

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

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~~TOP SECRET~~

MR. TOLSON

April 29, 1954

THE EXECUTIVES CONFERENCE

Bureau War Plans Auxiliary Space For S.O.G.
EMERGENCY RELOCATION PLAN

The Executives Conference of April 29, 1954, consisting of Messrs. Boardman, Tracy, Belmont, Holloman, McGuire, Rosen, Tamm, Mohr, Harbo, and Glavin, was advised of the receipt of the attached copy of a communication addressed to the Attorney General by Thomas J. Donegan, Special Assistant to the Attorney General, concerning the Emergency Relocation Plan.

Briefly, this communication, dated April 28, 1954, reports the results of a conference held on April 27, 1954, by Lieutenant General Willard S. Paul of the Office of Defense Mobilization (ODM) concerning the program for testing the Emergency Relocation Plan. Representatives of participating Departments were present. The discussion was preliminary to consideration of the same problem at the Cabinet meeting on April 28, 1954.

The test will be tied in with a nationwide Federal Civil Defense Agency (FCDA) on June 14, 1954.

Mr. Donegan reported to the Attorney General that after the meeting an ODM representative requested the Department of Justice to select a site within the counties of Morgan, Jefferson, or Berkeley, in West Virginia, or within the southern half of Frederick County in Maryland. Mr. Donegan pointed out that the FBI relocation site is in Jefferson County, West Virginia. He also reported that he will make every effort to insure that the Department will have selected a permanent relocation site by June 1, 1954.

Mr. Donegan also reported that this test will be similar to the Civil Defense exercise previously held except that it will be the first nationwide test. It will be used partly as a "cover" to test the Emergency Relocation Plan and the Interim Assembly Plan. Mr. Donegan stated that Mr. Olney of the Department and he, Donegan, have requested Mr. Andretta to report to the FCDA, in reply to their memorandum, the extent to which the Department desires to participate in "Operation Alert".

Suggested Participation

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- Miss Gandy _____

Mr. Donegan reported that it was suggested that, as a minimum, members of the Emergency Relocation Planning Committee of each Department proceed to its relocation site upon receipt of warning Yellow at

Attachment

cc: Mr. Harbo

Mr. Mohr

RECORDED-53

INDEXED-53

66-2554-1138
13 APR 30 1954

DECLASSIFIED BY SP5C/deg
ON 9-4-92

MAY 6 1954

~~TOP SECRET~~

Memorandum to Mr. Tolson from Executives Conference April 29, 1954

Re: Emergency Relocation Plan

9:16 A.M. (Daylight Saving Time) on June 14, 1954. After the group arrives at the site it should communicate with the head of the Agency, or his representative, who, in the meantime, will have proceeded to "High Point" (located at Bluemont, Virginia - this is classified information). At "High Point" headquarters communications facilities tied into worldwide commercial and military networks are available.

Mr. Donegan reported that it is contemplated that top officials of key mobilization agencies will assemble at this point as soon as an attack becomes imminent. He further reported that each Department, including the Department of Justice, had been requested to be represented at "High Point" by the head of the Agency or one of his top assistants, who is authorized to represent the Department in developing coordinated policy decisions concerning defense mobilization. The identity of such representative (two if preferred), and his official title, should be reported to ODM not later than May 15, 1954.

Mr. Donegan further reported that the need for the highest possible official to travel to "High Point" was stressed and that at the assembly the Defense Mobilizer of ODM will furnish very vital information to Department representatives. It was urged that all participants remain at the site for the full twenty-four hour test period, sleeping and eating accommodations being provided.

Comments of Mr. Donegan

Mr. Donegan stated he sincerely questions the advisability of having one or more representatives of each of thirty-one agencies proceed to "High Point" during the operation, which will receive advance publicity. This would enable subversives to arrange to follow official, or even private, cars from sensitive agencies, thereby ascertaining the exact location of the center of all mobilization operations ("High Point") and also the exact location of emergency relocation sites of individual sensitive agencies. He pointed out he felt any agency important enough to relocate is also important enough to have its relocation site guarded very carefully. He further pointed out it might be possible to use different sites than would be used in the event of an actual emergency.

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Mr. Donegan further stated that a question was asked as to whether those agencies which do not plan to relocate on receipt of the "Yellow Alert" (the FBI and the Department of Defense) will also participate in the test on June 14, 1954, and that General Paul, in reply, had stated that the ODM will do everything possible to induce them to participate.

Memorandum to Mr. Tolson from Executives Conference

April 29, 1954

Re: Emergency Relocation Plan

Mr. Donegan suggested that recipients of copies of his memorandum furnish to the Attorney General their comments and suggestions prior to the Cabinet Meeting on Friday, April 30, 1954.

For the Director's information, it is anticipated that the Bureau will not evacuate its headquarters at Washington until it becomes necessary to evacuate the city or upon instructions from the President. At the present time it is estimated that the period of warning for the "Yellow Alert" would be fifteen minutes before actual bombing would occur, although it is anticipated that in the immediate future it will be possible to give one hour's warning to cities on the East Coast before a strike is made.

RECOMMENDATION:

The Conference recommended that since this is a trial run for heads of agencies to get to the assembly point at "High Point", and since the Bureau does not intend to relocate on the "Yellow Alert", the Attorney General be advised that the Bureau does not anticipate participating in this trial run.

The Conference pointed out individually, and collectively, that it is felt Mr. Donegan's comments concerning the possibility of subversives ascertaining the location of all relocation sites and the assembly point are well taken.

Should the Director agree with the recommendation of the Conference the attached communication should go forward to the Attorney General at this time.

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The Director

323013 3/18/54

The Executives Conference

DATE 3/13/54 BY SP-5/dfg

~~RETRAINING SESSION~~ FBI NATIONAL ACADEMY ASSOCIATES

On March 17, 1954, the Conference composed of Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Hennrich, McGuire, and Harbo, considered the recommendation of Mr. J. S. Rogers that a Retraining Session of the National Academy Associates be held October 17 - 21, 1955.

Mr. Rogers mentioned the following considerations:

1. Constitution of the FBI National Academy Associates provides for annual meetings; last meeting was held in Washington in 1949. Constitution provides for election of officers at annual meetings; present officers have served since 1949.
2. Most recent reunion prior to 1949 was in 1947.
3. 1955 will be 20th anniversary of founding of National Academy and would be especially appropriate timing for a Retraining Session.
4. Numerous graduates as well as State Chapters of Associates have expressed a keen desire to return to Washington for an annual retraining session.
5. Associates helpful to the Bureau and therefore desirable to keep association alive and active, not only by state and regional retraining sessions but also by national reunion.
6. Dues are collected from the graduates; in return they get a membership card and also a news letter six times a year, little other activity on a nation-wide level. There is approximately \$9,000 in the treasury of Associates and Rogers is confident they would be willing to use whatever portion may be needed to finance a retraining session in Washington.

7. Desirable to make decision now so that necessary announcements can be made to Associates and appropriate plans made on local and national level.

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

cc - Mr. Harbo
Mr. Mohr

RTH:cs

68 MAY 24 1954

RECORDED - 28
INDEXED - 28

66-2554-11385
76 MAY 3 1954

INITIALS ON ORIGINAL

Messrs. Tamm, Mohr, Hennrich and Harbo recommend that the Bureau plan a retraining session in October, 1955. They feel that it is highly desirable such a meeting be held in order that a new slate of officers can be elected pursuant to the Constitution of the Associates. In the event such a reunion is held, they believe consideration should be given to steps to revise the Constitution permitting election of officers by mail or in some other suitable manner without the necessity for an actual retraining session.

Messrs. Tolson, Glavin, Boardman, Tracy and McGuire were opposed to having a retraining session in 1955. They felt that the vast amount of time required in planning and handling such a session on the part of Bureau employees was not worth the benefits which might be expected to accrue to the Bureau. They felt that the periodic state and regional retraining sessions held in the field should be adequate to maintain favorable relations between the Bureau and National Academy graduates.

Inquiries from National Academy Graduates will be handled in accordance with the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

4-30-54

The Executives Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-98 BY SP-5 [signature]

COPIFLEX
Charles Bruning Company, Inc.

The Executives Conference consisting of Messrs. Boardman, Glavin, Harbo, Quinn Tamm, Belmont, Rosen, Holoman, McGuire, Mohr, and Tracy, on April 29, 1954, considered a matter concerning the Identification Division.

The Conference was advised of various studies made by the Identification Division looking toward a more economical method of preparing identification records for transmittal to law enforcement agencies.

Ditto machines are used at the present time for making copies of identification records; however, a recent test was made utilizing a Copiflex machine master instead of a ditto machine master. The Copiflex machine is manufactured by the Charles Bruning Company, Inc., in Peterboro, New Jersey. The test was conducted on a portable machine and shows a 20% saving over the present method. In order to complete the survey to definitely determine the savings which would be involved, it would be advisable to have a representative of the Identification Division go to the Bruning Company at Peterboro, New Jersey, to make the same test on the larger and more permanent machine.

In the event the test at Peterboro is satisfactory the Identification Division would need two Model 60 Bruning machines at a cost of \$5250 each. Current work could be handled beginning immediately with these two machines and within approximately five years the ditto machines would be practically eliminated. It is estimated that the first year's saving would be over \$3969, so that it would only take a few years to complete paying for the cost of the two machines.

There are many other advantages to the Bruning machine in that it is faster and, above all, it is "cleaner". The ditto machine process provides for the use of purple inked ribbons in

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- Miss Gandy

SJT:dph

RECORDED-19

66-2554-1138

INDEXED-15

MAY 6 1954

13 MAY 4 1954

Memorandum for Mr. Tolson
Re: Copyflex
Charles Bruning Company, Inc.

4-30-54

typing the master. This purple ink has been a source of annoyance for many years in the Identification Division in that it gets on the employee's hands, face, and clothing. It would be a great morale factor if we could get rid of this ditto purple ink process.

RECOMMENDATIONS:

1. It is recommended that SA (A) R. C. Anderson of the Identification Division, who has conducted the test in the Typing Section of the Identification Division, proceed to the Bruning Company at Teterboro, New Jersey, and run the test on the larger machine.

2. If the test is as satisfactory on the larger machine as it was on the portable machine used in the survey it is recommended that the Bureau purchase two Bruning Model 60 machines.

The Executives Conference was unanimously in favor of the above recommendations, and if approved, SA (A) Anderson will be instructed to proceed to Teterboro, New Jersey, immediately.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. A. H. BELMONT

DATE: April 22, 1954

FROM : MR. F. J. BAUMGARTNER

SUBJECT: SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

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Handwritten: "23,013"

Handwritten: "8-13-92 SP5ci/dcy"

SYNOPSIS:

Under present instructions reports are submitted each six months on Security Index subjects employed in Key Facilities and on Key Figure subjects and at three-month intervals in Top Functionary cases. In addition, after initial report is submitted in those cases, a supplemental summary report is submitted annually if sufficient information is available; otherwise, an investigative report is submitted each year. In cases where yearly report is a summary, it must summarize data in the preceding three-months or six-months reports, a duplication of work.

In all other Security Index cases we require an annual supplemental summary report. If in the interim investigative reports have been submitted by either the office of origin or an auxiliary office, their contents must be re-stated and included in the supplemental summaries. This, too, is a duplication of work under those circumstances.

Under present requirements all reports, investigative and summary reports alike, are prepared under the same instructions--i.e., the data therein must be fully documented and utilizing the same headings. Result: investigative reports are (1) suitable for dissemination and (2) subject to effective use in the event the Detention Program is placed in operation.

It may be noted that once the initial summary report is submitted in these cases, the defects in the old reports are remedied--i.e., from that point forward all the pertinent data is in form suitable for dissemination and fully documented. Thus, in the event the Detention Program were placed in operation, the initial summary and the subsequent investigative reports could be utilized.

While supplemental summary reports would be of assistance to the U.S. Attorney in the event the Detention Program were placed in operation in that there would be fewer reports to review in the individual cases, it is believed that our duplication of work in these

Attachment

Bufile 100-358086

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126 MAY 7 1954

REC-111 RECORDED-19

53 INDEXED-19

ORIGINAL 100-358086-1

DETAILS:

Key Facility, Key Figure, and Top Functionary Cases

Under existing instructions as contained in the Manual of Instructions, Section 87-C, investigative reports are required semiannually on Key Figure subjects and those Security Index subjects employed in Key Facilities. Further, after the submission of initial summary reports, supplemental summary reports are required in those cases annually, the latter thus incorporating data developed in the preceding six months as well as summarizing the material in the most recent investigative report submitted six months previously.

In Top Functionary cases we require reports quarterly, with a supplemental summary report annually. The latter report sets out data developed in the three months immediately preceding its submission, together with summarization of the three previous quarterly investigative reports.

As indicated above, our present instructions in these three types of cases involve duplication of reporting in that each supplemental summary includes data previously reported in investigative reports, including any such reports submitted by auxiliary offices.

All Other Security Index Cases

In all other Security Index cases we require an annual supplemental summary report. It is felt that a review of these cases at least once a year is indispensable to insure that they are sound and warrant retention in the Security Index.

It may be noted that if in the interim an investigative report is submitted by either the office of origin or an auxiliary office, the contents would have to be re-stated in the required annual supplemental summary. In those instances a duplication of reporting is also presented.

Duplication of Work

Thus, (1) in the Key Facility, Key Figure, and Top Functionary cases duplication of reporting is inevitable under our present instructions and (2) in other Security Index cases duplication of reporting is entailed if in the interim any investigative reports are submitted by the office of origin or an auxiliary office.

Summary Report Program

One of the factors considered in requiring the annual supplemental summary reports was that in the event the Detention Program should be placed in operation, the initial and subsequent summary reports would be utilized in connection with the administrative handling of the Security Index cases. A minimum of reports would be entailed by requiring the annual preparation of the supplemental summaries. This procedure would, of course, be of assistance to the U.S. Attorney in analyzing these cases.

The question thus presented is whether the attempt to keep our Security Index reports to a minimum can justify the additional work and duplication of reporting entailed in our present procedure. Our conclusion is that it is not justified.

PROPOSED:

Elimination of Supplemental Summary Reports

This problem has been given analysis in this section and was discussed with the field during the recent Security Espionage Conference. The consensus was that the duplication of reporting should be eliminated in the Security Index cases, particularly in the Key Facility, Key Figure, and Top Functionary cases, in which the interim investigative reports are specifically required under our present instructions.

It is proposed that the supplemental summary reports be eliminated in all the above types of Security Index cases for reasons indicated previously and re-stated specifically hereinafter:

- (1) Duplication of work would be definitely obviated in the Key Facility, Key Figure, and Top Functionary cases.
- (2) Duplication of work would be avoided in the other Security Index cases in which interim investigative reports were submitted by either the office of origin or an auxiliary office.
- (3) Our investigative reports are prepared under the same instructions as the summary reports in the matter of documentation and headings, rendering them suitable for dissemination and for use in possible Detention Program proceedings.

- (4) With the initial summary report prepared, incorporating data in the old reports in the files, recourse need never be had to any reports prior to the initial summary. Thus, the initial summary report and any subsequent investigative reports in the cases contain all the pertinent material in the files in identical form and fully documented.

We would thus require the submission of semiannual investigative reports in Key Facility and Key Figure cases and quarterly investigative reports in Top Functionary cases. Further, we would require an investigative report annually in all other Security Index cases. This latter requirement, as stated previously, is considered indispensable in insuring on a continuing basis that our cases are sound. The opening of these cases annually allows for them to be analyzed periodically to determine if the inclusion of these subjects in the Security Index is justified.

Attached for approval is a proposed SAC letter (1) eliminating the requirement of supplemental summary reports in all Security Index cases and (2) requiring semiannual investigative reports in Key Facility and Key Figure cases, quarterly investigative reports in Top Functionary cases and annual investigative reports in other Security Index cases.

Also attached are appropriate changes in the Manual of Instructions.

WBC

THE DIRECTOR

May 3, 1954

THE EXECUTIVES CONFERENCE

RESPONSIBILITIES OF THE FBI
IN THE INTERNAL SECURITY FIELD

323013
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DATE 8-13-95 BY SP-5 C/dg

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tamm, Mohr, Rosen, Harbo, McGuire for Nichols, Boardman, Holloman, Tracy and Belmont, again considered on May 3, 1954, the advisability of continuing the above program under which we confidentially furnish information concerning Security Index subjects to governors of the various states.

This reconsideration was based on a recent incident in Ohio where we furnished information confidentially to Governor Lausche concerning a mathematics professor at the University of Cincinnati. Subsequently, the President of the University wrote to the Attorney General under date of April 8, 1954, indicating he had received information from Governor Lausche, who had revealed he obtained the information from the FBI. The President requested a release of information in the case or a confirmation of the restrictive policy of the FBI, as the University had no personnel or facilities to investigate the matter.

CURRENT POLICY

Under this program we volunteer information on Security Index subjects who are employed by (a) public and semipublic works, including employees of state and municipal governments; (b) public utilities not included on the Vital Facilities List (we disseminate to the Armed Services regarding the Vital Facilities List) in which the public has an interest, such as local gas, electric, and water companies. Under this program, we have disseminated information on a considerable number of school teachers in state and municipally owned educational institutions. The information is disseminated to the governor of the state orally, with the understanding he will not reveal

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- Holloman _____
- Miss Gandy _____

CC: Mr. Harbo
Mr. Mohr

AHB:ll

MAY 6 1954

INDEXED - 28
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EX-123 B-106-2534-11389
MAY 4 1954

Memorandum to the Director

CURRENT POLICY (continued)

the FBI as the source. In the absence of the governor, or if sound reason exists why information should not be volunteered to the governor, the information is furnished to a responsible state official. Any exception to this rule is handled on an individual basis with the express approval of high Bureau officials.

Because of past difficulties, we do not currently volunteer information to the Governors of Arkansas, California, Florida, Louisiana, Pennsylvania, Texas, and now Ohio. In addition, we have discontinued the program entirely in California.

EXECUTIVES CONFERENCE RECOMMENDATION

Messrs. Tolson, Glavin, Tamm, Mohr, Rosen, Harbo, McGuire, Boardman and Belmont recommended that we continue our current policy, as set forth above, whereby we volunteer information to the state governor or responsible official on Security Index subjects employed by (a) public and semi-public works, including employees of state and municipal governments; (b) public utilities (not included on the Vital Facilities List) in which the public has an interest, such as local gas, electric, and water companies. This would include state and municipally owned educational institutions. These members of the Conference felt that this is an effective weapon of harassment of the Communist Party, in that persons considered dangerous are being removed from positions where they could do damage; that it assists in stopping infiltration of our public and semipublic organizations by Communists. They felt that in addition to serving the public interest in preventing infiltration of our public institutions, the Bureau is effectively forestalling claims by the governors of the various states that the Bureau will not cooperate in the security field, and our furnishing of this information tends to stop duplicate investigations in the security field by state authorities.

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Memorandum for the Director

EXECUTIVES CONFERENCE RECOMMENDATION (continued)

Mr. Tracy recommended that we restrict this program still further by volunteering information on Security Index subjects to the governors of the states only on those individuals who are employees of the state government or who are employees of state-endowed universities and colleges. If Mr. Tracy's recommendation is adopted, it will eliminate the furnishing of information by the Bureau on employees of public utilities, employees of county and city governments, and employees of city or county-operated schools. This would mean that a large percentage of the dissemination currently being made to the governors would be eliminated.

Mr. Holloman recommended that the program be discontinued entirely on the basis that (1) it violates our basic policy statement that our files are confidential; (2) it is inconsistent, as we do not furnish information to church schools, industry, newspapers, etc.; (3) under this program we restrict dissemination to individuals on the Security Index--persons not on the Security Index could be just as dangerous--they may be "sleepers"; (4) through this program the FBI will, in effect, be guaranteeing the safety of all state and municipal employees.

If you agree with the majority of the Executives Conference, we will continue this program under our present policy.

Respectfully,
For the Conference

Clyde Tolson

ATTENTION:
Director, FBI TRAINING & INSPECTION DIVISION

4-9-54

SAC, San Diego

HENRY J. (HANK) ADAMS - FORMER SPECIAL AGENT;
EUGENE L. MUELLER, NA
CANDIDATES FOR SHERIFF, and REFERENCES TO FBI

EXECUTIVE

For the Bureau's information, HENRY J. ADAMS, who was formerly an FBI Special Agent, recently announced his candidacy for the position of Sheriff of San Diego County, running against BERT STRAND, the incumbent. Sheriff EUGENE L. MUELLER, who is already Sheriff at San Bernardino, is running for re-election.

Mr. ADAMS has prepared a campaign card, a copy of which is enclosed, wherein there is printed underneath his picture the statement "Elect an FBI-Trained Sheriff".

I had occasion to see Sheriff STRAND 4-7-54, when he showed me also a campaign card prepared by Sheriff MUELLER which had underneath MUELLER'S picture the inscription "FBI Trained; President, California Chapter FBI Associates". He showed me also a package of matches which Sheriff MUELLER was passing out, on the back of which was the inscription "Honest - Capable - Fearless - FBI Graduate - President, California Chapter FBI Associates".

Sheriff STRAND stated that he knew the American public had the highest possible regard for the FBI, and he felt similarly but, at the same time, it was his thought that these campaign tactics being used by ADAMS and MUELLER created a very false impression in the mind of the public in that through their advertisements the inference was given that both of these men were "FBI trained" and were thus (at least in the mind of the public) campaigning with the sanction and approval of the FBI. He made the observation, "Why should any Police Chief or Sheriff be interested in sending one of his subordinate officers to the FBI National Academy if, in doing so, the officer knew that the candidate, after his National Academy training, would return to his community and run for office, thus replacing his superior through the means of such representations". I told Sheriff STRAND that, obviously, these men should campaign for office on their own merits and, though it was factually true that both of them had received certain types of FBI training, they were in no way sponsored or approved by the Bureau since we

ENCLOSURE

Enclosure (1)
GNW:jec
cc - Los Angeles

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DATE 8-13-92 BY SP5/SLP/ACF

APR 30 1954

RE: HENRY J. (HANK) ADAMS - FORMER SA;
EUGENE I. MUELLER, NA
CANDIDATES FOR SHERIFF, AND REFERENCES TO FBI

SD LET 4-9-54

made every effort to be utterly impartial in political campaigns of this nature.

I thought the Bureau would be interested in knowing the observations made by Sheriff STRAND on this matter.

Since Sheriff MUELLER is within the jurisdiction of the Los Angeles Office, a copy of this letter is being designated for that division.

SAC, Los Angeles (80-67)-

4-23-54

Director, FBI

FBI NATIONAL ACADEMY

8532

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EX-107

The Bureau does not deem it advisable to change the By-laws of the FBI National Academy Associates Constitution to prohibit reference to FBI National Academy Graduation by graduates running for public office. Bureau also feels that it would not be possible to prohibit former Special Agents from making reference to their prior service with the Bureau in running for public office.

The Bureau feels, however, that the statements of Sheriff E. L. Mueller (NA) of San Bernardino County to the effect that he is a "FBI Graduate - President, California Chapter, FBI Associates," is misleading. He is actually a FBI NA graduate and President of the California Chapter, FBI NA Associates. You should call upon Sheriff Mueller and inform him that the Bureau feels that his terminology in his advertising gives the impression that he is a former Agent of the Bureau and is president of some group of FBI employees in California.

The San Diego Office need take no action concerning former SA Henry J. Adams.

The Bureau should be advised by Los Angeles of results of contact with Mueller regarding this matter.

cc: SAC, San Diego

JSR;jaw

Note: Approved at Exec. Conf. 4-22-54. Those present: Messrs. Boardman, Glavin, Mohr, Rosen, McGuire, Tamm, Holloman, Tracy and Harbo.

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

ORIGINAL COPY FILED IN

5 5 MAY 20 1954

Director, FBI

April 13, 1954

SAC, Los Angeles (80-66)

ATTENTION: TRAINING AND INSPECTION DIVISION

EUGENE L. MUELLER, NA
CANDIDATE FOR SHERIFF, and REFERENCE TO FBI

8531

Re San Diego letter to Bureau dated 4/9/54, captioned "HENRY J. (HANK) ADAMS - FORMER SPECIAL AGENT; EUGENE L. MUELLER, NA; CANDIDATE FOR SHERIFF, and REFERENCES TO FBI."

On April 13, 1954, the attached election card and matchbook cover were received from the resident agent at Victorville, California. It will be noted that on the election card Sheriff MUELLER indicates that he is FBI-trained and President of the California Chapter of FBI Associates. On the matchbook cover he indicates that he is an FBI graduate.

While no material is available to substantiate the rumor, it is also indicated that MUELLER's opponent in the race for the office of Sheriff of San Bernardino County--FRANK BLAND, former Chief of Police at Needles, California, an ex-agent of the FBI and a National Academy graduate, is likewise using the name of the FBI in his campaign.

While neither of these men is misrepresenting the facts in regard to his status as an ex-agent of the FBI and an FBI graduate, it is obvious that they are attempting to capitalize on their association with the FBI in the election. It appears to be most inconsiderate of these candidates to intentionally involve the name of the FBI in political campaigns. Both of these men are familiar enough with the Bureau policies to know that even though they are not misrepresenting themselves they are being unfair with the Bureau in that the average voter does not stop to ask what is meant by FBI graduate or FBI Associate, and for the intents and purposes of the candidates it gives the general impression that they are being sponsored by the FBI.

Inasmuch as the use of the name FBI by the National Academy graduates in election campaigns seems to be becoming prevalent, it is thought that perhaps consideration should be given to changing the by-laws of the FBI National Academy Associates to prohibit the use of the name of the FBI in any political campaign. Any suggestions the Bureau may have in regard to handling this matter will be appreciated.

Encs. (2)
JFM:KH
AIR MAIL
cc San Diego

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DATE 8-13-92 BY SP-6 CIP/CG

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EX - 107

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159 APR 30 1954

5-2 MAY 11 1954

2 MAY 18 1954

ORIGINAL COPY FILED IN 100-254-1139

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : The Executives Conference

SUBJECT: BINOCULAR MICROSCOPES AND ACCESSORIES

DATE: April 22, 1954

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

W. J. Boardman
[Handwritten initials]

On April 22, 1954, the Executives Conference with Messrs. Boardman, Glavin, Rosen, McGuire, Belmont, Tracy, Holloman, Mohr, Harbo and G. Tamm being present considered a request of the Laboratory for the purchase of three binocular microscopes for use in the Spectrographic Unit. There are presently in this Unit three microscopes which are old and obsolete. They have previously been repaired both by the manufacturer and by local optical repairmen. The three microscopes are malfunctioning and not satisfactory.

The Conference unanimously recommends the purchase of three binocular microscopes and accessories for the microscopes at a cost of \$1,201.

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

QT:VH

RECORDED - 108
 INDEXED - 21

66-2554-11392

EX-127

76 MAY 3 1954

INITIALS ON ORIGINAL

BOARDMAN

323,013

8-13-92 spsci/deg

68 MAY 10 1954

ORIGINAL COPY FILED IN

Mr. Tolson

4/20/54

The Executives Conference

WAR PLANS
INSTALLATION OF EMERGENCY GENERATORS

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5/udg

OBJECTIVE

The 25 kilowatt generator was purchased to provide lighting for the switchboard room and electricity for the Director's office, as well as limited lighting for the offices of Messrs. Tolson, Nichols and Boardman. The 15 kilowatt generator was purchased to provide electricity to operate the switchboard and other communications equipment, including the radio and teletype machines on the 4th and 5th floors, to provide lighting for the code rooms on the 4th floor and to provide electricity to operate the emergency communications center and offices of the Director, Messrs. Tolson, Nichols and Boardman in the old detention rooms in the basement of the Justice Building. Previous estimated cost by building electricians was \$4,000 to \$6,000 for installation but our Laboratory now estimates total cost at \$1,324.30 for permanent installation. The cost difference between a permanent installation now or acquiring equipment now but considering a temporary hook up if and when an emergency arises is: \$300.

FOR INSTRUCTIONS AS TO DISSEMINATION

INITIALS OF ORIGINAL

PROBLEMS INVOLVED FILE 66-17380-1

RECORDED-59

66-2054-1139
MAY 5 1954
ORIGINAL COPY FILED IN

1. If the emergency electrical power is needed, time could be of the essence. It has been estimated that 12 mandays are needed to complete the basic installation (of fuses, switches and cables). It will take 4 men eight hours to run the necessary cables down the corridors and elevator shafts and make connections at each end for an emergency installation.

2. In an evacuation-type emergency all Laboratory personnel, apparently qualified to make the installation, are scheduled to be making last minute installations of communications equipment at the emergency relocation site. It is unknown whether building or any other electricians will be available in an emergency.

3. The cables needed to carry the amount of electricity involved will be in excess of an inch each in diameter and will weigh in excess of 500 lbs. each. If these cables were lowered down an elevator shaft from the 5th floor to the sub-basement, it is quite probable that the sheer weight of the cables would cause them to separate. Therefore, a supporting cable is believed to be essential even for a temporary installation (we have supporting

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

5 MAY 19 1954
cc: Mr. Mohr
cc: Mr. Harbo
cc: Mr. Boardman

RH

cables on hand). Main cables of this diameter and weight normally require special tools and experienced personnel to handle them.

4. Present Electrical Union Code prohibits Bureau personnel from working on the 110 volt lines here involved, further there are 115 and 230 volt lines coming into the #1 wire cabinet on the 5th floor which make an installation hazardous to the untrained person. All electrical current for the Director's Office must pass through the #1 wire cabinet on the 5th floor.

5. It will take approximately 6 weeks to obtain the cable from date of order.

COSTS (ESTIMATED) PERMANENT INSTALLATION

500 feet #0000 Electrical Cable	\$250.50
400 feet #1 Electrical Cable	86.80
500 feet #8 Electrical Cable (to hook up the 15 kilowatt generator in the subbasement with the Old Detention rooms in basement)	106.00
2 double pull double throw switches	345.00
2 fuse panels	<u>236.00</u>
TOTAL (Materials)	\$1,024.30

There is on hand in the GAO Building sufficient guy wire to be used to support the #0000 and #1 cables should this be needed.

Messrs. Conrad and Pfafman of the Laboratory have stated that the above materials may have to be supplemented by a few inexpensive items, and point out that all materials must be approved by the building electricians before being ordered, and installation must be approved also.

In addition to the material costs, Messrs. Conrad and Pfafman estimate it will take 8 mandays to install the fuse panels and switches in the #1 wire cabinet on the 5th floor, and an additional 4 mandays to connect the cables to the generators and the #1 wire cabinet on the 5th floor.

Estimated Labor Cost - 12 mandays @ \$25.00 \$ 300.00

Estimated Total Cost \$1,324.30

PERMANENT vs. TEMPORARY INSTALLATION

All the materials above-mentioned are needed whether the installation is temporary or permanent.

The fuse panels and switches must be installed, if permanent, and should now be installed for a temporary hook-up; therefore, the only apparent saving at this time, if a temporary installation is made, is the cost of laying the cable, an estimated 4 mandays at \$25.00 per day: \$300.00.

There is now installed a 5 kilowatt generator in the old detention rooms in the basement capable of operating either the teletypes and switchboard or the radio equipment installed in those rooms. This generator may be able to supply very limited lighting for these rooms.

If a permanent installation is not made, it will be necessary to find storage space on the 5th floor for the two reels of cable and 150 feet of 1/4-inch guy wire to be used to support the cables in the elevator shaft. The reels here involved are normally 6 feet in diameter and about 3 feet wide.

All field offices and the Clinton and Waldorf Radio Stations have their emergency generators ready to operate on a moment's notice. If the generators in question are not hooked up now, it is estimated that it will take four men eight hours (4 mandays) to connect the generators to the #1 wire panel on the 5th floor. This estimate is based on the assumption that there will be no electricity in the building at the time to in any way interfere with the installation or create an installation hazard and that all doors or openings through which the cables must pass can be left open (strictly an emergency installation).

It was further estimated that it would take approximately 2 hours to connect the 15 kilowatt generator in the sub-basement with the emergency offices and communications equipment in the old detention rooms in the basement.

EVALUATION

A conference between Bureau personnel acquainted with the problems involved (Pfaffman) and Building Electricians should be held to firmly establish the materials needed and all materials should be ordered immediately. The fuse panels and switches needed should be installed in the #1 wire cabinet on the 5th floor at the earliest possible date because without them we cannot obtain power even on a temporary basis. Estimated total cost of materials, \$1,024.30.

Funds permitting, the generators should be hooked up to be ready to operate on a moment's notice, to insure, insofar as possible, that there will be no break in the over-all Bureau communications equipment, both radio and land line. The permanent installation is considered good insurance for use in any emergency or during a period of power interruption in the absence of an acute emergency. The total cost for permanent installation of the generators has been estimated by the Laboratory to be \$1,324.30.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

On 4/20/54, the Conference, composed of Messrs. Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Rosen, McGuire and Harbo, recommends that the Laboratory be authorized to consult with building electricians in order to:

1. Get definite agreement on specific supplies and equipment needed so that we can reach an early decision as to equipment to be placed on order.
2. Get best possible estimate of labor cost for installation of equipment, it being noted installation must be made by building electricians.
3. Objective should be to get all needed information so that we can know cost of needed equipment and labor for consideration in reaching decision as to installation of the generators. Also to ascertain whether Justice Building officials have any objection to proposed installation.

MR. TOLSON

4/26/54

EXECUTIVES CONFERENCE

b6
b7c

SUGGESTION NO. 161-54
MADE BY SA [redacted]
WASHINGTON FIELD OFFICE

323,012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5/eli/duy

THE SUGGESTION:

That the Bureau furnish copies of all letters ordering investigation to the New York Office in all instances where service as a Naval Officer is indicated in the Personnel Security Questionnaire. of the Navy

It is also suggested that Officers' serial numbers be compared to their dates of service and where it is reasonable to suppose the applicant served a period of enlisted service prior to becoming an Officer, New York be furnished a copy of the order letter. In this connection, the employee stated that prior to 8/24/42 Officers' serial numbers contained five digits or less; on 8/24/42 serial number 200,000 was issued; on 6/6/44 serial number 300,000 was issued; and on 1/20/47 serial number 400,000 was issued. Thus, for example, where an applicant indicates on his PSQ that he is or was a Naval Officer with Serial Number 300,001 and that his service in the Navy began in 1941, he apparently was an enlisted man from 1941 until sometime in 1944.

PRESENT PROCEDURE:

Where service as a Navy Officer or Naval Reserve Officer is indicated a copy of the order letter is sent to the Washington Field Office, but not to the New York Office. Copies are sent to the New York Office only where enlisted service is indicated either by the wording of the PSQ or by presence of an enlisted serial number. When Washington Field discovers the applicant had prior enlisted service, the New York Office is notified so that the Navy enlisted man's record may be checked at Garden City, Long Island.

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

OBSERVATIONS:

Mr. G. G. Callan, Investigative Division, and Supervisor William C. Haupt, New York Office, are opposed to the suggestion, in view of the fact that in ninety per cent of the

cc: Mr. Mohr
Mr. Harbo
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EX - 107 RECORDED - 21
INDEXED - 21
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127

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ORIGINAL COPY FILED IN 66-18138-69

Memorandum to Mr. Tolson.

cases Naval Officers do not have an enlisted man's serial number, since most Naval Officers are obtained from the Naval Reserve or the Naval Academy.

