the microfilm could be used in the event such blue slips were requested to be reviewed.

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DATE 8/11/92 BY SP5CJT

RECOMMENDATION

That Bureau approval be granted to microfilm blue slips over 5 years old and the originals destroyed so that the Form 115 can be executed in order to get the approval of GAO, GSA and Congress.

If final approval is granted for the microfilming of blue slips it is recommended that an employee of the Voucher Unit be present when the microfilming is being done in order to place the blue slips in the desired chronological order.

It is felt by the Records Section that a test should be made to determine if the blue slips are of suitable material for microfilming before any large project is set up to accomplish same as recommended in this suggestion.

Handwritten notes:
The blue slips are of suitable material for microfilming.
The test should be made before any large project is set up to accomplish same as recommended in this suggestion.

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

That the attached proposed letter to Mr. J. S. Johnson go forward, acknowledging his suggestion.

Attachment -

ADDENDUM: (WRG:mfs)

February 18, 1954

The Executives Conference of February 17, 1954, consisting of Messrs. Tolson, Harbo, Boardman, Tamm, Tracy, Belmont, McGuire, Rosen, and Glavin, recommended approval of microfilming blue slips as set forth heretofore in this memorandum.

Handwritten signatures:
OK V. [Signature] [Signature]

UNITED STATES GOVERNMENT

FROM : SAC, San Juan (100-101)

SUBJECT: File cabinets

DATE: 4/11/54

Refer to

FEL
R
mt

Attached hereto is a purchase order for eight additional file cabinets which are needed by the San Juan office. They will be utilized in the closed file section to accommodate the increased volume of files.

In this regard it is being brought to the Bureau's attention that the space for the closed file section is rapidly becoming scarce. Consolidation of the closed files is being handled according to Bureau instructions as is the destruction of files. However, the space gained in these operations is relatively small when compared to the increase in the files of the subversive classification.

Six file cabinets were added to the closed file section in December 1953 and with the eight additional pairs requested there will be a space problem, space very much needed for the personnel will have to be taken over for file space.

At the present time there are six cabinets of five drawers each solely devoted to files of the Selective Service Act, 1948. The earliest file was opened in November 1949 and in accordance with the present schedule of destroying files over 2 years old, would not be old enough for destruction until 1955. In view of this the Bureau is requested to consider the possibility of micro-filming these old files which are rarely if ever used. Also there are approximately fourteen drawers of files of other criminal classifications which would be micro-filmed.

90

RECORDED-126
INDEXED-125

11334

It is not known whether the expense of micro-filming would justify the savings in space and staff. Bureau's views concerning this are requested.

RECORDED

127 APR 20 1954

JFD:hms

ADDENDUM: (WRG:mfs)

8-17-9-53
4-14-54

The Executives Conference of 4-13-54, consisting of Messrs. Tolson, Harbo, Nichols, Rosen, Boardman, Belmont, Mohr, Tamm, Tracy, and Glavin, was advised that microfilming the material in the San Juan Office would cost approximately \$917 net. The Conference did not feel that microfilming of just certain records in the San Juan Office should be done at this time. Therefore, the additional file cabinets ordered should be purchased.

PC 4952
for

to:

ORIGINAL COPY FILED IN

MR. TOLSON

April 14, 1954

THE EXECUTIVES CONFERENCE

The Executives Conference of April 12, 1954, consisting of Messrs. Tolson, Nichols, Harbo, Winterrowd, Boardman, Belmont, Quinn Tamm, Tracy, Mohr, and Glavin, considered a request made under date of April 8, 1954, by Mr. A. H. Newman, Chief, Property Management Section, Administrative Division, for certain employees of the Administrative Division to use the vending machines located in the sixth floor space of the Records and Communications Division.

Mr. Nichols advised he would have no objection to such employees using the machines only if the rest periods for the two groups coincided.

The Files Section has two 10-minute breaks, one in the morning from 10:30 to 10:40 and one in the afternoon from 3:20 to 3:30. Mr. Newman's employees also have their morning break from 10:30 to 10:40 but their afternoon break is from 2:30 to 2:40. Mr. Newman states that he will have his employees change their afternoon break from 3:20 to 3:30 instead of 2:30 to 2:40, thereby making the breaks coincide.

RECOMMENDATION:

The Conference saw no objection to this.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/94 BY SP5 M/T

*all employees
advised 4/15/54
jmr*

RECORDED-53
INDEXED-53

EX-127

66-2554-11335

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

Mr. Harbo
Mr. Mohr

JMR:jmr

53 APR 27 1954

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44-17797-42

MR. TOLSON

April 13, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/90 BY SP5C/T/P

SYNOPSIS

The Executives Conference of April 6, 1954, consisting of Messrs. Tolson, Mohr, Harbo, Rosen, Tracy, Quinn Tamm, Holloman and Glavin considered the suggestion submitted by Special Agent [redacted] of the Detroit Office, wherein he pointed out that during a recent conversation with Mr. [redacted] of the Electric Auto-Lite Company (largest independent automotive electrical manufacturer in the world), he was advised that the Bureau could save money if spark plugs for Bureau automobiles were purchased at a discount. Mr. [redacted] stated that Auto-Lite prices to the Bureau would be \$.35 for standard type spark plugs and \$.45 each for resistor type plugs.

Agent [redacted] pointed out that the Detroit Office was paying \$.62 each for standard type plugs and \$.90 each for resistor type plugs, both plus installation costs. Installation charges would have to be paid over and above the purchase price for the spark plugs if they were secured from the Auto-Lite Company. Spark plugs under country-wide Government contract can be purchased at a price less than those quoted by Auto-Lite, prices going from 1 to 9 - \$.29 each, 10 to 99 - \$.28 each, 100 to 499 - \$.27 each, and at a price of less than \$.25 each for the purchase of 500 or more spark plugs. Under Auto-Lite contract we would have to guarantee the initial purchase of at least \$200 worth of spark plugs, must have vehicles which travel more than two million miles during the year and have a fleet of automobiles of at least 250. No such qualifying provisions in GSA contract. GSA country-wide contract would have to be used if direct purchase is being made of spark plugs from dealer. Exception would not be granted by GSA unless it could be proven the spark plugs manufactured by Firestone and purchased under GSA contract were unsatisfactory for our needs. New GSA contract being executed during the later part of April 1954. Bureau now at the Seat of Government, Washington Field Office and Baltimore Office purchases spark plugs as needed under GSA contract, since mechanics employed by the Bureau are available to install such plugs in WFO and Baltimore.

Majority of offices purchase through garage contract since installation charge nominal, (i.e., \$.10 per installation - Detroit). Savings would have been realized by Bureau prior to recently es-

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Mr. Harbo
Mr. Mohr

INDEXED-39
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APR 22 1954
11336

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established petty cash funds since cost of preparing vouchers would exceed savings made through independent purchases. Authority at National Bureau of Standards points out that it is best to have mechanic install spark plugs, further it would be necessary to have different types of spark plugs for different types of cars since spark plugs are manufactured to fit certain cars and could not be used interchangeably without affecting the operation of the automobile.

RECOMMENDATION

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The Conference recommends that Special Agent [redacted] who submitted the suggestion in question, be advised of the above facts, further advising him that upon execution of country-wide contract by GSA in later part of April 1954, Field will be advised of this fact and in the event there would be a savings of funds in the various field offices by purchasing spark plugs as needed from Government contract, that this can be done.

Should you agree, the attached communication should go forward to SA [redacted]

DETAILS

The Executives Conference of April 6, 1954, consisting of Messrs. Tolson, Mohr, Harbo, Rosen, Tracy, Quinn Tamm, Holloman and Glavin considered the suggestion submitted by Special Agent Herbert P. Smith of the Detroit Office, wherein he pointed out that during a recent conversation with Mr. John Lingle, District Manager of the Electric Auto-Lite Company (largest independent automotive electrical manufacturer in the world), he was advised that the Bureau could save money on spark plugs for Bureau automobiles were purchased at a discount. Lingle stated that Auto-Lite prices to the Bureau would be \$.55 for standard type spark plugs and \$.45 each for resistor type plugs.

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Agent Smith pointed out that the Detroit Office was paying \$2 each for standard type plugs and \$90 each for resistor type plugs, plus installation costs.

SAC McIntire of the Detroit Office, while discussing other matters telephonically with the Bureau, advised that the new contract price for the next fiscal year for spark plugs will be \$.50 each, being purchased through the new garage and storage contract at Detroit.

The cost of the spark plugs from the Auto-Lite Company is the initial cost only and does not include installation costs. SAC McIntire advised that installation charge on spark plugs purchased from the contractor for the next fiscal year will be \$.10 a spark plug. This installation price is the same whether the spark plugs are purchased from the garage or from an independent supplier and furnished to the garage for installation.

Agent [] further pointed out that in order for the Bureau to purchase spark plugs at the above prices it would have to meet the following requirements and qualifications under the Auto-Lite Company's National Fleet Warehouse Agreement:

- (1) Must make an initial minimum purchase of \$200.00 or more.
- (2) Must have vehicles which over a one year period are two million miles or more.
- (3) Must have a fleet of vehicles consisting of a minimum of 250 engines.

The Bureau could meet all three of the above requirements.

It is further noted that the Bureau would have to sign a National Fleet Warehouse Agreement for the purchase of spark plugs and that the Bureau would then be able to obtain these spark plugs as needed through Auto-Lite Company warehouses in each state or they could be ordered centrally from the company headquarters, which would ship the spark plugs to the field office as requested. He also pointed out that through signing such an agreement an opportunity would be had to make use of their 125 field representatives, who at no cost survey automotive electrical equipment and two-way radio equipment to determine the best possible use of same. Further, if such an agreement were entered into by the Bureau, the Auto-Lite Company, as an additional service, would have field representatives spotcheck used spark plugs being removed from Bureau cars at different Bureau offices throughout the United States in order to recommend the correct heat range of spark plugs to be used in those areas, thereby increasing life expectancy of spark plugs used, decreasing gas consumption, and increasing engine operational efficiency.

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Agent [] pointed out that in the Detroit Division alone, over a period of one year (July 1952 - July 1953) a savings of \$146.19 had resulted from such a contract. He further pointed out that

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over-all savings throughout the Bureau would be \$8,000 to \$10,000 annually through this type of arrangement.

The Conference was advised that spark plugs can be purchased on an annual contract basis through company-wide GSA contract. A new contract is to be executed by GSA during the later part of April 1954, to cover the period ending March 19, 1955.

The present contract GSA had with the Firestone organization reflects prices as follows:

1 - 9	@	\$.29
10 - 99	@	.28
100 - 499	@	.27
500 - 999	@	.2499

It is pointed out, in both instances when purchasing on a general contract either through General Services Administration contract or through Auto-Lite contract, that shipping charges would be involved if the orders were placed at the Seat of Government. If purchased in the field under the Auto-Lite contract, it would mean that in order to secure the \$.35 price which is at least \$.06 more than the cost under the Government contract, a storage problem would exist. The minimum purchase of \$200 worth of spark plugs would mean that approximately 600 spark plugs would have to be purchased.

Billings costs would also to be included in the purchase in the over-all costs of spark plugs purchased in such a manner.

Further information has been received from Mr. [redacted] of the National Bureau of Standards, Washington, D. C., that an experienced mechanic when replacing spark plugs can tell which plugs need cleaning and adjusting and which ones need to be replaced and that in purchasing spark plugs under a national contract such as Auto-Lite or Firestone different types of spark plugs would have to be purchased. We would have to specify the type of car so that the spark plugs manufactured for use in that car could be secured. This would mean an additional storage problem since a number of offices would have 4 or more different type of cars assigned to that office at any time.

There would also be the possibility of breakage through the storing of such spark plugs.

It is further pointed out that the Bureau could not execute company-wide contract with the Auto-Lite Company since General Services Administration does execute company-wide contracts for the purchasing of spark plugs with the Firestone Company. An exception would have to be requested from GSA and justification would have to be shown as to why the spark plugs manufactured by the Firestone Company would not be satisfactory. From information secured, it does not appear that such an exception could be justified.

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PROCEDURES FOLLOWED BY BUREAU WHERE MECHANICS ARE EMPLOYED IN THE FIELD OFFICE

The WFO and Baltimore Field Offices have automobile mechanics assigned thereto and in these offices as well as in servicing cars at the Seat of Government, spark plugs are purchased under GSA's national contract as needed.

In those field offices having regular storage and repair contracts for Bureau automobiles, having no mechanics assigned, it has been the usual procedure to have spark plugs furnished by the contracting garage and installed by the mechanics in that particular garage.

Recently we established funds in each of the field offices to take care of small purchases, bonds for cashiers handling these funds having been approved within the past month. It is felt that if the various Special Agents in Charge are desirous of purchasing spark plugs through the GSA contract in the field that such purchases could be made during the next contract period immediately upon the completion of GSA contract for this particular type of equipment for the next contract year. Prior to the establishment of these funds in the field it would not have been economical to purchase spark plugs from independent contractors as needed since the cost of processing a voucher is conservatively estimated by representatives of the Hoover Commission at an excess of \$10.00 each. Any savings which would have been secured would have been more than eaten up by the additional paper work and expense to the Government in processing small vouchers forwarded to the Seat of Government, to the Treasury for payment and for the drawing of check for such payment.

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- Miss Gandy _____

Mr. Harbo

4/15/54

G. G. Gearty

CIVILIAN DEFENSE MATERIAL
STORED ON THE SEVENTH FLOOR OF
THE IDENTIFICATION BUILDING -
RECORDS SECTION

59560

Two drawers of civilian defense lecture material is stored on the seventh floor of the Identification Building. Mr. Eames of the Records Section has inquired as to whether it is possible to destroy this material since the drawer space is needed by the Records Section.

This material was used during 1942 when the Bureau conducted war traffic schools and we have not had an occasion to use this material since that time.

SAC Letter #4, January 10, 1951, reflects that the personnel of the FBI are not to discuss or teach civilian defense policies, programs and operations. SAC Letter #27 dated April 18, 1950, reflects that Bureau representatives will not participate in any training program for civilian defense.

In view of our policy in not participating in any civilian defense instructional work, I believe that this material should be destroyed. Mr. Parsons of the Laboratory and Mr. Henrich, Domestic Intelligence Division, also agreed with this view.

RECOMMENDATION:

That this memorandum be referred to the Records Section and the Records Section should dispose of this material.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, unanimously concurs in the recommendation that the foregoing material be disposed of by the Records Section.

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LHR:cs

INDEXED-19

RECORDED-19

166-2554-11337

APR 21 1954

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/94 BY SP/CLP/T

2 APR 26 1954

ORIGINAL FILED IN 100-2554-571

Mr. Harbo

4/8/54

G. O. Gearty

Special Agents' Work Papers on Audits
Of Various Bureau Funds Stored on the
7th Floor of the Identification Building -
Records Section

EXECUTIVE CONFERENCE

Mr. Eames advised that the Records Section has stored on the 7th floor of the Identification Building one drawer containing Agents' work papers on audits of various Bureau funds. Mr. Eames made inquiry as to the possibility of destroying these records inasmuch as the drawer space is needed.

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SA [redacted] examined this material and found that the material, referred to by Mr. Eames, consists of Special Agents' work papers on the audits of various Bureau funds. All of the work papers are being kept in one cabinet drawer and the Bureau files pertaining to these various funds contain memoranda concerning the results of these audits.

The Agents' work papers stored on the 7th floor of the Identification Building consists of the following:

1. Agents' work papers on audits of the FBI Agents Insurance Fund - 1940 to 12/16/53.
2. Agents' work papers on audits of the Group Hospitalization Records - 12/17/52, 7/6/53, and 12/29/53.
3. Agents' work papers on audits of the FBIEA Funds - 2/11/48 to 6/30/49.
4. Agents' work papers on audits of the FBI Academy Mess Fund, Quantico, Virginia - 1/6/45 to 8/31/45.
5. Agents' work papers on audits of the claims paid by the Prudential Insurance Company for hospitalization and medical expense of the SAMBA.

ORIGINAL FILED IN 100-22-11338

- Tolson
- Ladd
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- Holloman
- Miss Gandy

ALL INFORMATION CONTAINED
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DATE 8-2-82 BY SP4 ELW/ste

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APR 21 1954

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6. Agents' work papers on audits of the Confidential Fund - 1940 through 1953.

7. Agents' work papers on audits of the SIS Fund - 8/11/41 to 5/31/43 and 6/30/44 to 10/31/49.

8. Agents' work papers on audits of Mr. E. A. Tamm's Account - 6/30/42 to 5/7/46.

SA [redacted] conferred with Mr. Glavin concerning the retention of these audit work papers. Mr. Glavin advised that the Agents' audit work papers for the past three years should be retained and the rest should be destroyed with the exception of the Agents' work papers on audits of the Confidential Fund, the SIS Fund and Mr. E. A. Tamm's Account. Mr. Glavin advised that due to the confidential nature of these three funds and the fact that the General Accounting Office does not get copies of the blue slips, we should keep the work papers on these three audits indefinitely. Mr. Mason, Training and Inspection Division, Mr. D. J. Parsons of the Laboratory, and Mr. Hennrich, Domestic Intelligence Division, agreed with these views.

RECOMMENDATIONS:

1. That the Special Agents' work papers on audits of the Confidential Fund, SIS Fund and Mr. E. A. Tamm's account be retained indefinitely.

2. That the Agents' work papers on the other mentioned audits of various Bureau funds be retained for the past three years.

3. That this memorandum be referred to the Records Section and the Records Section, should destroy all audit work papers that were not made within the last three years with the exception of the audits of the Confidential Fund, SIS Fund and Mr. Tamm's account which are to be retained indefinitely.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 4/12/54

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, unanimously concurred in the foregoing recommendations.

MR. TOLSON

4/12/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 129-54
MADE BY SA RAYMOND C. SURAN
SAN DIEGO OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-17-92 BY SP5/ST

THE SUGGESTION:

That the following check list be printed on Form FD-36
(Blue Teletype--copy attached) to facilitate the designation of
method of mailing desired when a communication dictated as a
teletype by a supervisor:

- TELETYPE
- AIR-TEL
- VIA AIRMAIL
- REGULAR MAIL
- REGISTERED MAIL

OBSERVATIONS:

SAC Galer N. Willis, San Diego, agrees with the sug-
gestion, since it would clearly designate the manner of handling
the air-tel and would be a distinct aid to mail room employees.

SAC L. L. Laughlin, Washington Field Office, and
Inspector E. D. Mason, Training and Inspection Division, are
opposed to the suggestion, since it would place an added burden
on the supervisors. The present system of typing the appropriate
method of mailing on all copies at one time is more practical.
Generally speaking, air-tels go by regular mail unless air mail
or other specifications are added.