Mr. Callan advised with regard to the second suggestion that although it would be possible to determine from the serial number when the Officer obtained his commission or whether he served as an enlisted man, it is not believed there would be any advantage over the present system because the New York Office could not be furnished with the enlisted man's serial number in the order letter. He stated the clerks in the Atomic Energy Unit have already been instructed, when reviewing the PSQ, to set out a lead for New York when the PSQ indicates the individual has served as an enlisted man or has an enlisted man's serial number. They have also been advised all Naval Officers have serial numbers made up of six digits or less and a lead is set out for Washington Field for all individuals having such a serial number.

In connection with checking the records without a serial number, Mr. Maupai states where the record clearly shows enlisted service New York is able to check the record without a serial number if the name given is not a common name. He states New York receives approximately fifty requests weekly from Washington Field to check the enlisted man's records. He advises these comments do not apply to Marine records.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/26/54, composed of Messrs. Rosen, Parsons, Hennrich, Holloman, Glavin, Mohr, Nichols, Tracy and Harbo, recommended unanimously unfavorable.

MR. TOLSON

b6
b7C

4/21/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

SUGGESTION NO. 165-54
MADE BY SA [REDACTED]
ATLANTA OFFICE
FORM FD-227 (AUTHORIZATION
REQUEST AND JUSTIFICATION FORM
FOR A MAIL COVER)

DATE 1/27/82 BY SP10 m/rpm
8/13/92 comp 209,635
SP5 w/deg
333,013

THE SUGGESTION:

Any field office setting out a lead for another field division to establish a mail cover first obtain Bureau approval.

CURRENT RULE:

SAC Letter 54-13 requires that before any mail cover is placed, prior Bureau approval be obtained by the office which will place the mail cover.

REASONS FOR THE CURRENT RULE:

To establish tighter controls over mail covers; to cause the Bureau to pass on each mail cover and prevent indiscriminate use of this technique; to impress upon everybody the delicacy of mail covers and the importance of giving each great care.

OBSERVATIONS:

Suggesting employee felt that if, at the time a lead is set out for another office to place a mail cover, there is a simultaneous request made for Bureau approval of the mail cover, then the cover can be established more quickly than if an auxiliary office waits until it actually gets a lead to place a mail cover and then requests Bureau approval.

SAC E. O. Hawkins, Atlanta, favors the suggestion.

Inspector J. A. Sizoo, Domestic Intelligence Division; Mr. E. H. Winterrowd, Investigative Division; ASAC H. B. Fletcher, Washington Field, and Inspector E. D. Mason, Training and Inspection Division, all oppose the suggestion because:

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

Attachment
cc: Mr. Mohr
Mr. Harbo

RECORDED-77

66-2554-11395

INDEXED-100

APR 29 1954

RJ

gmo/EDM:ATN
MAY 11 1954

ORIGINAL FILED IN

Memorandum to Mr. Tolson

(1) Only the field office which will actually place the mail cover knows local conditions and whether postal people can be trusted, etc.

(2) Only the office which will place the mail cover will have knowledge of other factors of possible embarrassment.

(3) If adopted, the proposal would tend to relax tight controls over mail covers.

(4) The office of origin is not in a position to assure the Bureau of the security of the proposed mail cover, its possibility of productivity, and the desirability of a mail cover.

(5) The matter of delay because an auxiliary office must communicate to the Bureau for permission is believed to be negligible and adequate means exists for the prompt establishment of a mail cover.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/21/54, composed of Messrs. Boardman, Trotter, Tamm, Mohr, Belmont, Rosen, Holloman, McGuire and Harbo, recommended unanimously unfavorable.

File

March 31, 1954

PROPOSED CHANGE IN
MANUAL OF RULES AND REGULATIONS

SECTION 7

K. IMPREST FUND

Operations Conference

AWK

1. (Immediately following the first sentence)
The following basic concepts of the purpose of Imprest Funds should be borne in mind when trying to determine the use to be made of such funds:

- a. Imprest Funds are designed to eliminate as much paper work as possible in procuring materials or services involving small dollar values.
- b. One way this is accomplished is to pay for numerous small purchases in cash, documented by proper receipts, and lump them all together in one voucher as a charge against our appropriation.
- c. This same procedure helps to accomplish another basic purpose, i.e., to reduce the over-all number of checks required to be drawn by the U. S. Treasury. Thus, the desirability of a check to cover a purchase is not the important factor to keep in mind, since proper receipted invoices are required.
- d. The use of these funds facilitates the procurement of needed supplies or services from vendors by enabling them to get their payment immediately, without having to await the processing of a voucher and the ultimate receipt of a check some two or three weeks later.

5

2. ^e
Funds are set up for an amount intended to make it necessary to submit only one reimbursement voucher per month. However, if necessary, more than one may be submitted. Continued submission of more than one such voucher a month will lead to consideration of increasing the amount so as to require the submission of a minimum number of reimbursement vouchers.

3. (Insert immediately following the phrase "transportation of articles by common carrier, ----") 37
express charges, fees for money orders or registered checks,

RECORDED - 28

66-1934-11396

*M. J. R. v. e.
revised
4/1/54
MS*

MAY 11 1954

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5ci/deq

2 mg

ORIGINAL COPY FILED IN 66-1934-9113

Office Memorandum • UNITED STATES GOVERNMENT

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

TO : Mr. Nichols

DATE: 4-19-54

FROM : L. E. Wherry, Jr.

SUBJECT: UNLISTED TELEPHONE LINES
FIELD DIVISIONS

Reference the attached letter from SAC, Oklahoma, calling the Bureau's attention to instructions issued to the field in SAC Letter 53-54 to the effect that unlisted telephone lines be discontinued and to the fact that section 4, page 26, subsection h of the Manual of Rules and Regulations states "Field offices must have unlisted phone numbers as well as listed. The unlisted number is to be furnished to persons who should not know that they are calling the FBI. Calls to these numbers are to be answered by stating the exchange and the number only."

Since the instructions in reference SAC Letter were issued, it has been necessary in many instances to allow the field divisions to maintain or have reinstalled unlisted telephone numbers in order to carry on the Bureau's business in an efficient manner, and in some instances, to provide for emergency communications with offices where the local telephone company has no current provisions or definite plans to provide for freeing telephone lines jammed in an emergency.

ACTION:

Attached are suggested revisions for the Manual of Rules and Regulations and a letter to the SAC, Oklahoma.

RECOMMENDATION:

That these attachments be approved

Attachments (3)

LEW:bjc

RECORDED-33

INDEXED-33

APR 30 1954

127 29 1954

Favorably recommended by Executives Conference of 4/21/54, composed of Messrs. Boardman, Trotter, Tamm, Mohr, Belmont, Fosen, Holloman, McGuire and Harbo.

INITIALS ON ORIGINAL

53 MAY 11 1954

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8-13-92

SP5C/deg

RECORDED
5-24-54

ORIGINAL COPY FILED IN 62-7348-1227

Mr. Tolson

4/30/54

Executives Conference

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP-5 a/deg

SUGGESTION NO. 176-54
MADE BY INSPECTOR JOHN H. WILLIAMS
TRAINING AND INSPECTION DIVISION

THE SUGGESTION:

That the ~~titles~~ titles or portion of titles of all SAC Letters and Bureau Bulletins (and each paragraph thereof) be underlined at the Seat of Government to indicate the exact word or phrase which should be indexed in all offices.

OBSERVATIONS:

The suggesting employee feels adoption will make for more intelligent and uniform indexing in the field and that it will make individual data easier to locate.

ASAC H. B. Fletcher, Washington Field Office, is opposed. He states Washington Field has experienced no particular difficulty in indexing these items and he believes that if all offices will index the exact wording of the title there will be no difficulty. He points out that a very large proportion of instructions and information sent to the field in SAC Letters and Bureau Bulletins is not indexed; for example, instructions on espionage (placed in 65-00) and instructions on transportation of household effects (placed in administrative 66 file relating to that subject matter).

Mr. G. C. Gearty, Training and Inspection Division, is opposed. He states it would be an added burden on the dictator and the Mechanical Section, where the SAC Letters and Bureau Bulletins are retyped. Words are sometimes underlined for emphasis and this might lead to confusion. There would be greater chance for error if the typist inadvertently omitted the underlining. It was pointed out if the dictator was required to mark words for indexing there would be various interpretations, since different individuals have different ideas as to what should be indexed. He also noted, peculiar circumstances may exist in a particular office requiring

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

indexing of which the SOG might not be aware. It is his belief that indexing of SAC Letters and Bureau Bulletins should be left up to the field.

cc: Mr. Mohr
Mr. Harbo

RECORDED-33

INDEXED-33

MAY 6 1954

MAY 13 1954

1-473

EX-129

ORIGINAL FILED IN 65-234-11398

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/29/54, composed of Messrs. Boardman, Glavin, Rosen, McGuire, Holloman, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable.

~~CONFIDENTIAL~~

Mr. Tolson

April 23, 1954

The Executives Conference

8530

SURVEILLANCE PHOTOGRAPHIC EQUIPMENT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

On April 22, 1954, the Executives Conference consisting of Messrs. Boardman, Glavin, Rosen, McGuire, Belmont, Tracy, Holloman, Mohr, Harbo and Q. Tamm, considered a recommendation of the Laboratory that certain surveillance photographic equipment be purchased for use in connection with the Bureau's Soviet Satellite Identification Program. The equipment being recommended is not available in the Laboratory and is needed by the Laboratory as replacement for equipment which has been sent to the field and is being used at the present time actively in security investigations and especially in the Irving Goff, Internal Security - C, case.

The Laboratory recommends the purchase of the following equipment:

1. Forty-inch reflector lens with reflex focusing device for the Leica camera.
2. Three Leica cameras, Kodak 3F, with F2 Sumicon lenses and flash units. One 1/2 copy lens and 1 front lens adapter.
3. One Old Delft Total 17 1/2 inch telephoto attachment for Leica camera and case, and double cable release.
4. One Exakta camera, Model VX with F2, 58 millimeter, T-coded, pre-set diaphragm Zeiss Biotar lens and pentax prism complete with leather case.

The total cost of this equipment is approximately \$3,000. Specifications for all of the equipment may be obtained from the Laboratory.

The Conference unanimously recommends the purchase of the equipment.

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

1 - Mr. Harbo
1 - Mr. Mohr

INDEXED-48

RECORDED-48
EX-12

166 2554 311399
MAY 5 1954
83

02:7H
MAY 14 1954

~~CONFIDENTIAL~~

CLASSIFIED BY: SP-5 CAG/JP
DECLASSIFY ON: OADR

1167

Mr. Tolson

4/30/54

Executives Conference

SUGGESTION NO. 171-54
MADE BY SAC J. E. MILNES
ST. LOUIS OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5CJ/deg

THE SUGGESTION:

That the Bureau ~~discontinue~~ continue sending Service Awards to field offices in separate packages via registered mail and send them in regular Bureau mail. (10-, 20-, 25- and 30-year keys and letters; 35-year scroll.)

PRESENT PROCEDURE:

Service Awards are transmitted to the field in "photomailers" via registered mail. These "photomailers" are too large to be placed in the regular envelope or box in which Bureau mail is sent to the field offices. (Sample attached.)

OBSERVATIONS:

SAC Milnes believes adoption of his suggestion would effect a savings in mailing costs and afford security to the Service Awards.

Mr. L. E. Wherry, Supervisor of the Mail Room, and Mr. Glavin, Administrative Division, are opposed to the suggestion. They note the "photomailers" are used to insure that the awards arrive in the field in excellent condition and that they are quite large in size and do not fit into the regular envelopes or boxes in which Bureau mail is sent. They pointed out that there is no charge for registered mail to government agencies from Washington, D. C., unless the mail is sent by air mail. It is noted that the Service Award Unit ordinarily has the Service Award letters and keys ready for mailing in ample time to go surface mail, with the exception of letters going to San Juan, Honolulu, and Anchorage, which are forwarded by air mail. They feel that due to the importance of this type

of mail it should continue to be registered. Every effort should be made to send such mail by surface mail except for those offices listed above and to persons on foreign assignment.

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

RECORDED-49

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EX - 107

166-2534-11400

MAY 6 1954

127

MAY 14 1954

ORIGINAL COPY FILED IN 66-1462-96

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:CS

Conference of 4/29/54, composed of Messrs. Boardman, Glavin, Rosen, McGuire, Holloman, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tamm
FROM : A. K. Bowles

DATE: April 18, 1954

323013

File

6-13-92

SP-5 cipeg

SUBJECT: FORM FD-196 FOR REQUESTING SEARCHES IN NATIONAL FRAUDULENT CHECK FILE

Bureau Bulletin 52-1, dated 1/3/52, informed the field that Form FD-196 was to be used in submitting checks to the Laboratory for search in the National Fraudulent Check File. A copy of the form is attached. The field was instructed to send an original and two thin white copies to the Bureau plus a thin white copy for each office which was to receive results of search in NCF. It was contemplated in a large percentage of cases we would note results of search in the spaces provided at the bottom of the form and send a copy back to the submitting office and to each interested office, thereby saving typing time.

There are now so few cases when the form is used to advantage to return the results of search that it is just as easy to use one of our Laboratory form reports. By using our regular Laboratory reports, we will also have a yellow copy in file which makes the "locate" problem easier in case it is necessary to find previous correspondence, and the initials of the mail room employees in their proper places on the yellow copies make it easier to place responsibility in the event questions arise as to whether evidence has actually been returned as enclosures to the field. It is the consensus of the document examiners in the Laboratory that Form FD-196 serves a useful purpose in facilitating transmittal of checks from the field but does not save time in returning laboratory results to the field.

SAC Letter 54-11 dated 2/28/54, Section D, advised that a column headed "Date and City Where Cashied" will be added to FD-196 next time the forms are printed. The Bureau still has a supply of 12,000 old forms FD-196 which will last about four months. If the following recommendation is approved, all changes can be made next time the forms are printed. A copy of the fully revised form is also attached.

RECOMMENDATION: That the attached Bureau Bulletin be approved advising that the Laboratory is discontinuing the practice of returning copies of FD-196 to field divisions with the results of laboratory examination noted thereon; Laboratory Reports will be furnished instead.

Approved by Executives Conference, April 19, 1954,
Messrs. Harbo, Belmont, Rosen, Boardman, Tracy,
Glavin, Mohr, Nichols and Q. Tamm. QT:VH

Attachments
AKB:jsb

52 MAY 12 1954

RECORDED

INDEXED

INITIALS ON ORIGINAL

76 MAY 6 1954
8 MAY 1954

66-2554-37140

ORIGINAL COPY FILED IN 3482-1532

MR. TOLSON

4/28/54

EXECUTIVES CONFERENCE

SUGGESTION #173-54

MADE BY [REDACTED]

NEWARK OFFICE

PROPOSED REVISION IN FORM CC-318

(ANNUAL LEAVE REQUEST)

b6
b7c

SUGGESTION

It is suggested that Annual Leave Request (Form CC-318) be revised at the next printing to show the total amount of leave requested in hours only. A copy of this form is attached hereto.

CURRENT PRACTICE

It is the current practice to show the amount of leave requested in days and hours.

OBSERVATIONS

The suggesting employee noted that Time and Attendance Reports and Standard Form 71 (Application for Leave) reflect all leave in hours only. Standard Form 71 (Application for Leave) is used for requesting any non-routine leave. Form CC-318 (Annual Leave Request) is used for routine leave requests. Since Form CC-318 is used in conjunction with the Time and Attendance Report, it is necessary to change each leave slip into hours before proceeding with the report. If the leave had been originally reflected in hours by the employee requesting it, the entire step could be eliminated by the clerk assigned to handling Time and Attendance records. In addition, it is pointed out that this would facilitate maintenance and periodic audit of Time and Attendance records.

Mr. Glavin of the Administrative Division advised there are presently 9,000 of these forms in stock. It would probably be better if the forms were uniform in reflecting time requested in hours; however, it is not recommended that this be made a requirement. It is believed most Time and Attendance clerks leave the slip just as submitted and record the amount of time in hours on the Time and Attendance records. On the other hand, it is believed Supervisors like to know the number of days employees are to be off rather than the number of hours.

- Tolson _____
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Attachment
cc-Mr. Mohr

Mr. Harbo

5 MAY 12 1954

INDEXED-12
RECORDED-12

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66-2554-11402
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Memorandum to Mr. Tolson

Mr. E. D. Mason of the Training and Inspection Division recommends that Form CG-318 be revised, as proposed, at the next printing of the form.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:cs

Conference of 4/27/54, composed of Messrs. Tolson, Glavin, Parsons, Henrich, Belmont, Rosen, McGuire, Tracy, Mohr and Harbo, recommended unanimously unfavorable.

Mr. Tolson

4/30/54

Executives Conference

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SUGGESTION NO. 177-54
MADE BY SA [REDACTED]
CHICAGO OFFICE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
8-13-92 BY SP5 c/p/cg

THE SUGGESTION:

That the Bureau prepare periodic reports for appropriate dissemination on the activities of security informants, based on the informant's subversive activities, without revealing cooperation with the Bureau. The purpose of these reports would be to allay possible suspicion concerning the informant and indicate that the informant is still engaged in subversive activity.

PRESENT PROCEDURE:

At the present time reports are written periodically on security subjects up to and including the interview of these subjects and these reports are disseminated to interested agencies. When a subject becomes an informant for the Bureau no further reports are submitted regarding him.

OBSERVATIONS:

The suggesting employee points out that when security subjects become informants they continue activity in the group to which they belong. At this time interested agencies cease to receive reports pertaining to their activities, even though other information might be available to these agencies indicating the activities of such individuals continues unabated. He states it would appear this cessation of reports, but continued activity, could lead to identification by interested agencies of the Bureau's security informants. He states periodic reports as suggested could select principal activities and would not necessarily have to be detailed. He believes reports of this type could be submitted on a three- or six-month basis. SAC W. G. Banister, Chicago, agrees with SA [REDACTED] suggestion and states that although additional work would be involved on the part of Agents, the advantages deserve serious consideration since the security of informants would be better protected.

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- Miss Gandy _____

Mr. J. D. Donohue, Supervisor in Charge of Security Informants and Special Records, Domestic Intelligence Division,

cc: Mr. Mohr

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Memorandum to Mr. Tolson

is opposed to the suggestion. He advises this matter has been considered in the past. The occasion which prompted the suggestion, the preparation of reports on two informants who were called as witnesses before a Grand Jury in Chicago, is the first occasion the Security Informant Desk can recall in many years where it was necessary to take this action. He points out there are over 1,000 security informants and the preparation of reports, even on a sporadic basis, would place an undue burden on the field.

Mr. Donohue also states the dissemination of such reports would create a false picture, that is, that the subject of the report is engaged in subversive activity, when such is not true, as the subject in reality is an informant operating for the Bureau. It is noted that the fact that reports on a security subject terminate when he becomes an informant may be the subject of suspicion to interested agencies, but if the closing report is properly prepared, there will be no indication that the subject is actively engaged in obtaining information for the Bureau. It is noted that an investigative report on an informant will rarely ever be needed and as far as keeping other offices advised of an informant's activities, the office of origin should keep any interested offices informed if an informant travels between offices.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:CS

Conference of 4/29/54, composed of Messrs. Boardman, Glavin, Rosen, McGuire, Holloman, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable. Mr. Belmont pointed out that the example cited involving the preparation of reports on two informants who were called as witnesses before a Grand Jury in Chicago involved members of the Nationalist Party of Puerto Rico (NPPR) who were brought before the Grand Jury after the shooting at the Capitol on 3/1/54. In this case it was necessary to have two informants who were members of the NPPR included among those brought before the Grand Jury because to do otherwise would involve the risk of uncovering them. Accordingly, it was necessary to prepare reports on the informants and submit them to the U. S. Attorney in the usual manner. Mr. Belmont points out that this was a highly unusual circumstance, which certainly would not justify adoption of the proposed procedure, especially since there are over 1,000 security informants to whom it would be applicable.

Office Memorandum • UNITED STATES GOVERNMENT

TO : The Director

DATE: April 18, 1952

FROM : The Executives Conference

Present 4/16/52:
Tolson, Glavin, Tracy,
Harbo, Mohr, Belmont,
Ladd, Winterrowd,
Gearty, Holloman
and Clegg

SUBJECT: ~~ERROR FORM~~
NAME CHECK UNIT
RECORDS SECTION

LBM

The Executives Conference unanimously approved the attached ~~error form~~ for use in the ~~Name Check Unit~~ Unit of the Records Section which was recommended by Mr. W. G. Eames to Mr. Nichols. The form is designed to aid in improving the accuracy of the work done in the Name Check Unit and provides a convenient space for recording information concerning the most common types of errors.

L.P. [unclear]
JPH/V

Respectfully,
For the Conference

Clyde Tolson

Attachment

cc - Mr. Mohr
Mr. Clegg

one from [unclear]

RECORDED - 63
INDEXED - 63

166-2554-11404
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NAME CHECK

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303,013
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
8-13-92 SP-5 C/deg

ENCLOSURE

Mr. Tolson

April 21, 1954

The Executives Conference

On April 21, 1954, the Executives Conference with Messrs. Glavin, Trotter, Tamm, Mohr, Belmont, Boardman, Rosen, Harbo, Holloman, McGuire and Q. Tamm being present considered a recommendation of the Laboratory that radio teletype circuits be provided for Puerto Rico, Honolulu and Anchorage. This equipment will be similar to the radio teletype circuit being utilized between San Diego and Washington. The equipment is designed to handle an increase in traffic volume and it provides high-speed circuits.

The need for greater traffic capacity among these stations was indicated during the recent Nationalist Party activities in Puerto Rico. The installation of this equipment will cost approximately \$5,000 per office or a total of \$15,000. These funds were included in the budget estimate of the Laboratory for the current year.

The Conference unanimously recommends the installation of this equipment.

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

QT:VH

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Mr. Tolson

5/4/54

Executives Conference

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ARMORED VESTS

On 5/3/54 the Conference, composed of Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman, Tracy and Harbo, was advised that a survey of the field resulted in an indication that 293 additional armored vests will meet Bureau requirements. SAC Sloan recommends purchase of 300 at approximate cost of \$20,000. The survey disclosed that body armor was used 65 times by Agents during 1953. SACs have indicated a greater interest in the use of armored vests on the part of Agents since the death of Agent Murphy in Baltimore in 1953. At present the Bureau has 512 armored vests; 256 are sleeveless and weigh 6 lbs. 12 oz.; 256 have sleeves and are comparable to a zippered jacket and weigh 8 lbs.

Advantages of the present armored vests are: (1) light weight; (2) less bulky, relatively comfortable to wear and possess element of disguise.

Disadvantages of present vests are: (1) somewhat limited front areas covered; (2) they are not adjustable as to size, instead they come in three sizes, small, medium and large; (3) the armor consists of plates of doron which are put in pockets with the result that there are narrow spaces between the plates which would afford no protection if struck by a bullet; (4) the armor in the vest consists of single plate of doron which will not stop a Magnum bullet. However, plates can be removed from the rear of the vest and made double thickness in the front, thus giving enough armor to stop Magnum bullets.

Mr. Sloan has consulted with Commander Fred Lewis, Head of Body Armor Development Section, U. S. Naval Medical Field Research Laboratory, Camp Lejeune, N. C., and the Navy design three prototype vests and forwarded them to Quantico for comfort and maneuverability tests on the firearms courses. They were designed with a view to overcoming a majority of the shortcomings of our present vests. The proposed vest consists of a wrap-around type combined with an opening for the head with the weight resting on the shoulders.

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cc - Mr. Mohr
Mr. Harbo

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DATE 8-13-92 BY SP5/ldj

Advantages of the proposed new armor are:

- 1 - Area protected by body armor would be 20% greater than in present vest.
- 2 - Universal fit - only one size would be made (adjustable).
- 3 - The armor plates would overlap so there would be no "seams" which would be vulnerable if a bullet struck that area as in the present vests.
- 4 - The armor would be comprised of a sheet of spring steel .045" thick bonded to 15 ply Doron. Tests have shown that this combination will stop Magnum bullets. (our present armor consists only of 15 ply Doron).

Disadvantages of the proposed new armored vests are:

- (1) it would weigh 14 $\frac{1}{2}$ lbs.; (2) it is more bulky than our present vests due to overlapping plates.

Tests conducted at Quantico have resulted in generally favorable expressions from firearms instructors, SACs and Agents attending In-Service, although several minor modifications have been proposed and are planned. A major objection raised by some members of the Conference was the fact that the proposed vest weighs 14 $\frac{1}{2}$ lbs. To counteract this it is proposed that the vest will be constructed in two halves, which can be zippered together to form a single vest when an Agent desires maximum protection, both front, sides and rear; also it would be designed so that each half could be used independently as a vest to furnish protection for the front part of the Agent's body with the weight not in excess of the vests we presently have. This would necessitate the devising of an appropriate harness to hold the vest in position when only one half of it is used.

Sloan has advised that Commander Lewis stated they were equipped at their Laboratory at Camp Lejeune to manufacture the vests if the FBI would furnish the materials and could supply them at the rate of about 10 to 20 a week. Authorization to handle such a project would be required from the Bureau of Medicine. Estimated cost of the vests if made by the Navy would be approximately \$65.00 each. A commercially made vest utilizing steel alloy plates and weighing 14-3/4 lbs., would cost \$140 each.

The Conference unanimously recommends the following:

1. The purchase of 300 additional armored vests at an estimated cost of \$20,000, the vests to be constructed by the Navy.

2. The vests to be basically similar to the prototype made for us by the Navy utilizing overlapping plates with the armor consisting of spring steel bonded to Boron. Modifications will be made in the existing prototype to effect improvements that are desirable as a result of field tests already made.

3. Conference will again consider final details of design of vest before volume manufacture proceeds. Thereafter Conference proposes that after the first ten vests have been made, they be sent to the field for their observations before we build the remaining 290.

4. That negotiations be immediately instituted to effect arrangements with the Bureau of Medicine, U. S. Navy, so that a final agreement and allocation of funds can be effected at the earliest possible date. This will involve contacting Admiral Pugh, Surgeon General of the U. S. Navy.

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SAC, Mobile (1-158, 1-2)

5/3/54

Director, FBI (1-1158)
EXECUTIVE CONFERENCE

GENERAL EXTENSION DIVISION OF FLORIDA
UNIVERSITY OF FLORIDA
POLICE TRAINING MATTERS

Reurlets 4/14/54 and 4/19/54.

In view of the fact that a tuition fee is to be charged at this school and the fact that the school is not to be controlled or sponsored by a law enforcement agency, the Bureau does not authorize you to participate in this school, except to present a general lecture concerning the jurisdiction of the FBI.

In accordance with your request, the Bureau is forwarding to you, under separate cover, 100 copies of the booklet "The Story of the FBI National Academy." You may furnish this material to Mr. [redacted] for distribution to the students attending the school.

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cc - Miami

Favorably recommended by the Executives Conference, 5/3/54, Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, Belmont, Rosen, McGuire, Holloman, Tracy & Harbo being present. RTH:hd

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MR. TOLSON

4/30/54

EXECUTIVES CONFERENCE

SUGGESTION #172-54
MADE BY SA JOSEPH V. BAKER
NEWARK OFFICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 cide/g

SUGGESTION

It is suggested that once initial summary reports are prepared in Security cases all but one copy of the previous investigative reports be destroyed.

CURRENT REGULATION ~~DESTROYED~~ OF COPIES OF SECURITY REPORTS

Manual of Instructions, Section 870, 7g(10)(b) requires the maintenance of three carbon copies of each Security report in the case file of the office of origin.

OBSERVATIONS

The suggesting employee has in mind that a more compact file would result which should reduce the need for repairs on files and allow easier filing in the cabinets. He pointed out this would conserve office space and reduce the need for purchasing additional floor space and filing cabinets. He felt an insignificant amount of clerical time would be necessary to remove the serials.

SAC D. S. Hostetter of Newark believes the suggestion has considerable merit and could in many instances reduce a two-volume file to one volume and reduce larger files correspondingly. It would improve physical maintenance of closed files by reduction in bulk and Mr. Hostetter recommends adoption of this idea.

Mr. H. B. Fletcher of Washington Field Office states that if the destruction of all but one copy of previous investigative reports is limited to those cases where a summary report is submitted in the future, there will be no real advantage gained. The value of the suggestion lies in that it will make possible cleaning out the files and reducing the space devoted to maintenance of files by reviewing the closed files and even the pending files group to destroy excess file material in those cases where a summary report has been

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cc-Mr. Mohr
Mr. Harbo
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Memorandum to Mr. Tolson

submitted. If this idea is adopted, Mr. Fletcher believes it would be advantageous to use clerical time and help in reviewing thousands of Security-type files in Washington Field Office to take advantage of the destruction of file material along the lines of this suggestion. He believes considerable filing space could be saved through adoption of this idea.

Mr. Belmont of the Domestic Intelligence Division advised the suggestion is premised upon the assumption that once a summary report is prepared there is little need for the investigative reports in Security Index cases. He advised this is not correct, that summary reports embody all pertinent data in the case files, but since they are but summarizations they obviously do not spell out the complete investigative histories of these cases. The submitting office must retain one copy of each prior investigative report at all times and a second copy must always be retained for transmittal to any subsequent office of origin under the basic Bureau requirement that the office of origin be in possession of all pertinent serials. Thus, two copies of prior reports may never be destroyed under any circumstances.

Mr. Belmont stated that many variables are to be considered with regard to the Detention Program. The possibility exists that files of certain of these subjects conceivably may have to be reconstituted in the field. Circumstances may preclude this from being done from Seat of Government files, necessitating recourse to field office files. With this in mind, it is felt that under only the most compelling circumstances should any of the reports in these particular cases be destroyed. Considering the Bureau's basic and long-range responsibility for these cases, Mr. Belmont of the Domestic Intelligence Division is categorically opposed to the destruction of any previous reports.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:CS

Conference of 4/29/54, composed of Messrs. Boardman, Glavin, Rosen, McGuire, Holloman, Belmont, Tamm, Tracy and Harbo, recommended unanimously unfavorable.

Mr. Tolson

April 13, 1954

The Executives Conference

On April 12, 1954, the Executives Conference with Messrs. Tolson, Winterrowd, Boardman, Harbo, Belmont, Tracy, Nichols, Glavin, Mohr and Q. Tamm being present considered a recommendation submitted by the Laboratory concerning the installation of permanent 60-watt radio stations in four field divisions, namely, San Juan, Albany, Butte and Springfield.

The Conference unanimously recommends the installation of these radio stations at these four offices at a cost of \$4,000 and approximately seven man days engineering time at each place.

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

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THE DIRECTOR

April 16, 1954

THE EXECUTIVES CONFERENCE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/92 BY SP5/ajd

UNITED JEWISH APPEAL OF GREATER WASHINGTON

The Executives Conference of April 15, 1954, consisting of Messrs. Tolson, Tracy, Tamm, Belmont, Boardman, Harbo, Holloman, Mohr, and Glavin, considered the appeal for funds by the United Jewish Appeal of Greater Washington.

It was pointed out to the Conference that Mr. [redacted] United Jewish Appeal, by Departmental Memorandum dated April 5, 1954, advised that the Government Division of the United Jewish Appeal of Greater Washington has announced the launching of its 1954 appeal for funds for help and assistance to, and the rehabilitation of, 475,000 people in Israel, Europe and the United States. Mr. [redacted] reported that since 1948, the United Jewish Appeal has rendered humane aid to more than a million and a quarter men, women, and children dependent entirely, or in part, upon the United Jewish Appeal for survival. He pointed out that one of the honorary Vice-Chairmen of the Government Division is the Honorable Simon E. Sobeloff, Solicitor General of the United States, and another is Mr. Charles Metzner, Executive Assistant to the Attorney General.

A copy of the memorandum sent out by Mr. [redacted] is attached hereto.

The Conference was advised that the United Jewish Appeal of Greater Washington was not included in the Bureau's Consolidated Charity Drive.

It was also pointed out that no fund raising activities have been participated in by Bureau employees for the United Jewish Appeal since 1947. In that year a memorandum dated August 27, 1947, transmitted \$88.05 contributed by Bureau employees to the United Jewish Appeal cause through the Department.

A review of the files reflects that the United Jewish Appeal of Greater Washington is the successor to the United Jewish Appeal which conducted a campaign annually, from 1936 through 1945, for overseas and a limited number of domestic needs.

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Attachment
cc: Mr. Harbo
MAY 13 1954

4-19-54

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4-16-54

Re: United Jewish Appeal of Greater Washington

This Appeal is not included in the Community Chest.

An informal inquiry of the Community Chest resulted in information being furnished that the current campaign of the Appeal is solely for rehabilitation and aid to Israel. The Community Chest, on the other hand, is confined to local charitable causes.

It was noted that Mr. [redacted] in his memorandum, pointed out that the appeal for funds is for help and assistance to, and the rehabilitation of, not only people of Israel but people of Europe and the United States.

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There appears to be a misunderstanding concerning the Appeal insofar as the Community Chest is concerned.

Community Chest officials have informally advised that there are two agencies in the Community Chest which handle Jewish charity work. They are the Jewish Community Center, which offers various physical education and social cultural benefits locally, and the Jewish Social Service Agency and Jewish Foster Home, which handles case work service including financial help to Jewish families and children as well as special services to refugees.

A review of the files reflected a main Internal Security file on the United Jewish Appeal (Bureau file 100-363624) entitled, "United Jewish Appeal; Internal Security - X", which appears to have been predicated upon reports received in 1949, indicating a possible effort of the Communist Party to infiltrate the United Jewish Appeal organization. New York was requested to review its files and submit its recommendations as to whether an investigation was warranted. New York letter of September 30, 1949, summarized the results of the indices review and concluded that there was only one known instance of Communist infiltration into the United Jewish Appeal and New York recommended that no investigation be instituted on the matter at that time. The latest information in this file is dated April, 1950, and merely consists of newspaper clippings concerning the United Jewish Appeal charity drive.

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Reasons United Jewish Appeal of Greater Washington Was Not Included in Our Consolidated Charity Drive

This Appeal was not included in our Consolidated Charity Drive for the sole reason that we had not conducted any drives in connection therewith since 1947.

Memorandum to The Director from Executives Conference

4-18-54

Re: United Jewish Appeal of Greater Washington

In setting up the groups to be included in our Consolidated Charity Drive we took into consideration charitable organizations for which we collected funds during the past two years.

RECOMMENDATION:

The Conference was divided in its recommendation as to whether any funds could be furnished to the United Jewish Appeal of Greater Washington during its present drive.

It was pointed out to the Conference that we have an emergency balance to be used during the remainder of the present charity year if additional worthy charity drives request contributions from the Bureau. At the present time this emergency balance is \$3,488.88. In the event of an emergency fund raising drive which would be approved by the Director the donation would come from this balance rather than making any additional collections from Bureau employees. If the fund is not needed during the current charity year it will be included in the amount to be raised for the next charity year beginning October 1, 1954.

Messrs. Tolson, Tracy, Tamm, Belmont, Boardman, Harbo, and Holloman, are opposed to contributing any amount to the 1954 United Jewish Appeal of Greater Washington.

Mr. Tolson recommends that we merely place Mr. memorandum on the bulletin board.

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Messrs. Mohr and Glavin recommend that the amount of \$100 made available to the United Jewish Appeal of Greater Washington from the balance in our present Consolidated Charity Fund, for the

Memorandum to The Director from Executives Conference, 4-16-54

Re: United Jewish Appeal of Greater Washington

charity year 1954, inasmuch as they feel this is a worthy charity and one to which Bureau employees would not hesitate to contribute.

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

Respectfully,
For the Conference,

Clyde Tolson

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MR. TOLSON

April 7, 1954

THE EXECUTIVES' CONFERENCE

RESPONSIBILITIES OF THE FBI IN THE INTERNAL SECURITY FIELD

The Executives' Conference, consisting of Messrs. Tolson, Boardman, Glavin, Harbo, Rosen, Tamm, Tracy, Mohr, Holloman and Belmont, on April 7, 1954, again considered the advisability of continuing the above program under which we confidentially furnish information concerning Security Index subjects to governors of the various states.

ARTHUR CALIF

This reconsideration was based on a recent incident in California as a result of which the program had been suspended in that state. Professor [redacted] of the University of California advised Assistant Attorney General Olney that he signed memoranda containing vague and unsubstantiated information to the effect that certain professors of the University of California were subversive appeared on the desk of the President of the University. [redacted] indicated to Olney that it was rumored that the FBI furnished these unsigned memoranda to the President of the University and this was causing unfavorable comment. We had the San Francisco Office interview [redacted] about this. He could not substantiate his statement that the information was coming from the FBI and SAC Whelan of San Francisco felt that [redacted] through Olney, was trying to "smoke out the bureau" to find out if we were furnishing information.

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In California, since Governor Warren's resignation, information under this program has been given to Oscar J. Jahnsen, Assistant Adjutant General, State of California, who has disseminated it by memoranda over the Governor's signature, without revealing the source, to state officials in a position to take action against the employees. We ascertained that no information has been furnished concerning subjects at the University of California since Warren left the governorship. It is probable, therefore, that memoranda referred to by [redacted] if they exist, pertain to local investigations. There was no indication that Jahnsen was mishandling the information we furnished him.

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In the past there were three incidents where we felt our confidence had been betrayed:

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DATE 8-13-92 BY SP5ci/dg

RECORDED-67

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66-2534-1146

10 APR 22 1954

cc - Mr. Harbo
Mr. Mohr

ORIGINAL COPY FILED IN 100-115475-2254

MEMORANDUM FOR MR. TOLSON

(1) In September, 1953, City Manager Kellogg of Cincinnati, Ohio, when put under political pressure, stated he had received information from the FBI.

(2) Information authorized July 24, 1953, to be given to General Troy Middleton, President of Louisiana State University, was mishandled in that Middleton apparently advised subordinate officials of the source of the information.

(3) Information authorized June 18, 1953, to be given to Governor Cherry of Arkansas which Governor Cherry did not keep confidential.

As a result of these incidents no further information is furnished to the Governor of Arkansas and we restricted the furnishing of information to the governors personally, rather than other local officials, except where the governor was not reliable or the exigencies required other dissemination. The Bureau, of course, passes on any exception very carefully. At present we do not volunteer information to the Governors of the following states: Arkansas, California, Florida, Louisiana, Pennsylvania, and Texas. Where dissemination is necessary, it is made through a responsible state official.

Statistics

Since the inception of the program, the Bureau has authorized dissemination of information in a total of 875 cases involving Security Index subjects.

As there are approximately 25,000 Security Index subjects we are constantly coming up with cases where subjects are securing employment in public utilities, public organizations and semi-public organizations. Consequently, this is a continuing program.

We advised the Attorney General of the Responsibilities Program by memorandum dated December 2, 1953. By memorandum of December 23, 1953, he stated he saw no objection to continuing the program.

The program is under tight restrictions at the present time in that dissemination must concern Security Index subjects and must be restricted to the state governors with limited exceptions wherein another responsible state official is utilized. It would appear that we cannot further restrict the program and make it effective.

MEMORANDUM FOR MR. TOLSON

Executives' Conference Recommendation:

The Executives' Conference unanimously recommended that we continue this program. They felt that it is an effective weapon of harassment of the Communist Party in that persons considered dangerous are being removed from positions where they could do damage; that it assists in stopping infiltration of our public and semi-public organizations by Communists. A goodly percentage of the cases handled under this program are school teachers and it is important that we get Communists out of the schools. The Conference felt also that in addition to serving the public interest in preventing infiltration of our public institutions, the Bureau is effectively forestalling claims by the governors of the various states that the Bureau will not cooperate in the security field and our furnishing of this information tends to stop duplicate investigations in the security field by state authorities.

The Conference recommended that we continue the program as the Bureau's interests are best served by so doing, even though we may have additional instances where our confidence is betrayed.

Inasmuch as the California incident does not appear to result from any betrayal of confidence, if you agree, we will resume the program in that state. However, it is suggested that SAC Whelan talk to Oscar Jahnsen and advise him of the statements of [redacted] and caution him that any cases involving the University of California must be handled with extreme caution.

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b7c

MR. TOLSON

4/27/54

EXECUTIVES CONFERENCE

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SUGGESTION NO. 155-54
MADE BY [REDACTED]
MILWAUKEE OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5Cif/deg

THE SUGGESTION:

That the Bureau utilize the book rate in lieu of parcel post when transmitting 16 mm. training film between the Bureau and field divisions and between field divisions.

PRESENT PROCEDURE:

Films are now sent parcel post registered from Seat of Government to the field and parcel post insured from the field in normal instances.

OBSERVATIONS:

The suggesting employee; SAC R. L. Murphy, Milwaukee; and G. C. Gearty, Training and Inspection Division, feel this method of mailing films would result in a substantial saving to the Bureau, since we ship a considerable number of films and parcel post rates are higher than book rates.

Mr. J. J. McGuire, Records and Communications Division, recommends adoption. He points out this would save the Bureau approximately \$175.00 per year. He states if adopted, it will be necessary for the sender to endorse each package of film "Sec. 34.83 (e), P. L. & R." for shipments at the book rate within a state or within zones 1, 2, or 3, and "Sec. 34.84 (h), P. L. & R." for shipments beyond zone 3. He further recommends film shipments not be registered or insured, since no shipment of film has ever been lost, as far as the Photo Lab can recall. He states this would result in a further savings of \$122.00 per year. If approved, the attached SAC Letter should go forth advising the field of the adoption of this suggestion.

ENCL

1233

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

Mr. L. E. Wherry, Records and Communications Division, advised he has inquired of the Post Office regarding speed of delivery under the book rate and they advised that since parcel post is the slowest method of transmittal there is, it would take no longer to transmit packages under the book rate. He also advised it is not possible to register packages sent under the book rate, although they may be insured.

RECORDED - 10 MAY 11 1954
INDEXED 10

cc: Messrs. Mohr & Harbo
atn

3 MAY 20 1954

RO

M

Memorandum to Mr. Tolson

The "U. S. Official Postal Guide" states as follows:
"Sixteen millimeter films.....may also be mailed at the rate of four cents for the first pound or fraction thereof and one cent for each additional pound or fraction thereof when sent to or from.....associations not organized for profit and none of the net income of which inures to the benefit of any private stockholder or individual....." Mr. [redacted] states it would be possible for the FBI to transmit its training films under the book rate in accordance with the above provision. Our films are 16 mm.

With regard to Postal zones 1, 2, and 3 mentioned previously, it is noted that for parcel post purposes the United States is divided into units of thirty minutes of latitude and longitude which form the basis of eight zones. Each mail clerk in the field has a zone key by which it is possible to determine the zone.

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Based on an estimated savings of \$236.21 for one year (see computation of savings attached), the employee would be entitled to an Efficiency Award of \$10.00 if the suggestion is adopted. Mr. [redacted] is [redacted] Milwaukee Office. Same award would apply if the Bureau adopts book rate with insurance which in 1953 would have saved \$114.11

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference was requested to consider:

(1) Whether we should use the book rate for shipping films in lieu of parcel post, which is now used.

(2) Whether we should insure films shipped from the Seat of Government and the field in the future (we have insured those shipped from the field and registered those shipped from the Seat of Government, since we do not have to pay for registry in Washington under our present practice) since our films cost approximately \$75.00 each and insurance would cost thirty cents for films valued up to \$100.00. Savings by using book rate and eliminating insurance would have been \$236.21 in 1953. On the other hand, savings by using book rate (rather than parcel post, but insuring all shipments) would have been \$114.11 in 1953.

The Conference of 4/26/54, composed of Messrs. Rosen, Parsons, Hennrich, Holloman, Glavin, Mohr, Nichols, Tracy and Harbo, recommended unanimously using the book rate in shipping training films and insuring all shipments. Estimated annual savings \$114.00.

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Conference also recommends efficiency award of \$10.00 to employee [redacted] who made the suggestion.

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

MR. TOLSON

April 30, 1954

THE EXECUTIVES CONFERENCE

WEEKLY DELINQUENCY REPORT
VOUCHER UNIT
ADMINISTRATIVE DIVISION

323,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP-Scidley

The Executives Conference of April 29, 1954, consisting of Messrs. Boardman, Tracy, Belmont, Holloman, McGuire, Rosen, Tamm, Mohr, Harbo, and Glavin, considered the attached memorandum concerning the submission of weekly delinquency reports by the Voucher Unit of the Administrative Division.

It was pointed out to the Conference that a tremendous number of vouchers are received in the Voucher Section between the first and the fifteenth of each month, and, thereafter, considerably less vouchers are received for the remainder of the month. It was further pointed out to the Conference that during the second and third weeks of the month there may be from one thousand to two thousand vouchers in the Voucher Section for a period of more than three days insofar as vouchers submitted by outside contractors and creditors are concerned and as long as five days for expense vouchers.

The Conference was advised that during this rush period in practically every instance vouchers are gotten out within a period of eight calendar days, or six work days.

It was requested, therefore, that an exception be made to the rule concerning delinquencies insofar as vouchers are concerned and that a rule be established that any voucher which has been in the Voucher Unit more than six working days be listed on the weekly delinquency report.

It was pointed out to the Conference that if the present delinquency rule held, i.e. recording vouchers from outside the Bureau after being in the Section for more than three days and Bureau vouchers after five days, during a certain period of the month it may be necessary to list as many as one thousand to two thousand vouchers, which would materially slow down the Voucher Examiners.

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

Mr. Harbo

RECORDED - 108

66-2537-11413

INDEXED-10

MAY 11 1954
127

Mr. Mohr

U MAY 12 1954

ORIGINAL COPY FILED IN

5767

Memorandum to Mr. Tolson from Executive Conference

4-30-54

Re: Weekly Delinquency Report, Voucher Unit, Administrative Division

RECOMMENDATION:

The Conference unanimously recommended that insofar as the Voucher Section is concerned the delinquency procedure be set up so that no voucher need be listed unless and until it has been in the Voucher Section for a period in excess of six working days.

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

Mr. Glavin

April 23, 1954

H. L. Edwards

REVISED WEEKLY DELINQUENCY FORM (3-126)

Instructions have been furnished to each Assistant Director by the Director in memorandum of April 15, 1954, setting forth revised requirements to be reflected in the weekly delinquency reports, to specifically list each item that is delinquent with sufficient descriptive details, to identify the item, status in the division and the estimated date of handling. The form now being used to report the delinquent items does not give full descriptive identity under the revised instructions that have been set forth as indicated above.

By memoranda to all Bureau officials and supervisors dated January 27, 1954, and November 27, 1953, the deadlines for communications from persons outside the Bureau were changed to be acknowledged within 3 work days and letters and memoranda to the field be answered within 5 work days after received in the division.

There is attached hereto the weekly delinquency report form presently being used and the proposed revised report form being suggested for adoption. Since the Supply Section has no supply of these forms now on hand, it is felt the new supply to be printed should be revised to make the form current.

RECOMMENDATION:

That the proposed revised weekly delinquency report form be adopted. A requisition for printing is attached.

cc: Training and Inspection Division
Attachments (3)
RWB:dap

ADDENDUM: (jmr) 4-27-54 The Executives Conference of April 26, 1954, consisting of Messrs. Nichols, Harbo, Rosen, Holloman, Hennrich, Parsons, Mohr, Tracy, and Glavin, approved the revised weekly delinquency form attached hereto. WRG

323,012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY sp5ci/dec

X-125

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RECORDED-17

166-2554-11414
MAY 11 1954
127

2 Encl.
p.l. of ...

55 MAY 17 1954

ORIGINAL COPY FILED IN 66-2554-1838

Mr. Tolson

May 4, 1954

The Executives Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5CJ/def

On May 3, 1954, the Executives Conference with Messrs. Tolson, Holloman, McGuire, Rosen, Belmont, Mohr, Glavin, Boardman, Harbo, Tracy and Q. Tamm being present considered the question of access to seventh floor space from the elevator lobbies into Laboratory space.

On the seventh floor access to the 7600 corridor may be gained by anyone through the entrance at 9th and Pennsylvania Avenue. This door is not locked between the hours of 8:00 A. M. to 7:30 P. M. and anyone using the 9th Street elevators may walk through the 7600 corridor into the Laboratory space. This is a public corridor. The 7300 corridor is also a public corridor and the elevator lobby at the junction of the 7600 and 7300 corridors is the one used primarily by tours. This elevator lobby door is locked and, since the increase in tours, most of the tour leaders do not have keys to gain access to the Laboratory corridors. Consequently, it is necessary for the tour leaders to stand and rattle the door until someone from the Laboratory opens it to permit the tour to enter. This occurs on an average of once every ten minutes. The elevator lobby at the junction of the 7200 and 7300 corridors is also locked. This door is utilized by Bureau employees and most of the employees do not have keys. It is necessary for them to attract the attention of someone before they can come through the doors.

It is the recommendation of the Laboratory that during working hours these doors be unlocked. It is not felt that any security problem is involved. Access through these doors will be to corridors in the Laboratory space. They do not give access to Records Section space. Laboratory materials in rooms are not left unattended unless the rooms are locked. It is suggested that the doors from the elevators at the 7300 corridor be treated the same as the door coming in from the 9th and Pennsylvania Avenue entrance, that is, unlocked between the hours of 8:00 A. M. and 7:30 P. M.

The Conference unanimously agrees. If you approve, instructions will be issued to the Laboratory.

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

Mr. Harbo
Mr. Mohr

QT:VH

RECORDED - 23

INDEXED - 23

166-2557-11415
MAY 12 1954
70

70 MAY 14 1954

ORIGINAL COPY FILED IN 66-2557-222-3

Mr. Tolson

May 4, 1954

The Executives Conference

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

On May 3, 1954, the Executives Conference with Messrs. Tolson, Holloman, McGuire, Rosen, Belmont, Mohr, Glavin, Boardman, Harbo, Tracy and Q. Tamm being present considered a recommendation of the Laboratory for the purchase of a Tukon hardness tester.

This is an instrument for testing relatively small items, such as, sheet metal, wire, nails, screws, metal shavings, serial number plates for automobiles, steel banding tapes and other such material. The Laboratory is receiving a large quantity of this material in car theft and safe burglary cases. This would add to the completeness of the examination.

The Conference unanimously recommends the purchase of a Tukon hardness tester at a cost of \$2,983.50.

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

100-11-7003
ORIGINAL

QT:VH

RECORDED-57

INDEXED-57

106-2554-11416
MAY 13 1954
83

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

MAY 18 1954
FBI

[Handwritten signature]

MR. TOLSON

May 11, 1954

THE EXECUTIVES CONFERENCE

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

The Executives Conference of May 10, 1954, consisting of Messrs. Boardman, Nichols, Harbo, Mohr, Belmont, Tracy, Quinn Tamm, Winterrowd, and Glavin, considered a suggestion submitted by Miss [redacted] secretary, Administrative Division, as follows:

** Copies of*

Miss [redacted] suggested that instructions be issued that in preparing communications regarding two or more employees, sufficient copies should be prepared for inclusion in the personnel file of each employee involved. Miss [redacted] points out that her suggestion applies to communications prepared both at the Seat of Government and in the field. She also points out that present instructions require the preparation of sufficient yellow copies of outgoing communications for each personnel file. She believes that same should be true with regard to white copies, i.e., sufficient white copies to go forward with each communication to the field for inclusion in the file of each employee involved and vice versa with regard to communications from the Bureau to the field.

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Miss [redacted] points out that if her suggestion is adopted it would eliminate considerable time being consumed by the recipient in making sufficient copies for each file.

The Conference was advised that this suggestion had been discussed with the secretary to the Special Agent in Charge at Washington Field and with Mrs. [redacted] in the Personnel Records Section of the Records and Communications Division. Both were in agreement that there would be a considerable savings of time if the suggestion was adopted.

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A check with Mrs. [redacted] of the Training and Inspection Division resulted in information to the effect that no rule necessitating the preparation of such copies above-mentioned presently exists.

RECOMMENDATION OF THE CONFERENCE

The Conference unanimously recommended that the suggestion be adopted.

Sugg. # 205-574

RECORDED - 70
INDEXED - 70
EX. 100
[Handwritten initials]

66-2554-11417

20 MAY 13 1954

[Handwritten initials]

PERM. FILES

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

cc - Mr. Harbo
Mr. Mohr

Attachments to 32 MAY 19 1954

WRG:jmr

(over)

Memo to Mr. Tolson from the Executives Conference

Should you agree, the attached SAC Letter (with copies designated for Seat of Government officials and supervisors) attaching appropriate revisions for the Manual of Rules and Regulations as well as for the SOG and Field Stenographers' Manuals should go forward. Also attached is a letter to Miss [redacted] thanking her for her suggestion.

✓ JH

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

A. H. Belmont

April 21, 1954

W. A. Branigan

~~SECRET~~

[Redacted] (X)
ESPIONAGE - R (X)
[Redacted] (X)

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

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Subject, an [Redacted] was the
[Redacted] of a double agent operation involving our
informant, [Redacted]. The operation was active from April, 1950, to
April, 1953, and ended with subject and other Soviets involved being
declared either persona non grata or stopped from returning to the
U.S. [Redacted] was an unpaid informant who volunteered his services
after the initial approach to him in April, 1950. He was paid
actual expenses and cooperated completely as a patriotic obligation.

The New York Office recommends that as a token of apprecia-
tion for valuable services rendered, informant be allowed to [Redacted]

[Redacted] Soviet
[Redacted] the Soviets. [Redacted] involved
are: [Redacted]
[Redacted] (X)

The Department has declined prosecution in this case in
favor of the persona non grata action by State. [Redacted]
[Redacted] the Soviets held as evidence, has been
returned to the U. S. Treasury and the Department has ruled that the
[Redacted] may be disposed of or used by the Bureau as we deem fit.
[Redacted] are a special type not ordinarily used by the Bureau in
[Redacted] (X)

RECOMMENDATION:

If you agree, New York will be authorized to allow the
informant to [Redacted]
[Redacted] will be retained by the Bureau for general use. A letter
to New York with specific instructions is attached. (X)

9/14/92 323013
CLASSIFIED BY: [Redacted]
DECLASSIFY ON: OADR

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

RECORDED-67

INDEXED-67

166-2557-11418

MAY 14 1954

52 ~~UNCLASSIFIED~~

INITIALS ON ORIGINAL

Executives' Conference (on April 29, 1954, consisting of Messrs.
Boardman, McGuire for Nichols, Glavin, Harbo, Rosen, Tamm, Tracy, Mohr,
Holloman and Belmont, unanimously recommended that the attached letter to
New York Office be sent, authorizing the informant to [Redacted]

MAY 18 1954

AHB:LL

~~SECRET~~

ORIGINAL COPY FILED IN 100-11418-36

THE DIRECTOR

May 10, 1954

THE EXECUTIVES CONFERENCE

823013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-97 BY SP-3 u/deg

SYNOPSIS:

The Executives Conference of May 3, 1954, consisting of Messrs. Tolson, Tracy, Belmont, Harbo, Holloman, Quinn Tamm, Mohr, Rosen, McGuire, Boardman, and Glavin, was advised that a review had been made of responses received from the field concerning the desirability of establishing consolidated charity drives in the various divisional offices.

Fifteen (15) offices recommended the adoption of the one-package drive and 36 offices were opposed for various reasons. The main reasons set forth by those offices opposed and which are enumerated in greater length in the details of this Executives Conference memorandum are:

- (1) Desire to designate personal charities.
- (2) Resident Agents would wish to give in resident agency cities.
- (3) Employees living in suburban areas would wish to give in such areas.
- (4) Office too small insofar as personnel concerned and such a consolidated drive would not be of benefit.

All of the above reasons were considered by the Bureau at the time the consolidated fund was set up for the Seat of Government. In no instance would any difficulty be experienced by the field offices in overcoming any of the above objections. Detailed instructions to the field in this regard would very clearly point out that such objections could be very easily overcome and were overcome at the Seat of Government.

RECORDED-19

INDEXED-19

RECOMMENDATIONS OF THE EXECUTIVES CONFERENCE:

EX - 107

66-2534-11419

(1) Messrs. Tracy, Belmont, Harbo and Holloman, while favoring the consolidated charity fund, do not believe that it should be mandatory for each divisional office to set up such a consolidated drive.

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

cc - Mr. Harbo
Mr. Mohr

MAY 17 1954

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Memo to the Director from the Executives Conference

They believe that it should be permissive with the various divisional offices in setting up or not setting up a consolidated drive for that office.

(2) The remainder of the Conference, Messrs. Tolson, Quinn Tamm, Mohr, Rosen, McGuire, Boardman, and Glavin, recommends that instructions go forward to the field that consolidated funds be established in each of the divisional offices. In those offices where a more or less consolidated fund presently exists, such as where there is one consolidated drive for all charities with the exception of Polio and Red Cross, that there be one consolidated drive embracing all charities including Polio and Red Cross.

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(3) It is further recommended that in the event consolidated funds are approved for the entire divisional service, that detailed instructions go forward to the field showing exactly how the drive was handled at the Seat of Government; giving them the forms so that they can see that their charities can be designated; and that the field be advised that it is not the intention in establishing the consolidated fund to have persons not living in the community benefited participate in the fund, it being thoroughly understood that resident agents and persons living in communities having their own drives should, of course, subscribe to such charities in their communities.

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- Ladd _____
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- Holloman _____
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Memo to the Director from the Executives Conference

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DETAILS:

The Executives Conference of May 3, 1954, consisting of Messrs. Tolson, Tracy, Belmont, Harbo, Holloman, Quinn Tamm, Mohr, Rosen, McGuire, Boardman, and Glavin, considered extending to the field the Bureau's FBI Employees' Consolidated Charity Fund.

It was pointed out to the Conference that inquiry had been made of the divisional offices as to whether one-package drives were being held in the various field offices and as to whether such consolidated drives could be inaugurated in the various divisional offices.

Fifteen (15) offices recommended adoption of the one-package charity drive.

In addition, 12 offices are now participating in a consolidated charity drive in their particular cities. In all but one instance, there are two or more drives under the consolidated charity drive plan since in a number of instances Polio and Red Cross have drives of their own.

A number of the offices not recommending the establishment of a consolidated charity drive for their office gave various reasons as follows:

- (1) Several offices stated that personnel assigned thereto felt that charitable donations were a personal matter; that the various employees would like to give to their own particular charity; and that the identity of the charity would be lost in a consolidated charity fund drive.

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- Nichols _____
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- Holloman _____
- Gandy _____

Memo to the Director from the Executives Conference

Answer:

We had the same problem in establishing the consolidated charity drive for the Seat of Government. We prepared a pledge card for each contributor whereby that contributor could set forth the identity of the charities to which his contribution would go and in many instances the contributor set forth charities to which contributions should not be given. This particular feature would cause no difficulty in the establishment of a consolidated charity fund in the field.

- (2) Several offices pointed out that the offices were small and a consolidated charity drive would serve no particular purpose.

Answer:

The Special Agents in Charge have apparently overlooked the fact that even though an office is small, one combined drive will save a considerable amount of time throughout the charity year since the employees will be approached only once and no further drives or collections of any kind need be made for charitable purposes during the remainder of the charity year.

- (3) Several offices pointed out that a considerable number of personnel assigned to such offices are assigned to resident agencies and it is not felt that a resident agent should be included in the consolidated charity drive.

Answer:

The Conference wishes to point out that it is, of course, understood that a combined charity drive would be for the employees assigned to the headquarters cities and not to resident agents, who would be expected to contribute to the charity drives in their particular resident agency cities.

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Memo to the Director from the Executives Conference

- (4) Comment was made by certain Agents in Charge that a number of employees in their offices reside in suburban areas and are desirous of contributing in their own communities rather than to a consolidated drive in the headquarters city.

Answer:

The Conference wishes to point out that a great number of employees assigned to the Seat of Government live in communities other than Washington, D. C.; however, the greater part live in the metropolitan Washington area. For example, the Community Chest solicitation, which is the major solicitation, not only embraces metropolitan Washington but also includes Prince Georges and Montgomery Counties in Maryland, the Free City of Alexandria, Virginia, and the Counties of Arlington and Fairfax. Undoubtedly many divisional offices have the same metropolitan area wherein surrounding suburban areas are taken into consideration in the over-all city drive. In the event independent drives are put on in various suburban communities such employees, of course, would not be expected to contribute to a consolidated charity drive in the headquarters city but could contribute to the drives in their own communities. This would cause no difficulty in setting up a consolidated charity drive plan for the divisional offices.

The above are the main reasons why 36 of the offices do not feel that the consolidated charity drive should be instituted in their particular office. In no instance is there any set of facts given which would make it appear undesirable to have such consolidated drives established in those offices.

One or two of the offices suggested that the Christmas Fund or the Flower Fund in the field office be included in the consolidated charity drive.

Answer:

We considered this particular matter in setting up our own consolidated fund at the Seat of Government and eliminated Christmas giving and flower funds

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Winterrowd _____
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Holloman _____
Gandy _____

Memo to the Director from the Executives Conference

from the consolidated charity drive because of the many diverse purposes for which such funds are used. It is not felt that such funds fall within the general meaning of a charity drive insofar as any consolidated charity drive is concerned and it is felt that such collections should be eliminated from any of the consolidated drives.

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

*Respectfully,
For the Conference*

Clyde Tolson

Tolson _____
Ladd _____
Nichols _____
Belmont _____
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Harbo _____
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Tracy _____
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Mohr _____
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Holloman _____
Gandy _____

The Director

5/10/54

323,013

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 W/DA

NATION-WIDE CIVIL DEFENSE TEST EXERCISES
JUNE 14-15, 1954

On 5/10/54 the Conference, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, considered invitations received by the Bureau to participate in the Civil Defense Test Exercises on June 14-15. The Conference was also advised of a Presidential Directive dated 4/30/54 instructing the heads of all departments and agencies in the Executive Branch of the Government, both at national and field level, to cooperate fully.

Lt. Gen. Huebner, Director, Civil Defense, New York, has invited SA H. Courtenay Clinch of New York to be his guest in an unofficial capacity in the forthcoming exercises. Gen. Huebner stated Agent's presence would in no way place FBI in position of consent or approval of civil Defense actions. SAC Kelly and Mr. Boardman recommend invitation be accepted. Gen. Huebner has previously agreed to provide police personnel, automobiles, and clean-up personnel to New York Office in emergency, at which time he would have extensive powers.

Administrator, Third Regional Office, Federal Civil Defense, has requested that representative of Atlanta Office, FBI, be present at Regional Headquarters, Thomasville, Ga., during exercises to "take necessary hypothetical action" on matters within jurisdiction of FBI. SAC, Atlanta, favors acceptance. Director inquired as to necessity of this and whether it was being done elsewhere.

Chief of Security, Federal Civil Defense, has informed Bureau Liaison Agent that it would be desirable for Bureau to have a Liaison Agent with Federal Civil Defense Headquarters during this exercise. Bureau war plans provide that in event of actual relocation our Liaison Agents will accompany to relocation site the agency which they normally contact.

None of the above invitations has yet been accepted. No instructions have been received other than a copy of the Presidential Directive dated 4/30/54.

cc - Mr. Mohr
Mr. Harbo

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

RTH:cs

52 MAY 18 1954

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INDEXED-14

EX-127

66-2554-11420
RH
18 MAY 14 1954

Advantages of participation would be as follows: provide an opportunity to observe Civil Defense planning and operations and to determine whether matters under FBI jurisdiction would be properly referred; provide a means of furthering our relations with Civil Defense, whose cooperation we will need in an emergency since State Civil Defense Statutes generally give exceedingly broad powers as to necessary governmental functions to the Administrators during an emergency.

The principle disadvantage would be the amount of Agent personnel time devoted to participation in the test on June 14-15; also the possibility the Bureau might become involved in Civil Defense problems which do not affect us.

RECOMMENDATIONS:

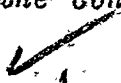
J. Conrad
Tolson
Messrs. Glavin, Tracy and Mohr recommend that the Bureau participate only to the extent of having a Liaison Agent present at Federal Civil Defense Headquarters at the national level. They felt this would give us adequate information concerning the activities of Civil Defense and that designation of Agents in the field to participate would not furnish productive results and might result in unfavorable criticism of the Bureau if the test were generally unsuccessful.

Messrs. Boardman, Nichols, Winterrowd and Harbo recommend that we accept all three invitations, (1) Liaison Agent to be present at National Civil Defense Headquarters as observer, (2) New York Office Agent to be present at New York State Headquarters as observer, (3) Atlanta Agent to be present at Thomasville, Ga., as observer. They definitely were opposed to the Atlanta Office participating to the extent of taking "necessary hypothetical action within Bureau jurisdiction" as suggested in Atlanta letter. They also favor an SAC Letter to the field advising the field generally of the program and that no acceptances should be made by other offices without prior Bureau clearance.

Messrs. Tamm and Belmont agree with the proposal to accept the three present invitations with Bureau representatives to act as observers but they also take the position that at this time we should indicate to the field that we intend to accept any additional invitations which may be received for field participation as observers, with the provision that the field would clear with the Bureau before final acceptance is made in each case.

The field will be advised in accordance with the
Director's decision.

Respectfully,
For the Conference


Clyde Tolson

Mr. Tolson

5/6/54

Executives Conference

FIELD FIREARMS TRAINING
FISCAL YEAR 1955

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 CWD/ef

On 5/3/54 the Conference, composed of Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, Belmont, Rosen, McGuire, Belmont, Tracy and Harbo, considered the recommendations of SAC Sloan for the field firearms training program in the 1955 fiscal year which include the following changes:

1. Discontinue training on .30 caliber rifle in the field; this will reduce outdoor training periods from 5 to 4. Several offices have no safe facilities for firing the rifle and intensified training on rifle will be given during in-service.
2. Reduction of winter revolver training periods from 5 to 4 (each Agent will shoot 30 rounds with revolver in 4 separate months).
3. Minor modifications in machine gun course, double action revolver course and practical pistol course. These involve no reduction in amount of training but primarily include greater practice in use of left (or weaker) hand.
4. During each six-month period each Agent will be required to participate in two outdoor firearms training periods and two indoor revolver training periods.

The Conference unanimously recommends adoption of the foregoing suggestions by SAC Sloan; however, the Conference did not agree with Sloan's suggestion that no make-up shooting should be required on the same day an Agent participated in a regular firearms training session. Instead the Conference recommends that the rule be that only one make-up score could be shot on any one day insofar as a specific course is concerned (at present there is no limitation on the number of make-up scores which could be earned on a single day).

If the Conference recommendations are approved, the attached SAC Letter should be sent to the field.

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

Attachment

cc - Mr. Mohr
Mr. Harbo

RECORDED-16
INDEXED-16
EX-129

13 MAY 14 1954

MAY 17 1954

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O.K.
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Mr. Tolson

5/12/54

Executives Conference

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SUGGESTION NO. 122,54
MADE BY [REDACTED]
SEATTLE OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 cpe/g

THE SUGGESTION: EXTRA COPIES OF

That when the subject of an Identification Order is placed on the List of Ten Most Wanted Fugitives, the Bureau furnish each field office with an additional supply of Identification Orders.

furnished field office

PRESENT PROCEDURE:

Each field office is required to keep the Bureau advised as to the number of Identification Orders, Wanted Flyers and Apprehension Orders needed. If additional copies are required, the Bureau supplies them upon request.

OBSERVATIONS:

SAC R. D. Auerbach, Seattle, and the employee, state when a subject is placed on the List of Ten Most Wanted Fugitives, there is increased activity and Agents and law enforcement agencies generally request extra copies of the Identification Order. The five which are placed in the file are inadequate to meet these requests. They feel if an extra supply was on hand it would save time in getting the Identification Orders circulated.

Mr. R. C. Renneberger, Administrative Division, states when Identification Orders are mailed to the field, a number of extra copies over and above the number required by each field office are sent. He feels in view of this, each office should have a sufficient number on hand to meet any requests for additional copies. He is opposed to the suggestion.

Mr. E. H. Winterrowd, Investigative Division, is opposed, since Wanted Flyers are issued shortly after individuals are placed on the List of Ten Most Wanted Fugitives, and these contain more complete information than the Identification Orders.

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

cc: Mr. Mohr
Mr. Harbo

RECORDED - 23

INDEXED - 23

166-2554-11422
RECORDED
MAY 1 1954
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MAY 18 1954

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Memorandum to Mr. Tolson

He noted that when the field requests extra copies they are furnished by the Bureau, but based on experience, he can see no real need for furnishing extra copies as suggested.

Views regarding this suggestion were requested from several field offices, and the following were received:

Norfolk, New York, Richmond, Philadelphia, and Washington Field advise they have experienced no difficulty in this regard and are opposed to the suggestion.

Baltimore and Newark advise they frequently need additional copies of Identification Orders when a subject is placed on the List of Ten Most Wanted Fugitives.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, recommends unanimously unfavorable.

Mr. Tolson

5/12/54

Executives Conference

SUGGESTION NO. 184-54
MADE BY INSPECTOR C. W. STEIN
TRAINING AND INSPECTION DIVISION

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7-13-92 BY SP-3 [signature]

THE SUGGESTION:

That in Master Check Cases, some ~~suitable~~ phraseology ^{USC of} be carried in both the ~~synopsis and details~~ of all reports after a case is designated a ~~Master Check Case~~. ^{when}

In lieu of the above, it was suggested that rubber stamps might be obtained reading "Master Check Case", to mark the outside file cover and to stamp all outgoing communications.

PRESENT PLOCEURE:

SAC Letter 53-66 dated 9/29/53 (F) states, "The fact that a case has been designated as a Master Check Case by the Bureau is an administrative designation and this fact should be reflected on the administrative page of the report. The investigative report itself should not reflect this data since these reports are frequently disseminated outside of the Bureau."

OBSERVATIONS:

Inspector Stein points out that the FBI Handbook sets a fifteen-day deadline in Master Check Cases. He noted that in the Mobile and Atlanta Offices this deadline has been missed in some cases. It is his observation that the Bureau communication designating a case a Master Check Case is apt to become buried in the file and agents to whom the cases are assigned lose sight of the fact that the case bears a fifteen-day deadline. Mr. Stein feels that this suggestion is more desirable than the suggestion that a rubber stamp be obtained to mark the file cover and outgoing communications. Inspector E. D. Mason, Training and Inspection Division agrees with Mr. Stein.

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

Mr. Rosen, Investigative Division, is opposed, since the report may be disseminated to the Department or a United States Attorney. He states this is an administrative matter and does not feel that the Department or U. S. Attorney should

cc: Mr. Mohr (This suggestion submitted in form of informal note from Stein to Mason 4/16/54)

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Memorandum to Mr. Tolson

receive any indication that the cases receive special treatment.