Mr. J. J. McGuire, Records and Communications Division,
is also opposed to the suggestion, since the communication, under
the present system, must be retyped if it is changed from a tele-
type to an air-tel, and the designation of method of mailing can
be made at the time of retyping.

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

cc: Mr. Mohr
Mr. Harbo

58 APR 29 1954

RECORDED - 78

INDEXED - 78
LA-127

166-2554-11339

APR 21 1954

INITIALS ON [unclear]

ORIGINAL COPY FILED IN 117-4-2012

Memorandum to Mr. Tolson

PRESENT PROCEDURE:

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When teletypes are prepared in the field, FD-36 is used and no copies are made. Both FD-36 and the teletype machine copy are filed in the case file and given the same serial number. When a teletype in the field is changed to an air-tel, it is necessary that the communication be retyped to provide an original and two carbons as required for the Bureau and two copies for each field office to which the communication is addressed.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, recommended unanimously unfavorable.

65-2554-11339

MR. TOLSON

4/12/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 139-54
MADE BY SA JOHN A. PARKER
KNOXVILLE OFFICE
FBI HANDBOOK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-1-92 BY SP5/pt

THE SUGGESTION:

That the Bureau purchase loose-leaf binders with rings of larger diameter than those presently used for the FBI Handbook. It was also suggested that if this is done, the Handbook could be printed in larger type, which would be more readable.

OBSERVATIONS:

Mr. A. M. Newman, Administrative Division, is opposed to the suggestion. It was stated that new binders would cost between \$1.02 and \$1.32 each for 6,100 Agents, making a total cost of between \$6,222.00 and \$8,052.00. Since there is presently no use for the binders which would be discarded if new ones are purchased, they would have to be declared surplus.

Mrs. [redacted] of the Manuals Desk, Training and Inspection Division, believes that the Bureau should give favorable consideration to the purchase of larger binders, inasmuch as the FBI Handbook is now holding a capacity number of pages. She is opposed to using a larger style of type, inasmuch as the present type was designed to permit inclusion of a maximum number of words per page and the present style of type was approved by the Executives Conference and the Director.

Inspector E. D. Mason, Training and Inspection Division, believes that the size of the type should remain the same, but whenever the Administrative Division finds it necessary to purchase new binders, the one and one-half inch size binders be obtained and this, over a period of time, will help relieve the problem of Handbook crowding, although it will not completely solve the problem in the future. It is, nevertheless, believed to be a proper compromise between solving the problem and an undesirable expenditure of close to \$8,000.00

By memorandum dated June 26, 1953, from Mr. H. H. Clegg to Mr. Tolson, it was requested that a review be conducted to

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

cc: Mr. Mohr
Mr. Harbo

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EX-115

APR 23 1954
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ORIGINAL COPY FILED IN 62-11341-7125

53 MAY 4 1954

Memorandum to Mr. Tolson

determine if some pages could be eliminated from the Handbook. At that time the Handbook contained 212 sheets, and it was estimated that the present binder could conveniently accommodate 200 sheets. A review was made and the Handbook now contains 188 sheets. The binder presently in use has rings one inch in diameter and the next larger size would be one and one-half inches, which would accommodate approximately 300 pages.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd and Harbo, recommended unanimously unfavorable.

MR. TOLSON

3/30/54

EXECUTIVES CONFERENCE

SUGGESTION #66-54
MADE BY SA [redacted]
WASHINGTON FIELD OFFICE
RECORD CHECKS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-9-83 BY SP5 CLK/PT

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BACKGROUND

As a result of a suggestion made by Miss [redacted] Washington Field Office, on 6/5/53, Bureau Bulletin #53-22 was issued on 9/17/53. This Bulletin provided that, when one field office receives a request from another field office to check the records of some Government agency and it is determined the agency has no record of the subject, one copy of the incoming report or memorandum in Criminal-type cases only should be returned to the office of origin with a "no record" stamp thereon. The office of origin will then have the responsibility of reporting there was no record of the subject at the Government agency concerned.

The present procedure requires that the field office making the record check retain one copy of the document requesting the check for its files. It does not appear that the regulations require that any statement be placed in the files of the office making the record check or in the office of origin files as to the identity of the employee making the check, or the date of the check. For purposes of fixing responsibility, the name of the checking Agent and the date should be recorded and the amount of time required to do so would be negligible inasmuch as a handwritten notation would suffice.

ASAC Fletcher, Washington Field Office, ASAC MacLennan of New York and SAC Hostetter, Newark, advise that requests for record checks are usually received in memorandum form and that a case file is opened in each instance in order to provide controls and uniformity and because there is no way of telling in advance when a record check will expand into further investigative activity. All three recommend that we continue to open case files for record checks as we have done for Criminal cases in the past.

ORIGINAL COPY FILED IN

- Tolson _____
- Ladd _____
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- Belmont cc - Mr. Mohr
- Clegg _____
- Glavin Mr. Harbo
- Harbo EDM:DMG & WGO
- Rosen _____
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- Miss Gandy _____

MAY 5 1954

RECORDED 109
INDEXED 47
APR 21 1954

ADDITIONAL ORIGINAL

Memorandum to Mr. Tolson

A six-month tickler was set up to see whether any further extension could be made of Miss [redacted] suggestion.

SUGGESTION

SA [redacted] currently made the suggestion that the Bureau extend the procedure of stamping "no record" cases in this fashion to routine security-type investigations. It is suggested that for the purpose of documentation in these cases the field office receiving the request and determining there is no record stamp the communication "no record" and also stamp or print the name of the Special Agent or Special Employee handling the record check in question, as well as the date concerned.

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The suggesting employee feels considerable savings of time and effort could be effected through extension of this procedure to security-type cases.

ALTERNATE SUGGESTION:

In the event the Bureau does not deem it advisable to adopt the above suggestion, SA [redacted] suggested that serious consideration be given to granting Washington Field Office permission to use stamps, "No Identifiable Record, Passport Office, Department of State," and "No Identifiable Record, Central Office, INS," in security-type cases where no record of the subject can be located. Washington Field Office receives a considerable number of requests of this nature for searches at the Passport Office and at the Central Office of Immigration and Naturalization Service.

OBSERVATIONS

SAC, Washington Field Office points out the suggestion would effect considerable savings in time and effort in view of the fact that the employee handling the matter does not have to dictate an appropriate letter and no stenographic time at all is required in the handling of the case by Washington Field Office. Criminal-type cases of this nature in Washington Field Office, in which no record is located, are closed administratively and this procedure has been found to create no administrative problems for the Washington Field Office. If the procedure is extended to include routine Security-type investigations, SAC, Washington Field Office suggests the Bureau emphasize the responsibility of the office of origin to report the information to the Bureau.

The Domestic Intelligence Division does not favor adoption of the suggestion relative to extension of the procedure to routine Security-type investigations. It was pointed out that

Memorandum to Mr. Tolson

agency checks, though negative, must be reported in view of the wide dissemination of security reports, either by the office of origin or by the office covering the lead. They also state that if the result of such agency checks by auxiliary offices are handled by memoranda, there will be delays in the submission of security reports pending receipt of the results of those leads. Their position is that agency checks should be reported by the offices covering the leads and that the afore-mentioned suggestion represents a practice whereby security reports by the offices of origin may be delayed, a matter of great concern to the Domestic Intelligence Division in view of the strong emphasis they have placed on prompt handling of security cases in the field.

The Investigative Division is opposed to any change in the present procedure of handling Applicant investigations. They pointed out a variation of this practice is already used in Atomic Energy Act Applicant investigations. However, there is no office of origin (other than the Bureau) in these investigations and negative results of agency checks are not reflected in any report. The extension of this procedure to other Applicant investigations has been carefully considered on previous occasions and does not appear to be feasible. The Bureau is origin in all of these cases and, therefore, there is no report submitted by an office of origin. It is believed that Bureau reports should be all-inclusive for the benefit of outside agencies to whom dissemination is made and that an office making an agency check should therefore prepare a report even though no record is found. The Investigative Division recommends that no change be made in the procedure of handling Applicant investigations.

It was further presented to the Conference that it is desirable (in which recommendation ASAC H. B. Fletcher of Washington Field Office concurs) that the files of the office making the check should show the identity of the Agent or Special Employee making the check and date of the check, and such data should also be furnished to the office of origin in the form of a handwritten notation on the communication which initially requested the check and which under present procedures is returned to the office of origin.

EXECUTIVES' CONFERENCE CONSIDERATION:

RTH:cs

Conference of 3/29/54, composed of Messrs. Boardman, Glavin, Mohr, Belmont, Tracy, Holloman, Nichols, Rosen and Harbo, recommended unanimously unfavorable. The Conference pointed out that in security cases and applicant cases our investigative reports are frequently disseminated to other Government agencies and it therefore is necessary to have the result of the agency record check specifically set forth in the investigative report. It would not be sufficient to have the negative result of an agency record check reflected by a rubber stamp notation on a copy of the communication which instructed the office to make the agency check. The use of the rubber stamp to reflect negative

results of an agency record check in criminal cases should be continued but existing instructions should be modified to require that the file of the office making the check as well as the office receiving the result of the check should reflect the date of the check and the employee who made it.

MR. TOLSON

4/12/54

EXECUTIVES CONFERENCE

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b7c

SUGGESTION NO. 137-54
MADE BY SA [REDACTED]
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-1-78 BY SP-1 JPT

THE SUGGESTION:

That the ~~employee who indexes~~ ^{General Jones} communications designate indexing on copies of the material as well as on the original, whenever copies are designated for other files.

OBSERVATIONS:

The employee feels this will save time since an agent reviewing a copy of a communication must either check the indices or the original of the communication to determine if it was adequately indexed.

SAC D. S. Hostetter, Newark Office, is opposed to the suggestion since the agent who handled the original communication and his supervisor are responsible for compliance with the rules on indexing and a review of the files is not necessary.

SAC C. W. Brown, El Paso Office, is opposed to the suggestion and points out that the present system has proven entirely satisfactory and the proposed procedure would merely create additional clerical work.

SAC J. C. Ellsworth, Kansas City Office, is opposed. He states the safest control for indexing is to have the indexing done only to the main file and to hold the individual responsible for indexing who has the main file assigned to him. He does not believe copies for other files should be indicated as having been indexed.

SAC E. L. Laughlin, Washington Field Office, is also opposed and states it is the responsibility of the agent and his supervisor to see to it that the indexing is done properly.

Mr. Frank W. Warkart, Records and Communications Division, is opposed to the suggestion. He states it would take a great deal of additional time to copy all designated indexing from the original onto the copies and it does not appear that it would serve any substantially useful purpose.

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

cc: Messrs. Mohr & Harbo

MAY 6 1954 F367

INDEXED - 36

66-2554-11342

APR 23 1954

127

ORIGINAL COPY FILED IN 111

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RB

Memorandum to Mr. Tolson

Inspector B. C. Brown, Training and Inspection Division, is opposed to the suggestion. He agrees with the views set out above.

PRESENT PROCEDURE:

The original of a communication is marked for indexing. When an employee types the index cards, a red line is drawn through the name to indicate it has been indexed. Copies designated for other files are not so marked.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd, and Harbo, recommended unanimously unfavorable.

MR. TOLSON

4/12/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 164-54
MADE BY [REDACTED]
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-17-92 BY SP-5/ST/PT

b6
b7c

THE SUGGESTION:

At the request of the field offices the Deserter Desk requests information of the various branches of the armed services as to the status of individuals who may be deserters. In taking this information over the phone, it is necessary to obtain certain specific items of information, and it is suggested that a form should be utilized to expedite the handling of such telephone contacts. (Sample form attached.) A separate letter has gone forth to [REDACTED] thanking him for his idea.

OBSERVATIONS:

Mr. F. L. Price, Investigative Division, states that the Fugitive Deserter Unit would use approximately 400 of these forms per month and believes that the form would tend to make the information obtained more accurate, as there would be less chance of forgetting pertinent data. He states it is a temporary form which would be destroyed after the information appearing thereon had been evaluated and appropriate action taken.

It is the Inspector's opinion that the form should be approved, inasmuch as it will save clerks having to write down the word "race", the word "eyes", the word "hair" and other topics relating to physical description.

PRESENT PROCEDURE:

When a field office requests information as to whether an individual is in a deserter status, a clerical employee of the Fugitive Deserter Unit telephonically contacts the appropriate armed service in an effort to identify the individual. After the necessary military and descriptive data has been obtained relative to the individual in question an air-tel or teletype is prepared and submitted to the field.

RECORDED - 36
INDEXED - 36

66-2554-11343
NOT RECORDED
46 APR 22 1954

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 4/12/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Mohr, Belmont, Winterrowd, and Harbo, recommended unanimously that the proposed form be approved.

70 MAY 4 1954

Attachment
cc: Messrs. Mohr & Harbo

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

RJ

ORIGINAL COPY FILED IN

100-10658

Mr. Tolson

4/20/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 145-54
MADE BY SAC H. G. FOSTER
BOSTON OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-82 BY SP5C/DJ

THE SUGGESTION:

✓ Placing

That the practice of putting field office telephone numbers on the face of Identification Orders be discontinued.

OBSERVATIONS:

SAC Foster advises that a complicated readjustment of the automatic feeder on their Addressograph machine is necessary in order to place the field office telephone number on the face of the Identification Order. He states the mechanic from the Addressograph Company has advised this readjustment interferes with the delicate mechanism of the machine. SAC Foster advises that he feels inasmuch as the field office telephone numbers are on the reverse of the Identification Order, placing the telephone number on the face of the I.O. is unnecessary and he has noted no instance where this practice has been of value. He feels elimination of this process would save clerical time and speed up the mailing of the I.O.'s.

SAC L. L. Laughlin, Washington Field Office, agrees with SAC Foster and states that since the telephone numbers of the field offices appear on the reverse side of the Identification Orders he feels it is superfluous to add the telephone number to the face of the I. O.

Mr. E. H. Winterrowd, Investigative Division, is opposed to the suggestion and favors continuance of the present procedure. He states the Investigative Division favors any procedure which will induce persons to immediately report information concerning fugitives and the Executives Conference considered this matter carefully before instructing the field to place the telephone numbers on the face of I.O.'s. He suggested that information regarding technical details as to the proper handling of Addressograph equipment could be supplied to the field offices by the Administrative Division.

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

APR 26 1954
cc: Mr. Mohr
Mr. Harbo

RECORDED 13
INDEXED 13

66-2554-11244
APR 23 1954
INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-271-853

Memorandum to Mr. Tolson

Mr. E. C. Renneberger, Mechanical Section, Administrative Division, advised that Boston uses the same type of Addressograph Machine as the other offices. (Model 1950-B) He stated it is realized that the procedure of placing the field office telephone number on the face of the I.O. requires two runs through the Addressograph Machine, but it was previously concluded that the advantages of this procedure outweigh having to run it through the machine twice. Mr. Renneberger believes Boston should be advised to follow previous Bureau instructions as any technical difficulties were previously considered before instructions were issued to the field.

It is noted that ASAC E. E. Hargett of the New York Office submitted the suggestion on November 4, 1952, that the telephone number of the New York Office be placed on the front of I.O.'s and Wanted Flyers. (Suggestion #672-52) He pointed out that particularly in the New York Division, when individuals see a Wanted Notice or Flyer they are inclined to call the police, as was done in the Schuster case. He stated the telephone numbers of the office are located on the reverse side and are concealed when the Wanted Flyer is posted on a bulletin board.

The Executives Conference considered this suggestion on November 21, 1952, and again on December 1, 1952, at which time the printing of FBI field office telephone numbers on the face of I.O.'s and Wanted Flyers was approved. SAC Letter 53-22 dated March 24, 1953, issued instructions to the field to initiate this practice commencing May 1, 1953. (Bureau file 62-24151-883, 888X, 889X; 66-04-1789)

In connection with a suggestion submitted by the SAC at Buffalo that this practice be discontinued (Suggestion No. 698-53) this was again considered by the Executives Conference on October 29, 1953, and the Conference was unanimously opposed to revising the rules. (Executives Conference memorandum to Mr. Tolson November 3, 1953.) (Bureau file 62-24151-934.)

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/19/54, composed of Messrs. Boardman, Nichols, Glavin, Tracy, Tamm, Rosen, Belmont, Mohr and Harbo, recommended unanimously unfavorable.

MR. TOLSON

4/15/54

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EXECUTIVES CONFERENCE

59562

SUGGESTION #149-54
MADE BY [REDACTED]
NEW ORLEANS OFFICE
*CONSOLIDATION OF ITALIAN,
GERMAN AND JAPANESE FILES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
8-18-92 [Signature]

SUGGESTION

At present closed Criminal and Applicant field files are consolidated and stripped when they have been closed six months or longer. (Stripping means to remove all copies of each document except one.)

It is suggested field records material in the 100 classification pertaining to passenger and crew members, Alien Enemy Control Program and Internal Security - I, G, and J, be consolidated when they have been closed six months or longer.

OBSERVATIONS

The suggesting employee pointed out that this material now occupies 70 file drawers and it is estimated 33% of the space occupied by these files could be saved if they were consolidated.

SAC H. C. Boswell of New Orleans Office believes the suggestion has merit and recommends that this idea be afforded favorable consideration.

In December 1952, the Bureau solicited the views of ten field offices relative to this matter. At that time five offices were in favor of consolidation of closed files relating to Italian, German and Japanese activities during World War II. Four offices were definitely opposed to consolidation and one office was in favor of consolidation only if it was made permissive rather than mandatory.

The objections to consolidation were: that numerically Communist files are interspersed with Italian, German and Japanese files, and to consolidate only German, Italian and Japanese files would leave gaps in the consolidated volumes. Another objection was that these files are often used in connection with name checks and the placing of several files in one volume would further restrict the mobility of files, resulting in additional locate work. Further, there would be a considerable clerical problem of manpower in actually consolidating the files.

Advantage cited to consolidation was the saving of space.

cc - Mr. Mohr
Mr. Harbo

RECORDED
INDEXED
EX-1206
APR 23 1954

RB

ORIGINAL COPY FILED IN

File # 149-54

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

ama

Mr. Tolson

April 23, 1954

~~The Executives Conference~~

POLAROID LAND CAMERA

fm On April 22, 1954, the Executives Conference with Messrs. Boardman, Glavin, Rosen, McGuire, Belmont, Tracy, Holloman, Mohr, Harbo and Q. Tamm being present considered a recommendation of the Laboratory that four Model 110 Pathfinder Polaroid Land cameras with flash attachments be purchased.

The Philadelphia Division has advised the Bureau that the Polaroid camera has been used successfully in connection with information supplied by anonymous sources regarding Communist Party, USA, underground operations. It has been pointed out that the camera can be used to photograph the exact position of articles, papers, furniture and objects contained in desk drawers so that they may be replaced in their exact position after a search has been made. The Polaroid camera is adaptable to this type of work because of the fact that you can have a finished print within sixty seconds after a picture is taken. K

The Conference unanimously recommends the purchase of four Model 110 Pathfinder Polaroid Land cameras with flash attachments at an approximate cost of \$840.00. These cameras should be assigned to the Laboratory to be available for field use where needed.