Mr. D. J. Parsons, FBI Laboratory, favors the suggestion with regard to Laboratory reports on Master Check Cases. He feels letters between field divisions, between field divisions and the Bureau, and Laboratory reports, could contain the phrase "Master Check Case" in the caption. He states also the Laboratory has no objection to marking the outside of file covers in the field to designate Master Check Cases.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, recommends unanimously unfavorable, agreeing with the position expressed by the Investigative Division.

Mr. Tolson

April 5, 1954

The Executives Conference

AMBUQUITIVE RADIO EQUIPMENT

On April 1, 1954, the Executives Conference with Messrs. Boardman, Harbo, Holloman, Rosen, Belmont, Tracy and G. Tamm being present considered a recommendation of the Laboratory for the purchase of 24 three-channel radio units to be distributed as follows: New York 5; Washington Field Division 5; San Francisco 14. The Laboratory also recommended at the same time the purchase of 87 police crystals for use in present radio equipment.

The recommendations of the Laboratory are for field mobile radio equipment so that requests from field divisions for police frequency units may be filled. The equipment recommended by the Laboratory with regard to the three-channel units for New York, Washington Field Division and San Francisco costs \$12,700. The 87 police crystals cost \$1,300. The total purchase cost of this equipment will be \$13,900.

The Conference unambiguously recommends its purchase.

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

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 UJ/dg

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EX-129

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MAY 17 1954
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- Tolson
- Ladd
- Nichols
- Belmont
- Clegg
- Glavin
- Harbo
- Rosen
- Tracy
- Gearty
- Mohr
- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

55 MAY 18 1954

F-1023

Mr. Tolson

5/12/54

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Executives Conference

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5/SLD/eg

SUGGESTION NO. 189-54

MADE BY SA [REDACTED]

DETROIT OFFICE

DAILY REPORTS and REGISTER
THE SUGGESTION:

That each Agent use one Number Three Card for two consecutive work days, writing in the upper left-hand corner of each card the figure "1" or "2" to indicate the first and second day's use of the card.

PRESENT PROCEDURE:

Number Three Cards are removed from the Kardex book each morning and routed to the appropriate supervisors for checking, after which they are referred to the time and attendance and leave clerk for handling. They are then filed for three years after which time they are destroyed.

OBSERVATIONS:

The employee feels adoption of this suggestion would save approximately forty per cent of the night clerk's time in collecting Number Three Cards each morning; would decrease space needed to file the cards; and decrease the expense of purchasing such cards by forty per cent. These cards cost \$1.53 per 1,000.

SAC F. H. McIntire, Detroit, is opposed. He states the suggestion is good as to the saving of space and filing time; however, since the Number Three Cards are used for time and attendance and overtime purposes, he feels adoption would lead to confusion. Supervisors would have to be unusually alert to insure one side of a card was filled out for each day, would have to initial each side, and the time and attendance clerk would have difficulty keeping up with leave matters each day. He points out another disadvantage which would be encountered when an Agent works one day, then goes on annual leave and uses the other side of the card upon his return.

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

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76 MAY 17 1954

cc: Mr. Mohr

Mr. Harbo INDEXED - 78

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MAY 20 1954

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RT

Memorandum to Mr. Tolson

SAC L. L. Laughlin, Washington Field; Mr. Glavin, Administrative Division; Inspectors J. E. Nugent and H.C. Van Pelt, Training and Inspection Division are all opposed to the suggestion, and are in agreement with SAC McIntire.

It is noted that on October 31, 1949, the Executives Conference considered a similar suggestion and were unanimously opposed on the basis the additional clerical time required would approximately equal any saving, in addition to the disadvantages of confusion and difficulty in reviewing the cards.

On July 15, 1953, a similar suggestion was submitted and considered. In a memorandum dated August 24, 1953, to Mr. Tolson from H. H. Glegg, it was recommended that the suggestion not be adopted and Mr. Tolson agreed with the recommendation.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/11/54, composed of Messrs. Boardman, Tracy, Tamm, Mohr, Winterrowd, Belmont and Harbo, recommends unanimously unfavorable.

Mr. Tolson

5/13/54

Executive Conference

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

~~WAR PLANS~~
INSTRUCTIONS FOR PHASE I
~~EMERGENCY RELOCATION PLANS~~
U.S. DEPARTMENT OF JUSTICE
NOTIFICATION TO DEPARTMENTAL OFFICIALS

You will recall that the Director on 12/17/53 advised the Attorney General that accommodations could be made for the Attorney General, the Deputy Attorney General, and 8 other persons in the Department of Justice at the Bureau's emergency relocation site.

Departmental plans as they are now constituted impose the duty on the Bureau of notifying the Attorney General and the first two available Departmental officials in their Chain of Authority upon receipt of information causing the Bureau to activate its emergency relocation site.

Arrangements have been perfected with the Air Defense Command, which organization operates the Coastal Radar System, to notify the Bureau (Assistant Director Belmont's office) should they receive any air defense warnings, and to facilitate this there is a direct line from the Air Force operations office to the Bureau. The Bureau switchboard has been instructed to route any calls to Mr. Belmont's office. The person taking the call in Mr. Belmont's office will immediately notify Mr. Boardman who will in turn notify the Director and Mr. Tolson. Following notification to Mr. Boardman, the person taking the call will notify Bureau officials in the following order: Mr. Belmont, Mr. Nichols, Mr. Glavin, Mr. Tamm, Mr. Tracy, Mr. Rosen, and Mr. Harbo, Mr. Holloman and Mr. Mohr.

Normally under these circumstances it would follow that Mr. Belmont's office would give appropriate notification to the Attorney General and the first two persons located in the Departmental Chain of Command. However, Mr. Belmont is of the opinion that should notification to evacuate the Seat of Government be received, the Domestic Intelligence Division and all personnel connected therewith will be completely and thoroughly engaged in setting into operation the various detention programs which are now planned, and notification to the Departmental officials should be by Mr. Glavin, who has been designated as Evacuation Coordinator by the Director. It must be

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

JEN:GLC
Mr. Harbo
Mr. Mohr

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66-2554-11426

MAY 14 1954

MAY 20 1954

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pointed out that there is no assurance that evacuation and institution of the detention programs will be synonymous, and that placing the responsibility of notification in two divisions will undoubtedly add to the confusion. Mr. Glavin has objected to Mr. Belmont's suggestion, and points out: (1) There is an agent on duty in Mr. Belmont's office at all times, this is not true of Mr. Glavin's office; (2) He will depart for the relocation site at first notification to ready it for operating condition on the arrival of the Director.

EXECUTIVES CONFERENCE ACTION: RTH:cs

The Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Henrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, was unanimously of the opinion that the responsibility for seeing that appropriate notification is given to the Attorney General and the first two persons following in the Departmental chain of command in the event evacuation is ordered should be fixed with Mr. Belmont for the reason that there is an Agent on duty in his office 24 hours a day, 7 days a week. The Conference noted that in event of evacuation the Bureau will not move to emergency headquarters until the Director has instructed such action be taken and that under most circumstances the Director would probably personally notify the Attorney General of such decision. However, in view of the possibility that such decision might be made outside normal working hours, the responsibility for seeing that appropriate notification is sent to the Department should be fixed in a Bureau division which has an Agent on duty at all times.

JK
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JK

Mr. Tolson

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5/12/54

Executives Conference

SUGGESTION NO. 188-54
MADE BY SA [REDACTED]
LOS ANGELES OFFICE

323,013

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

THE SUGGESTION:

That ~~Form FD-125 (Request for Credit or Criminal Record)~~
be printed on a lighter weight paper.

PRESENT PROCEDURE:

This form is presently printed on watermarked bond paper.

OBSERVATIONS:

The employee believes printing this form on lighter weight paper would result in greater economy since the paper would be less expensive. He also believes copies could more easily be made, pointing out that frequently five or six copies are needed for checking various agencies. He states this form is destroyed upon dictation.

SAC John F. Malone, Los Angeles, is opposed, stating that a thinner grade of paper is more difficult to handle. He states that the thin paper would crumple up and become lost in the bottom of Agents' folders.

Mr. R. C. Renneberger, Administrative Division, is opposed. He states that while there would be a small saving resulting from printing this form on thinner grade paper, any saving would be offset by the difficulty in handling the manifold paper in the running, cutting, wrapping and handling.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, recommends unanimously unfavorable.

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

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66-2554-11427
76 MAY 18 1954

55 MAY 26 1954 RECORDED-74

EX - 107

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[Handwritten initials]

Criminal Records

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Rosen

DATE: April 30, 1954

FROM : C. A. Evans

323D13

6-13-92

SP-5 C. J. [unclear]

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

SUBJECT: EWA PLANTATION COMPANY v. UNITED STATES
CIVIL DOCKET NO. 1023, ET AL.
FEDERAL TORT CLAIMS ACT

alt

By memorandum dated April 27, 1954, the Civil Division advised that this suit for \$120,631.27 has been compromised for \$50,000. In approving this compromise, the court withdrew an order filed 11/4/53 requiring the Government to produce Bureau reports in this case.

Plaintiff, a plantation in Hawaii, sought to recover damages for fires allegedly caused by military aircraft during World War II. On August 15, 1952, plaintiff filed a motion for the production of certain documents including FBI reports. The Government resisted this motion and instead of producing the reports filed a summary of the information appearing in the reports. This summary was prepared by the Department. Plaintiff alleged that the summaries prepared by the Department were inadequate for the needs of plaintiff's counsel and on October 2, 1953, U. S. District Judge J. Frank McLaughlin, Honolulu, ruled that the Government would be required to produce the Bureau reports and an order requiring production of the reports was filed by the court November 4, 1953. The Government contended that Bureau reports were privileged and cited the Supreme Court decision in the Reynolds case. In that case the Government refused to produce Air Force reports and the Supreme Court held that such reports were privileged. Judge McLaughlin denied that the FBI reports in this case were privileged, pointing out that the privilege in the Reynolds case applied to reports which contained secret or classified material while the Bureau reports in this case did not deal with classified material.

Since the entry of the order on 11/4/53 requiring the production of Bureau reports, departmental attorneys have conferred with plaintiff's attorney relative to reaching a compromise settlement, and the compromise of \$50,000 was agreed upon by the plaintiff and approved by the Judge on April 15, 1954. The United States Attorney, Honolulu, insisted that, as a condition of the compromise settlement, the court withdraw its order requiring the production of Bureau reports in court. The Judge agreed with this and withdrew the order.

RECOMMENDATION

It is recommended that this memorandum be forwarded to the Statistical Section in order that a saving to the Government of

Attachment
 120-1286
 JKP:ige

120-1286-145

ORIGINAL COPY FILED IN

Memorandum to Mr. Rosen

\$70,631.27 can be recorded. The report of SA Yancy M. Willoughby, 4/23/54, Honolulu, which reflects this saving, is attached.

JHR
R

JMT

Unanimously approved by Executives Conference on May 1, 1954, with Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, Boardman, Rosen, Harbo, Holloman, and McGuire in attendance.

AR:JMT

Mr. Tolson

4/21/54

The Executives Conference

8528

EXECUTIVE ORDER 10501
SAFEGUARDING OF OFFICIAL INFORMATION
IN THE INTEREST OF THE DEFENSE OF THE U.S.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP-5 CIP/ky

323 013

BACKGROUND:

The above-captioned order prohibits classifying documents unless they contain defense information and provides that the classification of top secret, secret and confidential shall be used. The Order further provides that the Attorney General will render an interpretation of the Order in connection with any problem upon the request of the head of an agency.

PROBLEMS:

The following problems have been raised in connection with the Order:

1. Does the Order prohibit placing the word "Confidential" near the caption of a document containing defense information which is sent from one field office to another field office, from the Bureau to a field office, or from a field office to the Bureau. The purpose of using the word "confidential" is to limit the routing of the document within the field office or the Bureau. A practice has grown up in the Bureau of sending certain documents in this manner and Bureau regulations provide that the word "confidential" must be used in correspondence pertaining to criminal informants.

This matter was discussed with Mr. T. J. Donagan who is Special Assistant to the Attorney General. He informed that in his opinion the Order prohibits the use of the word "confidential" in the caption or near the caption of any document unless the document contains defense information and is being classified as confidential. He informed that if the Bureau desired, he would prepare a letter for the Attorney General's signature authorizing the Bureau to use the word "confidential" in or near the caption of a document when it was desired to limit the routing of that document either in the field office or at the Dept. of Government. He informed, however, that the Defense Department had requested an exception be made

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

cc - Mr. Mohr
Mr. Harbo
INDEXED-74
MAY 24 1954
EX-107

66-2564-11429
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141 MAY 13 1954

MAY 6 1954
127

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for that agency and they be allowed to use the word "restricted" on documents which did not pass outside the Defense Department. Mr. Donegan stated he had turned down that request and for that reason would prefer not to grant any exception for the Bureau, but added if the Bureau desired he would make an exception. He suggested that some code word or phrase be used to accomplish the limited routing. It was suggested to the Conference that the phrase "limited routing" be used rather than "confidential" in documents which do not pass outside the FBI, contain nondefense information but it is desired that the documents receive limited routing.

2. Does the Order prohibit the placing of the phrase "Personal and Confidential" near the caption of letters going from one SAC to another, from the Director to an SAC, or from any Bureau employee to the Director when the letter contains nondefense information.

Mr. Donegan advised in his opinion the Order does not prohibit using this phrase since it is distinct from the word "confidential."

3. Does the Order prohibit using the phrase "Personal and Confidential" on letters and memoranda going from the Director to some other governmental agency where the document contains nondefense information but which is of the type that it is desired that a certain individual see the letter and keep its contents confidential.

Mr. Donegan advised that the Order does not prohibit using this phrase. It was suggested to the Conference that the Bureau continue to use the phrase "Personal and Confidential" in correspondence with other agencies when appropriate.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 4/15/54, Messrs. Tolson, Boardman, Glavin, Tracy, Tamm, Mohr, Belmont, Holloman, Rosen, Nichols and Harbo being present, was of the unanimous opinion that the word "confidential" should not appear in the caption of a document unless the document is actually being classified under the Executive Order.

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

Mr. Tolson

5/13/54

Executives Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP-5 CJD/yf

SUGGESTION NO. 191-54
MADE BY SA HERBERT S. FOWKES, JR.
NEW YORK OFFICE

THE SUGGESTION:

That in order to avoid frequent repetition in reports to citations by the Attorney General, the first paragraph of the details under the caption "Affiliation with Communist Movement" should state: "Those organizations preceded by an asterisk have been designated by the Attorney General pursuant to Executive Order 10450."

PRESENT PROCEDURE:

Current instructions in the Manual of Instructions, Section 87-B, 3, page 13, state: "Whenever an organization or publication is mentioned in a report and the connection of the organization is set forth for the purpose of showing the subversive ramification, that organization or publication should be described with a short authoritative sentence clearly showing the subversive ramification."

OBSERVATIONS:

Mr. Belmont, Domestic Intelligence Division, is opposed since he feels no real burden is placed on the field in describing these organizations and resultant savings in time and material would be extremely small; adoption would increase the percentage of possible errors in inaccurate reporting of cited organizations since the omission or insertion of an asterisk would affect the entire contents and evaluation of the report. Such omission or improper use of the asterisk could result in embarrassment to the Bureau where the report is disseminated. He also points out adoption of the suggestion would require closer review of reports, both in the field and at the Seat of Government and this would result in a slowing down of movement of reports.

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

cc: Mr. Mohr
Mr. Harbo

atn

INDEXED-30

76 MAY 20 1954

68 MAY 25 1954

ORIGINAL COPY FILED IN 66-7554-11430

Memorandum to Mr. Tolson

Mr. Rosen of the Investigative Division is opposed to this suggestion as it applies to Security of Government Employees reports, since no section "Affiliation with Communist Movement" is presently included in such reports and such a heading could result in someone stating this is a conclusion on the part of the reporting agent. To eliminate this possibility, such headings are not utilized in these reports. He feels organizations designated by the Attorney General are not mentioned frequently enough in these reports to do away with the rule requiring that the first time such an organization is mentioned that a statement appear immediately thereafter showing that it has been designated by the Attorney General. He also feels this procedure would lead to greater chance of error. Security of Government Employee reports are utilized by employing agencies in charging the individual investigated and in reaching a decision regarding his eligibility for employment.

EXECUTIVES CONFERENCE CONSIDERATION: ETH:cs

Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Henrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, recommends unanimously unfavorable.

Mr. Tolson

5/12/54

The Executives Conference

~~SUGGESTION 149-54
CONSOLIDATION OF ITALIAN,
GERMAN AND JAPANESE FILES~~

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

The Executives Conference on April 14, 1954, was unanimously opposed to a suggestion that field files in Classification 100 relating to the alien enemy control program and Italian, German, and Japanese investigations during the period of World War II and prior thereto be consolidated.

In expressing its opposition, the Conference took cognizance of a survey in December 1952 of ten field offices relative to the same matter and the fact that five offices were opposed. Basic objections were: Communist files are interspersed numerically with Italian, German and Japanese files; to consolidate only German, Italian and Japanese files would leave gaps in the consolidated volumes; when files are consolidated and are subsequently used for home checks the mobility of files becomes restricted and additional locate work ensues; manpower would be expended in consolidating the files.

However, the Conference of April 14 was in favor of communicating with the New Orleans Office where the suggestion originated and ascertaining whether New Orleans had any exceptional circumstances which might make such consolidation advisable in New Orleans.

The New Orleans Office advised by letter of April 27 that for the most part Italian, German and Japanese files are grouped together but that a very few Communist files are interspersed. Most of the Italian, German and Japanese files are quite thin and are not the type which normally are subjected to be re-opened. German, Italian and Japanese files have not been used in New Orleans with any degree of frequency. No name check problem is anticipated by the SAC at New Orleans. He also feels that the clerical manpower used in consolidating the files would not be greater than the manpower needed to consolidate criminal files and that a savings in space would result inasmuch as 70

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- Holloman _____
- Miss Gandy _____

cc: Mr. Mohr
Mr. Harbo

RECORDED-57
INDEXED-57

MAY 27 1954

MAY 20 1954

Attachment 1473 101-73

166-2-1 RA 11431

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file drawers in New Orleans currently house German, Japanese and Italian files and a one-third savings in space could be effected.

Views of the SAC at New Orleans were presented to the Conference along with the question as to whether an exception to the basic procedures should be made in order to permit New Orleans to consolidate its German, Japanese and Italian files. There was no intention of consolidating Communist files because of their frequent use.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:cs

The Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd, Harbo, unanimously recommends that the New Orleans Office be authorized to consolidate closed files in the 100 classification relating to the Alien Enemy Control Program and Italian, German and Japanese investigations during World War II; files of the 100 classification pertaining to Communist matters which may be interspersed with the Italian, German and Japanese files will not be included in the consolidation program. The Conference feels that a report should be submitted by the New Orleans Office in one year's time as to its experience for the Bureau's information in considering the possibility of similar procedure in other offices which may have a similar situation. If the Conference's recommendation is approved, the attached letter should be sent to New Orleans.

Mr. Tolson

5/13/54

The Executives Conference

IN-SERVICE TRAINING
FOR SPECIAL AGENTS IN CHARGE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP-5 C/d-j

On 5/10/54, the Conference composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, considered the suggestion of Inspector Mason that the attendance of Special Agents in Charge at In-Service training every two years be limited to the one week which the class spends in Washington, D. C., i.e. they would not go to Quantico for participation in the firearms training, practical investigative problem, and arrest and raid problems. Mr. Mason's thought in making the suggestion was that the SACs would be away from their office one week less; also there would be a resultant savings in per diem expense.

The Conference was advised that SAC Sloan is opposed to the suggestion for the following reasons:

- 1 - The participation of the SACs adds much to the benefits accruing to the entire In-Service class.
- 2 - The firearms courses at Quantico include advanced courses which they are not equipped to fire in the field and the SACs should have the benefit of this experience.
- 3 - Mr. Sloan is afforded an opportunity to discuss with the SACs problems pertaining to firearms training and raids and arrests.
- 4 - The facilities of the Marine Corps "Combat Village" are used in connection with raid problems. This consists of several skeleton structures which afford unusually fine opportunities for practical raid problems and the SACs should have the benefit of this experience.
- 5 - Mr. Sloan has an opportunity to observe the SACs and their participation and to discuss these specific problems with them in relation to problems in the field.

The Conference unanimously recommends that Special Agents in Charge who are brought in for regular In-Service training continue to participate in the week's training at Quantico consisting of firearms, practical investigative problems, and raid and arrest problems.

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

cc - Mr. Mohr
Mr. Harbo
RECORDED-59
INDEXED-59
EX-123
6473

66-2554-11432
RECORDED
127 MAY 21 1954

ORIGINAL COPY FILED IN 1-19-1461

The Director

4/16/54

The Executives Conference

BUREAU PARTICIPATION IN
FACT-FINDING INSTITUTES

Handwritten: K... 11-11-11-11-11-11

On April 14, 1954, the Conference, composed of Messrs. Tolson, Glavin, Tracy, Tamm, Mohr, Belmont, McGuire and Harbo, was advised that the Bureau participated in a Fact-Finding Institute at Notre Dame University College of Law on March 18, 1954, with the instruction being handled by SAC Blaylock of Indianapolis, Agent [redacted] of the Detroit Division, and Agent [redacted] of the Training & Inspection Division. The program started at 8:30 a.m. and concluded at 5:00 p.m. with one hour for luncheon. Dean Joseph O'Heara of the Law School subsequently advised the Bureau that the institute was a brilliant success and expressed his gratitude for Bureau assistance. The Notre Dame Law School gave publicity to this program prior to March 18 in one of their publications and they now have indicated that ~~they~~ ^{they} publish in their journal the ~~details~~ ^{details} of the program and the fact that they pioneered in this new field of instruction. The Bureau can expect to receive requests from other universities.

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As a result of Notre Dame University publicity prior to the March 18 Fact-Finding Institute, Dean Marlin M. Volz of the Law School of the University of Kansas City contacted our Kansas City Office and requested the Bureau to participate in a similar institute there. Bureau advised no definite decision would be made pending outcome of results of institute at Notre Dame.

The Conference recognized that the Bureau can expect to receive a substantial number of invitations to conduct similar fact-finding institutes at other law schools, and felt that a definite policy should be established.

Advantages to the Bureau from continued participation in such a program would be (1) promote good public relations, (2) strengthen contacts in universities and colleges which might be helpful in attracting desirable law school graduates to become Agent candidates.

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

cc - Mr. Mohr
Mr. Harbo

INDEXED - 115

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66-2554-11434

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127

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5C/deg

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Disadvantages to such participation would be:

(1) It would require considerable Agent personnel time, it being noted that the full time of three Agents was devoted to the institute at Notre Dame. In addition there was travel time and time preparing specialized lectures.

(2) The institute at Notre Dame was attended not only by students at the law school, but also members of the Bar in South Bend and the adjacent area were invited to attend. Obviously this could include defense attorneys in criminal cases as well as claims adjusters and persons in similar vocations.

(3) While the instruction of this type doubtless is highly valuable and desirable in a law school curriculum, it might be hard to justify this type of activity since it differs substantially from our police training program.

Messrs. Glavin and Tracy voted in favor of Bureau participating in fact-finding institutes at law schools in the future for the reasons indicated above.

Messrs. Tolson, Tamm, Mohr, Belmont, McGuire and Harbo were opposed for the reasons shown herein.

The Kansas City Office and the entire field through an SAC Letter will be advised in accordance with the Director's decision.

Respectfully,
For the Conference

Clyde Tolson

OFFICE OF THE DIRECTOR • UNITED STATES GOVERNMENT

TO : MR. GLAVIN
FROM : L. J. GAUTHIER

DATE: April 26, 1954

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

SUBJECT: SNOW AND MUD TIRES
Performance Test Made by
National Bureau of Standards

~~TIRES~~ 323,013

810-92 5950

BACKGROUND:

EX. CONF. CONFERENCE

On March 8, 1954, Dr. Robert D. Stiehler, Chief, Testing and Specifications Section, Organic and Fibrous Materials Division, National Bureau of Standards, was respectfully requested to make necessary performance tests on well-known brand snow and mud tires the results of which would make available to this Bureau scientific conclusions as to the product that provides for our investigative staff the maximum safety features for a tire of this design. In order that these tests could be made, Dr. Stiehler was furnished one each of the following brand snow and mud tires: Goodrich, Goodyear, Firestone and U. S. Royal.

RESULTS:

The attached report of the National Bureau of Standards, signed by Dr. Stiehler, dated April 6, 1954, concluded as follows:

"The Goodrich mud-snow tire showed the best overall performance in respect to resistance to cut-growth and breaking energy, and the contained-air temperature is not significantly higher than the minimum observed for any of the other tires. The Firestone Town and Country and the Goodrich Lifesaver Tubeless are about equal, each having some slight advantages over the other as indicated by the test results. The Goodyear Suburbanite and the U. S. Royal Traction Grip are considered inferior to the other three tires because they failed to pass the endurance and cut-growth tests, and they ran significantly hotter than the other tires."

The National Bureau of Standards has not made any evaluation of the anti-skid properties of tire treads. Dr. Stiehler, however, made available information from his file concerning the results of anti-skid tests made by the National Safety Council Committee on Winter Driving Hazards. This Committee's conclusion, based on the study of 25 different tires with synthetic treads of mud-snow and

RECORDED-40
INDEXED-41

166-3551-11435

MAY 25 1954
EJG:mfs

MAY 24 1954

(SEE ADDENDUM PAGE 57 CALLS ON ORIGINAL A)

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Memorandum to Mr. Glavin

April 30, 1954

Re: Snow and Mud Tires, Performance Test Made
by National Bureau of Standards

so-called "winterized" treads, is:

"While some of these tires may help under certain conditions, they are not 'the answer' for really severe snow and ice conditions. And their overall improvement is not great enough to warrant less care of precaution when driving on slippery surfaces. Also, these tests have shown that, except under several specific and unusual surface conditions, such special tires do not come close to the performance of reinforced type tire chains."

REMARKS:

The results of the tests made by the Bureau of Standards indicate the Goodrich mud-snow tire showed the best over-all performance. The Firestone Town and Country and the Goodrich Life-saver Tubeless were next in order both being about equal in performance. The report of the National Safety Council reveal that tire chains are far more trustworthy for driving on snow or ice than any type of tire treads. That, while some of these tires (snow tires) may help under certain conditions, they are not the "answer" for really severe snow and ice conditions.

In connection with operating the armored vehicles during inclement winter conditions, the current practice is to mount on the rear wheels Firestone "Town and Country" type snow tires during limited snow falls with temperatures of 25 degrees above zero or higher. When heavy snowfalls exist and the temperature is below 25 degrees above zero, which conditions develop hard-pack snow and icy road surfaces, skid chains (carried in luggage compartment at all times during winter months) are mounted over tires on rear wheels.

In connection with field operations the present practice permits the Special Agent in Charge to utilize either skid chains or snow tires during the winter months. It is felt that the detachment to use either equipment must rest locally with the individuals of Bureau automobiles. In northern areas where deep hard-packed snow exists for long periods of time during low temperatures which create moist film on ice, the practice is to utilize skid chains in lieu of snow tires. In other field areas having a prevailing moderate winter conditions the practice is to depend on snow tires.

Completed - 2 -

Memorandum to Mr. Glavin

April 26, 1954

Re: Snow and Mud Tires, Performance Test Made
by National Bureau of Standards

It is felt that the field should be made aware of the results of the findings herein-mentioned in order that the SAC can intelligently decide on a policy in his area for the use of proper winter tire equipment that will provide for his Agent personnel maximum safety under all conditions of winter operations.

RECOMMENDATIONS:

It is recommended that:

(1) The present practice of utilizing Firestone snow tires on armored vehicles during moderate winter conditions and skid chains on these vehicles during severe winter conditions be continued.

(2) The attached proposed SAC Letter, which outlines the views of the National Bureau of Standards and National Safety Council concerning the results of tests made on snow tires, be approved for dissemination to the field at this time.

ADDENDUM: (WRG:mfs)

May 4, 1954

The Executives Conference of May 3, 1954, consisting of Messrs. Tolson, Tracy, Tamm, Mohr, Belmont, Boardman, Rosen, Harbo, McGuire, Holloman, and Glavin, agreed with the above recommendations.

WRG
OHK
- 3 -

Mr. Tolson

5/18/54

Executives Conference

323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8-12-92 BY SP5ci/uf

SUGGESTION NO. 196-54
MADE BY SA RICHARD E. MARTIN
KANSAS CITY OFFICE

THE SUGGESTION:

X Republication of the Top Ten List
to be made at intervals

That upon issuing a press release on a new addition to the Top Ten List, the other fugitives on the List should also be publicized to preclude the public forgetting these List members.

OBSERVATIONS:

SAC J. C. Ellsworth, Kansas City, is in favor of the suggestion. He states that the recollection of the public becomes dimmed as time passes as to what the Top Ten Fugitives look like and it would be helpful if the List could be republicized at intervals. It is noted that the Bureau has accomplished this to a degree through magazine articles and television programs, but it is believed it would be helpful if these photographs and descriptions were more frequently called to the attention of the public through newspaper publicity.

Mr. J. J. McGuire, Records and Communications Division, is opposed to the suggestion. He states that prior to the release of an addition to the List of Top Ten Fugitives, this fugitive is not publicized. Therefore, the aim on the release date is to focus public attention on the new replacement to elicit the interest of the general public in recognizing this individual. He states this plan has been very successful.

Mr. McGuire points out continuous efforts are made to display the pictures and backgrounds of the Top Ten Fugitives as often as possible; that sixteen television stations have been furnished the photograph of Frederick J. Tenuto so far in 1954; the Bureau's television script, "Ten Most Wanted Fugitives", displays pictures of all ten subjects each time it is presented; International News Service runs an anniversary story on the current List each spring; New York World Daily News runs a feature every summer on the List; and several selected magazine and newspaper outlets are afforded Bureau cooperation on a full story republicizing the current list each year.

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

cc: Mr. Mohr
Harbo
atn [signature] 473

RECORDED 4
INDEXED 4

66 11436
MAY 24 1954
RJ

EX-123

Memorandum to Mr. Tolson:

Mr. F. L. Price, Investigative Division, advises this division is in accord with any suggestion which will bring about the early apprehension of badly-wanted fugitives, and that the value of publicity has been demonstrated. He feels, however, that the Crime Records Section is more acutely aware of the problems involved.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/18/54, composed of Messrs. Tolson, Boardman, Tamm, Mohr, Winterrowd, Holloman, Callahan, Belmont, Sizoo, Nichols and Harbo, recommended unanimously unfavorable.

Mr. Tolson

5/20/54

Executives Conference

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b7c

SUGGESTION NO. 206-54
MADE BY [REDACTED]
RECORDS AND COMMUNICATIONS DIVISION

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 CUD/af

THE SUGGESTION:

Indexing
That approximately 2,500 index cards in the General Index made up on the word "Airplane" or on types of airplanes, such as "B-29", be purged.

PRESENT PROCEDURE:

These index cards grew in number to the extent where they are of little value from an indexing standpoint, and in almost every instance, material referred to is also indexed by motor number or other identification. This type of indexing was discontinued in 1948 although indexing by motor and serial number has been continued.

ADVANTAGES OF THE SUGGESTION:

Mr. J. J. McGuire, Records and Communications Division; Mr. Belmont, Domestic Intelligence Division; and Mr. F. L. Price, Investigative Division, favor the suggestion, since there is ordinarily on hand more descriptive data concerning any particular case.

DISADVANTAGES OF SUGGESTION:

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:ca

Conference of 5/20/54, composed of Messrs. Boardman, Glavin, Tamm, Parsons, Mohr, Sizoo, Winterrowd and Harbo, recommends unanimously favorable.

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

cc: Mr. Mohr
Attachment Harbo

atn f

RECORDED - 51
INDEXED - 51

66-2554-11437
MAY 25 1954

78

RD

ORIGINAL FILED IN 66-5084-5011

TO : Mr. Tolson
FROM : Executives Conference

DATE: 5/10/54

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

SUBJECT: SUGGESTION NO. 183-54
MADE BY SA SARREN W. RICHMOND
SAN FRANCISCO OFFICE

323,013

THE SUGGESTION:

This suggestion pertains to Executive Order 10501, which has to do with the classification of defense information. The suggesting employee stated there appears to be a lack of uniformity on the part of field offices in regard to classifying letters containing defense information which pass between field offices or between the Bureau and field offices. He noted some offices are classifying such letters, while other offices are not classifying the letters. The employee suggests that the Bureau reiterate its instructions and thus save clerical and stenographic time by eliminating unnecessary stamping of the classification on material which is not being disseminated outside the FBI.

8-12-92 SP-5C/def
QSA

CURRENT REGULATIONS:

When Executive Order 10501 was issued, the Attorney General directed a letter to the Director interpreting certain sections of that order, and in the letter the Attorney General stated that the FBI could proceed under the concept that material is not originated in the FBI until it is prepared for dissemination outside the FBI. Regulations which have been issued to the field concerning this concept provide that investigative reports containing defense information shall be classified when proper, even though the report is not being disseminated at that time. The purpose of this regulation is so that if the report is disseminated at a future date the classification which was placed on it will be of aid to the Bureau. Current regulations, however, do not require that letters, memoranda, or airtels going from one field office to another or from a field office to the Bureau, be classified, even though they contain defense information. This was based on the interpretation given by the Attorney General. The same procedure should be required to Executive Order 10501, which was the intent of Executive Order 10501.

cc: Mr. Mohr
Mr. Harbo
Attachments

INDEXED-16
NOT RECORDED
141 MAY 18 1954

1-114-38

EX-128

INITIALS ON ORIGINAL

70 MAY 27 1954
1073

Memorandum to Mr. Tolson

It is recommended that the suggestion be adopted and that the Bureau reiterate its instructions concerning these matters and that the attached SAC Letter be sent.

If approved, a letter is attached advising the suggesting employee that his suggestion is being adopted.

EXECUTIVES CONFERENCE CONSIDERATION: RP:cs

Conference of 2/1/54, composed of Messrs. Boardman, Belmont, Callahan, Mohr, Nease, Tracy, Ladd, Rosen and Harbo, recommended unanimously favorable. Accordingly, the attached SAC Letter and attached letter to Mr. Warren E. Richardson, who made the suggestion, should be sent.

RP

✓ [Signature] 5/7

Mr. Tolson

5/12/54

323,013

Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED -
DATE 8-12-92 BY SP5C/alg

SEAT OF GOVERNMENT STENOGRAPHERS' MANUAL.

Paragraph 4, page 2 of the Seat of Government Stenographers' Manual of Rules and Regulations presently contains the following requirement. This requirement has been in the Stenographers' Manual since 12/1/33.

"Transcription of Dictation: Stenographers will not be considered within the time limit unless they have finished all dictation taken within 24 hours. Any delinquency must be reported to the supervisory official in charge of the division at the expiration of each business day."

It is pointed out that Section 8A, 6a, of the Manual of Rules and Regulations states:

"Material assigned or dictated and untranscribed for more than 2 workdays is delinquent. Dictation or typing work must not be carried on the books for more than 5 workdays, the day of dictation being the first day."

It is felt desirable to amend the requirement in the Seat of Government Stenographers' Manual to provide for both typing and stenographic work. Also it is felt that this provision should be in accord with the Manual of Rules and Regulations. It is therefore recommended that this provision be amended to read as follows:

"Material assigned or dictated and untranscribed for more than two workdays is delinquent. Any stenographic or typing delinquency must be reported to the supervisory official in charge of the division at the expiration of each businessday. Dictation or typing work must not be carried on the books for more than 5 workdays, the day of dictation being the first day."

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, recommends unanimously favorable.

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

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cc: Mr. Harbo
Mr. Mohr

RECORDED - 73

INDEXED - 73

66-2554-11439
MAY 25 1954
83

RS

MAY 27 1954
77

ORIGINAL FILED IN 66-2554

MR. TOLSON

5/13/54

EXECUTIVES CONFERENCE

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SUGGESTION #201-54
MADE BY MRS. [REDACTED]
INVESTIGATIVE DIVISION
ROUTING SLIPS

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5CWD/deg

SUGGESTION

It is suggested that a single standard routing slip be adopted for use, which would replace approximately one hundred different routing slips now in use at the Seat of Government.

The proposed routing slip (a sample copy is attached) lists by name Mr. Tolson, Mr. Boardman, Mr. Nichols and the Assistant Directors. Under the name of each Assistant Director various sections and units within the division are listed. Space is also provided for writing in the name and room number of any person in the division.

OBSERVATIONS

The employee had in mind that changes in individual assignments of persons listed on routing slips cause the routing slips to become obsolete periodically, whereupon they have to be revised and reprinted. She felt that a single standard form of routing slip would replace the approximately one hundred routing slips now in use at the Seat of Government and would eliminate the periodic obsolescence, thereby effecting economy in the preparation and printing of routing slips.

The Streamlining Committee, Special Inquiry Section, Investigative Division, considered this idea and pointed out that the economy effected in printing costs would be offset by additional time required to look up room numbers and write in the names of individuals along with their room numbers. It is recognized that each division and section in the Bureau has its own requirements in a routing slip, arising from its own particular procedures and practices and it is believed routing slips should be provided which serve the individual requirements of the respective sections in each division. Mr. Rosen is opposed to the adoption of the suggestion as a practical matter.

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- Glavin _____
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- Rosen _____
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- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Miss Gandy _____

EX-122 INDEXED - 73 RECORDED - 73 166-2554-11440

Inspector E. D. Mason, Training and Inspection Division, is opposed to the adoption of the proposed routing slip. He states it is too confusing and that one of these routing slips, if dropped in a non-confidential trash, would reveal much about the FBI.

Attachment
cc-Messrs. Mohr and Harbo
dmg

68 JUN 1 1954

ORIGINAL FILED IN 1864

RJ

Memorandum for Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Henrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, recommends unanimously unfavorable.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Quinn Tamm 323013 DATE: Feb. 25, 1954

FROM : I. W. Conrad RECEIVED
DATE 3-12-54

SUBJECT: MANUAL OF TECHNICAL EQUIPMENT
DISTRIBUTION

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

Executive Copy

The office of the Chief Clerk advises that a total of 497 copies of the Manual of Technical Equipment are in existence, with 306 distributed through the field, 36 distributed among Bureau officials and supervisors and 155 copies remaining in stock.

When the manual was originally printed it was distributed to the field on the basis of one manual for every ten Agents with a minimum of three manuals to any one office. Since then eight of the smaller division offices have been closed and three additional offices opened. Agent personnel has been transferred from one office to another and the over-all number of Agents has materially increased throughout the field.

The New York Office at the present time, with better than 1000 Agents, has only 15 manuals assigned to it, giving a ratio of only one manual to 60 or more Agents. The discontinuance of technical equipment lectures in new Agent and In-Service training classes means there are now many of the newer Agents that have little or no knowledge of the manual's contents. This manual was prepared basically to assist the Special Agents throughout the field in better and more efficiently handling investigative problems requiring the use of technical equipment.

The Inspector in charge of the inspection for the Administrative Division has requested a recommendation as to the disposition of the manuals in stock.

RECOMMENDATION:

Accordingly, it is recommended that a redistribution be made to establish a minimum of one manual to every ten Agents in the smaller offices, with this ratio tapering off to one manual for every 40 Agents in the New York Office. A proposed list is being attached hereto indicating a suggested redistribution allotment.

RECORDED - 26 66-2587-1144
INDEXED - 26 INITIALS ON ORIGINAL

MAY 25 1954

(SEE ADDENDUM NEXT PAGE)

Attachment
RFP/IWC:kmb

68 MAY 28 1954

Manual to 7.8.54
5/19/54

RECEIVED - 48
MAY 21 1954
RECEIVED - 50

ORIGINAL COPY FILED IN

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, considered the recommendation made by Mr. Conrad of the Laboratory concerning the redistribution of the Manual of Technical Equipment, and recommended approval of same.

lgr

Mr. Tolson

b6
b7C

5/18/54

Executives Conference

SUGGESTION NO. 197-54
MADE BY [REDACTED]
MILWAUKEE OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 w/def

Frank

THE SUGGESTION:

That index cards on individuals who registered under the Alien Enemy Registration Act during World War II be destroyed if no other file references appear on the cards.

OBSERVATIONS:

THE employee feels maintenance of these cards serves no useful purpose, since there are many aliens in the United States at the present time whose names do not appear in our indices.

SAC R. L. Murphy, Milwaukee, favors the suggestion stating he can see no value in retaining these index cards and removing them would make more space available. He does not recommend that they be removed as a project, but rather that they be removed when employees find them in connection with their other duties.

Mr. Frank W. Waikart, Records and Communications Division, is opposed to the suggestion. He points out that the Bureau, on 6/16/49 received Archival and Congressional authority to destroy all Alien Enemy Registration Act files in the field for the period 1941-46 (Bufile 100-200-319) and on 6/24/47 the field was instructed to destroy these files but to retain 3" x 5" cards in the indices in order that the cards would reflect the originals of the files were located at the Immigration and Naturalization Service. The Executives Conference has previously considered this suggestion and on 12/11/52 unanimously opposed the destruction of such index cards (Bufile 100-200-332).

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/18/54, composed of Messrs. Tolson, Boardman, Tamm, Mohr, Winterrowd, Holloman, Callahan, Belmont, Sizoo, Nichols and Harbo, recommended unanimously unfavorable.

cc - Mr. Mohr
Mr. Harbo

atn

INDEXED - 7
EX-129

166-2554-11442
MAY 25 1954

ORIGINAL COPY FILED IN 66-3286-30-17

58 JUN 1 1954

FR12

71
Mr. Tolson

May 18, 1954

The Executives Conference

250-WATT FM STATION
PURCHASE BY TELEPHONE COMPANY

On May 18, 1954, the Executives Conference with Messrs. Tolson, Callahan, Mohr, Belmont, Boardman, Winterrowd, Harbo, Holloman, Nichols, Sizoo and Q. Tamm being present considered a letter received from Buffalo which outlines a proposal by the New York Telephone Company to purchase the Bureau's radio equipment at Buffalo and then in return for an annual rental charge the Telephone Company would furnish all radio equipment utilized by the Buffalo Office and service and maintain the equipment.

This has been proposed by the Telephone Company previously in New York City and in Seattle, Washington. It is an effort by the Telephone Company to move into the mobile communications field of the FBI and other Governmental agencies.

The Conference does not feel that such rental of radio equipment from the Telephone Company would be to the Bureau's advantage. It is noted that on an annual rental basis it would actually cost more than is presently being expended by the Bureau for such equipment.

The Conference unanimously recommends against the proposal of the Telephone Company. If you approve, there is attached hereto a letter so advising the Buffalo Office.

Attachment

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

RECORDED-1

66-2334-11443

RECORDED
161 MAY 24 1954

CP: VH

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP-5 u/de g

55 JUN 3 1954

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

N-64

86-64-6-64

ORIGINAL FILED IN

Mr. Tolson

5/12/54

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b7c

Executives Conference

SUGGESTION NO. 175-54
MADE BY [REDACTED]
NEWARK OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP-5 cid/ef

THE SUGGESTION:

That ~~lead cards~~ be supplied in perforated strips with pre-inserted carbon and that the required form information be printed as follows:

Report of:
Date of Report:
Lead at:
Lead Assigned to:

PRESENT RULE:

The Manual of Rules and Regulations, Section 3, page 18 (5) states: "The lead card is a salmon 3 x 5 unnumbered form. It is used when leads are set out in reports. It is made up in duplicate for each lead.

"If a report in which the lead is set out was made in another office, on the lead card are typed the classification, file and serial number and the name of the city where the work is pending. If the report in which the lead is set out was made in the office which will assign the lead, on the lead card are typed the classification, file and serial number, the name of the Agent preparing the report, the date of the report, and the city in which the work is pending. These lead cards are prepared by the stenographer transcribing the report. Lead cards on communications coming from another office are prepared by the Chief Clerk."

OBSERVATIONS:

RECORDED-21
INDEXED - 21

11-2-1-1144
RECORDED
MAY 21 1954

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

Suggesting employee believes adoption would save much time, as the clerk or stenographer would merely tear off the amount needed and type. The carbon paper would be removed in one operation as compared with the present system whereby each piece must be removed as the lead card is prepared. She believes there would also be a saving of storage space. SAC D. S. Hostetter agrees and recommends adoption.

Cc: Messrs. Mohr & Harbo

53 MAY 28 1954 1473

ORIGINAL COPY FILED IN

Memorandum to Mr. Tolson

ASAC H. B. Fletcher, Washington Field Office, is in favor of the suggestion. He believes it would save considerable time in preparing lead cards.

Mr. N. P. Callahan, Administrative Division, is opposed. He notes that this suggestion has previously been considered. A survey of field offices, conducted from November 1952 to February 1953, showed the following quantity of lead cards used:

One lead on a yearly basis.....	approximately 81,000
Two leads on a yearly basis.....	approximately 11,025
Three leads on a yearly basis.....	approximately 1,500
Four leads on a yearly basis.....	approximately 450

The following estimates on the cost of the pre-inserted carbon lead cards, based on orders of 1,000 and 100,000 have been secured:

One lead (original and one copy)...	\$16 per 1,000	...	\$195 per 100,000
Two leads (original and 3 copies)...	\$32 per 1,000	...	\$389 per 100,000

He points out if the cards were ordered in quantities of 1,000 it would appear that the cost would be prohibitive and it would not be advantageous to purchase in quantities of 100,000 in view of the small amount used.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/10/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Mohr, Tracy, Belmont, Winterrowd and Harbo, recommends unanimously unfavorable.

JUN 4 1954

June Mail

DATE OF MAIL 5-18-54

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

SEE FILE 66-2554-7530 FOR AUTHORITY.

323,012
THIS IS UNCLASSIFIED
DATE 8-12-92 BY SP-Scid/g

SUBJECT JUNE MAIL

REMOVED BY 59 JUN 3 1954

FILE NUMBER 66-2554-11445

PERMANENT SERIAL CHARGEOUT

280

Mr. Tolson

5/6/54

b6
b7c

Executives Conference

SUGGESTION NO. 808-53
MADE BY [REDACTED]
ADMINISTRATIVE DIVISION

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5CJ/df

THE SUGGESTION:

That a screen plate or mimeograph stencil be made with the Bureau letterhead for use in conjunction with mimeographed letters, such as SAC Letters, Bureau Bulletins and other correspondence in this category.

PRESENT PROCEDURE:

At present the Bureau purchases from the Government Printing Office mimeograph paper with the letterhead already printed thereon.

OBSERVATIONS:

Mr. R. C. Renneberger, Administrative Division, advises that he has had mimeograph stencils made up with the Seal of Government letterhead to be used as first pages of SAC Letters, Bureau Bulletins and memoranda and that these stencils have been in use for a trial period of approximately six weeks. He advises the prepared stencils are convenient, especially when the Mechanical Section is out of printed mimeograph letterhead. He recommends their use be continued and that since the field might have some use for stenciled letterheads, that the field might be advised such stencils may be made available.

Mr. Renneberger states there is a saving, particularly in the case of Bureau Bulletins, where 9,000 copies are required. He states, however, the prepared stencil does not turn out a sharp and clear letterhead. Samples of printed mimeograph letterhead and letterhead prepared with a stencil are attached. Mr. Renneberger estimates the annual savings which could be effected by using these prepared stencils would be \$274.28.

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b7c

Mr. [REDACTED] does not come under the Classification Act. His salary is set by the Wage Board. His position is Unclassified Grade 6 (\$2,974.40 per year)

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

Attachments
cc: Messrs. Mohr & Harbo.
atn

RECORDED-34
INDEXED-34

66-2354-11446
MAY 27 1954
70

55 MAY 28 1954

EX-123

34 8477

ORIGINAL COPY FILED IN 66-2354-156

Memorandum to Mr. Tolson

As a mimeograph operator, Mr. [] has no responsibility in connection with the purchase of paper or stencils, but is expected solely to run a mimeograph machine. According to Mr. Kenneberger, instant suggestion is not a part of the assigned duties of Mr. []. Consequently, he is eligible for consideration for a cash award in the amount of \$10. He could not be given an Efficiency Award because his salary is set by the Wage Board. A cash award of \$10. could be made if desirable.

Computation of savings is attached hereto.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/5/54, composed of Messrs. Boardman, Belmont, Callahan, Mohr, McGuire, Tracy, Tamm, Rosen and Harbo, recommended unanimously favorable and that the employee, [] be given a cash award of \$10.00 in view of the estimated annual saving of \$274.28.

b6
b7c

RE: SUGGESTION NO. 808-53
MADE BY [REDACTED]
ADMINISTRATIVE DIVISION

COMPUTATION OF SAVINGS

There were 32 Bureau Bulletins prepared during 1953 and 9,000 copies are run of each Bureau Bulletin.

Prepared letterhead mimeograph paper costs, per issue.....	\$19.71
Cost per issue by using plain mimeograph paper and prepared stencil.....	<u>12.62</u>
Savings per issue of Bureau Bulletins....	\$ 7.09
Savings in 1953 if prepared stencil used for Bureau Bulletins (32 issued)....	\$226.88

There were approximately 60 SAC Letters prepared during 1953 and 1,000 copies are run of each SAC Letter.

Prepared letterhead mimeograph paper costs, per issue.....	\$ 2.19
Cost per issue by using plain mimeograph paper and prepared stencil.....	<u>1.40</u>
Savings per issue of SAC Letters.....	\$.79
Savings in 1953 if prepared stencil used for SAC Letters (60 issued).....	\$ 47.40

Total savings..... \$274.28

323013
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DATE 8-12-92 BY SP5 C/dg

66-2554-11446

ENCLOSURE

MR. TOLSON

May 25, 1954

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 CUD/deg

The Executives Conference of May 24, 1954, consisting of Messrs. Tolson, Mason, Sizoo, Mohr, Parsons, Tamm, Nichols and Glavin, considered the future activity regarding the FBI Employees Consolidated Charity Fund.

It was pointed out to the Conference that the first FBI Employees Consolidated Charity Fund drive was held from October through December, 1953, and covered the charity year which would ordinarily end September 30, 1954.

It was also pointed out to the Conference that from experience gained by last year's drive, it was felt that it was more desirable to hold our next consolidated charity drive during the months of September, October and November, 1954, rather than October, November and December, 1954. It was brought to our attention last year that the holidays coming in during the month of December affected the drive to some extent and a number of employees felt that it would be more desirable if the drive was completed at least a month before the holidays. It was respectfully recommended to the Conference that a change in our next consolidated charity fund drive be made and that it be held during the months of September, October and November, 1954, rather than as previously held.

Should you agree appropriate steps will be taken by the working committee to set up the necessary working procedure for handling the drive during the period in question.

The Conference further recommended that the attached letter to all SACs concerning the FBI Consolidated Charity Fund go forward at this time.

66-11447

RECORDED-91

12 MAY 27 1954

INDEXED-91

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

52-12-54

Attachment
cc: Mr. Harbo
Mr. Mohr
dap dap

70 JUN 3 1954

Mr. Tolson

5/25/54

Executives Conference

AMERICAN LEGION CONTACT PROGRAM

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP2ca/dlg

Present Procedure

Quarterly report must be submitted by each field office on 20th of March, June, September and December, reflecting statistics as to number of posts, number of contacts made and number of contacts to be made. On March 20, 1954, there were 111,491 contacts in 16,529 posts, of which 62,335 contacts were in 6,982 posts classified as "Other Than Rural."

Program first instituted by Bureau in 1940 to discourage American Legion from conducting investigations in security field. Program discontinued in 1945 upon termination of hostilities.

On July 13, 1950, Executives Conference unanimously recommended reinstatement of program in view of tense international situation.

No outside dissemination made of statistics compiled, except that they are furnished upon request to Mr. Lee Pennington, former Bureau official, who is now Director of Americanism Commission of American Legion.

Proposed Procedure

DA

Program appears to be sufficiently established to give consideration to submission of semiannual reports from field rather than present quarterly report. This would in no way alter the present requirements that American Legion contacts be developed and recontacted annually.

Advantages of Proposal

1. Would save approximately one supervisor day and two clerical days each six months at the Seat of Government; this is the period required quarterly to review and compile statistics from quarterly reports. It is not felt that review of semiannual reports and

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

cc - Mr. Mohr
Mr. Harbo
Mr. Belmont

RECORDED - 79
INDEXED - 79

66-2554-11448
12 MAY 27 1954

55 MAY 28 1954

compiling of statistics therefrom would require any material addition of time than that now required for quarterly reports.

2. In the field it would effect the saving of clerical and/or agent time utilized in compiling the quarterly report. These reports average about 2 pages in length for each office. It would not effect any saving of agents investigative time in that they would still be required to develop such contacts and recontact them annually.

Views of SACs at New York, Newark and Washington Field Office were favorable to the proposal. Estimated semiannual time saving at each of these 3 offices was one-half an agent day and 1 clerical day. Considering the average semiannual time saving per field division to be one-half an agent day and 1 clerical day, the total saving in time for the field and SOG would be 54 agent days and 106 clerical days per year. At average annual salaries of \$7,146.76 per agent and \$3,470.39 per clerk, a total monetary saving of \$2,983.24 per year would result if the proposal is adopted.

3. Would save file space in both field and SOG estimated to constitute a total of at least two file volumes per year at the SOG and two in the field.

Disadvantages of Proposal

1. Might reduce Bureau's supervisory control over program. Letter is considered very important, inasmuch as program not only helps carry out Bureau's internal security responsibilities, but is also a very good public relations medium.

2. Might be misinterpreted by field as lessening of interest in, and importance of program on part of Bureau. (Could be overcome by clearly and forcefully pointing out in SAC Letter to be sent to field advising of change in reporting that it should definitely not be construed as any relaxation of interest or deemphasis of program.)

Previous Consideration

No previous consideration of such proposal has been made by Executives Conference.

Observations

Inspector H. C. Van Pelt, who is currently inspecting the Domestic Intelligence Division, recommends the adoption of the above proposal because he feels the advantages listed outweigh the disadvantages shown.

Assistant Director Belmont recommends that the present requirement that American Legion reports be submitted quarterly be continued. This report represents the primary supervisory control which the Bureau exercises over this program. The Bureau's supervision of this program is now at a bare minimum and the program is closely followed on the basis of the quarterly report received from the field. It is not believed that the Bureau's supervision should be further curtailed by the substitution of semi-annual reports. This Division has constantly reviewed the administration of the American Legion Contact Program in an effort to lessen the costs and the administrative burden of this contact program upon the field. Contacts of Legionnaire members in rural posts have been eliminated, contacts with officials of such rural posts have been reduced, and the field is now required to verify the continued active membership of Legionnaire contacts in non-rural posts rather than actually recontacting each such individual. It is believed that to institute a semi-annual report for a quarterly report would definitely give the impression that the Bureau is deemphasizing the importance of this program. It should be recalled that this program was originally instituted to discourage security investigations on the part of the American Legion. Since the Bureau's supervision is already at a bare minimum, further curtailment of the program is believed to be inadvisable. In view of the present international situation, and the possibility of involvement in Indochina, this program should not be curtailed. In the event of war, the Bureau will undoubtedly rely heavily on the loyal Legionnaires who have been contacted and are acting as "listening posts" for the FBI. It is not believed that the estimated monetary savings of \$2,983.24 per year justifies the partial elimination of a supervisory control of the Bureau over this program.

Executives Conference Consideration:

Present at Executives Conference 5/24/54 were Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Sizoo, Boardman, Rosen, Nichols and Mason.

Mr. Glavin was in favor of discontinuing the requirement that the field submit quarterly reports to the Bureau as to the status of contacts made under the American Legion Program, and instead the field be instructed to refrain from submitting any reports to the Bureau at all.

Mr. Sizoo felt that the field should continue to submit quarterly reports as a means of assuring proper Bureau control over the Program.

All other members of the conference felt that it would be sufficient for the field to submit reports as to the status of American Legion contacts annually. This group, which included Messrs. Tolson, Tamm, Parsons, Mohr, Boardman, Rosen, Nichols and Eason, felt that the American Legion Program has been in existence for a number of years, is operating satisfactorily, that no reports are necessary to other agencies, that the reduction in frequency of reports to the Bureau would in no way cut down on the efficacy of contacts but would save a certain amount of clerical time. This group felt that annual reports would be adequate, and in issuing such instructions to the field, if the Director approves, the field will be vigorously advised that the substitution of annual reports instead of quarterly reports in no way lessens the importance of the American Legion Program.

Based on the Director's decision, appropriate action will be taken.

for OK - RH
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Mr. Tolson

5/25/54

Executives Conference

PLANT INFORMANT PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/92 BY SP-5 C/PCJ

PRESENT PROCEDURE

Quarterly report must be submitted by each field office on the 20th of March, June, September, and December, reflecting location of each plant, number of employees in each plant and number of informants developed in each plant. On March 20, 1954, there were 105,708 plant informants in 9,391 plants, or average of 11.3 informants per plant.

Program first instituted by Bureau in 1940, and discontinued in 1945 upon termination of hostilities.

On July 13, 1950, Executives Conference unanimously recommended reinstatement of program in view of tense international situation and Bureau's responsibilities in sabotage, espionage and subversive activities.

Program based on Delimitations Agreement of 1949, in which Bureau agreed to notify subscribing agencies (ONI, G-2, OSI) of important developments in plants, transportation and communications covered by our plant informants.

No outside dissemination made of Plant Informant statistics; however, field authorized upon request to furnish ONI, G-2, and OSI the number of informants developed in a given plant, but identities of informants are not to be divulged.

PROPOSED PROCEDURE

Program appears sufficiently established to consider submission of semiannual reports from field rather than present quarterly reports. This would in no way alter present requirement for developing plant informants and recontacting them annually.

ADVANTAGES OF PROPOSAL

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

1. Would save approximately 2 supervisor days and 4 clerical days each six months at Seat of Government. This is the

EX-123

RECORDED - 70

INDEXED - 70

12 MAY 27 1954

cc: Mr. Lahr
Mr. Harbo
Mr. Belmont
HCVP: new/alc

68 MAY 28 1954

66-2564-11449
RJ

period required quarterly to review and compile statistics from quarterly reports. It is not felt that to review and compile statistics from semiannual reports would require any material increase in time over present quarterly reports.

2. Saving of clerical and/or agent time by the field offices in preparing reports semiannually rather than quarterly. Last New York report was 66 pages, Detroit - 57 pages, Chicago - 52 pages, Los Angeles - 43 pages, and San Francisco - 33 pages. Agents' time would be saved only in preparing reports; there would be no saving in agents' investigative time inasmuch as the agents would still be required to develop informants and recontact them yearly.

Views of SACs at New York, Newark and Washington Field Office were favorable to the proposal. Estimated semiannual time saving was, at New York - one-half an agent day and 4 clerical days; Newark - one-half an agent day and 2 clerical days; Washington Field - one-half an agent day and 1 1/2 clerical days. Considering the average semiannual time saving per field division to be one-half an agent day and 1 clerical day, the total saving in time for the field and Seat of Government would be 56 agent days and 112 clerical days per year. At average annual salaries of \$7146.76 per agent and \$3470.39 per clerk, a total monetary saving of \$3093.73 per year would result if the proposal is adopted.

3. Would save file space in both field and Seat of Government estimated to constitute a total of at least 5 file volumes per year at the Seat of Government and 5 in the field.

DISADVANTAGES OF PROPOSAL

1. Might reduce Bureau's supervisory control over Program. Latter is considered very important not only as aid to fulfilling Bureau's internal security responsibilities, but also as public relations medium.

2. Might be misinterpreted by field as lessening of interest in and importance of program, on part of Bureau. (Could be overcome by clearly and forcefully pointing out in SAC Letter to be sent to field advising of change in reporting that it should definitely not be construed as any relaxation of interest or de-emphasis of program.)

3. Quarterly reports provide only readily available complete list of industrial plants and branches of Armed Services having interest therein. List used daily in answering numerous inquiries within Bureau to determine proper interested agency for purpose of dissemination. Submission of semiannual reports would make such list current on six months basis rather than present three months basis.

OBSERVATIONS

Inspector H. C. Van Pelt, who is currently inspecting the Domestic Intelligence Division, recommends the adoption of the above proposal because he feels the advantages listed outweigh the disadvantages shown.

Assistant Director Belmont recommends that the present requirement that plant informant reports be submitted quarterly be continued. This report represents the primary supervisory control which the Bureau exercises over this program. It also represents the only concise, up-to-date list of vital industrial facilities indicating the security interests of Government agencies in such facilities which are maintained at the Bureau. The Plant Informant Desk daily receives inquiries from supervisors, primarily in the Internal Security and Espionage Sections as to the security interest of other Government agencies in these facilities for the purpose of dissemination of data to such interested agencies. This Division has constantly reviewed the Plant Informant Program in an effort to lessen the costs and administration burden of this program upon the field. Instructions were issued to the field in October, 1953, in SAC Letter 53-69 to periodically review the lists of plants previously holding classified contracts and those designated as important by the SAC and in these cases where due to changing world conditions, changes in products being manufactured, termination of classified contracts, etc., such plants could be eliminated from Plant Informant Program. It is believed that to institute a semi-annual report would definitely give the impression that the Bureau is deemphasizing the importance of this program. It is believed that all supervision of this program at the Bureau is now at a bare minimum and should not be further curtailed. The submission of semi-annual reports would reduce the Bureau's supervision of the program and would also mean the Bureau would have a current list of the vital facilities on a six months basis rather than a three months basis. In view of present world conditions and the possibility of involvement in Indochina, it is not believed that this vital program and the Bureau's supervision of the program should be further curtailed. In the event of a national emergency, the Bureau will rely heavily upon the informants developed to keep the Bureau advised of attempts at sabotage, espionage, and related activities.

It is not believed that the estimated monetary savings of \$3,093.72 per year justifies the partial elimination of the primary supervisory control of the Bureau over this program.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference 5/4/54 were Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Sizoo, Boardman, Rosen, Nichols and Mason.

Consideration was given as to whether the field should continue to submit quarterly reports to the Seat of Government as to the status of the Plant Informant Program:

1. Mr. Glavin was in favor of eliminating completely all reports from the field to the Seat of Government concerning the number of contacts in various plants and vital facilities.

2. Messrs. Sizoo and Mason favored a continuation of the quarterly reporting by the field because of the need for keeping the pressure on this project and assuring that the field make adequate contacts in order to be advised of subversive activities or contemplated espionage or sabotage in vital facilities. Sizoo and Mason did not feel that the Bureau could properly supervise the Program if it received reports at intervals greater than each three months. Also the FBI is obligated to advise the military, upon request, as to the number of informants in any plant named.

3. All other members of the conference, Messrs. Tolson, Tamm, Parsons, Mohr, Boardman, Rosen and Nichols favored reporting by the field annually and felt that this would provide adequate controls by the Seat of Government over this Program.

Based upon the Director's instructions, appropriate action will be taken.

OK #

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RK
VI

Mr. Tolson

5/25/54

The Executives Conference

SUGGESTION #209-54
MADE BY SA EARLE J. MORRIS
MIAMI OFFICE

333,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5/BJG

SUGGESTION:

It is suggested the Bureau request the respective branches of the military services to include on Form DD 553 (Request For Bureau Assistance in Apprehending Absentee From Armed Forces) the information reflecting whether the subject has applied for an allotment and, if so, the person to whom the checks are being sent and the address where they are received. In the event the Armed Forces do not accept this procedure, it is suggested the Bureau advise Agents in the field of the availability of this information from the respective Allotment Disbursement Centers as it is felt this information would be a good investigative lead.

PRESENT PROCEDURE:

The form as it is now constituted does not contain information relative to allotments made by the absentee.

ADVANTAGES OF SUGGESTION:

The suggesting employee feels this information would be of value in locating subjects of this type and would save the Bureau considerable expense in locating Fugitive-Deserters.

DISADVANTAGES OF SUGGESTION:

SAC E. J. Powers recommends the suggestion not be adopted, pointing out the following disadvantages:

The allotment information comes from the Finance Department whereas background concerning the Deserter emanates from the Provost Marshal General's Office. This would necessitate the Provost Marshal General's Office reviewing the files of the Finance Department and it is doubtful this could be done and still promptly advise the Bureau of the Deserter status.

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

RECORDED-29

cc: Mr. Mohr INDEXED-29
Mr. Harbo

MAY 27 1954

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2. Normally this information is not of too much value since in most cases we already have knowledge of the address of the wife. If such a lead is of possible productivity, this information can be requested. However, to obtain the information in all cases would seem to be an unnecessary burden and expense.

Mr. F. A. Frohbose of the Investigative Division agrees with the comments of SAC Powers.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/25/54, composed of Messrs. Tolson, Boardman, Nichols, Glavin, Tamm, Parsons, Belmont, Rosen, Sizoo, Mohr, and Harbo, recommends unanimously unfavorable.

MR. TOLSON

May 21, 1954

THE EXECUTIVES' CONFERENCE

323 013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5/edg

~~FBI LAW ENFORCEMENT CONFERENCES~~

On May 19, 1954, ^{use of} the Executives' Conference consisting of Messrs. Tolson, Boardman, Nichols, Holloman, Harbo, Winterrowd for Rosen, Mohr, Tamm, Sizoo, Callahan for Glavin, and Belmont considered the question of whether or not material which appeared in the January 1954 issue of the FBI Law Enforcement Bulletin regarding make-up of atomic weapons could be used for discussion before Law Enforcement Conferences throughout the field.

The Conference was advised that this matter had been taken up at the recent Security-Espionage Conference but at that time the dissemination of this information was a controversial issue and it was not felt that it should be the subject of Law Enforcement Conferences at that time. It was suggested that the Training and Inspection Division notify the field by SAC Letter that the suggestion was not being adopted in order to forestall numerous requests from the field to utilize this material at the Law Enforcement Conferences.

The question has arisen as to whether there is a sound basis for not using this material at Law Enforcement Conferences. Dissemination of this material through the Law Enforcement Bulletin was an entirely proper action by the Bureau and was cleared with the Atomic Energy Commission and other appropriate agencies. While it was distributed in January, 1954, the press did not get hold of it until March, at which time there was a great deal of publicity. There was much comment on the pros and cons of relating such information.

A check was made with Mr. Mason of the Training and Inspection Division, who advised that the field has not been requesting permission to utilize this topic at Law Enforcement Conferences. He recalled that a request was received from one office and the Bureau ^{turned down} the request.

The Executives' Conference was of the unanimous opinion that as the Bureau had disseminated this information to Law Enforcement agencies and it had been made public by the press, there

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- Holloman _____
- Miss Gandy _____

58 JUN 3 1954
Mr. Harbo

RECORDED - 51
INDEXED - 51

66-2554-11451
MAY 27 1954

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MEMORANDUM FOR MR. TOLSON

was no reason why the field offices could not utilize this subject matter at Law Enforcement Conferences, if they so desire, restricting the discussion to the material furnished previously to the police. The Conference felt it was not necessary to send out an SAC Letter but that any requests from the field should be handled accordingly.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN ✓

DATE: May 20, 1954

FROM : L. J. GAUTHIER

SUBJECT: AUTOMOTIVE OPERATIONS
TIRE SKID CHAINS

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

BACKGROUND:

During the spring of 1953, a new tire skid chain appeared on the market which, according to the Rolon Company, 150 Tejon Street, Denver, Colorado, manufacturers of the chain did away with jacking up wheels and crawling under cars every time it became necessary to mount or remove chains from the rear wheels of an automobile.

On August 13, 1953, arrangements were made with ten FBI Field divisions situated in northern area of operation to conduct practical tests of the Rolon skid chain during the 1953-54 winter months and to advise the Bureau regarding results obtained from such tests.

REMARKS:

An analysis of the reports made by each field division conducting such tests predicated upon a comparison of the new product with past experience realized with well known conventional skid chains is as follows:

1. SPEED AND EASE OF INSTALLATION:

Four offices stated Rolon chains are more easily installed; one office advised of considerable difficulty and three offices reported no savings in installation time.

REMARKS: No advantages or disadvantages reported from point of view of "time saver".

2. DURABILITY OF CONSTRUCTION - FREE FROM LINK BREAKAGE:

Four offices reported normal results; two offices advised of abnormal results; one office mentioned above normal results and one office not able to report because of limited use.

REMARKS: Normal durability of construction.

323, 013
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LJG:vs
Attachment

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INDEXED-45

76 MAY 27 1954

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3. SAFETY FEATURE PROVIDING FOR ADEQUATE STARTING AND STOPPING UNDER ADVERSE DRIVING CONDITIONS:

Seven offices reported normal results and one office had abnormal experience.

REMARKS: Normal safety factor.

4. SAVINGS, IF ANY, IN SERVICE STATION CHARGES GENERALLY EXPENDED FOR MOUNTING AND REMOVING CONVENTIONAL SKID CHAINS:

Six offices reported no savings involved and two offices felt some savings would result.

REMARKS: No economy can be expected by use of Rolon product.

NOTE: Of the ten offices furnished Rolon test chains, Minneapolis and Buffalo reported no adequate tests made because climatic conditions were very good during 1953-54 winter season and there was no opportunity to make test with these chains.

CONCLUSION:

It is concluded from the reported results of the tests made in the field, that the Rolon skid chain, generally speaking, does not possess any additional construction details which makes this product more economical or provides better safety features over the conventional tire skid chain which has been available on the market for many years. It should be noted that the cost of the Rolon chain to the Government is approximately \$2.50 higher than the conventional chain.

The benefits to be obtained through the use of Rolon skid chains on Bureau equipment appears to be about equal to what has been experienced in the past with the utilization of conventional type chains. It is therefore felt that the expenditure of funds for the higher priced Rolon product for general use in the field would be unjustifiable.

RECOMMENDATION:

1. That the attached SAC Letter advising the field concerning the purchase of skid chains in the future be approved;

ADDENDUM: WRG:dap May 25, 1954

RECOMMENDATION OF THE EXECUTIVE CONFERENCE:

The Executive Conference of May 24, 1954, consisting of Messrs. Tolson, Mason, Sizoo, Mohr, Parsons, Tamm, Nichols and Glavin are in agreement that the attached letter to all SACs concerning automotive operations, tire skid chains, should go forward for the general information of the field at this time.

The Conference is of the unanimous opinion that no communication need go forward to Mr. [redacted] for the Rolon Tire Chain Company, who originally discussed the matter of use of these chains with Bureau representatives.