1 - Mr. Harbo
1 - Mr. Mohr

RECORDED-11
INDEXED-11

66-2554-11346

13 APR 26 1954

GT:VH *W*

OK
N
106

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

53 APR 26 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *11/12/01* BY *SP-2/BJP*

Mr. Tolson

April 21, 1954

The Executives Conference

PURCHASE OF A NEW LIE DETECTOR

On April 19, 1954, the Executives Conference with Messrs. Harbo, Belmont, Rosen, Boardman, Tracy, Glavin, Mohr, Nichols and Q. Tamm being present considered a recommendation of the Laboratory that a new lie detector be purchased. The Conference was advised that the Laboratory has two polygraphs for research purposes, one being 10 years old and the other 14 years old, both of which were designed prior to 1940. This equipment is awkward, bulky and contained in a conspicuous heavy metal case. Difficulty has been experienced recently from mechanical failure of the various parts. In order to continue research in this field it is necessary that the Bureau obtain an up-to-date replacement for its present outmoded equipment.

The instrument being recommended by the Laboratory is a #22496 Deceptograph manufactured by the C. H. Stoelting Company at a list price of \$1,250. A check of the files on this company is negative concerning any derogatory information. The Bureau has had correspondence throughout the years with this company concerning their psychological instruments. The purpose of obtaining this instrument is to continue our research project. Polygraphs previously have been purchased in the name of the FBI and, as this is strictly a research instrument, there is no reason why it could not be so purchased. The C. H. Stoelting Company is the sole source of the Deceptograph. Consequently, it is not felt that bids should be solicited.

The Conference unanimously recommends the purchase of a #22496 Deceptograph from the C. H. Stoelting Company at a list price of \$1,250.

- 1 - Mr. Harbo
- 1 - Mr. Mohr

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

QT:VH

OR
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RECORDED-62

INDEXED-62

66-2554-11347

13 APR 26 1954

EX-123

MAY 20 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/2001 BY SP3/BJC/ST

MR. TOLSON

April 22, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

J.M. [Signature]
Spec

The Executives Conference of April 22, 1954, consisting of Messrs. Boardman, Tracy, Belmont, Quinn Tamm, Harbo, Holloman, McGuire, Rosen, Mohr, and Glavin, was advised by Mr. Glavin, as is reflected in the attached memorandum from G. L. Rogers to Glavin under date of April 21, 1954, that contact has been had with Thomas Emmett Murphy, Jr., a script writer, to determine whether he could write the scripts of two training films which are presently under consideration, one the "Collection, Identifying, and Packaging of Evidence," and the second "Taking Fingerprints."

The Conference was informed that Murphy has advised he would be available on May 3, 1954, and that it would take him about three or four weeks to handle the work on the scripts.

The Conference was advised that Murphy had been informed that the Bureau could reimburse him at the rate of \$5.19 an hour, which is the entrance salary of Grade 15; that Murphy had previously prepared scripts for Bureau training films and had been paid the entrance rate at that time for Grade 15.

The Conference was further advised that Murphy had inquired as to whether the work could be performed in New York City or whether it would be necessary that he proceed to Washington to perform the work. He further inquired as to whether it would be possible to pay him \$9.00 a day per diem in the event it was necessary for him to do this work in Washington. He pointed out that he could perform the necessary work in New York City and that he would have no objection to proceeding to Washington if necessary in order to clear up any points in connection with the preparation of the scripts in question.

It was pointed out to the Conference that if it were necessary for Murphy to proceed to Washington to handle this work, it would be a heavy expense for him unless he were paid per diem since he would necessarily have to retain his residence in New York during the interim.

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

Attachment
cc Mr. Harbo
cc Mr. Mohr

901 13
RECORDED - 70
INDEXED - 70

15 APR 26 1954

66-2554-11349
[Handwritten signature]

55 APR 28 1954

Memo to Mr. Tolson from the Executives Conference

The Conference was also advised that an up-to-date application is being secured from Murphy and a discreet check is being made by the New York Office concerning his character and background since he was last temporarily employed by the Bureau.

RECOMMENDATION OF THE CONFERENCE:

The Conference recommends that Mr. Murphy be advised that provided the character and fitness background check is satisfactory, it will be satisfactory for him to enter on duty in New York and perform the necessary work in New York City with the understanding that he proceed to Washington approximately once a week in order to confer with appropriate representatives of the Training and Inspection Division concerning his progress on the scripts and to settle any technical problems which might come up in connection therewith.

Should you agree, Murphy will be appropriately advised.

✓

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

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Harbo ✓
FROM : C. Gearty

DATE: 4/7/54

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

SUBJECT: AIR FORCE MANUALS CONCERNING JAPANESE POLICES STORED ON THE SEVENTH FLOOR OF THE IDENTIFICATION BUILDING - RECORDS SECTION

There is one drawer that contains twenty manuals prepared by the Army Air Force on Japanese policies. This was prepared in 1944 and the manuals are as follows:

- Administration of Occupied Areas
- Public Welfare
- Safety
- Transportation
- Commerce
- Industry
- National Resources
- Money
- Banking
- Government Finance
- Legal Affairs

8/18-92 spsc lpt

Mr. Files of the Records Section has made inquiry as to possibly destroying these materials inasmuch as cabinet space is needed.

These twenty manuals were in the Bureau Library but SA B. M. Suttler, by memo dated 8/31, 51 to Mr. Nichols, requested that these manuals be stored by the Records Section. Mr. Suttler pointed out that the material is obsolete and no one has called at the Bureau Library for any of the publications.

SA Suttler advised SA L. F. Humans that these manuals are not needed and he believes that they should be destroyed. These manuals were never used by the Training and Inspection Division, and I do not know of any reason for keeping them. Mr. Parsons of the Laboratory and Mr. Hennrich, Domestic Intelligence Division, also agreed with this view.

RECOMMENDATION:

That this memorandum be referred to the Records Section

RECORDED-100

NOT RECORDED
APR 26 1954

66-2554-11350
~~X~~

LHR:cs

58 MAY 5 1954

(473)

ORIGINAL COPY FILED IN 66-2554-3209

and that the Records Section destroy these manuals.

EXECUTIVES CONFERENCE CONSIDERATION:

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously that Liaison check with the Air Force to ascertain whether they want the twenty manuals returned to them; that if the Air Force does not desire return of the manuals, they be destroyed by the Records Section.

✓

4/12/54.

Col PICKARD, SMI, R, SAYS O.K.

TO DESTROY IF NOT CLASSIFIED.

J.F.

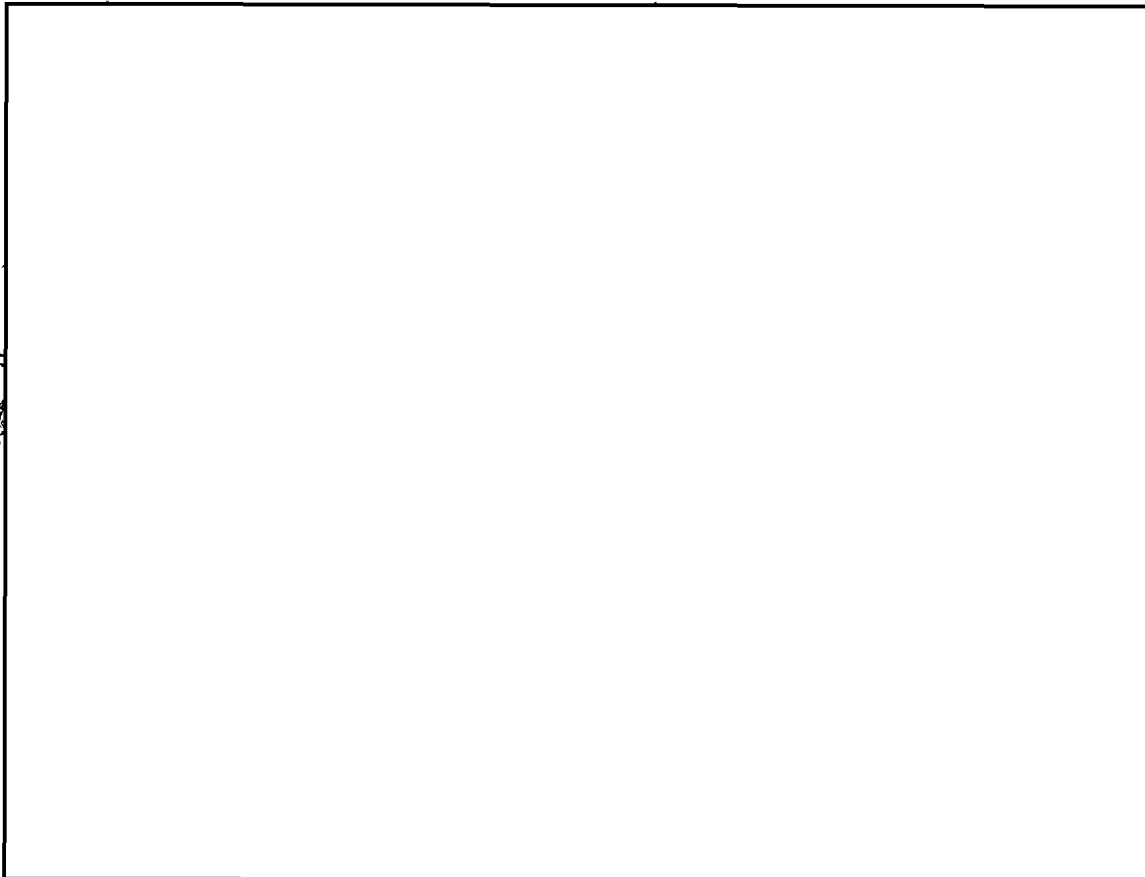
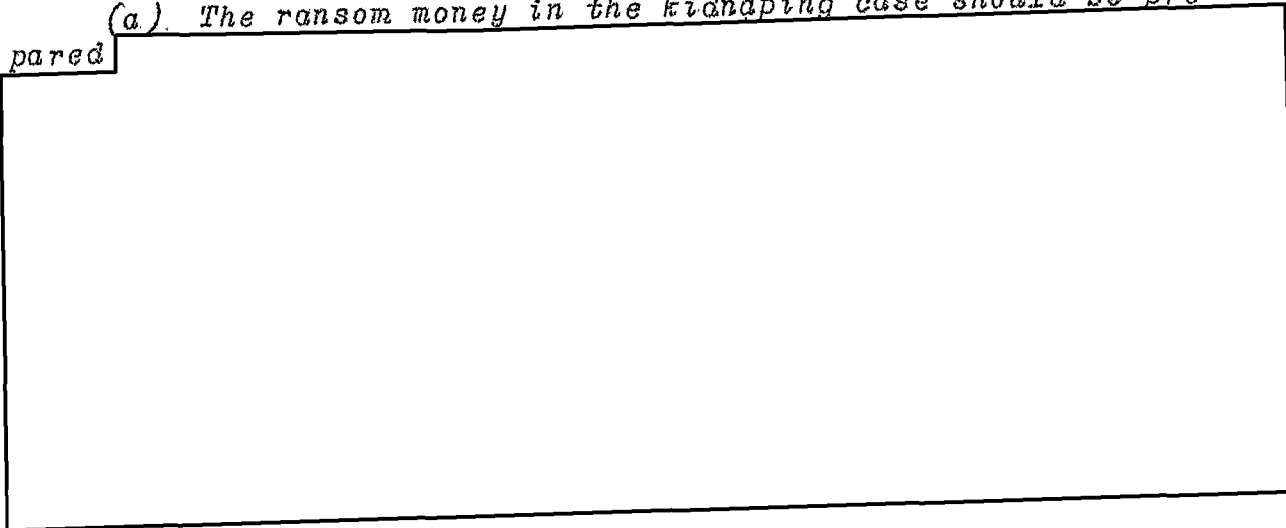
4/12/54

Manual of Instructions, Section 66, E, (4), Page 11 should read as follows:

b7E

(4) Preparation of the Ransom Money:

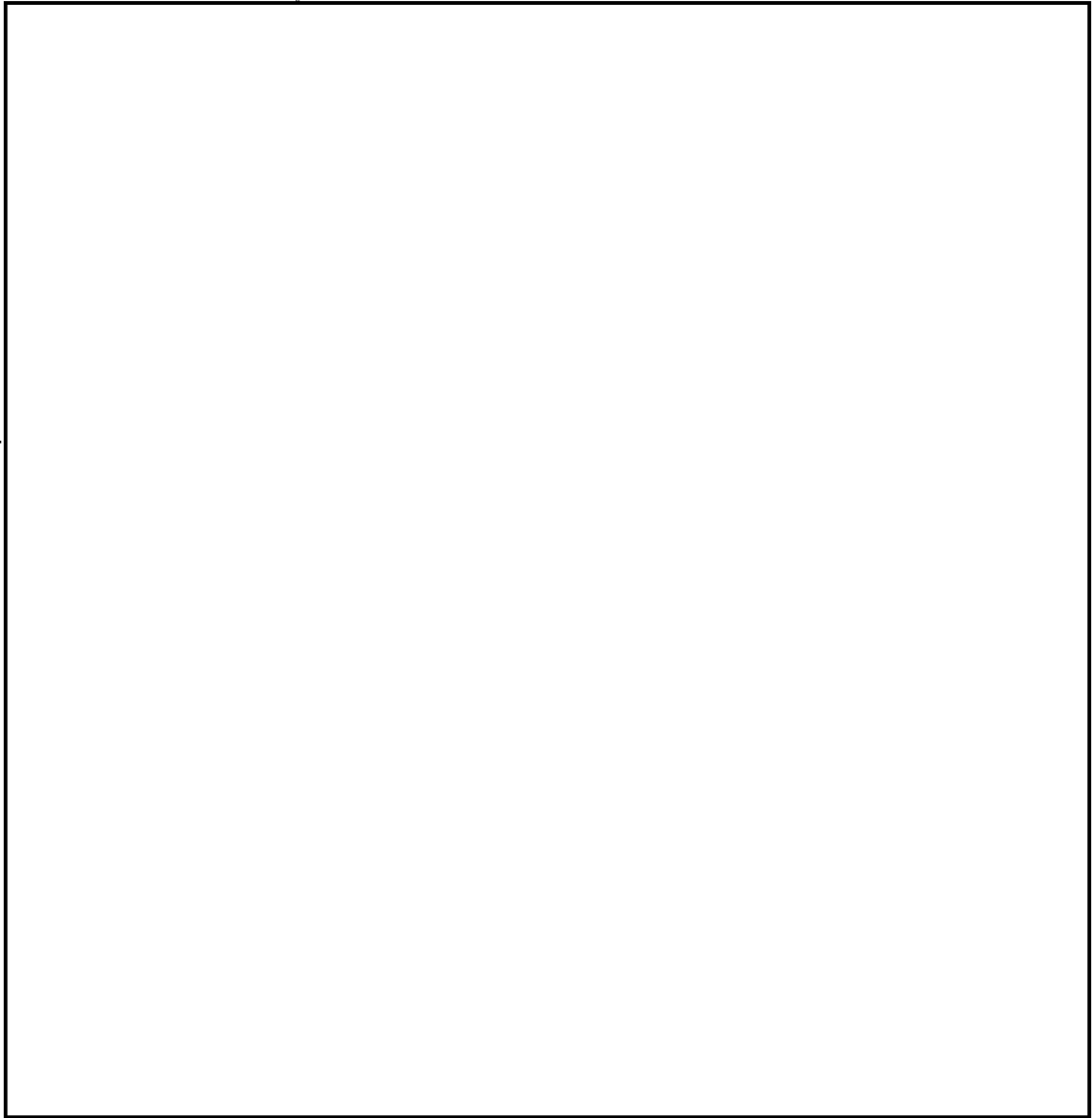
(a) The ransom money in the kidnaping case should be prepared



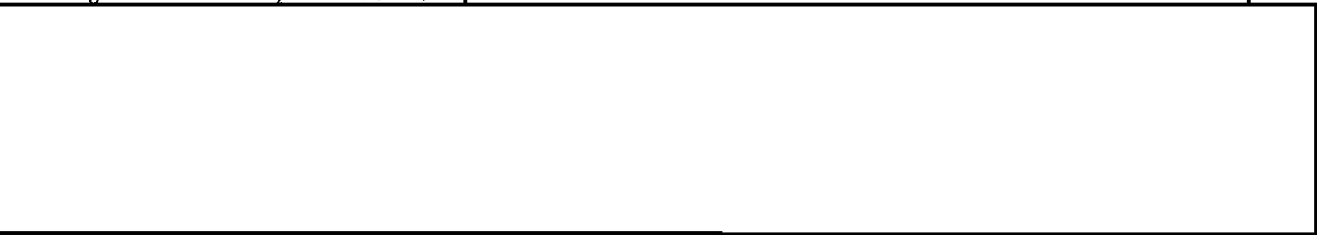
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/27/82 BY [signature]

Approved by Executives Conference 4/6/54 composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo.

ENCLOSURE
66-2554-11351



C. The various parts of this money prepared by the
[redacted] are then assembled,
usually by [redacted]. This
money is then placed in [redacted]



[redacted]. At this time, when the
money is

[Redacted]

D. As soon as is possible, information should be furnished the Bureau for the attention of the Statistical Section, Records and Communications Division, as to [Redacted]

[Redacted] the ransom package. Any other information considered of possible importance in connection with the preparation of the ransom list should be forwarded to the Bureau by the fastest practical means available prior to [Redacted]

[Redacted]

E. Consideration should be given to [Redacted] when and if they are received from the Bureau.

F. The plan set out above provides for [Redacted]

Mr. Tolson

4/23/54

The Executives Conference

~~DISSEMINATION OF NONSUBVERSIVE
DEROGATORY INFORMATION INVOLVING
GOVERNMENT EMPLOYEES IN CRIMINAL CASES~~

RECOMMENDATIONS

1. The Conference recommended that henceforth when a Government employee is involved in a criminal case under investigation by the Bureau that his name be set forth in the title of the report.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/19/96 BY JPS/ctj
BT

2. That any Government employee who is a suspect in a matter under investigation by the Bureau involving a criminal offense, such employee's name be set forth in the synopsis of the report.

RECORDED-33
INDEXED-33

66-2554-11352

13 APR 27 1954

EX-123

PRESENT POLICY

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

Executive Order 10450, effective May 28, 1953, broadened the criteria of information to be considered concerning employees who are the subject of investigation under the Loyalty Order. These criteria now include criminal type information.

Attachments

cc-Mr. Harbo

58 APR 28 1954
AR:LC

JPS *MA* *R* *me*

Memorandum for Mr. Tolson

Although repeated checks have been made to insure that nonsubversive derogatory information concerning Governmental employees, which information is developed during the course of a criminal investigation, is properly disseminated, it is felt that an added flag or caution would further insure that Government employees involved in criminal type cases under the Bureau's jurisdiction are promptly and properly brought to the Bureau's attention in accordance with existing instructions.

Existing instructions require that there be submitted in the form of a blank memorandum to the Bureau for appropriate dissemination, information developed of a criminal type, to the employing agency and to the Department. This information is submitted in accordance with Section 5, D, 4, E, Manual of Rules and Regulations in the form of a memorandum on Bureau letterhead with an original and three copies.

ACTION TAKEN

In view of the need to reiterate these instructions, there is attached hereto a letter to all Special Agents in Charge to again alert each office to comply promptly with existing instructions and to incorporate in the title of the reports henceforth submitted, the name of the Government employee involved in a criminal-type case with information identifying his employment such as, John Brown, Clerk, Department of Agriculture, when he is a civilian subject of a case; also when he is a suspect in a criminal-type case and is a civilian employee his Government employment should be set forth in the synopsis of the report. Executive Order 10450 does not apply to military personnel.

There is attached hereto appropriate letter to all Special Agents in Charge and appropriate hand book and manual changes.

The Conference unanimously approved the above recommendations, with Messrs. Boardman, McGuire for Nickols, Belmont, Glavin, Harbo, Tamm, Tracy, Mohr, Holloman and Rosen in attendance, on 4/22/54.

Mr. Tolson

4/8/54

Executives Conference

SUGGESTIONS OF KIDNAPING SQUADS
(36-54) (58-54)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-18-90 BY SP-1/T

SUGGESTIONS FOR PREPARATION OF RANSOM MONEY AND LLST:

SAC Hostetter suggested that each [redacted] be set forth on a separate sheet of ruled paper and prepared by [redacted] Squad suggested that [redacted] be kept as exhibit in field office while Bureau be furnished [redacted] and [redacted] if available. Also suggested [redacted] contain [redacted]

b7E

[redacted] prepared by [redacted] in order that Bureau could prepare [redacted]

PRESENT PROCEDURE:

The [redacted] is prepared by [redacted] under supervision of agent. These [redacted] and are identified by each employee. [redacted] in a [redacted] then in a [redacted] suitably identified for evidence, and is [redacted] The [redacted] removes the [redacted] prior to delivery in order to [redacted] [redacted] are obtained by agent and are [redacted] in the office and the [redacted] is immediately forwarded to the Bureau in order that [redacted] can be prepared. The field office immediately prepares [redacted] after they have been received from the Bureau. Procedure provides introduction [redacted] by employees [redacted]

b7E

OBSERVATIONS:

Instructions as contained in the manual are considered too general but instead should provide a guide to agents handling this important phase of the case. Attached suggested Manual revision outlines in detail procedure of preparing ransom money and [redacted] in that it must be done immediately, by [redacted]

EX-129 RECORDED - 51 INDEXED - 51

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

MAY 3 1954

F473

Handwritten initials and signatures: glc, Mr. Mohr, Mr. Harbo, ENCL, N

Handwritten initials and signatures: mfu, GME, JHP, M, RY, JHP, RUB, etc.

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under agent supervision, and that [redacted] and [redacted] be forwarded to the Bureau while the [redacted] is kept as an exhibit in the field office. The ransom money [redacted] the procedure [redacted] is included in order that results will aid the Bureau's [redacted] as accurate as possible. The [redacted] should be prepared as to [redacted] with [redacted] must be legible, accurate and carefully checked, and identified by [redacted] preparing same. The [redacted] is now complete in [redacted] without the necessity of an agent appearing as a witness. Messrs. A. Leonard, Records & Communications Division, C. I. Green and H. Winterrowd, Investigative Division, and P. Stoddard, Training & Inspection Division, recommend Manual change attached be approved, and if approved, included as revised Section of 66E (4) of Manual of Instructions.

b7E

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/8/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously that the attached manual change be approved relating to the [redacted]

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson

DATE: March 23, 1954

FROM : The Executives Conference

SUBJECT: *INTEROFFICE* COMMUNICATIONS SYSTEM

8/13/90 SPSCRIPT

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.

- 1 - Mr. Harbo
- 1 - Mr. Mohr

QT:VH

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THE DIRECTOR

4/15/54

THE EXECUTIVES CONFERENCE

~~IMMIGRATION AND NATURALIZATION SERVICE~~
~~INVESTIGATIVE FUNCTIONS~~

8-12-92 SP-11-4PT

The Conference considered the possibility of taking over investigative functions of the Investigations Division of the Immigration and Naturalization Service. There is attached hereto a detailed brief of the investigative functions of INS which was taken into consideration by the Conference in its considerations.

BACKGROUND

The Attorney General has the authority under the Immigration and Nationality Act to transfer this work without legislation to the FBI. The types of investigations which are conducted by the Investigations Division, INS, include investigations of general violations of the Immigration and Nationality Act; naturalization, denaturalization, and deportation; and various civil investigations as well as investigations relating to parole violations.

THE QUESTION OF THE FBI'S TAKING OVER THIS WORK HAS ARISEN IN THE PAST

On October 22, 1945, and again on March 29, 1947, the Attorney General was advised that the FBI could assume strictly investigative responsibilities of the Investigations Division of INS if the Attorney General so desired, and provided that necessary arrangements could be made for budgetary adjustments, transfer of funds, and removal from Civil Service status of INS personnel who would be transferred to the FBI.

On January 9, 1952, then Deputy Attorney General Vanech was advised that it did not appear desirable to transfer these responsibilities to the FBI.

- Tolson _____ Attachment
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____ cc: Mr. Harbo
- Glavin _____ Mr. Mohr
- Harbo _____
- Rosen _____
- Tracy _____
- Mohr _____
- Trotter _____
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RECORDED - 8
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66-2554-11354

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It is very difficult to ascertain the actual investigative case load of the Immigration and Naturalization Service. Conflicting and indefinite statements have been made by representatives of the Immigration and Naturalization Service in the recent past. For example, on December 21, 1953, Ray Farrell, Assistant Commissioner, in charge of the Investigations Division, Immigration and Naturalization Service, advised a Bureau representative that the Immigration and Naturalization Service had approximately 800 investigators. He pointed out, however, that approximately one-half of the pending cases are alien registration cases involving the failure of aliens to register or failure of aliens to furnish removal addresses, which cases are not actively investigated by INS although the penalty for failure to furnish removal addresses is deportation.

In the testimony of the Service before the House Subcommittee of the Committee on Appropriations, December 10, 1953, the testimony indicated that there was a decrease of 112,000 cases completed from the previous year because of "concentration of effort" upon the time-consuming cases of subversives and racketeers. The Service indicated that it completed 386,623 cases during the fiscal year 1953.

Another important item bearing upon the possible case load is reflected in Mr. Farrell's statement that there are an estimated 500,000 foreign seamen in the United States who have entered this country illegally by jumping ship and that INS has never been able to handle these cases because of lack of manpower.

No estimate was furnished by Farrell on total aliens illegally in the United States. He did state that because of the lack of manpower in the Investigations Division, he has considered attempting to have investigators relieved of some of the administrative functions which they are now required to perform.

It appears from the above that it is difficult to arrive at the actual investigative case load of INS inasmuch as its criteria for opening investigative cases may differ from the standards and terminology used by the FBI.

The investigative functions of INS are handled primarily by two divisions: (1) Investigations Division, (2) Border Patrol.

The Border Patrol is concerned mainly with police functions of patrolling the Mexican and Canadian borders. The Border Patrol, however, does inject itself into the investigation of alien smuggling rings on the borders, false claims of citizenship and other violations of immigration laws arising from illegal entry on these border areas. It is noted that the relations and functioning of the Border Patrol and the Investigations Divisions are generally comparable to the functioning of a municipal or state police department in that the uniformed division necessarily handles some of the simpler, more routine types of inquiries growing out of their patrol activities in the absence of an available investigator.

In addition, INS investigators perform certain other functions such as guards on trains when aliens are being transported, acting as deportation hearing officers, registering aliens and performing inspection functions in the absence of an inspector at ports of entry. The Conference was in agreement that such functions would not be undertaken by the FBI.

ADVANTAGES

The Conference considered the following advantages to the proposal that investigative functions of INS be transferred to the FBI.

(1) Increased quality in investigations presently handled by Immigration and Naturalization Service.

(2) Elimination of some duplication of effort in security investigations since at present the FBI conducts investigations of individuals with a view to placing them on the Security Index. When INS has an interest in the individual with a view to possible deportation, we make our investigative reports available to them, but INS generally conducts additional investigation looking toward possible deportation.

DISADVANTAGES

Although the Conference was unanimously of the opinion that it would be possible for the FBI to take over the investigative duties of INS if such a decision were made, the following disadvantages were noted:

(1) There would be a major problem connected with absorption of the approximately 800 INS investigators who are under Civil Service at present. They are substantially below FBI standards as to education and training and occupy lower-level positions than FBI Agents. Therefore, it probably would be necessary to retain them as special units since they would not be qualified to handle any regular FBI investigations. This would not be calculated to promote morale or pride on the part of employees, which are highly valuable assets to the Bureau.

(2) The INS presently is a group which is responsible for all phases of the administration and enforcement of the immigration and naturalization laws, other than those phases wherein the courts necessarily play a part. Under the proposed change there would be an undesirable division of responsibility. It would be comparable to an action in a state police organization where the plainclothes investigators would be removed from the jurisdiction of the police chief and assigned to some other agency of the state government. Division of authority and responsibility in this one specialized field does not appear desirable and could lead to administrative buck-passing and disagreements. It would appear more logical that the present arrangement be continued and that efforts be made to improve the internal efficiency of the Investigative Division of INS.

(3) At the present time the investigative staff of INS is understood to include a substantial number of employees who formerly were immigrant inspectors. It not infrequently occurs that an employee starts as a border patrolman, is promoted to the position of immigrant inspector (who handles assignments at legal ports of entry and participates in hearings connected therewith), and is subsequently promoted to the position of investigator. One advantage of the present situation is that it makes possible a flexibility in the assignment of personnel and shifting of personnel to handle pressure points in the work of INS. On Sundays and holidays when

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additional manpower is needed at legal points of entry, investigators who were formerly immigrant inspectors are used to augment the regular staff to handle the unusually large number of travelers. Similarly, at remote points personnel are used interchangeably to furnish substitutes when regularly assigned personnel are in a leave status. The proposed transfer of the investigative staff to the FBI would probably necessitate an increase in INS personnel.

(4) Conflict of responsibility could develop in situations such as the following:

- (a) Wetbacks successfully illegally cross the border into the United States. Questions could arise as to at what stage in this series of events the investigative responsibility transfers to the FBI under the proposed realignment of duties.
- (b) Confidential informants advise of an impending illegal entry of a group of aliens by airplane or boat. The question arises as to whether the responsibility at an inland point near the border or coast lies with the investigative unit or with the Border Patrol.

These questions could doubtless be settled in a general manner, but there would be individual situations arising which might not fit a general pattern.

(5) According to public statements by representatives of INS, there are hundreds of thousands of aliens illegally present in the United States consisting primarily of wetbacks from Mexico and aliens who jumped ship while in American ports. INS representatives have stated they do not have sufficient manpower to adequately cope with that situation. Under the proposed realignment of responsibility, the Commissioner of INS would be able to say that this problem is the responsibility of the FBI since all investigations are handled by the FBI. Further, there is the possibility that difficulty would be encountered in getting additional appropriations to enable the Bureau to conduct all the investigations that would be necessary to properly enforce the immigration and naturalization laws.

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(6) From the Bureau's standpoint, a distinct disadvantage would be the additional problems involved in taking over a large number of additional personnel and a large

additional case load. While it is undoubtedly true that the investigations would be more efficiently handled by the FBI, this same argument can be advanced in favor of consolidating all Federal investigative units into one governmental agency.

In discussing the matter with the Attorney General, suggestions can be submitted for the improvement of INS. Improvement could be attained if the following suggestions were put into effect:

- (a) That there be higher qualifications for investigative personnel.
- (b) That there be an improved training program for investigative personnel and supervisory officials.
- (c) That there be an increased inspection of investigative operations and administration of the functions presently performed by the Investigations Division and the Border Patrol.
- (d) Consideration should be given to a centralized supervision of investigations in order that a more direct and adequate control can be maintained over these operations.
- (e) That in order to implement the above control, there be a centralized filing system.
- (f) That there be uniformity in connection with the operation of each Immigration and Naturalization district office. This would bring about uniform procedures and establish a uniform pattern of operations.

I don't think we should make these suggestions V. 4-16

RECOMMENDATION

Messrs. Q. Tamm and Boardman are of the opinion that the Investigations Division of INS should logically be taken over by the FBI for reasons indicated herein. They point out there would be the usual difficulties arising in connection with such a transfer, primarily those arising in connection with the assimilation of the various investigative functions and the integration of the personnel to be taken over.

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Messrs. Tolson, Belmont, Glavin, Harbo, Tracy,
Rosen and Mohr are opposed, for the reasons indicated herein,
to any recommendations that the investigative functions of
the Immigration and Naturalization Service be assumed by the
Bureau.

I Concur.
H.

Respectfully,
For the Conference

Glyde Tolson

Mr. Tolson

4/5/54

R. T. Harbo

59564

~~BRITISH POLICE COLLEGE~~
ATTENDANCE OF BUREAU REPRESENTATIVE

SYNOPSIS:

Bruce Smith, Institute of Public Administration, in conversation with A. E. Leonard of Bureau, suggested Bureau send representative of Training Division to England to take course at British Police College. Mr. Gimperman's views solicited. He discussed matter with Sir Frank Newsam, Under Secretary of State and Chairman of Board of Governors of Police College, who issued invitation to Gimperman for Bureau representative to attend. Gimperman suggests we accept, stating it would make for better cooperation and would give Bureau representative opportunity to give instruction and show films. Course begins in July, 1954, and lasts for 11 weeks. Newsam suggests Bureau representative spend 15 weeks in England--4 getting acquainted with layout of police services in England, and 11 weeks at school. Tuition, including board and room at \$30.00 per week will be charged. Review of curriculum reveals that out of 290 hours only about 69 would be of real value to Bureau. Much time spent on subjects not of interest to us--19 hours on civil defense and 39 on visits to other agencies and factories. Sir Frank Newsam objected in 1950 to Bureau representatives interviewing atom spy Tuchs. Gimperman stated no embarrassment if Bureau rejects invitation.

Recommendation:

That the Bureau not send a representative to attend the British Police College.

If approved, the attached letter will be sent to Mr. Gimperman.

On 4/6/54 the Executives Conference unanimously concurred in the above unfavorable recommendation, those present being Mr. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo. RTU

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INDEXED

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Attachment

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127 APR 16 1954

66-257-11355

SEARCHED INDEXED
SERIALIZED FILED
APR 15 1954
FBI - NEW YORK
JAN 18 1954
JAN 18 1954
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70 APR 30 1954

RECORDED IN 36716-22

Cony:sdc

~~CONFIDENTIAL~~
~~AIR POUCH~~

TO: Legal Representative
London England

DATE: April 6, 1954

FROM: J. Edgar Hoover, Director, Federal Bureau of Investigation

SUBJECT: ~~BRITISH POLICE COLLEGE~~

Rebulet 2/18/54 and reurlet 3/19/54.

After careful consideration Bureau has decided it does not desire to have a representative attend the British Police College.

8/18/52 SPS 4
CN 68

Cc - Foreign Liaison Desk

On 4/6/54 the Executives Conference unanimously concurred in the above unfavorable recommendation; those present being Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman, & Harbo. RTH:hd

JSR:hd

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58 APR 30 1954

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MR. TOLSON

4/21/54

EXECUTIVES CONFERENCE

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SUGGESTION NO. 174-54

MADE BY [REDACTED]
NEWARK OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-92 BY SP5/CLP/T

THE SUGGESTION:

That the front page of all ~~investigative reports~~ be typed on colored paper.

PRESENT PROCEDURE:

The first page of investigative reports is now typed on white paper. The first page of summary reports is typed on pink paper.

OBSERVATIONS:

The suggesting employee feels adoption of this suggestion would save time in locating the first page of an investigative report in files where there are many serials other than reports. He also feels it would save wear and tear on serials in the file by eliminating leafing through serials while attempting to locate investigative reports.

SAC D. S. Hostetter, Newark; Mr. Rosen, Investigative Division, and Mr. F. W. Walkart, Records and Communications Division, are opposed to the suggestion. A representative group of the more experienced file reviewers were of the opinion that adoption of the suggestion would facilitate locating the top page of investigative reports, but felt the use of colored paper would make the typing, as well as the processing symbols somewhat more difficult to read. They did not feel the advantages were sufficient to warrant favorable recommendation.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:es

Conference of 4/21/54, composed of Messrs. Boardman, Trotter, Tamm, Mohr, Belmont, Rosen, Holloman, McGuire and Harbo, recommended unanimously unfavorable.

- Tolson _____
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- Holloman _____
- Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo

MAY 3 1954

INDEXED - 78
RECORDED - 78

66-2557-11357
76 APR 28 1954

ORIGINAL FILED IN 66-2445-1416

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MR. TOLSON

4/15/54

EXECUTIVES CONFERENCE

SUGGESTION #130-54
MADE BY [redacted]
DENVER OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/92 BY SP5 CJP

Changed Title Reports

SUGGESTION

It is suggested that in ~~searching a~~ reports in ^{where} the title is marked "Changed" the search and indication of the search be made from the first paragraph of the Details where the changes are set forth.

The suggesting employee has in mind that this would eliminate searching the complete title which many times has been set out, except where a case is not located when the entire title would have to be searched.

PRESENT PROCEDURE RE CHANGED TITLES IN REPORTS

The Manual of Rules and Regulations requires marking of the title of the initial report "Changed" when the title is not in exact conformance with previous correspondence to or from the Bureau.

The word "Changed" should be a flag to the searcher to conduct necessary search as indicated in the title and as explained in the first paragraph of the Details. Indications of searching in the field consist of: Blue pencil check over last name - indicates that the name was searched and an index card found; Blue penciled circle over last name - indicates a search was conducted, but no index card was found; Red penciled diagonal through the blue circle - indicates index card now prepared. There is in addition an arrangement whereby an Agent or Supervisor can request additional indexing.

The present rule is to put these marks adjacent to names mentioned in the title, but if additional marks are necessary in the first paragraph of the Details, the marks should appear there.

It was mentioned to the Conference that the suggestion relates to field searching as distinguished from Seat of Government searching where slightly different procedures exist because of the volume of work handled at the Seat of Government.