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OK.
✓

Copy: 1bp

OFFICE MEMORANDUM

TO: Mr. Boardman

DATE: May 21, 1954

FROM: Mr. Belmont

SUBJECT: INVESTIGATIVE PROCEDURES
INTERNAL SECURITY - C

Reference is made to the attached letter from the New York Office dated May 17, 1954, transmitting certain proposals concerning the reorganization in the investigation of Communist Party activities in the New York Office.

In this regard, on May 14, 1954, while Supervisor Warren Marchessault of the New York Office was at the Bureau for In-Service training, a discussion was had with him concerning the investigation of security cases in the New York Office. During this discussion, Supervisor Marchessault was furnished with a series of sample charts relating to investigative procedures to be applied in connection with the investigation of the Communist Party, USA. It is to be noted that the Internal Security Section at the Bureau has been conducting a comprehensive analysis of the results of security investigations throughout the field, particularly in the larger-type offices such as New York where investigative results could be improved. This program, and series of charts, was prepared by the Internal Security Section with the objective of achieving increased efficiency, productivity, stimulating Agent interest, and effecting economy of operations in security work. By assigning pending work to individual Agents in such a manner as to fully fix individual responsibility for the investigation of all phases of security work in a fixed area, this program will create additional enthusiasm and a realization on the part of each Agent engaged in security work that he is an integral part of the over-all investigation relating to the Communist Party, USA.

As indicated above, Supervisor Marchessault was apprised of the Bureau's studies and furnished a set of the sample charts prepared by the Bureau to implement its study. The attached letter from the New York Office reflects that the New York Office feels that the method outlined in the charts will benefit the New York Office and arrangements are being made to follow this procedure in New York.

Attachments (3) sent 5026054
WFD:JRH:vbs:mjt

66-2554-11453

RECORDED-33

~~66-2554-11453~~

INDEXED-33 90

9 MAY 1954

50 JUN 21 1954

53 JUN 1 1954

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/2/82 BY SP-5/BJE/ky

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There is attached a proposed SAC Letter which will require specific assignments to be made to Agents engaged in security work who will then have an individual responsibility for the development of all Party activities within a specific geographic area or Communist Party organizational breakdown, including informant coverage, surveillances, and the development of highly confidential investigative techniques. In addition, there is attached a set of seven sample charts to be furnished to the field at such time as the SAC Letter is approved and which will be used to graphically implement the instructions contained in this proposed SAC letter.

RECOMMENDATIONS:

1. It is recommended that the attached proposed SAC Letter be furnished to all offices.

2. It is recommended that the attached series of seven sample charts be approved and thereafter the Exhibit Section be requested to prepare these charts in appropriate finished form.

3. It is recommended that ten copies of this chart be furnished to the New York office; six copies each to the Chicago, Cleveland, Detroit, Los Angeles, Newark, Philadelphia, Pittsburgh, and San Francisco offices; and the remaining offices to be forwarded two copies of each of the charts for integration into the investigative procedure of each office.

4. It is recommended that within ninety days from the date of the SAC Letter, each office forward to the Bureau a memorandum setting forth their observations regarding the integrated investigative system as it applies to their office. Although the basic principles of this system have been and are now being utilized by the Los Angeles and San Francisco offices, it is desired that these two offices also forward their comments to the Bureau.

EXECUTIVES' CONFERENCE
RECOMMENDATION:

May 25, 1954

The Executives' Conference consisting of Messrs. Tolson, Boardman, Glavin, Harbo, Rosen, Tamm, Parsons, Mohr, Sizoo, and Belmont on May 25, 1954, considered the foregoing recommendations and were of the unanimous opinion that the proposed action and the attached SAC Letter concerning "Investigative Procedures, Communist Party, USA" should be approved.

AHB:tlc

MR. TOLSON

May 26, 1954

THE EXECUTIVES CONFERENCE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP-5 cld/j

The Executives Conference of May 18, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Belmont, Winterrowd, Sizoo, Boardman, Mohr, Quiny Tamm, and Callahan, considered the awarding of \$200.00 to the National Society for Multiple Sclerosis from reserve funds presently available in the FBI Employees' Consolidated Charity Fund and, further, considered the desirability of adding this organization to the list of organizations which are presently covered by the Consolidated Charity Fund for the purpose of future solicitations.

It was pointed out to the Conference that the Multiple Sclerosis Campaign was launched in the District of Columbia on May 6, 1954, to raise funds totaling \$1,500,000 and was part of a nationwide campaign of the National Society for Multiple Sclerosis to be concluded on June 15.

Inquiry at the District of Columbia chapter determined that this organization is not a member of the Community Chest Federation nor has it requested to be included.

The Personnel Office of the Department, upon inquiry, stated that it had received posters from the Multiple Sclerosis Society for the first time this year and they were distributed throughout the Department. It was further pointed out that in the past there have been no solicitations made for this organization.

A check of the Bureau's indices indicates that we have no record of this organization. Further, this organization was not included in the one-package drive this charity year because of the fact that we have made no contribution to the organization in previous years; however, it was felt that since we do have a reserve fund in the amount of \$3,488.88 that consideration might be given to setting up \$200.00 of this reserve as a contribution during the current drive of this organization and, further, that the organization be included in the one-package drive of the FBI Employees' Consolidated Charity Fund during the 1955 charity year.

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

cc - Mr. Harbo
Mr. Mohr
Attachment
HPC:jur

RECORDED - 78

INDEXED - 78

10 MAY 28 1954

66-2534-11454

(over)

EX-125

JUN 1 1954

Memo to Mr. Tolson from the Executives Conference

RECOMMENDATION OF THE CONFERENCE:

The Conference unanimously recommended approval of both of the foregoing suggestions.

If the Director approves, there is attached an appropriate letter and check transmitting the \$200.00 contribution for the current Multiple Sclerosis Drive.

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Miss Gandy _____

MR. TOLSON

5/24/54

The Executives Conference

DESTRUCTION OF EXTRA COPIES OF INVESTIGATIVE REPORTS

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP-5 [signature]

The Executives Conference consisting of Messrs. Tolson, Boardman, Mohr, Sizoo, Mason, Nichols, Rosen, and Tamm considered a suggestion submitted by the Records Section with regard to copies of reports in Bureau investigative cases which are erroneously forwarded to the Washington Field Division for a check of the records of the armed services.

The Identification Division through its Liaison Section covers records checks of the armed services, and the Washington Field Office forwards to the Identification Division by form letter copies of investigative reports which have erroneously been transmitted to the field division for such a search.

It is recommended and the Conference unanimously agrees that after the search has been made by the Identification Division, the copies of the investigative report be destroyed by the Identification Division and such destruction noted opposite the "Reference" to such report.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing.

Attachment

cc - Mr. Harbo
Mr. Mohr

OT:edw

RECORDED - 5

EX-106
INDEXED - 5

66-2554-1143

MAY 28 1954

[Handwritten initials]

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Mr. Tolson

5/12/54

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Executives Conference

SUGGESTION NO. 185-54
MADE BY [REDACTED]
DOMESTIC INTELLIGENCE DIVISION

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5 [REDACTED]

THE SUGGESTION:

That the Bureau prepare and distribute for the use of Seat of Government stenographers 3" x 5" cards incorporating information regarding addresses, forms and other pertinent instructions concerning the preparation of communications to agencies, offices and individuals to whom Bureau mail is regularly sent. (Sample cards attached.)

OBSERVATIONS:

The employee feels such a card system would result in a saving through reduction of errors; would speed up the flow of mail; and the time of individual stenographers would be saved by having cards centrally prepared. She states it would not be necessary for each stenographer at the Seat of Government to be furnished a complete set of cards for all divisions, but each stenographer within a section should be provided with cards for the most common recipients of Bureau mail emanating from that particular section. She suggests the following information could be incorporated on the cards: (1) Kind of stationery to be used; (2) Any requirement as to kind of type to be used; (3) Copies required; (4) Addresses; (5) Greeting; (6) Method of transmittal; (7) Complimentary closing; (8) National Defense classification; (9) Special notations, such as "Personal Attention"; (10) Type of envelope; (11) Priority rating.

Mr. Belmont, Domestic Intelligence Division, favors the suggestion and states if adopted it would probably save a great many calls to the Reading Room and that a system could be worked out which would save time and typing.

Mr. Quinn Tamm, FBI Laboratory, is opposed. He states the Laboratory has no need for such cards, as most of their correspondence is in answer to incoming communications and stenographers

cc: Mr. Mohr
Mr. Harbo

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- Miss Gandy _____

Attachments

JUN 3 1954

RECORDED - 76

INDEXED - 76

MAY 28 1954

ORIGINAL COPY FILED IN 66-1516-1883

Memorandum to Mr. Tolson

who handle correspondence to other agencies have sufficient instructions already to handle the small volume of such mail.

Mr. J. J. McGuire, Records and Communications Division, is opposed. He states through Bureau memoranda, suggestions of the Reading Room, and sixty-day correspondence conferences of Section Chiefs and Principal Stenographers, the present system assures dissemination of information to the divisions and permits channeling of pertinent portions of this information to the interested units. He states a central card system would appear to involve activities which are more practically carried on within each division.

Mr. Glavin, Administrative Division, is opposed and states he sees no need for such a card system.

Mr. E. D. Mason, Training and Inspection Division, is opposed. He states he feels this can best be handled by each individual stenographer who is familiar with her own work and knows what addresses she needs. He states changes in addresses are published by memoranda to officials and supervisors, who in turn advise the stenographers. Also, most frequently used addresses are set out in the Stenographers' Manual and to prepare cards on these would be a duplication of effort. He states other information suggested to be set out on the cards, such as kind of stationery, number of copies, method of transmittal, etc., would also be a duplication of effort.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/11/54, composed of Messrs. Boardman, Tracy, Tamm, Mohr, Winterrowd, Belmont and Harbo, recommends unanimously unfavorable. The Conference felt that any need for reference data of this sort should be handled within a division since the needs will vary substantially from one division to another at the Seat of Government.

Mr. Tolson

5/13/54

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The Executives Conference

PREPARATION OF ROUTING SLIPS
SUGGESTION #204-54; MADE BY

[Redacted] ADMINISTRATIVE DIVISION

223,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-Sci/deg

SUGGESTION:

It is suggested that, when preparing routing slips, the person filling out a slip should sign his name or the name of the person for whom he is acting, not just the initial. In cases where reply by mail is necessary, the routing slip should contain the room number. In those cases where phone calls are requested, the sender's telephone extension should be reflected on the routing slip.

OBSERVATIONS:

The suggesting employees feels that it takes the sender only a few moments to put a complete last name or a telephone extension or the room number on the routing slip; however, this additional information will save the receiver considerable time that would ordinarily be required in looking up such information. He also feels that this additional information will be especially helpful when persons preparing the slips are not listed on the FBI Telephone Directory or where the initials are too illegible to read.

The Administrative Division Streamlining Committee felt that the exertion of a little more effort in preparing routing slips will result in saving considerable time in handling of the mail involved.

Mr. Glavin agrees with the suggestion and recommends approval.

Inspector E. D. Mason, Training and Inspection Division, favors the suggestion, although he pointed out that it is the current practice for the sender to put his name on the routing slip.

If approved, it is recommended that the attached Memorandum for all Bureau Officials and Supervisors go forth.

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

cc: Mr. Mohr
Mr. Harbo

new *Mead*

Attachment

68 JUN 4 1954

RECORDED - 36

INDEXED - 36

106-554-1145

MAY 28 1954

ORIGINAL COPY FILED IN 106-554-1145-557

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Henrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, recommended unanimously favorable.

Mr. Tolson

5/13/54

Executives Conference

SIGNED STATEMENTS,
USE IN MILITARY TRIALS

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/02 BY SP5 C/dfj

By letter dated 4/15/54 the Seattle Division advised that the U. S. Attorney recently declined prosecution in a Theft of Government Property case and suggested the case be turned over to the military for prosecution. The military authorities advised they could not use the signed statement taken by Bureau Agents inasmuch as Article 31 of the Uniform Code of Military Justice (UCMJ) requires that the serviceman not only be advised of the matters normally covered in the introductory paragraph of a Bureau signed statement, but also requires he be advised at the outset as to the nature of the accusation involved.

MILITARY REQUIREMENTS AND OPINION

Article 31 of the Uniform Code of Military Justice (UCMJ) (Title 50 U. S. Code, Section 602) provides in part, "(b) No person subject to this chapter shall interrogate, or request any statement from, an accused or a person suspected of an offense without first informing him of the nature of the accusation and advising him that he does not have to make any statement regarding the offense of which he is accused or suspected and that any statement made by him may be used as evidence against him in a trial by court martial."

Part (d) of this same article provides, "No statement obtained from any person in violation of this section, or through the use of coercion, unlawful influence, or unlawful inducement shall be received in evidence against him in a trial by court martial."

By memorandum of 4/20/54 the Bureau's Liaison Section was requested to determine from the Army the exact requirements for admissibility of signed statements under the UCMJ. By memorandum of 4/26/54 the Liaison Section reported that Col. Stanley W. Jones, Chief, Military Justice Division, Judge Advocate General's Office, Department of the Army, advised that whoever refused the use of the Bureau's signed statement as reported by the Seattle Division was in error. Col. Jones expressed the opinion that Article 31 of the UCMJ pertains only to instances

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- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

cc - Mr. Mohr
Mr. Harbo

JUN 3 1954

RECORDED-41

EX-129

MAY 27 1954

66-2557-11458

ORIGINAL COPY FILED IN

where the statement was taken from military personnel by military personnel and does not apply to a statement taken from military personnel by civilian authorities.

Although Col. Jones furnished the opinion given above and offered to "set straight" the Army authorities in the Seattle Division if we could identify the case involved, he also suggested that it might be desirable for Bureau Agents when taking a statement from military personnel to include the statement that the subject was advised regarding the accusation on which he was being interrogated. Col. Jones thought the inclusion of such a statement might preclude a recurrence of the situation reported by the Seattle Division.

PRESENT REQUIREMENTS FOR BUREAU STATEMENTS

Current Bureau instructions require that at the beginning of an interview with a subject or a suspect, the Agent should identify himself and inform the person being interviewed that he is not required to make a statement, that any statement he makes can be used against him in court, and that he has a right to the advice of counsel (Manual of Instructions, Vol. 1, Section 2, Page 15).

In addition, current Bureau instructions provide that it is the desired practice that signed statements or confessions be prefaced with a statement indicating that the above matters have been called to the attention of the person giving the statement (Manual of Instructions, Volume 1, Section 2, Page 18).

The only current Bureau instruction which borders on compliance with Article 31 of the UCMJ is the requirement that Agents promptly advise a subject of the nature of the charges against him at the time they place him under arrest. Many subjects, however, are not under arrest at the time of interview by Bureau Agents.

ARGUMENTS FOR CHANGING BUREAU STATEMENTS TO CONFORM TO UCMJ

1. It would eliminate any doubt on the point as to admissibility of Bureau statements when needed in military court martial proceedings.

2. In the event allegations are made against Bureau Agents testifying in courts martial it may be important that the signed statement taken from subject be admissible to refute false allegations.

3. Col. Jones, Chief of Military Justice of the Army, recommended that Bureau statements taken from military personnel contain wording to conform to Article 31 of the UCMJ to avoid doubt in future instances.

4. Although unfounded in fact, the holding that a statement taken by a Bureau Agent is not admissible in any type of criminal trial leaves the impression that the statement was not properly taken. Every reasonable precaution should be taken to avoid leaving such an impression.

ARGUMENTS AGAINST CHANGING PRESENT BUREAU INSTRUCTIONS

1. There has been only the one known instance since the effective date of the UCMJ (May 31, 1951) in which a Bureau statement has been regarded as inadmissible in a court martial for failure to comply with Article 31 UCMJ yet Bureau Agents have testified at courts martial numerous times during this same period.

2. Col. Jones, Chief of Military Justice for the Army, expressed the opinion that the UCMJ does not apply to statements taken by Bureau Agents from military personnel and a reading of Article 31 gives considerable basis for such an opinion since the article clearly states "no person subject to this chapter shall interrogate . . ." and Bureau Agents are not among those listed as being subject to the UCMJ. (Title 50, U.S. Code, Sec. 552).

3. This objection to the wording of Bureau signed statements has not been raised by either the Navy or Air Force yet both operate under the UCMJ, the same as does the Army. It appears to be more reasonable for the Army to appropriately instruct its representatives in the Seattle Area as to the correct interpretation of this matter than for the Bureau to change its instructions and place into effect specialized instructions applying only to cases involving military personnel.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Hennrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, recommends unanimously that no change should be made in our present procedures, since we have been advised that the Uniform Code of Military Justice does not apply to statements taken by Bureau Agents from military personnel.

Mr. S. A. Andretta
Secretary of the Committee on Awards

Director, FBI

May 18, 1954

Suggestion Under Cash Awards Program

RECORDED
RECORDED
66-2554-11459

The following suggestion submitted by Mrs. [redacted] an employee of the Federal Bureau of Investigation, is forwarded to you in order that consideration may be given for an appropriate cash award to her under the Employee Suggestion Program.

The adopted suggestion is not considered to be an outgrowth of the normal requirements of her position.

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Mrs. [redacted] suggested that brown penalty envelopes used in the mail unit of the Identification Division be counted by weighing them instead of hand counting each item. These envelopes are counted each day to determine the number of franked pieces used. Weighing the envelopes would be more accurate than hand counting and would save time. The mailing scale is sensitive enough to show a variation of one envelope.

By the adoption of this suggestion envelopes can be counted by weighing in fifteen minutes per day, while hand counting takes 30 minutes. Based on a minimum grade GS-4 salary at \$1.53 per hour this would result in a saving of approximately \$95.76 annually.

It appears that under the provisions of Executive Order Number 9817 Mrs. [redacted] is entitled to a cash award of \$10.00 for her suggestion.

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323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 CJD/deg

LRH:rk

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- Tolson
- Ladd
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- Rosen
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- Tele. Room
- Holloman
- Gandy

COMM - FBI
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MAILED 27

58 JUN 3 1954

Handwritten notes and signatures, including a large checkmark and the initials "ST".

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Tolson ✓

FROM : Executives Conference (14)

SUBJECT: SUGGESTION NO. 192-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

DATE: 5/12/54

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

b6
b7c

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5C/deg

THE SUGGESTION:

That brown penalty envelopes used in the mail unit of the Identification Division be counted by weighing them instead of hand counting each item. These envelopes are counted each day to determine the number of franked pieces used by the Identification Division.

OBSERVATIONS:

The employee feels that weighing the envelopes to determine how many are on hand is more accurate than hand counting and would also save some time. She states the mailing scale is sufficiently sensitive to show a variation of one envelope. It is also pointed out that small white envelopes might also be counted in this manner.

Mr. Tracy, Identification Division, is in favor of the suggestion. He states that a test of this suggestion shows that envelopes can be counted by weighing them in fifteen minutes per day, rather than the thirty minutes required to count them by hand. Based on a minimum Grade GS-4 salary, \$1.53 per hour, this would save approximately \$95.76 per year. Mr. Tracy advises the employee is a Grade GS-2 Clerk and this suggestion is not an out-growth of her assigned duties.

Mr. J. J. McGuire, Records and Communications Division, favors the suggestion, stating he can see no real disadvantages as long as the system has been proved accurate by actual tests and is not used to secure the count of large, weighty groups of envelopes. He states proper precautions should be made and that periodic checks should be made of the accuracy of the method, particularly when new batches of envelopes appear to be constructed of paper not identical to those previously counted by weighing.

Based on the above estimated savings of \$95.76 per year, the employee could be recommended for a cash award, if this suggestion is approved.

cc: Messrs. Mohr & Harbo
atn

BEC-1130
MAY 20 1954

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/11/54, composed of Messrs. Boardman, Tracy, Tamm, Mohr, Winterrowd, Belmont and Harbo, recommends unanimously favorable. The Conference also favorably recommends a \$10.00 cash award to the employee who made the suggestion,

If approved, this memorandum should be forwarded to the Administrative Division for appropriate notification to the employee and in order to obtain the award through the Department of Justice.

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b7c

OK
5/13

[Handwritten signature]
5/13

MR. TOLSON

4/28/54

EXECUTIVES CONFERENCE

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b7c

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5/ideg

SUGGESTION NO. 121-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

~~Change of procedure
handling of~~

THE SUGGESTION:

That upon receipt of "No Answer Necessary" fingerprints in the Recording Section of the Identification Division, an appropriate stamp (example: "Not Verified") be applied in either red or green ink in the upper left-hand portion of the card and that these cards so marked be handled in the same manner as Form 1-1 (Additional Record Sheet). (Sample of Form 1-1 is attached.)

PRESENT PROCEDURE:

Upon receipt, Form 1-1 (Additional Record Sheet) is attached to the Assembly jacket bearing the same FBI number as that on the form. The jacket is placed directly in the file without handling and is not again handled until an answerable print is received. It is noted a large number of "No Answer Necessary" prints are received, which are basically the same as Form 1-1. These "No Answer Necessary" prints are those on which the submitting agency indicated they do not desire an Identification Record. Under present procedure, these "No Answer Necessary" prints, after being received in the Assembly Section, must be fully handled; that is, the jackets must be pulled and the jackets and prints are then given to the Assembly Identifier, who makes the identification. Jackets then go to the verifier who verifies the identification, after which the jackets are returned to the file.

OBSERVATIONS:

EX-112

RECORDED - 36

INDEXED - 36

JUN 1 1954
66-2554-11460

A subcommittee of the Identification Division Streamlining Committee recommends adoption because (1) it would result in more efficient handling of "No Answer Necessary" prints; (2) a check was made and the percentage of error which would result from this procedure was found to be negligible. It was suggested that the "Not verified" stamp be applied in the Assembly Section instead of the Recording Section, as proposed by the employee.

Tolson
Ladd
Nichols
Belmont
Clegg
Glavin
Harbo
Rosen
Tracy
Gearty
Mohr
Winterrowd
Tele. Room
Holloman
Miss Gandy
Attachment
cc: Mr. Mohr
Mr. Harbo
EDM:dmb/atn

785

INITIALS ON ORIGINAL

PH

ORIGINAL COPY FILED IN 66-2554-11460

Memorandum to Mr. Tolson

It was pointed out there would be no additional expense because of this change.

Mr. F. C. Anderson, Identification Division, is opposed to the suggestion because it would mean an unverified fingerprint card would be filed in the jacket, and there would be the possibility of an erroneous identification being quoted. Mr. C. L. Trotter, Identification Division, states he has checked this possibility and advises the stamp "Not Verified" can be placed along the left margin where the cross of the verifier ordinarily goes. When a verification is made and the fingerprint crossed into the jacket, the "Not Verified" stamp may be lined through. He points out that the unverified prints would not be fastened into the file with the other prints, which would signify that further work is necessary on them. Mr. Tracy agrees with Mr. Trotter.

ESTIMATED SAVINGS:

The employee points out that during January, 1954, approximately 1,900 "No Answer Necessary" prints were received. Using this figure it has been determined the suggested procedure would save the time of one GS-5 clerk for seven days, and one GS-6 clerk for approximately four and one-half days per month, which would represent a savings of approximately \$1,800.00 per year. The subcommittee of the Streamlining Committee felt the \$1,800.00 savings is not altogether correct, since these prints will require handling at a later date. After a recheck of the number of prints which will have to be rehandled on a daily basis, it is estimated the savings would be cut by one-third, making the adjusted estimated savings \$1,200.00 annually.

Mr. C. L. Trotter, Identification Division, advises that [redacted] is a Searching Coordinator in the Technical Section of the Identification Division, and that this suggestion is not within the scope of his assigned duties. Therefore, if adopted, the employee would be entitled to a cash award of \$60.00, based on an annual savings of \$1,200.00. Mr. [redacted] is in Grade GS-6.

b6
b7c

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 favorable. If the suggestion is adopted, the Conference further recommends a cash award of \$60.00 to employee [redacted] who made the suggestion. If approved the Administrative Division will appropriately notify the employee and make arrangements with the Department to obtain an award.

Mr. Tolson

March 15, 1954

The Executives Conference

MAGNECORD RECORDERS

On March 15, 1954, the Executives Conference consisting of Messrs. Tolson, Glavin, Belmont, Harbo, Boardman, Mohr, Tracy, Holloman, Winterrowd, Nichols and Q. Tamm considered a recommendation of the Laboratory that ten Magnecord binaural tape sound recorders be purchased.

This is in connection with the replacement of the old-type disc recorders in the field with the new magnetic tape recorders. These recorders cost approximately \$1,300 each.

The Conference unanimously recommends the purchase of ten Magnecord binaural tape sound recorders at a cost of approximately \$13,000.

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

QT:VH

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 cjd/gy

INDEXED - 13

66-7554-11461
NOT RECORDED
141 JUN 2 1954

EX-129

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

55 JUN 4 1954 (347)

Magn. Tape Recorders

ORIGINAL COPY FILED IN

Mr. Tolson

5/11/54

Executives Conference

~~HANDLING OF DEROGATORY NONSUBVERSIVE
AND SUBVERSIVE INFORMATION PERTAINING
TO GOVERNMENT EMPLOYEES PREVIOUSLY
INVESTIGATED BY THIS BUREAU~~

303,013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-Sci/dj

SUGGESTION:

That the Records Section not search incoming reports and communications for the sole purpose of ascertaining whether the subject thereof has ever been an applicant for a Government position unless such action is requested by the supervisor who handles the communication.

PRESENT RULE:

The second paragraph of Section 46 (5) of the Supervisor's Manual provides as follows: "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 Government agency, it should be called to the attention of the Special Inquiry Section of the General Investigative Division for appropriate action and dissemination." (Proposal is that this provision be deleted.)

Paragraph 1 of Section 46 (5) reads as follows: "All employees are to refer data to the Employees Security Section of the General Investigative Division whenever it is of a subversive or disloyal nature, regardless of whether it is confirmed or unconfirmed, when it relates to a Government employee or a person who is possibly a Government employee. Derogatory information of a nonsubversive nature on such an individual should be furnished to the Civil Service Commission. When common sense dictates, the information should also be furnished to the head of the employing agency when that agency is known." (Proposal is that this provision be retained.)

OBSERVATIONS:

1. Executive Order 10450 requires furnishing of derogatory information only on present Government employees. The Manual provision requiring that this be done will be unchanged.

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

cc - Mr. Mohr

RECORDED 13

INDEXED - 13

66-2554-11462
JUN 2 1954
51

JUN 8 1954

EX-129

Attachment

ORIGINAL FILED 66-2554-11462

2. The Manual provision which it is proposed be deleted would, if literally complied with, require that the subjects of incoming reports and communications, criminal or security, be searched against all applicant references and the files reviewed to ascertain whether the person has ever been the subject of any applicant-type investigation, although there is no indication in the incoming communication that the subject is or ever has been a Government employee. Present procedure in the Records Section, upon receipt of an initial investigative report, is to search the name of the subject to see whether there is a prior case file involving the same type of violation. In the process the clerks note there are other index cards bearing the same name and accordingly write "See Index" on the side of the mail so that the supervisor can call for all reference material if he deems it necessary. To require the Records Section to list all references in the indices and pull the files would cost \$261,426 annually with regard to searching criminal mail only. Also this would slow down the processing of the mail and increase the volume of work on supervisors.

3. In security investigations existing rules require that the present employment of the subject be ascertained and reflected in the report. By SAC Letter 54-23 dated 5/4/54, the field was instructed that when a subject of a criminal type case is a civilian Government employee, his name should be followed in the title of reports and other communications with information identifying his employment, also this information should be set forth in the synopsis of the report. This SAC Letter also reminds the field that any nonsubversive derogatory information discovered concerning a Government employee who is not the subject of investigation by this Bureau must be submitted to the Bureau in a form suitable for dissemination.

4. The vast majority of Government employees have never been investigated by the FBI. Therefore the procedure of checking all applicant-type references, although extremely costly and time consuming, could theoretically be helpful only in reference to a small portion of the total Government employees.

5. In view of the probability that the investigation of current criminal cases will establish the occupation of the subject, it is believed unnecessary as a practical proposition to conduct extensive searches of file references, in the absence of some reason to suspect that the subject is or may be a present Government employee.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

On 5/5/54 the Conference, composed of Messrs. Boardman, Belmont, Callahan, Mohr, McGuire, Tracy, Tamm, Rosen, Harbo, unanimously makes the following recommendations:

1. That the Records Section not search incoming reports and communications for the sole purpose of ascertaining whether the subject thereof has ever been an applicant for a Government position unless such action is specifically requested by the supervisor handling the communication.

2. That the attached memorandum for Seat of Government Supervisors be issued reminding them of the Bureau obligations under Executive Order 10450, restating pertinent procedures in the Records Section in handling current incoming reports and communications, and pointing out it is the obligation of the supervisors to cause a thorough check and review of all references to be made when there is reason to suspect that the subject of the current Bureau investigation is or may be a Government employee.

MEMORANDUM FOR THE SPECIAL AGENT IN CHARGE:

~~CONFIDENTIAL~~

RE: ADMINISTRATIVE REPORT DATA FOR MONTH OF _____ 19__

A. Total official work days in this Division during the month spent on:

- 1. General Type Work:
 - (a) Investigative Matters.....
 - (b) Surveillances.....
- 2. Security or Defense Type Work:
 - (a) Investigative Matters (other than Soviet and Satellite officials).....
 - (b) Investigative Matters on Soviet and Satellite officials.....
 - (c) Surveillances (other than on Soviet and Satellite officials).....
 - (d) Surveillances on Soviet and Satellite officials.....
(Classifications ordinarily considered as Security or Defense type work are: 2, 3, 14, 16, 61, 65, 96, 97, 98, 100, 101, 102, 105, 106, 107, 108, 109, 110, 111, 113, 117, 121, 122, 140, Plant Informants, American Legion Contacts, Security Informants)
- 3. Security of Government Employees Matters (140 Classification).....
- 4. Atomic Energy Act Matters:
 - (a) Criminal Matters (117 Classification).....
 - (b) Applicant Matters (116 Classification).....
- 5. Applicant Matters:
 - (a) FBI (67 Classification).....
 - (b) Other than FBI or AEA.....
- 6. Accounting Matters.....
 - (a) Total days' accounting work pending at beginning of month.....
 - (b) Number of days' accounting work pending at end of month.....
 - (c) List of accounting matters pending at end of month: _____

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

B. Other (Specify -- Police Instruction, etc.).....

TOTAL (This total should be the same as the total number of officials work days in the month).....

(Signed) _____

Date _____

Official Business outside My Assigned Field Division..... Days

NOTE:- (Breakdown of type of work performed should be in above itemization- Information shown here for administrative purposes only.)

~~CONFIDENTIAL~~

ENCLOSURE
ENCLOSURE

66-7554-11403

EXHIBIT B

8/17/92 #323,013
CLASSIFIED BY: SP5CJ/dcg
DECLASSIFY ON: OADR

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: May 13, 1954

FROM : N. P. CALLAHAN

SUBJECT: SUGGESTION FOR REVISION OF FORM FD-113
"ADMINISTRATIVE REPORT DATA"

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

Executive Conference

523,013
8-17-92
SP-5ci/deg

Special Agent [redacted] of the Charlotte Office has suggested that the above-mentioned form, which is executed by each Agent in the field and information therefrom utilized in connection with the preparation of the Monthly Administrative Report by the divisional offices, be revised to include information now required in connection with Accounting Matters.

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This suggestion involves the inclusion of ~~three~~ additional items on this form not presently contained thereon. The Administrative Division has no objection to their inclusion thereon.

Since a revision of this form is under consideration, the writer would like to again renew his suggestion previously submitted that the entire form be revamped to include information which will show Agent days spent on: (1) General investigative matters (2) Defense and Security matters (3) Security of Government Employees matters (4) Atomic Energy Act matters (5) Applicant matters and (6) Accounting matters (with the additional information proposed by Special Agent [redacted]).

This suggestion was submitted and taken up by the Executives Conference on December 21, 1953, at which time it was not favorably acted upon.

The suggestion of the writer's further proposed the revision of the first page of the Monthly Administrative Report so that the information accumulated on form FD-113 could be recapped and reported on the first page of the Monthly Administrative Report.

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Attached hereto (Exhibit A) is the revised form proposed by Special Agent [redacted]

Also attached (Exhibit B and Exhibit C) are revised forms proposed by the writer.

By way of background, the purpose of the ~~renewing~~ of the writer's suggestion at this time is the fact that over the past few

Attachments

RECEIVED

Norman
2-23-54
TWO

ORIGINAL FILED IN

Memorandum to Mr. Glavin

May 13, 1954

Re: Suggestion for Revision of Form FD-113
"Administrative Report Data"

years there have been numerous requests made, within the Bureau and without, as to information concerning the cost of the Bureau's operation in matters falling within the categories provided for in the writer's proposal. At the present time there is no information in the Bureau on which to base an estimate in connection with the cost of our activities in these fields. In the event the writer's suggestion is approved, this information would be available, particularly for use within the Bureau and not having to be necessarily utilized by sources outside the Bureau.

It is to be noted that Miss [redacted] of the Los Angeles Office also submitted a suggestion in connection with this matter, proposing the approving of a form to be used by field offices in furnishing information regarding Accounting Matters.

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ADDENDUM

5/18/54

WPC/US

The Executives Conference of May 18, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Belmont, Winterrowd, Sizoo, Boardman, Mohr, Quinn Tamm and Callahan approved the suggestion submitted by Agent [redacted] of the Charlotte Office for revising Form FD 113, as indicated and rejected the suggestion of the writer as to any further revision of this form.

*10/18/54
5/24*

Mr. Tolson

5/13/54

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b7c

Executives Conference

SUGGESTION NO. 187-54
MADE BY [REDACTED]
LOS ANGELES OFFICE

303,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/13/93 BY SP-5 cideg

THE SUGGESTION:

That ~~Form FD-56 (Stop Notice)~~ be revised to provide space for the file number and serial number at the top of the card; more space be left for the date; and provide one space for the subject or property, since the stop is placed on one or the other. (Samples attached.)

PRESENT PROCEDURE:

The Manual of Rules and Regulations specifies in Section 8B(2) that Form FD-56 (Stop Notice) be filed in two sections, by Individuals and Property, in numerical order by classification and file number in each section. On the present form the file number appears in the middle of the card.

OBSERVATIONS:

The employee feels adoption of this suggestion would facilitate filing and reduce the possibility of misfiles.

SAC John F. Malone, Los Angeles; SAC L. L. Laughlin, Washington Field, and E. D. Mason, Training and Inspection Division, recommend adoption of the suggestion.

PREVIOUS CONSIDERATION:

The Executives Conference on 6/4/53 and 11/16/53 considered this same suggestion and recommended unfavorably, pointing out that the filing operation is not the only use to which these cards are put, and when the clerical employees or Agents check through the Stop Notice File following a telephone call received from a police department or automobile registration agency, they usually have uppermost in mind the name of the subject, rather than the file number, in which case the name of the subject becomes an important matter for consideration.

cc: Mr. Mohr
Mr. Harbo

Attachment

35 JUN 11 1954
atn

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

RECORDED - 60

RECORDED

141 JUN 4 1954

ORIGINAL COPY FILED IN 100-1895

Handwritten initials and marks, including "M" and "100-1895" written vertically.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 5/12/54, composed of Messrs. Boardman, Nichols, Glavin, Tamm, Hennrich, Mohr, Winterrowd, Holloman, Tracy and Harbo, recommends unanimously favorable, with the provision that the changes are not to be made until the next printing of an additional supply of these forms.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: May 13, 1954

FROM : H. L. Edwards *HL*

SUBJECT: FBI EMPLOYEES CONSOLIDATED CHARITY FUND
National Multiple Sclerosis Society Drive

323,013

8/12/92 SP-500

A news item in the Washington Post and Times Herald dated May 7, 1954, reported that the District of Columbia Multiple Sclerosis campaign was launched on May 6, 1954, for funds to raise \$1,500,000. The drive was to be a local phase of the nation-wide campaign of the National Society for Multiple Sclerosis to be concluded on June 15. Mrs. Dwight D. Eisenhower is honorary chairman, actor Robert Montgomery and Francis L. Whitmarsh are the National co-chairman of the campaign.