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cc-Mr. Mohr
Mr. Harbo

Attachment

MAY 6 1954

RECORDED - 71

INDEXED - 7890

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66-255-11358 RB

ORIGINAL COPY FILED IN 66-255-1418

Memorandum to Mr. Tolson

In conducting a search on a "Changed" title report, it is necessary to consult the first paragraph of the Details to ascertain the nature of the change.

OBSERVATIONS:

The employee has in mind that the colored pencil marks indicating the search be made in the first paragraph of the Details. This would lead to error in the event no marks are placed in the title of the report.

SAC Foster, Denver, without explaining his position, stated, "I feel this warrants consideration."

Washington Field Office conforms to the present procedure and recommends no change.

Mason has examined the suggestion and existing procedure and recommends no change.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/6/54, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Rosen, Mohr, Holloman and Harbo, recommended unanimously that no change is necessary in the existing procedure.

Conference recommended that when Denver is next inspected (this will be in two or three months) special attention be given to this matter. This will be done. There is attached an appropriate letter to the Special Agent in Charge at Denver.

Office Memorandum • UNITED STATES GOVERNMENT

TO : H. L. EDWARDS

DATE: April 15, 1954

FROM : G. G. BENJAMIN *GG*

SUBJECT: HANDBOOK FOR FBI EMPLOYEES
(Suggested revision)

De... [Handwritten signature]
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5C/BJT

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At the present time copies of Bureau form FD-230, Certification regarding membership or non-membership in organizations designated by the Attorney General of the United States pursuant to Executive Order 10450, are being distributed to all Bureau employees to sign. This form has as an attachment a list of all such organizations, as you know.

Many of the Bureau employees, especially clerks with a short period of Bureau service, are not acquainted with the organizations on this list and could conceivably become affiliated with one or more such organizations innocently. To preclude such an occurrence it is suggested that consideration be given to re-printing the list as a supplement to the HANDBOOK FOR FBI EMPLOYEES. It is to be noted that this would not constitute any breach of security regulations as this list is public source material, having been published in the Federal Register, and partially reprinted in the "Guide to Subversive Organizations and Publications", prepared by the House Committee on Un-American Activities (which is not generally available to all Bureau employees, as the Handbook would be).

RECOMMENDATION:

It is recommended that consideration be given to the revision of the HANDBOOK FOR FBI EMPLOYEES, to include the list of the organizations designated by the Attorney General pursuant to Executive Order 10450, for the guidance of all Bureau employees. This would prevent an employee at a later date of claiming that he did not know that such an organization was subversive in nature, if he were to become affiliated with one of them.

RECORDED - 28
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APR 28 1954
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EX-123

~~APR 26 1954~~
~~13 APR 23~~

CC: Mr. [Name] ON (original direct)

AD ENDUM: (jmr) 4-21-54 The Executives Conference of April 19, 1954, consisting of Messrs. Nichols, Boardman, Belmont, Harbo, Rosen, Glavin, Mohr, Tracy, and Glavin, does not feel that the Attorney General list published pursuant to Executive Order 10450 should be included in the Handbook for FBI Employees. ARG

53 MAY 5 1954

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MR. TOLSON

4/20/54

EXECUTIVES CONFERENCE

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SUGGESTION #167-54
MADE BY [REDACTED]
INVESTIGATIVE DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/10/83 BY [REDACTED]

SUGGESTION

Installation of
It is suggested that electric eyes or some similar device be installed in corridor doors to speed up messenger and mail service.

OBSERVATIONS

The suggesting employee had in mind that this would facilitate opening of doors in corridors by young ladies assigned to messenger runs, who are pulling or pushing messenger carts. It was pointed out that the unsightly marks left on doors by scratchings from carts would be cut to a minimum.

Mr. Glavin of the Administrative Division discussed the possibilities of installing an electric eye or some similar device on the corridor doors with Mr. [REDACTED]. Mr. [REDACTED] was opposed to the idea inasmuch as General Services Administration does not have funds necessary for such an expensive installation, and he does not believe this type of installation would be practical for the purpose intended.

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However, Mr. [REDACTED] would be in favor of the electric device in buildings where trucks, automobiles and battery-operated moving trucks are being used. This would not apply to the Department of Justice Building.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/20/54, composed of Messrs. Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire and Harbo, recommended unanimously unfavorable.

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- Miss Gandy _____

cc - Mr. Mohr

MAY 13 1954

EX-115

RECORDED-42
INDEXED-42

166-2537-11360

RECORDED
46 APR 28 1954

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Mr. Tolson

4/28/54

Executives Conference

AUDIT OF FUNDS

ALL INFO CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP5/CPJ

At the present time, funds in existence at the Seat of Government are audited in connection with the table set out below:

<u>Fund</u>	<u>Frequency of Audit</u>	<u>Responsibility for Arranging Audit</u>
Agents Insurance Fund	Yearly	Administrative Division
Charles Ross Fund (for survivors of Agents killed in line of duty)	Yearly	Administrative Division
Confidential Fund	Semiannual	Administrative Division
Group Hospitalization Account	Semiannual	Administrative Division
Imprest Fund (to pay small accounts)	Semiannual	Administrative Division
FBI Recreation Association and Welfare Fund	Semiannual	President and Treasurer of FBIRA
Special Agents Mutual Benefit Association (insurance and hospitalization)	Semiannual	Treasurer of the organization
FBI Academy Mess Fund	Semiannual	Training and Inspection Division
FBI Consolidated Charity	Semiannual	Training and Inspection Division

PROPOSED ACTION:

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Mr. Mohr suggested that the Group Hospitalization Account, the FBI Recreation Association and Welfare Fund, Special

cc: Mr. Mohr
Mr. Harbo

RECORDED - 70

INDEXED - 70

13 APR 29 1954

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RJJ 11361

Memorandum to Mr. Tolson

Agents Mutual Benefit Association (insurance and hospitalization), the FBI Academy (Quantico) Mess Fund, and the FBI Consolidated Charity Fund all be audited annually rather than semiannually, inasmuch as many businesses audit their funds each year.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 4/27/54, composed of Messrs. Tolson, Glavin, Parsons, Hennrich, Belmont, Rosen, McGuire, Tracy, Mohr and Harbo, unanimously concurs with the proposal of Mr. Mohr that all the foregoing funds be audited annually with the exception of the Confidential Fund and the Imprest Fund which should continue to be audited semiannually.

Mr. Tolson

4/28/54

Executives Conference

NUMBER 3 CARDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-09-92 BY cps/ldt

By letter dated 4/20/54, the SAC at Miami advised that he presently requires all Agents to indicate on their Number 3 Cards the amount of time they have spent in the office between 8:30 a.m. and 5:30 p.m. He is doing this in order to check upon the amount of time Agents spend in the office.

The Manual of Rules and Regulations, Section 2, Page 10, Paragraph (e), which contains instructions pertaining to the Number 3 Cards, provides that: "The activities engaged in while in the office are not to be shown." The SAC at Miami recommends that this provision be amended to read: "The activities engaged in while in the office need not be shown." By amending the Manual in this manner, the SAC feels it would make it discretionary with each SAC as to whether he requires that Agents account for all of their time during the working day.

PRESENT PROCEDURE:

The Manual paragraph was designed to prevent SAC's from wasting Agent time by requiring that they show in all instances what they are doing while in the office. The Bureau has had no objection to SAC's occasionally and for short periods of time requiring Agents to show on Number 3 cards what they are doing while in the office. The basic belief has been that it is the responsibility of the SAC and the supervisory staff to know what Agents are doing while in the office, rather than depend solely upon a Number 3 card for the previous day.

OBSERVATIONS:

RECORDED - 70
INDEXED - 70
66-2554-11362

E. D. Mason, Training and Inspection ~~APR 28 1954~~ recommends that the Manual change proposed by SAC Powers be adopted because it will be more in conformance with ~~current~~ practice. He also recommends that there be additional wording to limit the extent of the practice. In other words, Mason proposes the following adjustment: "The activities engaged in while in the office need not be shown, except SAC's are authorized to require entries on Number 3 Cards showing functions performed in the office for short periods of time whenever the SAC feels it necessary to make such spot checks."

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

cc: Mr. Mohr
Mr. Waddell
TMB:dmb/EDM:atn

RJ

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: ETH:cs

Conference of 4/27/54, composed of Messrs. Tolson, Glavin, Parsons, Hennrich, Belmont, Rosen, McGuire, Tracy, Mohr and Harbo, unanimously recommends that the Manual provision be modified as follows: "The activities engaged in while in the office need not be shown, except SACs are authorized to require entries on Number 3 cards showing functions performed in the office for short periods of time whenever the SAC feels it necessary to make such spot checks."

This modification is in accordance with present advice given to Agents in Charge when they raise the question and will meet the objective of SAC Powers who made the instant suggestion.

Mr. Tolson

b6
b7c

4/28/54

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/96 BY SP5/pt
59567

SUGGESTION NO. 179-54

MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

THE SUGGESTION:

That the Bureau supply Standard Form 64 (Office Memorandum) on thin white manifold paper and that consideration be given to utilizing thin manifold paper for all other types of correspondence with the exception of Bureau letter-head and the Director's personal stationery.

OBSERVATIONS:

The suggesting employee and Mr. F. W. Walkart, Records and Communications Division, feel this suggestion should be adopted. They note that after excluding reports, yellows, and air mail correspondence, the remainder is mostly on Standard Form 64 (Office Memorandum). By converting to use of thin manifold paper for SF-64, the Bureau can reduce space required to house this type of correspondence by 42%; cost of paper by 19% (bond paper costs \$1.80 per thousand; thin manifold paper \$1.46 per thousand). They note the weight of files will also be reduced. They point out that time and experience have shown thin manifold paper is just as lasting, durable, and presentable as bond paper.

Mr. Nichols, Mr. C. D. DeLoach, and Mr. J. J. McGuire, all of the Records and Communications Division, and Mr. E. D. Mason, Training and Inspection Division, are opposed to the suggestion. They state this type of paper is hard to handle and becomes ragged and dog-eared easily.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/27/54, composed of Messrs. Tolson, Glavin, Parsons, Hennrich, Belmont, Rosen, McGuire, Tracy, Mohr and Harbo, recommended unanimously unfavorable.

cc: Mr. Mohr
Mr. Harbo

RECORDED-67

INDEXED-67

66-2554-11363
APR 29 1954

EX-123

APR 30 1954

THE DIRECTOR

April 16, 1954

THE EXECUTIVES' CONFERENCE

~~NAME CHECKS FOR STATE GOVERNORS~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-10-90 BY SP5C/PT

On April 15, 1954, the Executives' Conference, consisting of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Harbo, Rosen, Nichols, Holloman and Belmont, considered whether we should continue to handle requests from State Governors for name checks on prospective state employees.

Present Policy

We do make name checks on prospective state employees for State Governors, except for the following states: Arkansas, California, Florida, Louisiana, Pennsylvania and Texas. Cooperation with the Governors of these five states is not extended under the Responsibilities Program and, therefore, we do not make any name checks for them. To the other Governors the information furnished is limited to public source information only. Any exceptions made to this rule are made with approval of higher Bureau officials.

Background of Policy

On February 12, 1951, the Director met with representatives of the Governors' Conference, which was then in session. These representatives were advised that if the respective Governors desired information concerning an individual to be appointed to a State Government office, the Bureau would furnish information to that Governor in response to his request. The Bureau's policy in this regard was re-examined by the Executives' Conference on October 14, 1953. By memorandum of the same date to the Director from the Executives' Conference re "Dissemination of Information by the Bureau Outside the Executive Department," it was recommended that we continue to accept name check requests from Governors and confine the same to requests regarding persons being considered for appointment to a State Government position. The material furnished was to be limited to public source data only. The Director concurred with this recommendation, if the name check were limited to public source material.

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

CC - Mr. Harbo
Mr. Mohr

AHB:tlo

SENT DIRECTOR
4-19-54

RECORDED-48

INDEXED-48

EX - 107

16-2554 11364
APR 29 1954
51

ORIGINAL FILED IN 60-93875-2237

58 APR 30 1954

MEMORANDUM FOR THE DIRECTOR

During the past year from April, 1953, to the present, the Bureau has made 95 name checks pursuant to requests from the State Governors. This figure is separate and distinct from information furnished to State Governors under the Responsibilities Program. Prior to making information available to any State Governor under this name check program, Bureau files are reviewed and the furnishing of information is approved at the Seat of Government.

Executives' Conference Recommendation

Messrs. Boardman, Glavin, Tracy, Mohr, Harbo, Rosen, Nichols and Belmont recommended that we continue our current restrictive policy of furnishing information to State Governors upon their request for name checks on prospective state employees, such information to be limited to public source information. They felt that in view of the limited number of requests received, the Bureau could comply without any real problem being raised and if in the future requests increased to the point that they became a problem from the volume standpoint, our policy could be reconsidered. They felt that by making these name checks, the Bureau is in a position to show it has given cooperation to local authorities and thus forestall a claim to the contrary. They felt the program is handled on such a restrictive basis, that is, just to State Governors and just public source information, that the possibility of embarrassment to the Bureau is minimized.

Messrs. Tolson, Tamm and Holloman recommended that we discontinue these name checks for the State Governors in view of the need to preserve the confidential nature of the Bureau's files to the greatest possible extent.

In the event you agree, inasmuch as the majority of the Executives' Conference recommends continuance of the program, it will be continued under the present restrictive basis.

Respectfully,
For the Conference

Glyde Tolson

MR. TOLSON

4/19/54

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EXECUTIVES CONFERENCE

SUGGESTION NO. 147-54
MADE BY [REDACTED]
NEW YORK OFFICE
BULKY EXHIBITS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-1-80 BY SP5CJF/T

THE SUGGESTION:

~~That bulky exhibits (exhibits too large to be put in the case file and not valuable enough to be lodged with a bank, including items which cannot be turned over to the U. S. Marshal) have Form FD-192, an Inventory Sheet, placed on the inside flap of the red rope folder rather than be fastened to the outside of the folder as at present. New York Official initially felt the suggestion was a good one; tried the suggestion; subsequently found the suggestion to be impractical and more costly than the present procedure.~~

HOW BULKY EXHIBITS ARE NOW PACKAGED:

Exhibits are kept in a 1A envelope in the file, if size and value will permit. Otherwise, they are packaged and kept with all other bulky exhibits in the event they are not to be turned over to the U. S. Marshal. The majority of bulky exhibits relate to documents in security type cases and are frequently referred to by the agents. When size will permit they are kept in manila envelopes. If they will not fit in manila envelopes, they are kept in red rope folders which will expand to approximately three inches. Inasmuch as the New York Office refers to documentary bulky exhibits about 200 times a day, New York has been keeping the inventory sheet, which is affixed to each bulky exhibit, in a cellophane envelope. The cellophane envelopes cost fourteen cents each. The New York Office agreed to try a suggestion by Mr. Harbo that the cellophane envelopes be eliminated and the bulky exhibits prepared in the future have the green sheet contained in a plain manila envelope inside the bulky exhibit folder, the outside of the folder to show the sequence of exhibits (by number) contained in the folder.

ORIGINAL COPY FILED IN 60-23357-116

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Glavin _____
- Tracy _____
- Mohr _____
- Harbo _____

EXECUTIVES CONFERENCE CONSIDERATION

RECORDED - 78
INDEXED - 71
APR 28 1954
INITIALS ON ORIGINAL
127

Present at the Executives Conference 4/19/54 were Messrs. Nichols, Boardman, Glavin, Tracy, Tamm, Rosen, Belmont, Mohr, and Harbo.

Messrs. Mohr & Harbo

RB

Memorandum to Mr. Tolson

The Conference unanimously recommended that New York be authorized to continue its experiment for sixty days; meanwhile, keeping bulky exhibit inventory sheets in new folders made up and thereafter submitting a report of findings to the Bureau. The Training and Inspection Division will present this matter after the results of the New York experiment have been received. Meanwhile, Inspectors have been alerted to see if a more simple and economical method of handling bulky exhibits can be devised.

MR. HARBON

b6
b7c

4/19/54

EXHIBIT MASON

Ex- 100 B 700 2

SUGGESTION # 147-54

MADE BY [REDACTED]

NEW YORK OFFICE

EXHIBITS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-20-00 BY SP5CH/af

THE SUGGESTION:

Form FD-192 (Bulky Exhibit-Inventory of Property Acquired as Evidence) be placed on the inside flap of the red rope folder containing bulky exhibit material.

That the form be fastened to the red rope folder by means of an Acco fastener.

PRESENT PROCEDURE:

Exhibits acquired as evidence which will not fit conveniently in the LA serial of a file or should not be kept there because of their value, are supported by Form FD-192, which is essentially an inventory of the property. The original of this form is placed in the case file. A copy of the form is placed in a loose-leaf folder containing all forms relating to bulky exhibits within the field division. Another copy of the form is placed on the outside of the envelope or folder containing the bulky exhibit. Large offices feeling a necessity for having an additional copy of the form as a tickler to remind the supervisor to consider the bulky exhibit for possible destruction as of a certain date may retain such ticklers.

Documentary bulky exhibits are normally kept in manila envelopes, rope folders, cardboard boxes, or other containers depending upon the size and shape of the exhibit. As a general rule, the documentary exhibits relate most frequently to security-type cases. In offices having a large security problem, the documentary exhibits would be referred to frequently. In the New York Office, about 200 bulky exhibits are called daily. In the file of the Communist Party, USA (in the New York Office) there are 6,500 exhibits contained in 300 rope envelopes. These

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

Attachments

MAY 5 1954

2 ENCL.

RECORDED - 78 4-26-253-7-11366

APR 28 1954
127

DMG/BCB:mew/EDM:atn

ORIGINAL COPY FILED IN 62-11366-1

Memorandum to Mr. Tolson

rope envelopes.

OBSERVATIONS:

Although the New York Office initially felt that the suggestion was a good one and that bulky exhibit sheets should be placed on the inside flap of the red rope container, a trial of this specific suggestion in the New York Office proved that it was impractical and that it was more costly than the present procedure. Consequently, New York discontinued its experiment.

Many field offices Scotch tape the bulky exhibit inventory form to the outside of the envelope containing the exhibit. Sometimes two sheets of the bulky exhibit form are necessary to record the contents of a given envelope and these are Scotch taped across the top so that it is easy to see (because of the open bottom) what is listed on each sheet.

Because of its unusually big problem involving bulky exhibits, New York fell into the practice of fastening a cellophane envelope to the back of each red rope folder containing a bulky exhibit and inserting the bulky exhibit inventory sheet into the cellophane envelope. Newark used essentially the same method. This is an expensive procedure, inasmuch as each cellophane envelope costs fourteen cents and each red rope container costs twenty cents. When bulky exhibits are being used frequently the red rope containers become quite necessary, inasmuch as they will hold up for a period of years without showing wear, whereas manila envelopes will deteriorate rather quickly and necessitate rather frequent expenditure of clerical time in making replacements.

ACTION:

Inspector H. C. Brown, after noting that the New York Office does not desire to adopt the suggestion, made further contact with New York, seeking a more economical method of handling bulky exhibits, and the New York Office has agreed (ASAC MacLennan) to follow the following procedure for a period of sixty days and submit a report to the Bureau as to the advantages and disadvantages:

- (1) Prepare an original and copies of bulky exhibit inventory sheets as at present and locate them as at present, except the sheet which has here-

Memorandum to Mr. Tolson

tofore been placed in the cellophane envelope be attached to the exhibit.

(2) Instead of placing the bulky exhibit inventory sheet in a cellophane envelope and attaching it to the outside of the exhibit, the sheet will be placed in a plain manila envelope and will be put inside the red rope folder. The outside of the red rope folder will contain numerals showing that the folder contains bulky exhibits numbered (beginning) to (end) or, for example, No. 25 through 75; thus an employee desiring bulky exhibit No. 50 in a given file can determine immediately whether it is in one red rope folder or the one adjacent to it. A very short experiment in New York indicates this procedure will require only one-half as much time to mark manila envelopes as it does to fasten cellophane envelopes to the outside of the red rope envelopes, as has been done heretofore.

(3) A question arises as to whether placing the inventory sheet inside the red rope folder will cause an undue expenditure of time by employees seeking a particular exhibit, and while it does not at this time appear that there will be any undue expenditure, the New York Office will keep figures on this during the sixty-day trial period.

It is presented to the Executives Conference that:

(1) New York should be authorized to continue its experiment for sixty days and submit a report to the Bureau.

(2) Inspectors have already been alerted as to the New York experiment and they have been instructed to seek other simpler and more economic means of handling bulky exhibits, without relaxing controls over the exhibits.

(3) Training and Inspection Division will set up a tickler to make a report on the New York findings and the findings by Inspectors for presentation to the Executives Conference at a

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

DATE: 4/22/54

FROM : R. T. Harbo

Executive Conference

SUBJECT: ~~FBI NATIONAL ACADEMY (NA)~~

FBI NA GRADUATES USING

POLITICAL CAMPAIGNS

By letter 4/9/54 from San Diego and by letter 4/23/54 from Los Angeles, information was set forth that former SA Henry J. Adams and Sheriff Eugene L. Mueller (NA) were using their previous connections with the Bureau in their campaigns for Sheriff. Adams, a former Special Agent, is running for Sheriff of San Diego County and Sheriff Mueller, a graduate of the 25th Session, is running for re-election as Sheriff of San Bernardino County, California.

Adams' campaign card states, "Elect an FBI Trained Sheriff". Mueller is using a card containing the information, "FBI Graduate - President California Chapter FBI Associates". Mueller is also getting out a book of stickers the cover of which contains the same phraseology.

SAC Tolson at Los Angeles has suggested that consideration be given to changing the by-laws of the FBI Associates to prohibit use of the name of the FBI in any political campaign. Tolson also asked that any suggestions which the Bureau may have regarding the handling of this matter would be appreciated.

We have had this situation occur on several previous occasions. Harry W. Grossglans when running for Sheriff of Stark County, Ohio, in 1948, put out a circular on which appeared a photograph taken of him and the Director in 1948 when Grossglans was President of his National Academy class. He also stated on the circular that he was "FBI trained" and President of the FBI National Police Academy, 1942.

Former Deputy Sheriff E. A. (Doug) Hendry who is a candidate for Sheriff of Collier County, Florida, election to be May, 1954, used a card stating "FBI Graduate". The Miami Office, however, contacted Hendry and pointed out that the use of the term, "FBI Graduate" might be misleading since Hendry is actually an FBI National Academy graduate. Hendry stated that he

cc: File of former SA Henry J. Adams

JSR:db

Attachment sent 4-23-54

66-2534-11367

NOT RECORDED

44 APR 29 1954

APR 25 1954

INITIALS ON ORIGINAL INFORMATION CONTAINED HEREIN TO BE PASSED BY 877-92

53 APR 30 1954

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

1-4-98-24

ORIGINAL COPY FILED IN

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do not wish to involve the Bureau in any controversy and that he is having some new political posters made up and that he would clearly indicate his status as a National Academy graduate at that time. It will be noted that Mueller's card reading, "FBI Graduate - President California Chapter FBI Associates," may also be misleading, as he is actually a FBI NA graduate and President of the California FBI NA Associates. Former Agent Adams' statement is not misleading.

There have been other instances where the graduates have advertised their attendance at the National Academy in seeking election to office. In none of these instances has it been felt that the Bureau was embarrassed by it.

It is not believed that we should make any prohibition in the Constitution of the National Academy Associates against the use of their National Academy attendance in a political campaign. It is believed that it is a natural action on the part of the graduates in advertising their qualifications when running for office to make public the fact that they are graduates of the Academy. We should, however, have LA point out to Mueller the misleading character of his advertising.

RECOMMENDATIONS:

1. That no steps be taken to prohibit either by a change in the Constitution of the National Academy Associates or other means, the use of National Academy Graduation by graduates seeking public office.

2. That toward the end of each session of the Academy we reiterate to the class members the fact the Bureau does not desire to become involved in any political controversies and that the graduates should be most circumspect in making reference to their National Academy graduation when seeking public office.

3. That the attached letter be sent to Los Angeles.

ADDENDUM:

Above favorably recommended by Executives Conference 4-28-54, those present being Messrs. Boardman, Glavin, Mohr, Rosen, McGuire, Tamm, Holloman, Tracy and Harbo.

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S. H. V.
- 2 -

166-2554-11368

INDEXED-45

NOT RECORDED
199 APR 29 1954 ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

RECORDED-45

DATE 6/18/92 BY SP502/WT

60 MAY 6 1954

Mr. Tolson

3/19/54

Executives Conference

~~HANDLING OF DEROGATORY INFORMATION RE
INFORMATION CONTAINED IN
EMPLOYED PREVIOUSLY OR CURRENTLY BEING
INVESTIGATED BY THIS BUREAU~~

BIT ac SPSC IPT

SUGGESTION:

That Section 4643 of the Supervisors Manual be eliminated. This Section reads, "Where derogatory information of either a subversive or nonsubversive type is received pertaining to any person who has been the subject of any applicant-type investigation or special inquiry conducted by the Bureau for any other governmental agency, it should be called to the attention of the Special Inquiry Section of the (General) Investigative Division for appropriate action and dissemination."

OBSERVATIONS:

Derogatory information of either a nonsubversive or subversive type may be contained in a criminal-type report concerning an individual who has been or is being investigated in an applicant-type case or Security of Government Employees case. Executive Order 10450 requires the furnishing of derogatory information only on present Government employees. This Section 4643 of the Supervisors Manual requires the furnishing of derogatory information to the Special Inquiry Section on any person who has been the subject of any applicant-type investigation or special inquiry conducted by the Bureau for any other governmental agency. The Investigative Division's original does comply with Executive Order 10450 by relying on the field investigation to disclose the government employment as Paragraph 2, page 2, section 6 of the Manual of Rules and Regulations and Section 60, page 2 of the Manual of Instructions on Security of Government Employees, which provided that when the field discovers nonsubversive derogatory information which is within the service of Executive Order 10450, the information is to be sent the Bureau in a memorandum or memorandum letterhead outline for dissemination. However, in order to comply

WIS:GJR
cc: Mr. Tolson
Mr. Nichols

66-2554-11370

ENCLOSURE

66-2554-111-211

You will recall that by SAC Letter #53-22 dated March 24, 1953, the field was advised that, in the interests of economy, they could submit corrections in reports involving minor errors to the Bureau by routing slip. The corrections in the files of other agencies are then made through Liaison. At the same time, they were referred to SAC Letter #116 dated October 31, 1952, requiring that they keep these errors at a minimum and advising that administrative action would be taken where numerous minor errors occur. Corrections sent in by the field are watched individually at the Seat of Government to insure that they are only minor errors and not major errors requiring administrative action, and also are watched from the volume standpoint. There are several corrections necessary per week; however, almost always of a typographical nature, and from the standpoint of total reports handled by the Bureau this is not a large percentage. However, in view of the problem it is giving the Army, it is believed we should re-examine the way we handle these errors, since, due to the centralization of the files of the Army which, incidentally, is probably our largest customer from the standpoint of reports received, in the aggregate over a period of time they could seem large and cause us potential embarrassment.

It is believed that we should require the field to submit all corrections of errors in reports by letter with an explanation, no matter whether the error is major or minor, so that the explanation can be examined at the Seat of Government and appropriate administrative action taken. While this will cause more work for the Bureau than handling by routing slip, it seems essential that we take a step such as this to force a reduction in the number of errors.

RECOMMENDATION:

If you approve, there is attached an SAC Letter advising that in the future both copies of corrections in reports (other than criminal reports) for G-2 be forwarded to the Seat of Government for furnishing to G-2 here. Criminal reports do not present the same problem with reference to duplicate copies inasmuch as the criminal files are not centralized on the same basis as the G-2 files.

The field is also being instructed to submit corrections in this type report by letter with an explanation so that consideration can be given at the Seat of Government for administrative action.

ADDENDUM -- April 27, 1954, JSA:kfc

The Executives Conference on April 27, 1954, attended by Messrs. Tolson, McGuire for Nichols, Belmont for Boardman, Glavin, Harbo, Rosen, Parsons for Tamm, Tracy, Hennrich for Belmont, and Mohr, unanimously recommended approval of the proposed SAC letter to the field concerning correction of Bureau reports, and that the letter be sent to the field in the form attached.

JRC

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JK

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MR. TOLSON

4/20/54

EXECUTIVES CONFERENCE

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SUGGESTION #157-54
MADE BY MISS [REDACTED]
WASHINGTON FIELD OFFICE
TYPEWRITER RIBBONS

59568

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-1-92 BY SP4-PT

SUGGESTION

The suggesting employee pointed out that only one-half of a typewriter ribbon is used ordinarily by personnel except in a few instances.

It is suggested that all personnel using typewriters be required to rewind the lower half of the ribbon so that it will appear as the upper half. The suggesting employee states rewinding takes about five minutes.

OBSERVATIONS

SAC E. L. Laughlin of Washington Field Office does not believe this idea is feasible in view of the amount of time which would be consumed, estimated at 15 minutes rather than 5 minutes. SAC, Washington Field Office pointed out that by the time the ribbon is ready to be reversed it would be too dried out to be usable for any appreciable amount of typing.

Mr. Glavin of the Administrative Division advised the cost of typewriter ribbons to the Government is thirty-eight cents each. The base salary for a Grade GS-4 stenographer would be \$3,175, at an hourly rate of \$1.53. Inasmuch as the SAC at Washington Field Office states it would cost the Government 15 minutes of a Grade GS-4 employee's time, this would amount to thirty-eight cents of employee time. In view of the above, the Administrative Division states no savings would be realized.

PREVIOUS EXECUTIVES CONFERENCE CONSIDERED

RECORDED - 21
100-2557-1369
APR 129 1954

On 3/3/53, Miss [REDACTED] of the Domestic Intelligence Division suggested that, without going to the trouble of rewinding typewriter ribbons, employees use the lower half of the ribbon through adjustment of the color change lever on the typewriter. Inasmuch as most typewriter ribbons used by the Bureau are all black.

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

cc - Mr. Mohr
Mr. Harbo

[Handwritten signature]

INITIALS OF ORIGINAL

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MAY 12 1954

Memorandum to Mr. Tolson

Either one-color or two-color ribbons may be used on typewriters. When the ribbon color change lever is in its central position (over the blue dot on Royal typewriters), the type strikes the upper half of the ribbon. When the lever is over the red dot on Royal typewriters, the type strikes the lower half of the ribbon. The ribbon color change lever therefore permits use of both the upper and lower halves of any ribbon. Similar adjustment is possible to all other typewriters used by Bureau employees.

On 4/3/53, the Executives Conference considered Miss [redacted] suggestion unfavorably as a requirement. At that time it was pointed out reversing of the ribbon in many instances results in smudges on the paper, when half of the ribbon is worn out the ink on the other half has dried sufficiently that it is no longer serviceable, the touch on the various machines differs to such an extent that a rather messy typed job is produced when the ribbons are reversed and in some cases by switching the indicators so that the other half of the typewriter ribbon might be used sometimes will serve satisfactorily, but this will depend upon each machine. (Bufile 66-3679-228) b6 b7C

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/19/54, composed of Messrs. Boardman, Nichols, Glavin, Tracy, Tamm, Rosen, Belmont, Mohr and Harbo, recommended unanimously unfavorable.

44-11369



1 ENCL

RP

53 MAY 5 1954 ¹⁵⁴⁷

EX-112

RECORDED-29
INDEXED-29

66-2554-11370

APR 29 1954

INITIALS ON ORIGINAL

J

ORIGINAL COPY FILED IN 66-6117-11370

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. ROSEN *RM*

DATE: 3/17/54

FROM : H. T. Harbo *HT*

SUBJECT: ~~HANDLING OF PROSECUTOR GENERAL'S~~
~~INVESTIGATION PERTAINING TO GOVERNMENT~~
~~EMPLOYEES PREVIOUSLY OR PRESENTLY BEING~~
~~INVESTIGATED BY THIS BUREAU.~~

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Attached is a copy of a proposed memorandum for the Executives Conference. Prior to presentation to the Executives Conference it is desired to have your comments prepared in memorandum form. Kindly forward your reply to the Training and Inspection Division by March 23, 1954.

Attachment

M MHS:jaw

RECORDED

RECORDED

INDEXED

APR 26 1954

1 ENCLOSURE

66-6200-140-211

8-11-92 s/s script

Mr. Tolson

8/22/54

Executive Conference

~~HANDLING OF DEROGATORY INFORMATION CONTAINED IN INFORMATION CONTAINED IN GOVERNMENT EMPLOYER RECORDS OR OTHERWISE BEING INVESTIGATED BY THIS BUREAU~~

817 ac spsc 4PT

SUGGESTION:

That Section 4645 of the Supervisors Manual be eliminated. This Section reads, "where derogatory information of either a subversive or nonsubversive type is received pertaining to any person who has been the subject of any applicant-type investigation or special inquiry conducted by the Bureau for any other governmental agency, it should be called to the attention of the Special Inquiry Section of the (General) Investigative Division for appropriate action and dissemination."

OBSERVATIONS:

Derogatory information of either a nonsubversive or subversive type may be contained in a criminal-type record concerning an individual who has been or is being investigated in an applicant-type case or Security of Government Employees case. Executive Order 10450 requires the furnishing of derogatory information only on present Government employees while Section 4645 of the Supervisors Manual requires the furnishing of derogatory information to the Special Inquiry Section on any person who has been the subject of any applicant-type investigation or special inquiry conducted by the Bureau for any other governmental agency. The Investigative Division's Criminal Unit complies with Executive Order 10450 by relying on the field investigation to disclose the government employment as Paragraph 7, page 7, section 3 of the Manual of Rules and Regulations and Section 60, page 7 of the Manual of Instructions on Security of Government Employees, which provides that when the field discovers nonsubversive derogatory information which is within the purview of Executive Order 10450, the information is to be sent the Bureau in a covering or purely letterhead outline for dissemination. However, in order to comply

WAS:ULC

cc: Mr. Mohr
Mr. Harbo

66-2554-11370

ENCLOSURE

66-488-11-211

with the letter of Section 43(5) of the Superannuation Manual, it would be necessary to check the subject of any original case against all applicant references and the case would be true of all security-type cases. Since there are government employees and applicants for government positions which have never been inducted by the Bureau, the search of all applicant references is not concluded in determining whether the subject is a government employee or has in the past been an applicant for a government position.

The following survey on 50 pieces of mail was conducted to determine the cost of searching criminal mail against the applicant references in order to conform to Section 46(5) of the Superannuation Manual (Under the present system when the subject of an increase report is searched through the indices and multiple references are found, the Records section surke, "see index" on the face of the report and does not list the references.)

SURVEY OF 50 PIECES OF MAIL

Estimated
 on cost,
 all original
 mail (48,000
 new and 17,000
 pieces of
 mail)
 100,000 MAIL

Cost per
 piece
 of
 mail

Total mail file (applicant type) 100
 references on 50 pieces of mail - 200
 Average references per piece - 0.16
 of mail

SEARCHED INDEXED

Time consumed, searching
 50 pieces of mail, using
 procedure "see index" method - 8 hrs. 55 min.

Number searched per
 piece of mail procedure
 used

- 4.7 min.

Time to complete procedure
 using of procedure, all
 applicant references - 11 hrs. 55 min.

Number mail file searched
 100

- 11 hrs. 55 min.

CURTAIN ON 50 Pieces of Wall

Estimated
 annual cost, all
 original wall (27,000
 per sq. ft. change
 title), total of
 120,000 units.

Additional searching time,
 50 pieces - 5 hrs. 45 min.
 per unit - 0.1 min.

Additional searching cost, at rate of
 5 and 3/4 hrs. per 50 units,
 at rate of 1.35 per hr. (1954) .1125 21,225.00

COST OF PUBLIC FILES, 1954-55:

Based on 209 files, estimated 26.1% locates
 (Previous surveys have reflected one out
 of eight requests results in a locate)

Cost of handling files, 50 forms
 74.15
 Cost of locates 25.88
 100.03

Average cost 9.096 212, 12.00
 Total 261, 426.00

Number of Idents found - 0

Percentage which field could have
 determined earlier applicant
 investigation -

could not be
 determined since
 no Idents found

Mr. Tolson

April 28, 1954

The Executives Conference

POLICE RADIOS IN BUREAU CARS
TO OPERATE ON FREQUENCY OF
ALABAMA HIGHWAY PATROL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-17-90 BY SP5/ST

On April 26, 1954, the Executives Conference consisting of Messrs. Harbo, Glavin, Mohr, Hennrich, Holloman, Rosen, Parsons, Nichols and Tracy considered relations with the Alabama Highway Patrol and the use of radio equipment in Bureau cars on their frequency.

Relations with the Alabama Highway Patrol and Alabama Department of Public Safety were excellent prior to April, 1953, at which time two investigators of the Highway Patrol withheld pertinent information from Bureau Agents and refused to let Bureau Agents interview subjects apprehended in connection with the robbery of the Ashville Savings Bank, Ashville, Alabama. Accordingly, in April, 1953, the Birmingham and Mobile Offices were instructed to maintain cooperation with the Alabama Highway Patrol and Department of Public Safety on a circumspect basis and to have no dealings with the investigators involved in the incident. In particular, these offices were instructed to remove the transmitter crystals from radio equipment installed in Bureau automobiles operating on the Highway Patrol frequency. Birmingham was instructed not to install additional equipment which had previously been approved for use on the Alabama frequency. Subsequent thereto the cooperation of the Alabama authorities with the Bureau offices was excellent and in October, 1953, during the Greenlease case the field was instructed to replace the transmitter crystals in radio equipment operating on the Alabama Highway Patrol frequency but to use the transmitter only in case of emergency.