Sixty per cent of the funds raised in chapter areas are retained by chapters for local clinics, education and service programs. The remainder goes to support the National Society's research and education program.

Informal contact by telephone was made at the District of Columbia Chapter, National Multiple Sclerosis Society, 1346 Connecticut Avenue, Northwest, telephone DE 2-2100, and it was determined that this organization is not a member of the Community Chest Federation nor has it requested to be included. This was confirmed by informal inquiry at the Community Chest headquarters, however, it is recognized as being a very worthy charitable organization by the Community Chest Federation. Some literature was furnished on the Multiple Sclerosis Society, which is attached.

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On May 12, 1954, Mrs. [redacted] in the Department was contacted who stated that they had received posters from the Multiple Sclerosis Society and they were distributed throughout the Department. She further pointed out that in the past they have made no solicitations for this organization, however, it has been made known to the employees by means of the posters. A copy of this poster is attached.

66-3554-114/65
JUN 7 1954

A check of the Bureau's indices indicates that we have no record of this organization.

RECORDED - 181
INDEXED - 100

This organization is included in the One-Package Drive this year because of the fact that we have not made any contribution to this organization in previous years. It is felt that the Bureau may wish to determine whether or not we should contribute anything out of our present current reserve. You will recall that a total of \$3488.88 is in the reserve fund.

CC - A. E. Leonard
C. L. Rogers
K. C. Renneberger

THREE

ORIGINAL COPY FILED IN 66-3554-114-296

A few Bureau employee's or their families have been afflicted with this disease. It is recalled that Miss Elizabeth Lewis, who retired for disability from the Bureau on 11-10-48, at the age of 35, died in May of 1952; Miss [redacted] Identification Division, was separated from the rolls after an extended absence; and Mr. [redacted] Identification Division, who is presently on extended leave and although he hopes to be certified as able to return to duty in the near future is in very poor physical condition. In addition, there are several Special Agent's whose wives are suffering from this disease, no Bureau collection was made to assist any one of these cases.

It is felt that there is no need for any action at this time unless we receive a specific request from the Department or the Multiple Sclerosis Society for a contribution, in which case the matter would be presented to the Executives Conference to determine whether we should contribute anything out of our current reserve.

RECOMMENDATION:

That this matter be considered for inclusion by the working committee of the FBI Employees Consolidated Charity Fund in setting up the 1955 One-Package Drive.

ADDENDUM

5/18/54

WPA:vs

The Executives Conference of May 18, 1954, consisting of Messrs. Tolson, Nichols, Holloman, Harbo, Belmont, Winterrowd, Sizoo, Boardman, Mohr, Quinn Tamm and Callahan unanimously approved the contributing out of present reserve funds an amount of \$200 to the above-captioned drive. It further unanimously approved its inclusion in with the organizations provided for in the One-Package Drive which will be handled in the Fall of this year.

Organization

Rec'd

Mr. Tolson

May 11, 1954

The Executives Conference

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-14-92 BY SP5/ldg

SPECIAL AGENTS MUTUAL BENEFIT ASSOCIATION

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b7c

On May 11, 1954, the Executives Conference with Messrs. Glavin, Mohr, Harbo, Nichols, Tracy, Belmont, Boardman, Winterrowd and Q. Tamm being present was advised that by approval of the Director of Executives Conference memorandum dated April 30, Mr. [redacted] of the Special Agents Mutual Benefit Association, was contacted with reference to the acceptance of a one-year contract. Mr. [redacted] advised in connection with the management of the insurance that he was not interested in a one-year contract.

Mr. Tamm advised that a review of the previous contract offered to Mr. [redacted] reflects he had with the Special Agents Mutual Benefit Association a contract for five years commencing November 21, 1949, and ending November 20, 1954. The Conference was advised that this particular contract, which is in effect at the present time and expires in November, is of such a nature that Mr. [redacted] services cannot be terminated before expiration of the present contract. Mr. Tamm proposes in view of the fact that Mr. [redacted] does not care to accept a one-year contract that he be offered a five-year contract with a six-month cancellation clause. The purpose in recommending previously that Mr. [redacted] only be offered a one-year contract was because there are presently pending in Congress bills which might make it possible to have payroll deductions for insurance of this type. If one of these bills were to pass a re-evaluation of Mr. [redacted] services would be necessary. It is felt that this particular contingency could be outlined in a contract offered to Mr. [redacted] so that his services might be terminated with a six-month cancellation clause dependent upon the passage of such legislation or for other reasonable cause for termination. It is felt that he does a good job of managing the insurance and it would be difficult to locate someone who would manage the insurance in the same way.

ORIGINAL FILED IN 114-39276-116

b6
b7c

The Conference unanimously recommends approval. If you approve, a suitable contract along these lines will be drawn up and offered to Mr. [redacted].

RECORDED 71-1166-2554-11466

INDEXED - 7 80 JUN 8 1954

EX-123

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

QT:VH

JUN 8 1954

Mr. Tolson

May 26, 1954

Executives Conference...

INCREASED RADIO FACILITIES;
NEW YORK OFFICE

323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-14-92 BY SP5C/dec

On May 25, 1954, the Conference, consisting of Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, Belmont, Rosen, Harbo, Sizoo and Parsons, considered the desirability of installing additional radio communications facilities in the New York Office in order to handle the present high volume of radio communications and an expected intensification program increase.

It was pointed out to the Conference by Mr. Parsons that the New York Office already is handling some 15,000 radio messages per month to 89 radio-equipped cars, which is approximately three times the volume of radio traffic considered normal for several of our other radio station offices. In addition, a 50 per cent increase in number of radio-equipped cars has been authorized. This volume is approaching the maximum capacity of the present facilities. The New York Office has requested additional facilities, and a study of the problem has been made by the Laboratory in conjunction with the New York Office.

Based on such study, it has been determined (1) that use of the existing facilities is about equally divided between security and general criminal matters; and (2) that the New York Office need, therefore, can best be met by the installation of a second transmitting station, thus providing one station to handle security matters and a second station to handle general criminal matters. In accordance with previously approved long-range radio frequency plans, and in order to provide for possible future expansion, it is planned to place the second station and associated equipment on our new, higher frequency radio band.

The Conference was unanimously in favor of providing the additional needed radio facilities at an estimated cost of \$15,000.

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

RECORDED-140

INDEXED-140

EX-103

90

JUN 7 1954

JUN 23 1954

60-648-34

T.C.M.B.

(Handwritten initials)

1.66-2554-11467

(Handwritten signatures and initials)

ORIGINAL COPY FILED IN

Mr. Tolson

6/3/54

Executives Conference

SUGGESTION NO. 214-54
MADE BY [REDACTED]
CINCINNATI OFFICE

32303
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5 a/dfj

b6
b7c

THE SUGGESTION:

That field offices be authorized to purchase tire supplies locally. The employee suggests that the old tires might be turned in toward the cost of installation of new tires.

PRESENT PROCEDURE:

Orders are sent to the Bureau by the field offices for the required tires. These orders are then approved by the Bureau and forwarded to the Firestone Government representative in Washington, D. C., who refers the order to the Firestone factory, from where the tires are shipped to the field offices.

ADVANTAGES OF THE SUGGESTION:

The employee points out the following advantages, and SAC M. W. McFarlin concurs: (1) Freight charges would be eliminated; (2) Handling and storage of used tires would be eliminated; (3) Storage for tires could be decreased; (4) Would require less handling of tires; (5) Cut down correspondence; (6) Eliminate transferring of surplus tires and tubes.

DISADVANTAGES OF THE SUGGESTION:

Mr. A. H. Newman, Administrative Division, is opposed and points out the following disadvantages: (1) There would be no savings on freight charges, since these are included in the contract prices as established by General Services Administration; (2) Government regulations require the used tires be disposed of by sale through competitive bids; (3) Control over purchases of tires would be lost by letting each office purchase them; (4) In cases of emergency where a particular dealer would not have the size tire required, expedite shipment could not be secured as is done now in dealing direct with the factory.

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

cc: Mr. Harbo Sizoo

Mr. Harbo

JUN 25 1954
atn

INDEXED - 63

66-3517-11469

RECORDED

141 JUN 8 1954

EX 130

ORIGINAL COPY FILED IN

2462

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 6/3/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

Mr

Mr. Tolson

6/3/54

Executives Conference

SUGGESTION NO. 216-54
MADE BY SA RICHARD A. WRIGHT
CHICAGO OFFICE

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP5 C/deg

THE SUGGESTION:

That a ~~form~~ be adopted for use in opening and re-opening cases in lieu of Form FD-4 (Field Routing Slip); form to be attached to opening serial or file to be reopened. (Sample attached.)

PRESENT PROCEDURE:

At present, when a case is to be opened or reopened, this is written directly on the serial along with the name of the agent to whom the case is assigned.

ADVANTAGES OF THE SUGGESTION:

The employee lists the following advantages, with which SAC W. G. Banister, Chicago, concurs: (1) Savings in cost of paper and printing, since his proposed form is one-third the size of Form FD-4 (Field Routing Slip) and contains a small amount of printing; (2) Increased efficiency in the Chief Clerk's Office; (3) The distinctive color (green) of the form would be a flag to clerks in sorting mail.

DISADVANTAGES OF THE SUGGESTION:

Inspectors H. C. Van Pelt, H. E. Nugent, E. D. Mason, Training and Inspection Division, and SAC L. L. Laughlin, Washington Field Office, are opposed for the following reasons: (1) Most new cases are opened upon Supervisor's instructions "Open and assign" placed opposite the block stamp where the agent's name is inserted and no form is required; (2) There would be no saving, since Form FD-4 is not normally used; (3) It would just be another form for Supervisors to maintain and utilize.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 6/3/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Rosen, Mohr and Harbo, recommends unanimously unfavorable.

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

cc: Messrs. ~~Harbo & Sizoo~~ Harbo & Sizoo

Attachments
at JUN 25 1954

RECORDED-101

INDEXED *RH*

EX-129

JUN 9 1954
88

11470

[Handwritten signature]

RECEIVED FBI

Office Memorandum • UNITED STATES GOVERNMENT

TO : R. C. Renneberger

DATE: April 22, 1954

FROM: G. G. Wiley

W. M. Browning

SUBJECT: Webendorfer 17 X 22 Press - Purchase of

Tolson	
Ladd	
Clegg	
Glavin	
Harbo	
Rosen	
Tracy	
Laughlin	
Belmont	
Mohr	
Parsons	
Nease	
Winterrowd	

It is recommended that we purchase an additional 17 X 22 Webendorfer Press. This press will cost \$10,480.00 and is not on the Federal Supply schedule.

The two 17 X 22 Webendorfer presses we now have handle all jobs over 8,000 copies and operate at maximum production, two shifts per day. An additional 17 X 22 press would be of great value to us in running wanted flyers as we sometimes have two and three flyers in as many days and sometimes are received at a time when we are running the L. M. Inserts, Investigator, special projects where time is of the essence, such as the recent ransom lists, and many FD forms which we run in large quantities.

In addition to the two 17 X 22 presses we have a 19 X 25 press that is used almost exclusively for Identification Orders, Apprehension Orders, Outstanding Lists and Form 4-49 file markers which are printed all on card stock. This press is subject to breakdown and a third Webendorfer would give us added insurance in case of breakdown.

In the event we obtain an additional 17 X 22 press some of the work of around 8,000 copies could be shifted from the small offset presses to the 17 X 22 presses which means four 8 X 10 1/2 sheets can be reproduced in one operation.

Production records are being maintained to aid us in determining if it would be wise to dispose of one or more of our small presses in the near future.

*Ordered on 4/23/54
reg. # 224
4-20-54*

166-2537-11471
NOT RECORDED
44 JUN 9 1954

RECORDED - 78
INDEXED - 78

*Recommend a
new 17 X 22 to be ordered.
R*

ADDENDUM: (jmr) 4-27-54 The Executives Conference of April 26, 1954, consisting of Messrs. Nichols, Harbo, Rosen, Holloman, Hennrich, Parsons, Mohr, Tracy, and Glavin, unanimously recommended approval of the Webendorfer Press in question. WRG

*35000
#13
#2-53
#110*

*APR 28 12-02 SP-50/Day
323,013
X-29*

ORIGINAL COPY FILED IN 66-10-15-66

Mr. Tolson

5/24/54

R. T. Harbo

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-12-92 BY SP-5 JLD/deg

PRODUCTION OF TRAINING MOTION PICTURE FILMS

PURPOSE:

To point up problems in connection with the obtaining of bids to make the pictures.

ACTION DONE AND BEING DONE:

As result of Executives Conference Memorandum dated 11/24/53, approved by Director, Training and Inspection Division is supervising preparation of two training motion picture films each to be 20 minutes long. One film is concerned with the collecting, identifying and packaging of evidence. The other with the taking of fingerprints. Professional script writer [redacted] has completed the draft of the evidence script and is working presently on the draft of the fingerprint script. He will be in Washington on 5/27 and 5/28 next bringing with him the fingerprint draft and will be available on those two days for any necessary rewriting. Evidence script has been reviewed by Laboratory, Records and Communications and Training and Inspection Division and presently is being reviewed by Administrative Division. All suggested corrections will be made and corrected script sent to your office for review. The fingerprint script will be reviewed, corrected and sent to your office as soon as possible after receipt on 5/27.

b6
b7c

ACTION NECESSARY:

Upon completion of the scripts the Administrative Division will have to obtain bids from motion picture firms and due to this, specifications indicating what will be required of the firms must be made up. These specifications should be as definite as possible in order to give the firms specific information on which to bid.

LAF:abb
cc: Mr. Glavin
Mr. Parsons
Mr. Nichols

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

Bufile 1-18-1
53 JUN 25 1954

RECORDED - 61
INDEXED - 63

66-2554-11472
JUN 8 1954
37

ORIGINAL COPY FILED IN 1-18-1-1242

It is noted that in the films "Defensive Tactics" and "Techniques and Mechanics of Arrest", the bids ranged from \$21,970. to \$57,800. with the winning company, Bryon Incorporated, bidding \$24,900. for both films.

The films "Techniques and Mechanics of Arrest" and "Defensive Tactics", previously made by the Bureau were made in color and in them professional narrators and actors (in some parts) were used. If the successful bidder employs union help, Bureau personnel can appear only in parts portraying type of work they do ordinarily. No such parts occur in the evidence film; information as to this in fingerprint film cannot be determined until 5/27.

It is believed instant films should be made in color and that professional narrators and actors furnished by the successful bidder should be used. Each picture will require a narrator and the number of actors cannot be determined until the fingerprint script is completed although it would appear that the evidence script will need approximately 24 altogether.

RECOMMENDATIONS:

1. That the two films be made in color and that professional narrators and actors be furnished by successful bidder.

2. That, if approved, this memorandum be sent to Administrative Division in order that these requirements may be placed in the specifications to be prepared by that Division.

3. That this memorandum be sent to Records and Communications Division and Laboratory for information.

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: May 19, 1954

FROM : W. G. EAMES *E*

**ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED**

SUBJECT: DESTRUCTION OF RECORDS
(66-3286)

DATE 8-4-82 BY SP7 EAW/rtc
8-12-92 SP5A/tyg 3286B

REGARDING MICROFILMING, STORAGE AND

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

SYNOPSIS:

Destruction of Records

General Services Administration, during the past year, has accelerated its program on retirement or destruction of records. In February, 1954, Records Engineering Incorporated, after completing survey of government microfilming operations at the request of GSA, recommended GSA be given authority to control all microfilming in government to more effectively utilize equipment, materials, space, etc. On March 26, 1954, Mr. C. L. Guthrie telephoned me to advise he had just been appointed Control Officer under National Archivist and that his office would assist agencies in microfilming, storing, and disposing of records, as well as approving requests to microfilm. Guthrie suggested Bureau consider storing block of inactive records in Federal Records Center on trial basis. He stated any type security could be afforded. Years ago we stored inactive records in Archives space. Facilities were deplorable and we re-acquired records. On May 5, 1954, a Deputy Regional Director of Records Management Service, GSA, called at Little Rock Division to solicit cooperation of that Division in storing its inactive records at GSA Records Center at Fort Worth, Texas. Little Rock advised the official its records were used on daily basis and such storage not feasible. Doubt exists as to whether GSA can afford adequate security. Obviously it would not be practical for Little Rock to store records at Fort Worth and request Dallas Office to make file checks for them through Resident Agent at Fort Worth. In view of apparent intention by GSA to take more aggressive stand in controlling microfilming, storing and disposings of records, it is felt the Field should be advised of Bureau's position in this matter. Recommended that attached SAC Letter be approved.

RECOMMENDATION: RECORDED - 63
INDEXED - 63

166-2554-11473
RECORDED
44 JUN 10 1954

That the attached SAC Letter be approved.

Attachment

Approved by the Executives Conference, on May 24, 1954, consisting of Messrs. Tolson, Glavin, Tamm, Parsons, Mohr, Sizoo, Boardman, Mason, Rosen, and Nichols.

ORIGINAL COPY FILED IN 66-3286-571

[Handwritten signatures and initials]

Memorandum to Mr. Nichols
Re: DESTRUCTION OF RECORDS
(66-3286)

May 18, 1954

DETAILS:

General Services Administration, during the past year, has accelerated its program on destruction or retirement of obsolete or inactive records to Records Centers operated by GSA. In September of 1953, Records Engineering Inc., a private records management firm headed by former Senator Gerald P. Nye, completed a survey on Government microfilming operations at the request of GSA. Records Engineering Inc., in February, 1954, recommended that GSA be given authority to approve all Government microfilming in order to determine whether microfilming or storage of records in Records Centers is more economical to Government and in order to more effectively utilize equipment, materials, space, etc.

On March 26, 1954, a Mr. C. L. Guthrie called me concerning Bureau's request for Archival authority to microfilm Lab Work Sheets and Servicemen's Dependents Allowance Act files which we had recently requested. Mr. Guthrie stated he had just been appointed Control Officer under the National Archivist and that his office would assist various agencies in microfilming, storing, and disposing of records, as well as approve microfilming requests. Mr. Guthrie stated although question existed in his mind as to the advisability of microfilming Lab Reports, twelve years old, because he thought storage in a GSA Records Center might be more economical, they would still approve the microfilming of the records. He suggested that as Bureau was not using any Government storage facilities we should consider storing block of inactive records in such storage on trial basis. He stated local facilities were available and that any type security could be afforded. From Guthrie's call, it appeared GSA intends to take more aggressive stand in controlling microfilming, storing, and disposing of records.

We previously stored inactive records in Archives space. Our experience was so disappointing that we reacquired the records. Records had been stored close together in poorly lighted area and it was always necessary to send two male employees to review records as they had to physically move cabinets to get into them and use flashlights to locate material.

On May 5, 1954, the Little Rock Office advised that a Deputy Regional Director of Records Management Service, GSA, Dallas, Texas, called at the Office to solicit cooperation in storing Little Rock Office's inactive records at GSA Records Center, Fort Worth,

Memorandum to Mr. Nichols
RE: DESTRUCTION OF RECORDS
(66-2286)

May 12, 1954

Texas. Little Rock advised the GSA official all records were used on a daily basis and such storage could not be considered feasible.

It is extremely doubtful that GSA could guarantee us adequate facilities and security for our records. Obviously it would not be practical in the Little Rock instance, for example, for Little Rock to request the Dallas Office to have the Resident Agent at Fort Worth check its records. The cost would be prohibitive and the practice absurd. This same instance further illustrates the impracticality of removing records from confines of an office as regardless of distance time will be wasted in securing information.

Mr. Tolson

May 26, 1954

Executives Conference

~~MAGNETIC TAPE SOUND RECORDERS~~

On May 25, 1954, the Conference, consisting of Messrs. Tolson, Boardman, Glavin, Tamm, Mohr, Belmont, Rosen, Harbo, Sizoo and Parsons, considered the desirability of purchasing additional magnetic tape sound recorders for field use.

It was pointed out to the Conference by Mr. Parsons that the Bureau now has 108 late-model tape recorders which are in constant use and demand throughout the field. An additional 50 such recorders are on order. These new recorders are being used to replace worn out and obsolete disc recording units, many of which are 15 years or more in age. Approximately 240 such disc recorders are still in the field, of which 184 are concentrated in 12 offices handling the majority of our microphone and technical surveillance work. These 12 offices are constantly requesting additional tape recorders as replacements, because of improved recordings and operational simplicity. The need can be expected to increase as a result of increasing failure of the older equipment.

In view of the present need for the tape equipment and the expected increase in requirements, the Conference was unanimously in favor of procuring at this time an additional 52 tape recorders and ten associated playback units at a total estimated cost of \$55,749.

323,613
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/2/92 BY SP5CJ/deg

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

166-2554-11474
JUN 10 1954

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

ENC:KMB

RECORDED - 181

INDEXED - 181

FX-12

JUN 28 1954

[Handwritten signatures and initials]

Mr. Tolson

6/9/54

The Executives Conference

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

BUREAU PROCEDURES RELATING TO
FEDERAL RULES OF CRIMINAL PROCEDURE

A review has been made by SA A. G. Gilliland of the Training & Inspection Division to determine whether present Bureau practices and procedures are consistent with court decisions relating to the Federal Rules of Criminal Procedure. The only point noted on which a question might be raised relates to the filing of criminal complaints before U. S. Commissioners.

The Federal Rule and Court Decisions

Rule No. 3 of the Federal Rules of Criminal Procedure provides "the complaint is a written statement of the essential facts constituting the offense charged. It shall be made upon oath before a Commissioner or other officer empowered to commit persons charged with offenses against the United States." Federal court decisions on the requirements of a valid complaint agree that the person who signs such a complaint must have personal knowledge of the facts set out therein or if the complaint is based on information and belief, then the grounds of such belief and the sources of information must be given. These decisions hold that a complaint which does not comply with these requirements confers no jurisdiction upon the Commissioner to issue a warrant.

- United States vs. Sapinkow, 90 Fed. 654;
- Rice vs. Ames, 180 U.S. 371;
- United States vs. Ruroede, 220 Fed. 210;
- United States ex rel King vs. Gokey et al, 32 Fed 2nd 793;
- United States vs. Langsdale, 115 Fed. Suppl. 489

Present Procedures EX-123

RECORDED-42
INDEXED-42

66-2554-114-75

It is normal procedure for the Agent who investigates a violation and thus has first hand knowledge of the facts, to sign the sworn complaint when prosecution has been authorized by the U. S. Attorney. However, it has become an established practice in other instances for an Agent who has no personal knowledge of the facts to sign the complaint in order that the

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

cc - Mr. Sizoo

Mr. Harbo

JUN 15 1954

AGG:cs

[Handwritten signatures and initials: JPH, M, RHM, M]

investigating Agent will not have to travel a considerable distance solely for that purpose. In such latter instances it is apparent that the complaint would be based on information furnished by the investigating Agent but not on the personal knowledge of the Agent filing the complaint.

As an example, an Agent at St. Augustine, Florida, obtains a confession from a subject in a Bureau case. Normally he would call the Assistant U. S. Attorney at Jacksonville, Florida, and obtain authority to file a complaint. The nearest U. S. Commissioner is located also at Jacksonville, a distance of 40 miles from St. Augustine. To avoid driving a total of 80 miles for the sole purpose of signing the complaint, the Agent at St. Augustine would request one of the Resident Agents at Jacksonville, to file the complaint before the U. S. Commissioner. This would permit the Agent at St. Augustine to complete his investigation while the subject is held in jail to await the arrival of the U. S. Marshal.

If a similar instance arose in the Resident Agency at Rolla, Missouri, the nearest U. S. Commissioner is at St. Louis, a distance of approximately 90 miles. To avoid travel totaling 180 miles for the sole purpose of signing the complaint, the Agent at Rolla would request the SAC at St. Louis to have an available Agent file the complaint for him. In some western and northwestern divisions the distance to be traveled would total several hundred miles if the Agent with personal knowledge of the offense is required to sign the complaint before the U. S. Commissioner.

In the event it is deemed necessary to require that the investigating Agent personally sign each authorized complaint, it would be necessary to adopt the following language for the Manual of Instructions and the Handbook:

"Only the investigating Agent or Agent having personal knowledge of the facts constituting the violation shall sign a criminal complaint."

Advantages of Present Procedure

1. Considerable travel and Agent time is saved by not requiring the investigating Agent to personally sign the complaint in all instances. This saving applies chiefly to the work of Resident Agents and those on road trips.

2. In the event a defendant challenged the validity of a complaint on these grounds, in most instances a new complaint could be filed with little delay, since the investigating Agent likely would be present at any hearing held before the Commissioner at which the sufficiency of the complaint could be questioned.

Disadvantages of Present Procedure:

1. A complaint signed by an Agent other than the investigating Agent could be successfully attacked if it did not comply with existing requirements and would be dismissed. In an important case with press interest this could be embarrassing.

2. It is conceivable that an instance might arise where a subject would be released by the Commissioner before appropriate action could be taken to file a second complaint and issue another warrant of arrest.

Alternate Possibility:

A much less desirable alternate possibility is provided by the court decisions in that where the complaint is based on information and belief and not on the personal knowledge of the Agent signing the complaint, it can be made valid by listing in the complaint the grounds of such belief and the sources of information. This would be undesirable from the Bureau's standpoint since it would require the listing of persons who informed on the defendant and in some instances would disclose the identity of confidential informants and sources. In addition, such disclosures would tend to inform the defendant of the extent of the Government's case against him prior to the actual trial.

Executives Conference Consideration:

EDM:ATW

Present at the Executives Conference June 9, 1954, were Messrs. Nichols, Boardman, Belmont, Tamm, Mohr, Parsons, Sizoo, Winterrowd, and Mason.

The Conference unanimously felt that it would be highly impractical to change FBI procedures regarding the filing of complaints. The Conference also felt that in the filing of complaints, Agents are acting on personal knowledge, which knowledge was received from a review of reports from other offices, teletypes, telephone calls, or oral instructions, and it was the Conference's conclusion that we are already complying with the desired procedures to the best of the Bureau's ability. No change recommended.

Mr. Tolson

6/4/54

Executive Conference

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED~~

~~WAR PLANS - EMERGENCY RELOCATION SITES~~

The Office of Defense Mobilization has recently recommended, because of Hydrogen Bomb developments, that emergency relocation sites be a minimum of twenty air miles from the urban target area. The Seat of Government and fifty field offices are listed by Civil Defense as target areas (Butte and Anchorage are not listed).

The Seat of Government and thirty-one field offices are listed as CRITICAL TARGET AREAS. (These are: Albany, Atlanta, Baltimore, Birmingham, Boston, Buffalo, Chicago, Cleveland, Dallas, Denver, Detroit, Indianapolis, Kansas City, Knoxville, Los Angeles, Louisville, Memphis, Milwaukee, Minneapolis, New Haven, New Orleans, New York, Newark, Norfolk, Philadelphia, Pittsburgh, Portland, St. Louis, San Diego, San Francisco, Seattle, Washington, D. C.)

The Executives Conference 4/3/52 recommended that field contacts with management of buildings selected as an alternate relocation site should be done very discreetly so as not to arouse a feeling of emergency or indicate a bombing or war was imminent; explaining that this was merely long-range planning, and that contact should then be made with the appropriate governmental agency to find out whether the building had been approved for occupancy by another defense agency without the building management having been so informed. The field was instructed as above by No Number SAC Letter O - 4/9/52. (Civil Defense is the agency in charge of relocation matters except for FBI Headquarters, which comes under Office of Defense Mobilization Coordination.)

Current instructions to the field (SAC Letter 53-71, 10/26/53) state, "Arrange for two alternate headquarters, generally the first choice will be somewhere in the headquarters city. The second to be somewhat removed from headquarters city." The field was further advised to confidentially consult Civil Defense or other agency having responsibility of allocating emergency space to confirm the space we have previously selected.

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

123

Civil Defense, Region II (Philadelphia) now has a "welfare officer" who has among his responsibilities the duty of assisting in the location of emergency relocation sites.

cc: Mr. Harbo
Mr. Mohr
Mr. Sizoo

Attachment
JLH:db/glc/atn

RECORDED-59
INDEXED-59

66-2554 -
13 JUN 9 1954

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED~~
DATE 6/10/81 BY [signature]

51 JUN 16 1954

323-013
112-9258-514 deg
Poulsen

Memorandum to Mr. Tolson

The attached SAC Letter instructs all offices to discontinue plans for any alternate headquarters now located in headquarters city, and again confidentially consult Civil Defense or other government agency having the responsibility of allocating space under emergency conditions for assistance in locating an additional emergency relocation site at least twenty air miles from the urban target area.

Civil Defense, under emergency conditions, will in most communities have the responsibility of allocating all emergency space and it will be necessary for us to consult Civil Defense at some stage in the selection of emergency quarters, and inasmuch as they now have a list of available space, it is believed desirable to contact them prior to the Bureau field installations making an extensive search for suitable sites.

Even though Butte and Anchorage are not listed as target areas by Civil Defense, that agency points out some targets are not listed because of military reasons and any urban area should, Civil Defense says, be considered a target. Consequently, all field divisions should comply with the proposed SAC Letter.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 6/3/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Rosen, Mohr and Harbo, unanimously concurred in the foregoing with the exception that the Conference felt it would be adequate to require each field office to have one emergency relocation site; it must be at least 20 air miles from the urban target area. The attached SAC Letter so instructs the field.

OK
41.

DATE OF MAIL

6 / 8 / 54

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

SEE FILE 66-2554-7530 FOR AUTHORITY.

323,013
DECLASSIFIED
8/12/92 BY SP5C/DCJ

SUBJECT

JUNE MAIL

REMOVED BY

51 JUN 16 1954

FILE NUMBER

66-2554-11477

PERMANENT SERIAL CHARGEOUT

F/61

Mr. Tolson

8526

Executive Conference

b6
b7c

SUGGESTION NO. 186-54
MADE BY [REDACTED]
LOS ANGELES

322,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-13-92 BY SP5 bdy

SUGGESTION NO. 224-54
MADE BY [REDACTED]
KANSAS CITY

THE SUGGESTIONS:

No. 186-54: ~~Form FD-57 (Mail Cover Card)~~ be revised so that the name of the person on whom the mail cover is placed appears as the first item. It is also suggested that more space be left for typing the file number. (Sample attached.)

No. 224-54: Form FD-57 (Mail Cover Card) be revised so that the name of the person on whom the mail cover is placed appears as the first item and that an additional item, "Date of Bureau Approval", be added. (Sample attached.)

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 8B(c) states Form FD-57 (Mail Cover Card) should be filed alphabetically. The form presently lists the city on the first line.

The Manual of Rules and Regulations, Section 8(B), page 3, paragraph 1, states: ". . . Each mail cover must be justified in writing by the field and specifically approved by the Seat of Government prior to directing any request to a postmaster for such mail cover. In justifying requests and seeking approval, Form FD-227 is to be submitted in duplicate and the field must cover the items listed in paragraph b below. A notation is to be made in the field case file that form has been sent. If approved, one copy of Form FD-227 will be returned so stamped."

ADVANTAGES OF THE SUGGESTIONS

No. 186-54: The employees, SAG John F. Malone, Los Angeles; SAG L. L. Laughlin, Washington Field; and E. D. Mason, Training and Inspection Division, feel since the cards are now filed alphabetically, having the name as the first item would

INDEXED-48
RECORDED

151-2557-11478
REC'D
80 JUN 11 1954

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

cc: Mr. Sizoo

Mr. Harbo

Attachments

attn: [unclear]

227

RKM

ORIGINAL FILED IN 151-2557-11478

Memorandum to Mr. Tolson:

facilitate filing and reduce possibility of misfiled cards. The space left for the file number on the present card is inadequate for typing a large number with large type and since a whole line is not needed for a serial number, this space could be utilized for the file number.

SAC Malone made an alternate suggestion that the file and serial number appear at the upper right-hand corner of the card. SAC L. L. Laughlin and E. D. Mason believe this would serve no particular purpose and does not provide enough space for the file number. It was pointed out that the word "Case" might be eliminated to provide more space for the file number.

No. 224-54: The employee and SAC J. C. Ellsworth, Kansas City, believe printing of the name at the top of the card would facilitate filing and aid in the location of any particular card, saving clerical time in maintenance of these cards. If the date of Bureau approval is placed on the card, the SAC's time would be saved since he would not be required to review the file to obtain this information.

DISADVANTAGES OF THE SUGGESTIONS:

No. 186-54: None apparent.

No. 224-54: E. D. Mason and Inspector H. C. Van Pelt, Training and Inspection Division, state they do not feel the date of Bureau approval is necessary on the Mail Cover Card. It was pointed out that the main purpose of the Mail Cover Cards is so that when returns are received from the Post Office, the Chief Clerk's Office can easily determine the file number and the name of the agent who placed the mail cover. Inspector Van Pelt pointed out that a mail cover is not placed until Bureau approval is received, and therefore this information would be unnecessary on the card. If the date of Bureau approval is needed, it can be obtained by a review of the file.

EXECUTIVES CONFERENCE CONSIDERATION: EDH:ATW

Present at the Executives Conference June 9, 1954, were Messrs. Nichols, Boardman, Belmont, Tamm, Mohr, Parsons, Sizoo, Winterrowd, and Mason.

The Conference felt that in view of the limited number of mail covers now used and the large volume of mail cover cards on hand, that no action should be taken at this time with regard to revising the format of the mail cover card.

Mr. Tolson

6-4-54

Executives Conference

COMMUNICATIONS General

BUREAU WAR PLANS - CONELRAD
(CONTROL OF ELECTROMAGNETIC RADIATION)

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3-14-92 BY SP5 cdy

You will recall that Executive Order 10312 required government agencies to prepare plans providing for emergency control of radio stations under emergency conditions. A Bureau plan was prepared, and it has been approved by the Secretary of Defense and the Director of the Office of Defense Mobilization in accordance with the provisions of the Executive Order. Representatives of the Training and Inspection Division, the Liaison Section of the Domestic Intelligence Division, and the Laboratory have explored the best possible methods of carrying out the Bureau's responsibilities under this program.

Based on discussions held with Colonel Trippet of the Air Force by representatives of the Liaison Section and the Laboratory, it has been determined that arrangements for the prompt receipt of CONELRAD alerts in the various offices must be made on a local basis through direct liaison with the 11 Air Defense Commanders.

At each Air Defense Division Command Post there is a 24-hour a day, 7 days a week Air Defense warning set up from which CONELRAD alerts will emanate. Liaison officers from the Military, Civil Aeronautics Administration, Federal Civil Defense Administration and Federal Communications Commission are in constant attention. Each of these agencies maintains a leased telephone line system to all their establishments in the Air Defense Division.

The attached SAC letter instructs the SAC of each office wherein an Air Defense Division headquarters is located to get all the pertinent details from the local Commander relative to which leased lines connect the Air Defense Division headquarters with those cities in which the Bureau has field offices and to relay in as much detail as possible that information to each SAC of the Bureau office in the Air Defense Division. Each SAC on receipt of this information is to survey his local situation and recommend to the Bureau the most economical, but completely adequate,

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

Attachment

RECORDED - 36
INDEXED - 36

66-2554-11474
JUN 8 1954
92

INITIALS ON ORIGINAL

5 JUN 17 1954

EX-123

ORIGINAL FILED IN 66-17385-

installation that can be made for his office and request Bureau approval for same. No funds to be expended without specific Bureau approval.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs 6/7/54

The Conference of 6/7/54, composed of Messrs. Boardman, Mohr, Tamm, Parsons, Belmont, Winterrowd, Holloman, Nichols and Harbo, unanimously recommends that the attached SAC Letter be sent to the field.

Mr. Tolson

5/25/54

Executives Conference

FIELD INDICES SEARCH SLIP
FD-160
FORMS

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5C/dcf

REDUCTION OF
The SAC, Baltimore, by memorandum 3/12/54, submitted a request for authority to reduce the size of Form FD-160, Field Indices Search Slip, by approximately one-half from the present letter size. The Executives Conference on 4/15/54 recommended that the views of representative SAC's be obtained and a letter dated 4/16/54 went forth to Newark, with copies to San Francisco, Detroit, Albuquerque, St. Louis, Knoxville, New York, Los Angeles, and Omaha. (Sample forms attached.)

The Albuquerque Office advises they believe the Form FD-160 in reduced size would serve the purposes of that office.

Opposed to any change in size of Form FD-160 were Detroit, Knoxville, Los Angeles, New York, Newark, Omaha, St. Louis, and San Francisco.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 3, page 5-6, paragraph e (1) states: "The search slip is to be stapled to the document to which it pertains and filed as an enclosure to that document. If there is no pertinent document, the search slip is to be serialized in the appropriate file."

ADVANTAGES OF PROPOSED FORM:

Economy in paper and use of less storage space.

DISADVANTAGES OF PROPOSED FORM:

A slip of paper as narrow as the proposed form could easily be missed when the file is reviewed; there is not sufficient space for listing of aliases; odd-sized paper in investigative files tends to require more frequent repairs; when filed as a separate document there is not sufficient space to date stamp the half-size sheet without covering some of the information contained thereon.

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

cc: Mr. Mohr

Mr. Harbo

Attachments

RECORDED - 6

INDEXED - 6

JUN 14 1954

83

JUN 21 1954

ORIGINAL FILED IN 66-2112-1954

Memorandum to Mr. Tolson

ADVANTAGES OF PRESENT FORM:

Permits listing of more aliases, references, and variable spellings of names; more suitable from a filing standpoint; more convenient for the correlation clerks to have all references and case files listed on one sheet.

ALTERNATE PROPOSALS:

Proposal No. 1

The Knoxville Office states after careful study of the needs of their office, they feel their needs would be best suited by reducing Form FD-160 to one-third the size of the present form. They also feel the Bureau should give consideration to allowing each office to reproduce this form in a size consistent with the needs of a particular office.

Proposal No. 2

The New York Office proposes that the body of the search slip be placed higher on the paper to afford additional space for recording references. They also note on many occasions Agents desire a search to be restricted to all subversive or criminal references but space for indicating such a search limitation does not provide for such procedure.

Proposal No. 3

The Los Angeles Office submitted an alternate search slip, with the following changes (sample attached):

The slip is headed "To Searching" instead of "To the Chief Clerk, to save time in sorting. The words, "Previous Consolidated References", are added at the top of the slip to assist the Agent and searching clerk. A column for the symbols (I for Identical; NI for Not Identical; ? for Not Identifiable) has been placed on the lefthand side. Added in the lower left-hand corner are: A space and block for "File" in the event the slip is to be filed without any further action; "Consolidate" in the event references are to be consolidated; and a line "Consolidated By" and the date for the initials of the clerk handling the consolidation. The reverse of the form is also utilized, which would save paper and filing space.

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference May 20, 1954, were Messrs. Boardman, Glavin, Tamm, Parsons, Mohr, Sizoo, Winterrowd, and Harbo. The Conference unanimously:

(1) Favored continuing the present letter-sized field indices search slip.

(2) Disfavored alternate proposal #1 which was the Knoxville idea that a search slip 1/3 the size of the present field search slip be adopted; disfavored the Knoxville proposal that each field office be allowed to reproduce the search slip in any size that it desired.

(3) Favored placing the body of the search slip higher on the paper to afford additional space for recording references. (The Conference did not want to have the form printed on both sides of the page because of the double time required to print it in the Mechanical Section and because of the fact that only a few of the offices would use the second side); favored an additional item on the face of the search slip for the use of employees who wish to instruct that a search be restricted to all criminal or subversive references.

(4) Disfavored addressing the search slip "To Searching" rather than "To Chief Clerk" as in the past; disfavored adding a restriction for the clerks to furnish "previous consolidated references" inasmuch as this is a problem peculiar to the Los Angeles office and this and any other needed instruction can always be written in; disfavored providing a column for the symbols indicating whether the file relating to a person is identical, not identical or not identifiable with the subject inasmuch as the existing form contemplates that such notations will appear in the remarks column; disfavored adding in the lower left corner the word "File" and the word "Consolidated" and the line "Consolidated by" inasmuch as any such instructions as these will vary from office to office and can be written in when needed.

Memorandum to Mr. Tolson

If you agree, FD-160 will be appropriately revised at the next printing and letters will be sent to the Knoxville, New York and Los Angeles Offices advising them of the outcome of consideration of their proposals. Letters to Knoxville, New York and Los Angeles, as well as a copy of the proposed FD-160, are attached.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin ✓
 FROM : *RGR* R. C. Renneberger
 SUBJECT: Purchase of Speed Graphic Cameras

DATE: April 28, 1954

Asman
H. J. ...

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Mohr _____
- Tracy _____
- Glavin _____
- Harbo _____
- Rosen _____
- Nease _____
- Tele. Rm. _____
- Mr. Holloman _____

The Bureau does not have on hand any new 3½ x 4½ Speed Graphic Cameras. As you know, this camera is standard Bureau equipment in constant use throughout the field.

We have a total of 796 such cameras in use in the field and at the S.O.G. The age of these cameras are as follows:

AMK

- 55 purchased in 1937
- 175 purchased in 1940
- 328 purchased in 1942
- 88 purchased in 1944
- 150 purchased in 1950

Total 796

J

Rosen
11/12/54

The old model cameras are beginning to give a good bit of trouble, and I think it would be well to purchase 50 to 100 new cameras at this time, so that the older cameras can be replaced when they are sent in here for repair parts.

A number of new cameras have been requested by the field and, of course, they cannot be furnished at this time.

These cameras cost approximately \$228.00 each, and I recommend that 100 cameras be purchased at this time if the funds are available.

RGR:jms

total cost approx. —

323,013
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 8/2/92 BY SP-5ci/deg

ADDENDUM: (jmr) 4-30-54 The Executives Conference of April 29, 1954, consisting of Messrs. Boardman, Tracy, McGuire, Belmont, Holloman, Eisen, Harbo, Quinn Tamm, Mohr, and Glavin, recommended approval of the purchase in question. FRG

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INDEXED - 123

66-257-11481

RECORDED
 117
 JUN 10 1954

UNITED STATES GOVERNMENT

ORIGINAL COPY FILED IN 66-6116

DATE OF MAIL 5-12-54

June Mail

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

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-5ci/dcg

SEE FILE 66-2554-7530 FOR AUTHORITY.

SUBJECT JUNE MAILREMOVED BY 59 JUN 23 1954FILE NUMBER 66-2554-11482

PERMANENT SERIAL CHARGEOUT

Mr. Tolson

6/2/54

The Executives Conference

REVIEW OF OUTGOING CORRESPONDENCE
RECORDS & COMMUNICATIONS DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP-5 C/d/g

On 6/1/54 the Conference, composed of Messrs. Tolson, Boardman, Nichols, Parsons, Belmont, Rosen, Sizoo, Mohr, Tamm, and Harbo, was advised of the results of the survey of procedures in handling correspondence in the Records & Communications Division.

In the Crime Records Section the Chief of the Correspondence Unit approves the transmittal of booklets, pamphlets and copies of speeches in response to routine requests; such material is sent directly to the Bureau Mail Room where it is sent out without transmittal letters or forms. Printed form letters reviewed by the Chief of the Correspondence Unit is forwarded to Mr. Wick in Mr. Nichols' Office; after review Mr. Wick sends such mail directly to the Mail Room. The Chief of the Crime Records Section sends the major portion of the mail which he reviews to the office of Assistant to the Director Nichols, where it is reviewed by one of the following, Messrs. McGuire, DeLoach or Wick, depending on its subject matter. Thereupon it is sent directly to Mr. Tolson's Office, with the exception that items of greater importance are first reviewed by Mr. Nichols.

About 97% of the mail of the Statistical Section consists of form letters pertaining to crime reporting; they are sent directly to the Mail Room after review by the Chief of the Statistical Section. Included in the foregoing are certain specially typed letters which contain minor variations from the printed forms; such letters are sent directly to the Bureau Reading Room after approval by the Section Chief. The remaining 3% of the outgoing mail of this section is nonroutine in nature and is reviewed in Mr. Nichols' Office before being sent to Mr. Tolson.

The Conference recommended no change in the procedures followed in reviewing and approving correspondence in the Records & Communications Division.

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

cc - Mr. Sizoo
Mr. Harbo

RTH:cs

RECORDED - 18 / 66-2554-11483
NOT RECORDED
INDEXED - 18 138 JUN 15 1954

68 JUN 21 1954

ORIGINAL COPY FILED IN 66-2554-116

SAC, Philadelphia

6/9/54

Director, FBI

323013

SEX CRIMES INVESTIGATIONS SCHOOLS

JUN 12 1954
SP-5 C/deg

The Bureau is interested in additional information regarding the presentation of the subject of Sex Crimes Investigations which you have noted from the experience of your office in the schools you have conducted on this subject. A review of the following manuscripts which have been previously approved should be made:

1. Sex Crimes: Definition of Types
2. Sex Crimes: Investigative Techniques
3. Sex Crimes: Laboratory Techniques
4. Sex Crimes: Handling of Witnesses, Conducting Identification Lineups
5. Sex Crimes: Pennsylvania Laws dealing with Sex Offenses
6. Sex Crimes: Preventative Measures

You should revise these manuscripts, bringing them up-to-date based upon the experience in the schools you have presented. The revisions should incorporate (1) concrete illustrations of problems involved in sex crimes investigations, (2) techniques utilized successfully by police officers in these investigations, (3) procedures which various departments are utilizing to control the problem and to educate parents and children regarding the dangers of and preventative measures to be taken regarding sex incidents. You should furnish any other pertinent observations which police instructors in your office have noted regarding the presentation of this subject. The revised copies of these manuscripts should be furnished the Bureau Education Training and Inspection Division by June 25, 1954.

MAILED 2
JUN 10 1954
COMM - FBI

Approved by Executives Conference 6/8/54 composed of Messrs. Boardman, Winterrowd, Sizoo, Parsons, Belmont, Tamm, Mohr, McGuire and Harbo.

GED:dab

- Tolson _____
- Ladd _____
- Nichols _____
- Belmont _____
- Clegg _____
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- Mohr _____
- Winterrowd _____
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- Holloman _____
- Miss Gandy _____

68 JUN 21 1954

RECORDED - 40
INDEXED - 40
192 JUN 15 1954
EX-120
ORIGINAL COPY FILED IN 11-72-27-180

Mr. Tolson

6/1/54

The Executives Conference

323,013

~~REVIEW OF OUTGOING CORRESPONDENCE~~
IDENTIFICATION DIVISION

... IS UNCLASSIFIED
DATE 8/12/93 BY SP-20

On 6/1/54 the Conference, composed of Messrs. Tolson, Boardman, Nichols, Parsons, Belmont, Rosen, Sizoo, Mohr, Tamm and Harbo, was advised of the results of the survey of procedure in handling correspondence in the Identification Division as follows:

1. The bulk of outgoing correspondence consists of form replies concerning fingerprint cards submitted. These form replies are prepared by typists, are further checked by GS-4 Readers for accuracy, and are then dispatched to the Identification Division Mail Room without further review.
2. Signature mail is reviewed by the dictating clerk, the clerical supervisor, and the Agent Supervisor and is then approved by the Assistant Director or his No. 1 Man. Mail to the field offices on routine matters (a - requests for criminal records; b - requests for Army serial numbers; c - results of latent fingerprint examinations) is then sent directly to the Bureau Reading Room while all other signature mail is routed to Mr. Tolson's Office.
3. The great majority of outgoing telegrams are addressed to local law enforcement agencies and are routed to Mr. Tolson's Office for review during the daytime, whereas at night the clerical supervisor (GS 12) on duty sends such wire answers directly to the Communications Section; any such communication which is not strictly routine receives the prior telephonic approval of the Assistant Director or his No. 1 Man.

The Conference unanimously concurred in the recommendation that routine telegraphic replies to local law enforcement agencies on fingerprint matters be sent directly to the Communications Section after review and approval by Assistant Director Tamm or his No. 1 Man. Such communications number approximately 5 per day and the proposed procedure should result in faster service to the fingerprint contributor. Nonroutine telegraphic communications to law enforcement officials as well as all telegraphic communications to Bureau offices will continue to be routed to Mr. Tolson's Office as heretofore.

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- Winterrowd _____
- Tele. Room _____
- Holloman _____

cc - Mr. Sizoo
Mr. Harbo
RTH:cs

RECORDED-42

INDEXED-42

11485

JUN 16 1954

MR. NICHOLS

10/20/52

W. G. EAMES

RECORDS STREAMLINING
SUGGESTION PROGRAM #41
Service Unit
Records Section

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP-3/djg

b6
b7c

Miss [redacted] Service Unit employee, has suggested through the Streamlining Committee that the number of people who are permitted to use the Service Unit's abstracts be limited. She indicates that this would decrease the confusion and congestion in the abstract file.

It is not believed possible to efficiently limit the number of employees using these abstracts since their use is one step in a research problem, and it would be a waste of time to pass detailed instructions from one employee to another. In any event, it would still be necessary to make the same number of checks even if we reduced the number of employees who are authorized to use the abstracts.

The present expansion will alleviate this problem and the suggestion should not be adopted.

RECOMMENDATION:

That Miss [redacted] suggestion be referred to the Training and Inspection Division for acknowledgement.

b6
b7c

WGE:jg

ADDENDUM 10/20/52 EDM:vlr

The Executives Conference of 10/22/52 recommended unanimously unfavorable. Present were Messrs. Ladd, Harbo, Glavin, Mohr, McGuire, Belmont, Gearty, Rosen, Tracy and Mason.

JH

685

RECORDED - 7
INDEXED - 7
EX-103

100-2554-11486
JUN 15 1954
51

60 JUN 21 1954

ORIGINAL FILED IN 66-818-3021

MR. NICHOLS

10-23-52

W. G. LAMES

RECORDS STREAMLINING
SUGGESTION PROGRAM - #70
FILING UNIT
RECORDS SECTION

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

Miss [redacted] member of the Records Section Streamlining Committee representing the Filing Unit has suggested that the practice of checking ~~detached~~ copies (not originals) of Bureau reports be discontinued. At the present time all detached copies are sent to the Central Research Desk in the Service Unit, which is responsible for checking and placing the complete file number on all detached copies. Miss [redacted] suggests that these detached copies be sent directly to file instead of going through an additional checking operation in the Checking Unit. She points out that this would save one step in the handling of such mail and would expedite placing the material in the file. It is recommended that this suggestion be adopted.

b6
b7c

The only purpose for continuing the practice of sending detached copies through the Checking Unit would be in those infrequent instances where names of supervisors are placed on copies for additional routing. Since all routing and initials should appear on the original of the report, the practice of placing a supervisor's name on a detached copy is not an accepted procedure.

There is attached a suggested memorandum to all Bureau Supervisors and Officials notifying them of the adoption of the suggested procedure.

RECOMMENDATION:

That the practice of checking detached copies in the Checking Unit of the Records Section be discontinued. This memorandum together with the attached suggested memorandum to all Bureau Supervisors and Officials should be forwarded to the Training and Inspection Division for appropriate action. No recommendation is being made for a cash award to Miss [redacted] inasmuch as the above is considered a part of her assigned duties.

b6
b7c

JEE:mjh
Attachment

LEN:MP, 11/14/52 Approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Laughlin, Ladd, Clegg, Gearty, Holloman, Mohr and Nichols.

G85

RECORDED - 7 166-2554-11488
RECORDED

60 JUN 21 1954

INDEXED - 7 86 JUN 16 1954

EX-103

ORIGINAL FILED IN 66-818-3319

MR. TOLSON

October 15, 1952

EXECUTIVES' CONFERENCE

CORRELATION UNIT
DOMESTIC INTELLIGENCE DIVISION

323 013
INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-11-92 BY SP-5 w/dcf

The Executives' Conference on several occasions and at considerable length has given consideration to the status of the Correlation Unit in the Domestic Intelligence Division. The suggestion previously has been made that this Unit properly belonged in the Records Section of the Records and Communications Division and should be transferred there.

Jm

As you know, the Correlation Unit has the duty of reviewing all references on a specified name and then abstracting all of the material and placing it in one memorandum for future reference purposes. By the preparation of a Correlation memorandum considerable work on the part of the Records Section is eliminated.

The Correlation Unit as such was originally organized in 1949 with a two-fold purpose -- (1) to assist Supervisors in the handling of complex cases, and (2) to help merge the Bureau indices of reference cards with the attendant savings of operations in the Records Section. Since about March, 1952, the Correlation Unit of the Domestic Intelligence Division has devoted its entire time to the preparation of correlation memoranda exclusively. The Unit consists of 27 clerks, 19 typists and one Special Agent Supervisor for a total of 47 employees. During the three-month period ending June 30, 1952, the Correlation Unit reviewed 18,309 file references and 13,857 index cards were destroyed in the Records Section as a result of their work. Up to the present time the Correlation Unit, however, has been preparing correlation memoranda on matters of primary importance to the Domestic Intelligence Division.

Inspector J. A. Sizoo and Special Agent Supervisor F. W. Waikart were instructed to review the work of the Correlation Unit and submit their recommendations as to whether this Unit should be transferred to the Records Section of the Records and Communications Division, and to further consider whether the correlation memoranda as such was the best answer to the problem existing in the Records Section of eliminating multiple references on the same individual appearing in numerous files.

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JPM:hc

cc: Mr. Clegg

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Messrs. Sizoo and Waikart, after giving the matter considerable study, recommended that the Correlation Unit should be continued and that it should be transferred to the Records Section of the Records and Communications Division. They also recommended that the selection of names for the preparation of correlation memoranda should be made by the Records and Communications Division because that Division is in the best position to know the names that are called most frequently and a correlation memorandum results in the greatest saving on the most common names which are called most frequently for review purposes. They also recommended that the Records Section personnel should confer with representatives of the Domestic Intelligence Division as to the types of memoranda to be prepared in order that they will meet every-day needs at a minimum cost, and that the Records Section should report the results and costs of the operations of this Unit after six months' supervision.

Regarding the type of memoranda to be prepared, it is noted that the Correlation Unit at the present time prepares a very detailed type of correlation memorandum and such a memorandum is of maximum benefit to the Supervisors who utilize them, but the Records Section can achieve their purposes by utilizing an abbreviated type of correlation memorandum. It is felt that the details of the type of memoranda which will finally be prepared should be worked out between the Records Section and the Supervisors in the Domestic Intelligence Division who will be using the memoranda to the greatest extent.

This matter was considered by the Executives' Conference of October 2, 1952, consisting of Messrs. Ladd, Harbo, Glavin, Tracy, Laughlin, Mason, Gearty, McGuire, Rosen and Mohr, and it was the unanimous recommendation of the Executives' Conference that the present Correlation Unit, with its personnel, should be transferred to the Records Section of the Records and Communications Division and assigned to work with the files in the Identification Division. The Conference further recommends selection of the names for the preparation of correlation memoranda should be by the Records Section and that the Records Section personnel should promptly confer with the representatives of the Domestic Intelligence Division as to the type of memoranda to be prepared.

namely, a full and detailed type of memorandum or an abbreviated type, and that the Records Section submit the results and the cost of operation of the Unit after six months' operation.

In view of the unanimous views of the Conference action will immediately be taken in this matter to place this procedure into effect, if you agree.

Mr. Tolson

6/14/54

The Executives Conference

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DATE 6/11/92 BY Jsa/dig

POLICE TRAINING

Present at the Executives Conference of June 8, 1954, were Messrs. Boardman, Jinterrowd, Sizoo, Parsons, Belmont, Tamm, Mohr, McGuire and Harbo.

Mr. Harbo presented to the Conference a resume of the Bureau's program in training, using, supervising and evaluating FBI Agents used as instructors in field police schools. It was pointed out that there are currently 980 police instructors, of which 799 are in the field. Of this group, 346 received a 2-week instructor training course at the Seat of Government and 236 were trained in the field. Another 126 were qualified on the basis of various assignments, such as New Agents Counselors, lectures before In-Service Classes and related work. Some instructors are qualified to handle more than one field of lecture and a present breakdown is: General Instructors - 711, Defensive Tactics - 206, Firearms - 257, Traffic - 48, Juvenile Delinquency - 18, State Law - 16, Fingerprint - 57, Laboratory - 33, Photography - 11. Prior to approving as a police instructor an Agent who has not attended a 2-week school for instructors at the Seat of Government, the Bureau required that the Agent prepare an appropriate lecture manuscript and deliver such a lecture in the presence of the SAC or designated employee and that appropriate recommendations be submitted to the Bureau, where a complete file review and analysis is made before approving the instructor.

Mr. Harbo pointed out that several weeks ago a program was commenced of spending one hour with each police instructor who attends In-Service training for the purpose of going over police training polices and procedures with him and endeavoring to evaluate his aptitude. Mr. Harbo felt that this should be continued without change for the present and consequently made no recommendation as to increasing this period or providing supplemental training at this time.

It was Mr. Harbo's view that to properly administer the police training program the Bureau would have to have more information as to the outstanding abilities and also weaknesses of existing instructors, the extent to which each instructor is used

cc: Mr. Harbo
Mr. Sizoo

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the reasons why particular instructors are not used and other data relating to the availability of qualified instructors.

EXECUTIVES CONFERENCE RECOMMENDATIONS:

The Conference unanimously recommends:

1. The attached SAC Letter go forth reiterating existing procedures for qualifying police instructors in the field.

2. The SAC put in the annual performance rating of each Agent comments as to the outstanding abilities or possible weaknesses of each Agent who is a qualified police instructor and also show the extent to which the Agent has been used in police training during the rating period or, if not used, why. The Conference further agreed that such data should be reviewed in the Training section of the Training and Inspection Division when annual performance ratings are submitted. Attached SAC Letter so orders.

3. When an SAC desires general or specialized training be afforded an additional police instructor, he submit justifying facts as to need for another instructor, why the particular Agent recommended was selected, the number of instructors available in the office and the extent to which they were used in the recent past. Attached SAC Letter so orders.

4. When reporting to the Bureau the training afforded a potential police instructor, the SAC provide the date the potential instructor gave a lecture based on his manuscript, certification that either the SAC or ASAC personally monitored the lecture, an evaluation of the Agent's speaking ability, speaking effectiveness, stage presence and poise, as well as a resume' of the strong and weak points of the potential instructor. Attached SAC Letter so orders.

5. That SACs be instructed to obtain prior Bureau approval before making any type of commitment to conduct a police school in either Canada or Mexico. The Conference was aware that this is the general practice but agreed with Mr. Harbo that it should be made a specific requirement.

6. That each office be required to have at least two qualified Defensive Tactics instructors at all times to take care of training of Agents in this topic at firearms periods and to serve as police instructors. The Conference agreed further that Agents should not be called into Washington to obtain Defensive Tactics training (lasts one week), that such training would be provided when appropriate candidates are here in connection with In-Service or other training.

7. That SACs be reminded of the desirability of affording general police instructors training to those Agents currently approved to handle only Firearms or Fingerprints or Defensive Tactics whenever such specialized Agents have potential to be general instructors. Attached SAC Letter so orders.

Mr. Tolson

6/7/54

Executives Conference

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SUGGESTION NO. 211-54
MADE BY SA [REDACTED]
RICHMOND OFFICE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/02 BY SP-5 C/ctg
of

THE SUGGESTION:

That Special Agents working away from official FBI tele-
phone facilities be issued and allowed to use for official toll
calls ~~Bell System Toll Credit Cards~~ to eliminate their having to
look up and use pay telephones and pay for calls as made.

PRESENT PROCEDURE:

Agents must use pay phones and be reimbursed through
their expense vouchers or from the Imprest Fund.

ADVANTAGES OF THE SUGGESTION:

The employee points out the following advantages:
(1) Special Agents in Resident Agencies who do not possess an
official telephone could have their calls charged to the nearest
official phone; (2) Special Agents working away from official
telephones of office or Resident Agency could have calls charged
directly to the office or Resident Agency telephones and eliminate
the necessity of locating a pay telephone or the possibility that
the call may be charged to a private telephone from which the call
is placed; (3) Would eliminate the Bureau having to pay taxes on
calls paid for by Agents from telephones. SAC A. T. Potter,
Richmond, states he believes such a credit card would be of
assistance in instances where Agents place calls to United States
Attorneys, law enforcement officials, and other persons being
contacted for appointments.

DISADVANTAGES OF THE SUGGESTION:

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Mr. J. J. McGuire, Records and Communications Division,
and Mr. Glavin, Administrative Division, point out that Volume 21
of the Decisions of the Comptroller General of the United States,
Nichols on page 1158 (appendix), in a decision dealing with the use of toll
credit cards dated 8/21/41, stated that departments and establishments
of the Government were requested to take the necessary steps to
bring about a discontinuance of the use of such credit cards. At

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

cc: Mr. Sizoo
Mr. Harbo

JUN 29 1954

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Memorandum to Mr. Tolson

that time the Comptroller General cited the following undesirable incidents which had resulted through use of toll credit cards: (1) Personal calls made and charged to official accounts; (2) Difficulty in collecting for such personal calls; (3) Use of toll cards causes confusion and uncertainty as to correctness of charges and results in payment of charges for official toll calls without proper certification and support; (4) Charges for calls between certain points increased two or three times over similar calls made prior to the use of the credit cards.

Mr. McGuire pointed out further that the use of such credit cards would in all probability result in more frequent and longer toll calls since the Agents would not have to pay for the calls and would not have to be reimbursed on their expense vouchers.

Mr. Glavin pointed out that Agents in using such credit cards might be inclined to place official calls from private phones rather than using pay telephones in regular booths, thereby sacrificing privacy; the cards might tend to increase communications costs through indiscriminate use of such cards; there would be a problem each month of having Agents responsible for calls verify the calls in order that any errors in billing might be detected. He states further, under the present ruling of the General Accounting Office these cards cannot be used.

SAC A. T. Potter, Richmond, is opposed, for the following reasons: (1) Additional administrative work in obtaining the cards; (2) Possibility of loss of card and unauthorized use by finder; (3) Administrative problem of deletions and additions as employees transfer or are otherwise replaced; (4) Necessity of securing cards from employees leaving the area.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 6/7/54, composed of Messrs. Boardman, Tamm, Mohr, Parsons, Belmont, Winterrowd, Holloman, Nichols and Harbo, recommends unanimously unfavorable.

Mr. Tolson

5/20/54

Executives Conference

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SUGGESTION NO. 202-54
MADE BY [REDACTED]
ADMINISTRATIVE DIVISION

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY SP-5 C/deg

THE SUGGESTION:

That a form be adopted for use in posting the receipts of emergency purchase vouchers. This form would provide space for breakdown of charges, voucher period, date of invoice, invoice number, machine number, description of service, remarks, approved amount, and date passed. (Sample of form attached.)

PRESENT PROCEDURE:

Under the present procedure of posting emergency purchase vouchers which are maintained in a loose-leaf notebook, a form has to be devised in rough draft by the auditor for each voucher received from a vendor. It is estimated that 3,500 emergency purchase vouchers are received each year.

ADVANTAGES OF THE SUGGESTION:

The employee feels utilization of the proposed form would result in a more accurate check on vouchers received previously from the same vendor and would prevent duplicate payments. He also believes there would prevail a much neater and easier read recording book if this form is adopted. Mr. Glavin, Administrative Division, agrees, and recommends approval.

The employee also points out that approximately five minutes is spent setting up this special type posting sheet and since it is estimated 3,500 emergency purchase vouchers are received each year, approximately 42 days are spent each year in devising a form.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

cc: Mr. Mohr
Mr. Harbo
Attachment

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- Holloman _____
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INITIALS ON ORIGINAL

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ENCLOSURE

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Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION: RTH:ca

Conference of 5/20/54, composed of Messrs. Boardman, Glavin, Tamm, Parsons, Mohr, Sizoo, Winterrowd and Harbo, recommends unanimously favorable.

Mr. Tolson

6/7/54

Executives Conference

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SUGGESTION NO. 213-54
MADE BY SA [redacted]
PHOENIX OFFICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP3 C/dip

THE SUGGESTION:

That Form FD-149 (Lead Sheet) be revised to include the complete title; place all descriptive data in one place; place all leads together, in the order that they appear on the Personal History Statement; delete information under "Leads" appearing in the present form; and allot a space for setting out leads to various agents. (Sample form attached.)

It is also suggested that the Lead Sheets be maintained as permanent serials in the files.

PRESENT PROCEDURE:

Lead Sheets are used in applicant-type cases to set out leads to various agents.

SAC Letter No. 10 dated 1/20/48, paragraph C, states: "In handling Atomic Energy Applicant and Employee cases the notation of the assignment of individual leads to Agents, including Resident Agents, shall be noted on the Personnel Security Questionnaire. This will be the record maintained in the file as to the assignment of the leads. Upon the handling of such leads the Agents will submit their reports in the accustomed manner and the Agents will then personally destroy the Lead Sheets which were forwarded to them."

ADVANTAGES OF THE SUGGESTION:

The employee feels the revisions he suggests would make the form easier to prepare. He points out the following advantages: (1) The complete title would be available to all persons having leads; (2) All descriptive data has been collected and placed in one spot; (3) All leads have been placed together in the order in which they appear on the Personal History Statement; (4) All

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cc: Mr. Sizoo
Mr. Harbo

78 Attachments

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Memorandum to Mr. Tolson

information under the heading "Leads" has been deleted and a space allotted for setting out leads to the various agents.

With regard to the suggestion that Form FD-149 be maintained as a permanent serial in the file, the employee points out that there is a lack of uniformity in the handling of the Lead Sheet and he believes making it a permanent serial will result in more intelligent supervision of the case.

SAC G. B. Norris, Phoenix; Mr. G. C. Callan, Investigative Division; E. D. Mason, Training and Inspection Division; SAC J. E. Milnes, St. Louis; SAC R. N. Hosteny, Springfield; ASAC L. A. Obenshain, Cincinnati; and ASAC C. M. Kelley, Houston, favor the suggestions; would save typing time; simplify the assignment of leads throughout the territory. By filing the original Lead Sheet, the supervisor would know immediately who has what leads at any given time and there would be a more permanent record of to whom the work is assigned. SAC Hosteny noted the suggested Lead Sheet is compact but still gives the agent all the information needed.

DISADVANTAGES OF THE SUGGESTION:

ASAC A. V. Hart, Albany, is opposed and believes the advantages gained would be outweighed by clerical time involved in routing and filing. He believes since applicant-type cases are routine as to type of investigation to be performed, the existing Lead Sheet is sufficient. He does not believe the Lead Sheet should be made a permanent serial.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATM 6/7/54

Present at the Executives Conference 6/7/54 were Messrs. Boardman, Tamm, Parsons, Belmont, Winterrowd, Holloman, Mohr, Sizoo, Nichols, and Harbo. The Conference felt that inasmuch as lead sheets are widely used throughout the field that the Bureau should not be precipitant in revising the lead sheet and therefore recommends that contact be made with twelve other field divisions for their views prior to further consideration by the Executives Conference.

Attached hereto is an appropriate letter for the following offices: Albuquerque, Atlanta, Baltimore, Birmingham, Boston, Chicago, Cleveland, Detroit, Los Angeles, San Francisco, Kansas City, and New York.

LEAD SHEET

RE:

DATE:

FILE NO.:

DEADLINE:

POSITION INVOLVED:

BACKGROUND:

Other descriptive data:

Date & Place of Birth:

Social Security No.:

Citizenship:

Naturalized:

Sex:

PRESENT AND PREVIOUS ADDRESSES: (Including Dates)

EMPLOYMENT: (Including Employer, Address, Position, and Dates)

IMMEDIATE RELATIVES: (Including Relationship and Addresses)

OTHER: (Education, References, Organizations, Military Service when pertinent)

LEADS:

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DATE 8-11-92 BY SP-3 G/dep

Case assigned to _____

Return inserts to _____

PROPOSED FORM

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ENCLOSURE

LEAD SHEET

AGENT:

LOCATION OR ZONE:

DATE:

FILE #:

DEADLINE:

PERIOD:

RETURN TO:

NAME:

PRESENT ADDRESS:

ALIAS:

OTHER ADDRESSES:

DATE AND PLACE OF BIRTH:

SEX:

OTHER DESCRIPTION:

POSITION INVOLVED:

SOCIAL SECURITY #:

CITIZENSHIP:

NATURALIZED:

EMPLOYMENT & OCCUPATION:

DATES:

IMMEDIATE RELATIVES:

RELATIONSHIP

ADDRESSES:

LEAD:

Arrest Record:

Credit Record:

Military Service (Branch and Date of Service):

Education:

Neighborhood:

Organizations:

Associates:

Employment:

References:

Other:

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PRESENT FORM

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Mr. Tolson

6/4/54

THE EXECUTIVES CONFERENCE

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SUGGESTION #215-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION

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DATE 8-11-92 BY SP5CJ/dcg

SUGGESTION:

It is suggested that all ~~index~~ ^{index} cards handled in the Typing Section, Identification Division, be stamped "Photo in Jacket" or "No Photo in Jacket," as the case may be.

ADVANTAGES:

In view of the numerous requests received in the Identification Division daily for copies of photographs of individuals, the suggesting employee feels that if it could be ascertained from the index cards in the Card Index Section whether or not a photograph is available a savings in work will be effected. However, due to the large amount of cards already on file it will take time to be of great value.

DISADVANTAGES:

Mr. Tamm recommends the suggestion not be adopted for the following reasons:

1. It would be many years before any appreciable work savings would result.
2. It would cause considerable more work to examine jackets prior to stamping the index card. This examination would probably take as much time as might be saved by the adoption of the suggestion.
3. Most of the jackets which reach the Typing Section do not contain the master print, which may have a photograph on it.
4. Additional work would be involved whenever a new master index card was prepared.

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

The Conference of 6/3/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Rosen, Mohr and Harbo, recommends unanimously unfavorably

cc: Mr. Sizoo
Mr. Harbo

JUN 30 1954 RECORDED JUN 15 1954

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