In March, 1954, as a result of continued cooperation on the part of the Alabama Department of Public Safety and Highway Patrol, a representative from the Department of Public Safety was approved for attendance at the Fifty-Third Session of the FBI National Academy.

The Conference unanimously recommends removing the restrictions on the use of the Alabama Highway Patrol frequency in Bureau automobiles in the Birmingham and Mobile Offices and that Birmingham be authorized to install 5 two-way radios and 4 receivers which are on hand in that office. A letter so instructing Birmingham and Mobile is attached.

RECORDED 70
INDEXED 10
66-2554-11371

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

13 APR 30 1954

Mr. Harbo
Mr. Mohr

Attachment
APR 30 1954
DJF:VH

Mr. Tolson

March 31, 1954

The Executives Conference

ROUTINE APPREHENSION REPORTS
IN DESERTER FUGITIVE CASES

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-82 BY SP2CJ/pt

The Executives Conference, on March 31, 1954, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Boardman, Rosen, and Harbo in attendance, considered the suggestion submitted by Supervisor [redacted] of the Deserter Desk, that routine closing deserter-fugitive apprehension reports no longer be submitted.

b6
b7c

At the present time, the requirement is that a closing report be submitted in deserter-fugitive cases to be furnished to the Bureau.

APR 7 12 35 PM '54
U.S. DEPT. OF JUSTICE
FUGITIVE DIVISION

Upon the apprehension of a deserter a form air-tel is presently submitted. This air-tel contains such pertinent information as the name of the deserter, place of his apprehension, to whom he was turned over after the apprehension, his known present whereabouts, and other pertinent information. Fugitive-deserter credit is taken at the Bureau upon the receipt of this air-tel.

The air-tel is prepared in triplicate. Upon receipt at the Bureau, one copy is retained by the Communications Section; a second copy is transmitted to the interested branch of the Armed Services, and the third copy is utilized by the Fugitive-Deserter Desk in recording the apprehension, and this copy is also forwarded to the Identification Division in order that any necessary action, such as the removal of stops, can be taken there.

RECOMMENDATION

In view of the fact that there are approximately ten thousand such closing reports which were received last year in connection with deserter apprehension cases, it is recommended that there is no need for further continuing the requirement that closing reports be submitted in deserter cases, inasmuch as all of the pertinent information is presently contained in the deserter apprehension air-tel submitted to the Bureau.

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

cc: Mr. Harbo
Mr. Mohr

Attachment 4
AR:JMT
MAY 4 1954

RECORDED - 28
INDEXED - 28

66-154-11372
APR 27 1954

ORIGINAL COPY FILED IN 66-154-11372-1060

Memorandum for Mr. Tolson

This recommendation is viewed favorably by Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Boardman, Rosen, and Harbo, who were in attendance.

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b7c

In view of the fact that the suggestion was submitted by Mr. [redacted] who is in charge of the Deserter-Fugitive Unit, a letter of commendation should be submitted to him for the suggestion. Although there is a savings of approximately \$35,000.00 which will be effected in this case, no recommendation is submitted for a monetary award in this case in view of the fact that the supervisor is in charge of the unit.

There is attached hereto an SAC Letter which should be transmitted to the field in the event the above suggestion is approved.

Appropriate manual and handbook changes are being prepared.

*Suggestion
#182-54*

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

MR. TOLSON

3/23/54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTION #785-59
MADE BY MISS [REDACTED]
RECORDS & COMMUNICATIONS DIVISION

ALL INFO CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-92 BY SP3C/PT

X mail REGARDING

PRESENT PROCEDURE (MARKING MAIL FOR SEARCHING IN GENERAL INDEX UNIT)

In the General Index Unit file cabinets extend a distance comparable to two blocks of walking distance and in order to sort the mail so that employees will not have to walk from one end to the other extreme end in searching several pieces of mail, Classifiers have a list showing 12 breakdowns, representing sections of file cabinet space in the General Index Unit. For instance, Section 1 might represent the alphabetical breakdown "A to Br," Section 2 might represent the alphabetical breakdown "Br to D," and so forth.

The Classifier reads the mail to indicate what names are subjects and those are the same names which have to be searched through the General Index. If the name falls within the alphabetical breakdown "A - Br," for example, the Classifier places the digit "1" on the right-hand margin, lower half, of the first sheet of any mail being classified. This mail upon receipt in General Index Unit is sorted and all mail marked with digit 1 would be assigned to one employee to search, all mail marked with digit 2 would be assigned to another employee for search, and so forth.

SUGGESTED PROCEDURE

Miss [REDACTED] suggested that the Classifier be permitted to place the first initial of the last name of the subject on the side of mail rather than the section symbol. That is, she proposed that the Classifier mark "B" in the right-hand margin, lower half of the first page of mail to indicate that the name Brown, for example, was to be searched.

A 90-day trial was made of this suggestion and this reflected that the suggested procedure caused more time to be consumed in assorting mail and arranging it in the General Index Unit.

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

cc - Mr. Mohr
cc - Mr. Harbo
INDEXED - 71
52 APR 5 1954

66-2554-11373

NOT RECORDED
44 MAR 31 1954

RH

M

ORIGINAL OF THIS MAIL IN FILE 66-2554-3789

b6
b7c

Memorandum to Mr. Tolson

VARIATION OF SUGGESTED PROCEDURE

The Records Section made a two-week survey of a variation of the suggested procedure in that two initials of the last name of subjects to be searched in the index rather than one would be used by the Classifiers in marking mail. For example, on mail containing the name "Brown" the Classifier would mark "Br" in the right-hand margin, lower half of the first page, instead of just "B" as proposed in Miss suggestion.

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b7C

The Records Section survey relative to the use of the variation of the suggestion reflected that more time was still being used by General Index in assorting and arranging mail than would be saved in the Classifying Unit. In addition, some confusion resulted in that letters set forth on the mail were mistaken for employees' initials.

RECOMMENDATION:

Inasmuch the suggestion and variation of the suggestion require the expenditure of more time in General Index Unit than would be saved in the Classifying Unit, the Records and Communications Division recommends neither idea be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 3/23/54, composed of Messrs. Tolson, Boardman, Glavin, Tamm, Hennrich, Rosen, Holloman, Mohr, Tracy, McGuire and Harbo, recommended unanimously unfavorable.

The Director

4/27/54

The Executives Conference

DESERTER MATTER - DEPOSITION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-29-92 BY SP-5/pt

The Conference, on April 26, 1954, considered the recommendation that Special Agents in Charge be authorized to approve the deposition of an Agent in a routine Deserter case without taking the matter up with the Bureau; that the field be required to notify the Bureau where unusual circumstances are involved in the execution of a deposition or where an Agent's presence before a court-martial is requested.

PRESENT PROCEDURE

During the period April 1, 1953, to April 1, 1954, four hundred fourteen (414) such communications from the field were received at the Bureau requesting a deposition from a representative of the Bureau setting forth the facts concerning the arrest of a Deserter by an Agent of the FBI.

Present instructions require the field to notify the Bureau when such a request is received. The facts setting forth the information desired by the armed services; namely, the facts concerning the arrest of the Deserter by an Agent, are set forth.

Depositions are used by the armed services in court-martial proceedings in lieu of having an Agent personally testify. This saves considerable man-hours on the part of FBI Agents.

At the present time, the Agent in Charge is required to communicate with the Bureau by airtel or teletype when such a request is received; there is set forth the facts to be related in the deposition and it is indicated that a deposition will be furnished unless contrary advice is received from the Bureau. In those instances where the deposition is not furnished, the reasons why it is not being furnished are indicated by the Special Agent in Charge.

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

Of the 414 communications received during the period April 1, 1953 to April 1, 1954, teletype communications were utilized by the field in 103 instances. The field was, in all instances, authorized to furnish the requested depositions after the case file was reviewed at the Bureau.

Attachments

cc - Mr. Harbo
Mr. Mohr

AR:ES 15 MAY 3 1954

INDEXED - 77
RECORDED - 77
APR 30 1954
11374

Memorandum for the Director

RECOMMENDATION

The following, Messrs. Harbo, Glavin, Mohr, Tracy, Parsons for Tamm, Hennrich for Belmont, Nichols, Holloman and Rosen, with the exception of Mr. Mohr, recommend that the Special Agent in Charge be authorized to approve Agent depositions in routine Deserter cases without notification to the Bureau. The field would be required to notify the Bureau only where unusual circumstances are involved or where an Agent's presence before a court-martial is requested. The Agent furnishing the deposition would be required to place an appropriate memorandum in the case file in the field reflecting that a deposition had been furnished. It is estimated that this recommendation will result in an approximate annual saving of \$1200. Mohr recommends that we continue the present practice.

This suggestion was made by Supervisor [redacted] of the Deserter Fugitive Desk and a letter of acknowledgment should be sent to [redacted] for his submission of this suggestion.

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b7c

If approved, there is attached hereto a letter to all Special Agents in Charge outlining the procedure to be followed in such cases.

If approved, there is also attached hereto a handbook and manual of instructions revision containing the changes suggested herein.

Respectfully,
For the Conference

✓
Clyde Tolson

OK
J

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm

DATE: April 13, 1954

FROM : A. K. Bowler

SUBJECT: ~~ORDER OF TRANSCRIPTION OF DICTATION~~
~~FBI LABORATORY~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-92 BY SP5 SCS/pt

In the Laboratory we formerly handled our transcription of dictation of Laboratory Reports in the order of the dates the requests for examination were received in the Laboratory. When the Bureau issued instructions to all SAC's to have all dictation transcribed within 5 days from the date of dictation, the Laboratory changed its order of transcription to the dates of dictation. Inasmuch as the Laboratory deals essentially in services to all divisions and to outside agencies, the former method was better suited to our work because it meant the oldest cases in the Laboratory would be typed first.

In line with our efforts to reduce delinquency, reports in the oldest cases in the Laboratory should be typed first. Of course, we have to continue to give special attention to any cases that require immediate handling.

RECOMMENDATION:

That the order of priority for transcription of non-special Laboratory Reports be based on the dates the requests for examination were received in the Laboratory.

ADDENDUM: The above matter was discussed at the Executives Conference on April 15. The Conference had no objection and in the future Laboratory reports will be transcribed on the basis of the date of the receipt of the request for examination in the Laboratory. QT:VH

AKB:js bjt

RECORDED - 93

INDEXED - 93

76 APR 29 1954

INITIALS ON ORIGINAL

EX-112

68 MAY 12 1954

ORIGINAL COPY FILED IN

7000

Tamm
Bowling
GUSACK

7-11-6

MR. TOLSON

4/20/54

b6
b7C

EXECUTIVES CONFERENCE

59589

SUGGESTION NO. 160-54
MADE BY MRS. [REDACTED]
IDENTIFICATION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-82 BY SP5CH

THE SUGGESTION:

Instead of typing new index cards for consolidated i
cards maintained in the Card Index Section, Identification Div
sion, that the incorrect information on the old index cards be
deleted and the correct information be typed on the old card.
(Samples attached.)

OBSERVATIONS:

The employee feels her suggestion will save time and
paper.

Miss [REDACTED], Clerk-Supervisor, Typing Section,
Identification Division, states that she is opposed to the
suggestion. She points out in many instances the cards would
show a number of items crossed out. At present, as the infor-
mation on the card increases, it is frequently difficult to
avoid overcrowding the information. She believes the sugges-
tion would only add to this problem and create a further
obstacle in maintaining clearly visible indices.

The Identification Division Streamlining Committee
considered this suggestion and agreed that time and cards would
be saved. However, the Committee is opposed to the suggestion
since by crossing out the incorrect information, those handling
the cards would tend to be confused to the extent that the
probability of error would be increased. It was pointed out
that in some instances there would be so many crossed out items
it would be difficult to determine the correct information.
Mr. Tracy and Mr. C. L. Trotter concur with the above.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

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

Conference of 4/19/54, composed of Messrs. Boardman,
Nichols, Glavin, Tracy, Tamm, Rosen, Belmont, Mohr and Harbo
Recommended unanimously unfavorable.

Attachments
cc: Mr. Mohr

RECORDED-61
INDEXED-61
EX-127

166 2534-11376
APR 30 1954
88

COPIES ON FILE

b6
b7C

Mr. Tolson

April 30, 1954

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-22-84 BY SP5C-1PT

the Executives Conference
On April 29, 1954, with Messrs. Glavin, Belmont, Tracy,
Boardman, Harbo, Rosen, McGuire, Holloman, Mohr and Q. Tamm being
present considered a recommendation of the Laboratory for the purchase
of dial recorders and related equipment.

The Conference was advised that a survey of the field technical installations revealed eighty-seven lines being monitored where dialed numbers are not being satisfactorily recorded because of technical difficulties. The most recent purchase of dial recorders by the Bureau was ten years ago and the majority of the present equipment is approximately twelve to fifteen years old. The technical difficulties arise because of the distance in which the lines are brought into central plants and the age of the present dial recorders. In addition, the field indicated a need for signaling devices for lines to show that the lines are active. At the present time one hundred forty-seven dial recorders are being used either as line security devices or as signaling units only.

The Laboratory has developed a new 6A dial recorder amplifier and a separate line signaling unit designed to meet all known Bureau technical requirements, and recommends the purchase of 100 dial recorders, 250 separate signaling units, 20 ten-line power supplies and 100 single-line power supply units for the signaling units. The Laboratory further recommends that we not solicit bids for this equipment because of the confidential nature of the dial recorder and the obvious fact that it could only be used for one purpose, but rather that we negotiate for the manufacture of the equipment and that the negotiations be with the U. S. Recording Company, 1121 Vermont Avenue, N. W., Washington, D. C.

The Conference unanimously recommends the purchase of 100 dial recorders and the recommended signaling and power supply units at an estimated cost of \$52,000.

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

1 - Mr. Harbo
1 - Mr. Mohr

QT:VH
rh

RECORDED-67

INDEXED-67

66-2554-11377

APR 30 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-22-84 BY SP5C-1PT

53 MAY 4 1954

MR. TOLSON

4/20/54

EXECUTIVES CONFERENCE

SUGGESTION NO. 17054
MADE BY INSPECTOR C. W. STEIN
TRAINING AND INSPECTION DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-17-92 BY JPS/WF

THE SUGGESTION:

The FBI Handbook, Part I, Section 50-B, states:
~~"Physical descriptions of all subjects and suspects who might possibly become subjects (except subjects in Antitrust and Hatch Act cases).....shall be set forth as soon as available."~~ It is suggested that subjects in Ascertaining Financial Ability cases should be added to the exceptions.

OBSERVATIONS:

Mr. E. H. Winterrowd, Investigative Division, states he is opposed to this suggestion. It is pointed out that experience in this type of investigation has demonstrated that in many cases the description of the subject is a vital requirement in order to definitely determine that the individual we are inquiring about is in fact the subject. It should be borne in mind upon receipt of requests for this type of investigation file reviews very often are made not only at Seat of Government but also in the field and lack of identifying data would make such file reviews in many cases inaccurate and nonconclusive. He states it should further be realized that in numerous cases of this nature the claim is predicated upon cases which were settled years ago, such as fines arising out of violations of the National Prohibition Act. In those cases the subjects often have moved from one part of the country to another and in the event there is no description included in reports it would be virtually impossible to identify the subject.

Inspector B. C. Brown, Training and Inspection Division, is opposed to the suggestion. He points out that a description is valuable to an office and particularly to the Bureau, in any case, as to any individual carried in our indices: Inspectors H. C. Van Pelt and Frank H. Strong agree with Inspector Brown.

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

cc: Mr. Mohr
Mr. Harbo

INITIALS ON ORIGINAL

RECORDED-108
INDEXED-108

APR 27 1954
11378
83

ORIGINAL FILED IN 62-6710-73-2227

K

M

atn
48

MAY 11 1954

59570

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/20/54, composed of Messrs. Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire and Harbo, recommended unanimously unfavorable.

66 - 2554 - 11378

SAC, St. Louis

April 28, 1954

Director, FBI

~~*FIRST AID OR EMERGENCY ROOM
UNITED STATES COURT HOUSE AND CUSTOM HOUSE
ST. LOUIS, MISSOURI~~

~~*HEALTH SERVICE IN THE FIELD OFFICE~~

Reference is made to your communication of April 20, 1954, concerning the above-mentioned matter, and with which you enclosed a copy of a communication received by you from Mr. [redacted] General Services Administration, Public Buildings Service, St. Louis, Missouri.

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b7c

After careful consideration of this matter, the Bureau is of the opinion that the St. Louis Office should not participate in the setting up of the contemplated first aid or emergency room by the General Services Administration, St. Louis, Missouri.

Therefore, it is suggested that Mr. [redacted] be so advised.

WRG:mfs

NOTE: The Executives Conference of April 27, 1954, consisting of Messrs. Tolson, Parsons, Harbo, Hennrich, Rosen, McGuire, Tracy, Mohr, and Glavin, were in agreement that the current inquiry should be answered as above.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11-9-92 BY SPSCA/ST

RECORDED - 63
INDEXED - 63

166-2554-11379
APR 30 1954
80

ORIGINAL FILED IN 66-16281-121

MAY 5 1954
23

THE DIRECTOR

April 22, 1954

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-17-92 BY SP5 [signature]

~~SAM CARIOLA~~
~~UNAUTHORIZED FURNISHING OF~~
~~IDENTIFICATION RECORD BY DADE COUNTY~~
~~SHERIFF'S OFFICE TO THE PRESS~~

BACKGROUND:

In response to a telegraphic request dated March 30, 1954, from Thomas J. Kelly, Sheriff, Dade County, Miami, Florida, Frank Gilineon, Records Bureau, for a copy of the record of Sam Cariola, FBI #540285, a copy of the identification record on Samuel Cariola was sent Air Mail, Special Delivery mail with a cover form letter signed by the Director addressed to "Sheriff's Office, Dade County, Miami, Florida, Attention: Mr. Frank Gilineon, Records Bureau." The April 12, 1954, issue of the newspaper "Wage Earner" published by Max Caldwell printed on the front page the official FBI identification record of Samuel Cariola, FBI #540285. Only one copy of the record was mailed out so that the printed record in the newspaper had to be either intercepted from the mail or someone in the Sheriff's Office had to give it out. Gilineon when interviewed by Agents denied receiving it. Sheriff Kelly on interview denied receiving it. With the Director's approval SAC Powers discussed the matter with United States Attorney James Gilmartin as the presumption was raised that the record might have been stolen from the mails and if so, this would be a Federal offense. Gilmartin agreed to have [redacted] called before the Grand Jury, put under oath and questioned. This was done on April 21st. SAC Powers advised that [redacted] had been served with subpoenas and had been called before the Grand Jury earlier that day. [redacted] refused to answer any and all questions, even as to his age. [redacted] gave inconsistent testimony to the Grand Jury advising that [redacted]

[redacted] testified before the Grand Jury [redacted] Assistant U. S. Attorney Edward Worton advised Powers last night that the Grand Jury undoubtedly would cite [redacted] for contempt. Worton also stated that [redacted] testimony would be gone over very carefully since it was inconsistent, but Worton was not prepared to state that the inconsistencies were in fact material. If he feels they are material, Worton will consider having [redacted]

indicted for perjury. Worton also advised that the Grand Jury was disturbed by the lack of security in the Sheriff's Office and was considering issuing a statement deploring the lack of security furnished Bureau records and further recommending that the FBI not send any more records until suitable security regulations are provided by the Sheriff's Office. Worton desired advice from the Bureau as to the

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

cc - Mr. Tracy
JJM:ptm
RECORDED-41
INDEXED-41
66-2554-11380
76 APR 29 1954
MAY 17 1954
MAY 13 1954

IDENTIFICATION MATTERS - Florida

3911

ORIGINAL COPY FILED IN

b3

Memorandum for The Director
From The Executives Conference

b3

Bureau's desires. SAC Powers also stated he heard that [redacted]

[redacted] but this is pure conjecture. [redacted]

Assistant U. S. Attorney Worton will consider having [redacted] brought back in before the Grand Jury again as this additional pressure might make him tell the full story. SAC Powers has advised the Bureau that the Grand Jury has adjourned until May 5th without taking positive action. The Identification Division has been withholding replies to fingerprint cards from Dade County Sheriff's Office and has over two hundred requests being held pending the Bureau's decision.

Mr. Tracy advised the Conference this morning that a phone call was received this morning from John Tyler, Director of the Dade County Criminal Bureau of Investigation, who pointed out that "the Courts were hollering" about not having the benefit of the defendant's complete criminal record available for trial and for sentence purposes as his Bureau had not received any replies on prints submitted to the FBI since April 15th. Tyler stated his office, although part of the Sheriff's Office, was operated on a separate appropriation whereas the Sheriff operated on a fee basis and he inquired as to receiving the Bureau's answer to the some 200 prints the Bureau is holding.

RECOMMENDATIONS:

(1) It was recommended that the attached letter be sent to Sheriff Kelly, Air Mail, Special Delivery, advising him that in view of the improper use of an official record and its unwarranted publication, the Bureau was discontinuing honoring further requests from his Department until assurances are received that they would be used only for official purposes and that copies of the Bureau's letter to Kelly be made available to the press. A suggested letter to Sheriff Kelly is attached. The Conference was unanimously in favor of sending a letter to Kelly and making a copy available to the press.

(2) It was recommended that SAC Powers advise Assistant U. S. Attorney Worton that it would have a wholesome effect if the Grand Jury did issue

Mamorandum for The Director
From the Executives Conference

a statement pointing out that we were sending a letter to Sheriff Kelly regarding the discontinuance of furnishing records to the Sheriff's Office until assurances are received that they would not be used for other than official purposes only and further that a Grand Jury statement deploring the lack of security afforded FBI records by the Sheriff's Office would support the Director's letter to Sheriff Kelly and might goad the people in Miami to take some action. The Conference was unanimously in favor.

(3) It was recommended that this course of action, if approved, be cleared with Deputy Attorney General Rogers.

(4) Mr. Tracy proposed that the Bureau send the Identification Division's answers on the 200 prints now being held to SAC Powers at Miami in order that he can make the Identification Division records on these individuals available to the District Attorney. The Conference was unanimously in favor.

(5) Mr. Tracy recommended that the Bureau state in the letter the Director sends to Sheriff Kelly that the FBI will honor requests received from other responsible Dade County officials. The reasoning for this suggestion was that the public on learning of the Director's letter to Kelly might criticize the Bureau for cutting off the County Judicial system from vital information needed in handling cases in their jurisdiction. Mr. Tracy suggested that this additional sentence might preclude criticism, particularly since John Tyler in his phone call this morning to the Identification Division indicated "the Courts were hollering" about not having benefit of the defendant's complete record. Mr. Tracy, Mr. Harbo, Mr. Belmont, Mr. Rosen, Mr. Glavin and Mr. Boardman were in favor of adding the additional sentence to the letter to Kelly stating the Bureau would honor requests received from other responsible county officials. Those opposed were of the

Memorandum for The Director
From the Executives Conference

view that the letter should stay as it is on the basis that the letter was designed to focus attention on the integrity of the Bureau's files. Mr. Mohr, Mr. Holloman, Mr. McGuire, Mr. Quinn Tamm and Mr. Nichols are opposed to Mr. Tracy's recommended additional sentence. Mr. Nichols is in favor of instructing SAC Powers to furnish the background of this entire incident to the District Attorney and that the District Attorney be informed that the Bureau would be glad to send fingerprint cards direct to the District Attorney rather than to the Sheriff's Office. It was pointed out that Sheriff Kelly would within a day's time have to change his position and come forth with security regulations assuring the Bureau that its records would be used for official purposes only.

Should you support the minority view, an appropriate letter to Sheriff Kelly is attached.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

March 10, 19

THE EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5-14-97 BY SP5C

~~WAR PLANS~~

The Executives Conference of March 9, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Rosen, Boardman, Belmont, Mohr, Quinn Tamm, Tracy, and Glavin, considered a copy of the instructions for Phase I of the Emergency Relocation Plan for the U. S. Department of Justice furnished to the Bureau by Mr. Thomas J. Donegan, Special Assistant to the Attorney General, under date of March 2, 1954.

The Conference was advised that included in the instructions for Phase I of the Emergency Relocation Plan for the Department of Justice were a number of items listed for Bureau handling which it was felt should not be handled by this Bureau.

BACKGROUND OF AGREEMENT WITH THE ATTORNEY GENERAL CONCERNING EMERGENCY RELOCATION PLAN

Briefly, on December 17, 1953, the Director informed the Attorney General that accommodations could be made available for the Attorney General, the Deputy Attorney General, and eight other persons in the Department of Justice in the Bureau's relocation site to be used in the event of an emergency. This conversation was confirmed by letter to the Attorney General on the same date.

On January 11, 1954, Mr. Ladd advised the Director by memorandum that Mr. Donegan of the Department had contacted him, Ladd, and advised that the Attorney General desired to know whether the Bureau would be able to assign a stenographer to him for any necessary dictation at the relocation site; whether it would be possible for the Bureau to arrange transportation for the ten Departmental personnel to the relocation site; and whether the Bureau could get the necessary supplies to the relocation site for the Attorney General.

In accordance with the Director's instructions, Mr. Ladd informed Donegan that the Bureau would be able to make available a stenographer to take any necessary dictation for the Attorney General. ~~But~~ we would not be able to have stenographic employees available

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

Mr. Harbo
Mr. Mohr

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INDEXED-34

66-2554-11381

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Handwritten initials and marks

Attachment
RG/jmr

Memo to Mr. Tolson from the Executives Conference

for other members of the Departmental staff; that the Bureau would not be able to arrange transportation; and that if Donegan would get the necessary stationery and supplies together and make them available to the Bureau, they would be stored for delivery to the relocation site.

The necessary supplies have been delivered to the Bureau and are properly packed and included in our supplies which will go to the relocation site in the event it is necessary to evacuate our quarters at Washington.

DATA INCLUDED IN INSTRUCTIONS FOR PHASE I OF EMERGENCY RELOCATION PLAN DOCUMENT FOR U. S. DEPARTMENT OF JUSTICE AFFECTING BUREAU.

(1) Page 1, Paragraph 3, of the instructions, a copy of which is attached hereto, states that the FBI will make available all necessary files and records on subversive individuals.

It will be recalled that the Bureau plans to move to the relocation site files on subjects in the Security Index and files on subjects of pending cases in the Espionage Section as well as files on security informants. Whether or not these files can be moved will depend entirely on conditions existing at the time we will be ordered to the relocation site. All files reflecting information on individuals of a subversive nature will not be moved, only the most important as above-mentioned being considered for moving.

Recommendation of the Executives Conference

It is the recommendation of the Conference that Mr. Donegan be advised that in connection with this particular matter, we would make available information to the Department contained in such files as we have available to us at the relocation site; that the files themselves will remain in personal custody of the Bureau.

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Memo to Mr. Tolson from the Executives Conference

(2) Page 1, Paragraph 3, provides that the FBI will provide communications so that the Attorney General can communicate with U. S. Attorneys, other governmental agencies, and the main Justice Building.

Recommendation of the Executives Conference

The Conference recommends that Mr. Donegan be advised that land and radio communications will be available to the Attorney General and the group of Departmental officials who will occupy space in our relocation quarters to the extent that such facilities are available.

(3) Page 1, Paragraph 3, also provides that the FBI will furnish necessary typewriters, files, desks, and other equipment and will furnish one stenographer.

Comment of the Executives Conference

The Executives Conference wishes to point out that the Bureau has previously advised the Attorney General that the services of one stenographer would be available to the Attorney General at our relocation headquarters.

Recommendation of the Executives Conference

It is recommended that Mr. Donegan be advised that insofar as this particular matter is concerned, the services of a stenographer will be made available for the Attorney General; that insofar as specialized equipment such as typewriters, files, and other equipment, which is not more clearly defined in the instructions, is concerned, it should be made available by the Administrative Division of the Department of Justice and that if such typewriters are boxed and other specialized equipment made available, it can be transported to our relocation site in the event the move is necessary.

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Memo to Mr. Tolson from the Executives Conference

(4) Page 3, Paragraph 1, states that the plan will go into effect, that is, the move to the relocation site, upon the receipt of a "yellow alert." The yellow alert will be sounded when an attack by hostile aircraft is probable.

The instructions go on to state that in the absence of either a directive from the President or a yellow alert, the Department will move to the relocation site immediately following an actual attack.

Comment of the Executives Conference

It will be recalled that the Bureau has previously advised the White House that we do not plan to move to the relocation site until directed to do so by the President.

Recommendation of the Executives Conference

The Conference recommends that Mr. Donegan be advised that under our present plans, it is not anticipated that we will move until so instructed by the President.

(5) Page 3, Item B, of the instructions provides that when information is received that the FBI should move to its relocation site, then the FBI will immediately notify the following officials in the order listed: Attorney General; Deputy Attorney General; Assistant Attorney General, Criminal Division; Assistant Attorney General, Civil Division; and the Legal Counsel. It provides that the FBI will notify the officials of the exact location of the emergency relocation headquarters and as to whether the emergency headquarters are to be activated.

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Miss Gandy _____

Memo to Mr. Tolson from the Executives Conference

Recommendation of the Executives Conference

It is not felt by the Conference that it should be the responsibility of the Bureau to notify the Departmental officials in question. The Conference recommends that Mr. Donegan be advised that the Bureau feels this is the responsibility of the Security Officer of the Department.

(6) Page 4, last paragraph, states in effect that if during working hours the Attorney General is satisfied that the conditions for moving to the emergency relocation site exist and that the site is to be activated, he will instruct the FBI to inform Departmental officials that Phase I of the Department Plan has been placed into effect.

Recommendation of the Executives Conference

The Executives Conference recommends that Mr. Donegan be advised that this notification should be the responsibility of the Security Officer of the Department.

(7) Page 4, Paragraph 2, provides that upon the receipt of reliable information that this plan is to be placed in effect (move to relocation site), the Departmental official in the chain of authority will be contacted by the FBI and, if possible, such official will be furnished with one copy of the instructions which are in the possession of the FBI. The person notified will then perform the functions mentioned in the instructions.

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Memo to Mr. Tolson from the Executives Conference

In further regard to this particular item, the cover memorandum submitted with the copy of instructions by Mr. Donegan points out that the Emergency Briefcase Number 2 is now being prepared. The question was asked that if an emergency should occur during nonworking hours before the briefcase was delivered to the Bureau, whether it would be possible for the copy of the portfolio which is in the possession of the FBI be delivered to the emergency headquarters. The portfolio and Briefcase Number 2 are not identical. The copy of the Attorney General's portfolio is in the possession of the Domestic Intelligence Division of the Bureau/^{and}would, of course, be taken to the relocation site by the Bureau. This portfolio concerns the Emergency Detention Plan.

(9) Page 11, Paragraph 2, of the instructions states that in regard to general instructions that persons in the chain of command of the Department who are not scheduled for relocation shall take no action regarding the Emergency Detention Program or the Diplomatic Detention Program unless they have exhausted all reasonable means of communicating with the Attorney General or the first four persons in the chain of command. It states that urgent communications for relocated officials shall be routed through the FBI.

Comment of the Executives Conference

The intention of this instruction is not clear. It is noted that by memorandum dated ~~August~~ ^{August} 27, 1953, the Attorney General advised the Director that in the event of a major surprise attack on Washington, D. C., it must be contemplated that communications will be disrupted and many officials killed and disabled. He stated that in such event and if it appears that the national security requires its implementation and a communication of authority from either the President or Attorney General cannot be obtained within the time necessary for action to be begun, the Director should implement the apprehension and search and seizure provisions of the Emergency Detention Program. It is felt that there may be a conflict of instructions in view of the instructions contained in the attached document insofar as this matter is concerned and it is felt that this particular matter should be clarified.

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Miss Gandy _____

Recommendation of the Executives Conference

The Conference recommends that the communication of the Attorney General of August 27, 1953, be brought to Mr. Donegan's attention in order that this particular matter can be clarified.

Memo to Mr. Tolson from the Executives Conference

OVER-ALL RECOMMENDATION OF THE CONFERENCE

Should the Director agree with the recommendations heretofore made in connection with this entire matter, it is respectfully recommended that the coordinator of war plans for the Bureau, Mr. Mason, personally discuss this matter with Mr. Donegan so that there will be no misunderstanding as to the responsibility of the Department in connection with the move to the relocation site and the implementation of any Emergency Detention Plan.

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Miss Gandy _____

destroy the index card; or

(2) At the time the source of information card is destroyed, destroy the index card if there is no memorandum in file relating to the source of information; or

(3) At the time the source of information card is destroyed, make a handwritten notation on any supporting memorandum that the source of information is no longer useable; or

(4) At the time the source of information card is destroyed, make an entry on the general index card as to the date the source was discontinued; or

(5) Leave index as is.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 4/26/54

Conference of 4/26/54, composed of Messrs. Rosen, Parsons, Hennrich, Holloman, Glavin, Mohr, Nichols, Tracy and Harbo, unanimously recommends that the index card placed in the field office general index be retained at the time a Source of Information is discontinued; the card removed from the special index of Sources of Information will, of course, be destroyed as heretofore. The Denver Office and the field generally will be advised in accordance with Bureau decision.

MR. TOLSON

3/11/54

EXECUTIVES CONFERENCE

15518

SUGGESTION #88-54
MADE BY SA LEMAN L. STAFFORD, JR.
MIAMI OFFICE
PROPOSED REVISION IN FORM FD-113
(THE MONTHLY ADMINISTRATIVE
REPORT DATA FORM)

HERBERT
DA
FOIA # 223,013
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PSCLPT

SUGGESTION:

(1) It is suggested that Form FD-113 (The Monthly Administrative Report Data Form) be revised. It is proposed the form contain all of the principal data on the present form, but be printed on 5 1/2" x 8" paper instead of 8" x 10 1/2" paper. The Monthly Administrative Report Data Form is used by field offices in the preparation of the Monthly Administrative Report and is retained in the Chief Clerk's Office for 30 days following the preparation of the Monthly Administrative Report and then destroyed. A copy of the present form and proposed form is attached.

The suggesting employee has in mind that adoption of this idea would effect a fifty per cent saving in paper inasmuch as the proposed form would be one-half the size of the present form.

(2) Inasmuch as Form FD-113 does not serve as a permanent record but is destroyed thirty days after preparation of the Monthly Administrative Report, the employee suggests a further saving could be effected through the use of a cheaper grade of paper than that now used.

OBSERVATIONS:

SAC Powers of Miami is opposed to adoption of the form for the following reasons: (1) All offices are not equipped with cutting machines and (2) Adjustment would have to be made in Mimeograph machines which are not equipped to handle off-size paper. Mr. Powers points out that under the new system field offices will be mimeographing these forms and a cheaper grade of paper will be used.

SAC Laughlin of Washington Field Office states the size of the form is immaterial as long as the necessary information is included and there is a saving in paper. SAC Laughlin is in agreement with SAC Powers' observations particularly for other field offices; however, it is noted that the Bureau cuts paper and prints forms used by the Washington Field Office.

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

Attachment
Mr. Harbo
dmg

RECORDED-16
INDEXED-16
76 MAY 3 1954
4-11383
EX-112

ORIGINAL COPY FILED IN 62-11383-596

Mr. Tolson
Mr. Boardman
Mr. Nichols
Mr. Glavin
Mr. Ladd
Mr. Clegg
Mr. Rosen
Mr. Tracy
Mr. Harbo
Mr. Mohr
Mr. Belmont
Mr. Parsons
Mr. Nease
Miss Gandy

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Memorandum to Mr. Tolson

The Manuals Desk, Training and Inspection Division, favors the suggestion inasmuch as it effects savings in paper. However, it was pointed out that some offices might have to order the forms from the Bureau if there is a cutting machine problem.

Mr. Renneberger of the Administrative Division stated that no adjustment is necessary in the Mimeograph machine if two forms of size 5 1/2" x 8" are printed side by side. They can also be cut down the middle.

Mr. G. L. Rogers of the Administrative Division comments that with approximately 6,000 Agents each submitting one Form FD-204 a month, a total of 72,000 sheets of paper, 8" x 10 1/2", are now being used per year. Mimeograph paper of the cheaper grade, according to the Federal Supply Catalogue, costs about 73¢ a ream. At this price, 72,000 sheets of paper cost \$109.50 per year when the form is on a full-sized sheet. If the form size is cut in half the paper savings would be about \$54.75 per annum; however, the sheets would need to be cut and since the field has no cutting machines to handle large quantities of paper, it is felt that the savings in paper would be offset to a great extent by the increase in time taken to cut small quantities of paper at a time with a paper knife.

Mr. Rogers stated that since the form does not serve as a permanent record, a cheaper grade of paper could be used in preference to the expensive bond paper which is presently used.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 3/11/54

The Conference of 3/10/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tracy, Tamm, Belmont, Mohr, Rosen and Harbo, recommended unanimously favorable that when existing supplies of the form are exhausted, a new supply be printed in 5" x 8" size.