

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

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Mr. Tolson

6/1/54

Executives Conference

REVIEW OF OUTGOING CORRESPONDENCE
TRAINING & INSPECTION DIVISION

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 Training & Inspection Division as follows:

1. Outgoing correspondence is reviewed by the dictating Supervisor and then is reviewed by Inspector Gearty if it originated in the Training Section or by Inspector Mason if it originated in the Inspection Section. Thereafter it is routed to the Assistant Director's office and after review it is sent to Mr. Tolson's Office.

2. Certain correspondence relating to police training matters and FBI National Academy matters are dictated by clerical assistants and thereafter are reviewed and approved by Mr. Rogers, who is the Agent Supervisor in charge of this unit, and by Mr. Gearty, Chief of the Training Section. They are subsequently reviewed by the Assistant Director.

The Conference recommended no change in the procedures followed in reviewing and approval of correspondence in the Training and Inspection Division.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY sp5cibce

cc - Mr. Sizoo
Mr. Harbo

RECORDED - 94
INDEXED - 94
EX-130

116/94
JUN 16 1954
ORIGINAL COPY FILED IN

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

BTH:cs

53 JUN 28 1954

RH

Office Memorandum • UNITED STATES GOVERNMENT

TO : *Harbo*

#323013
**ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED**

DATE: 6/8/54

FROM : G. C. Gearty

DATE 8/18/92 BY *Spencer*

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SUBJECT: MANUSCRIPTS ON SEX CRIME INVESTIGATIONS

SYNOPSIS:

Special course "Police Investigation of Sex Crimes" suggested by Philadelphia Office 12/5/49. Bureau instructed that psychological and medical aspects be handled by outside specialists, Bureau instructors to handle law enforcement subjects. Ten-day school on subject held in December 1950 well received. Philadelphia submitted schedules and manuscripts for Sex Crime Schools wherein FBI instructors only to appear stressing law enforcement aspects of sex deviation. Bureau approved. Philadelphia conducted 66 such schools, 566 agencies represented, attendance 2,554 officers. Pittsburgh using Philadelphia's manuscripts held 56 schools with 642 officers attending. Comments of police chiefs, officers and newspapers very favorable. Definite incidents cited wherein students attributed successful investigations to knowledge gained at schools. Police departments instituted education programs for parents and children regarding dangers of and measures to be taken to avoid sex degenerate incidents. Philadelphia believes revision of manuscripts warranted on basis of experience gained. Desirable to furnish all field divisions with background information and revised manuscripts for use when requests received.

RECOMMENDATIONS

1. That SAC Abbaticchio be instructed to submit revised manuscripts dealing with sex crime investigations incorporating illustrative examples and other information obtained through experience with schools conducted. Approved, attached letter to Philadelphia will be sent.

RECORDED-89
INDEXED-52
66-2554-11495
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52

2. That after review and approval of revised manuscripts submitted by Philadelphia, copies be furnished each field office.

INITIALS ON

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

Conference of 6/5/54, composed of Messrs. Boardman, Winterrowd, Sizoo, Parsons, Belmont, Tamm, Mohr, Nease and Harbo, recommended unanimously favorable.

58 JUN 25 1954 / 338
Attachment 6-10-54

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BACKGROUND INFORMATION

On 12/5/49, Philadelphia suggested a special course "Police Investigation of Sex Crimes" be given in response to numerous inquiries from police officers requesting specific instructions on subject. Bureau letter 1/5/50 instructed Philadelphia that psychological and medical aspects of subject of sex deviation should be handled by outside specialists and police instructors should handle law enforcement phases of subject. In December 1950, a 10-day Sex Crime Investigation School sponsored by the Delaware County Police Chiefs Association in conjunction with the FBI and the Pennsylvania Chiefs of Police Association held in Ridley Township, Folsom, Pa., 31 police departments represented by students in attendance. School was very well received. Subsequently, Philadelphia in response to requests presented a subject of Sex Crime Investigations for various departments. These presentations, on an experimental basis were made using FBI instructors only limiting the presentation to the law enforcement aspects of the problem. The presentations were well received. Law enforcement officials felt that the realistic manner of dealing with the subject from an investigation problem standpoint to be most beneficial.

On 9/2/53, Philadelphia submitted program of nine hours of instruction devoted to law enforcement aspects of sex crimes. Manuscripts submitted on following subjects:

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

Bureau review of manuscripts reflected emphasis on investigative techniques in instruction although some background information regarding sex deviates included. Bureau letter of 9/14/53, directed deletion of controversial material and approved manuscripts. Philadelphia conducted schools in its area in accordance with approved schedule using revised manuscripts. Schools were well received. On 9/24/53, SAC Abbaticchio reported pride in fact that such schools were conducted by FBI well in advance of other agencies interested in police training in Pennsylvania.

Bureau on 10/8/53 instructed Philadelphia to continue to report on progress of program and reiterated instruction that sex crimes subjects must be handled carefully; that psychiatric and medical nuances inherent in subject make it imperative that discussion be confined to law enforcement aspects and controversial medical issues be avoided.

Review of Bureau files on subject of Sex Crime Investigation schools reflects:

1. Although other field offices have at times presented some phase of the subject of Sex Crime Investigations in connection with discussions of other related subjects such as Investigative Techniques, the Philadelphia Office originated the curriculum and developed a series of manuscripts suitable for use in a police school devoted especially to the subject "Sex Crimes Investigations."
2. In past 15 months Philadelphia conducted 65 Sex Crime Investigation Schools. 336 law enforcement agencies were represented by 2954 officers in attendance.
3. Favorable publicity reflecting credit to the Bureau appeared in Pennsylvania newspapers and police associations publications.
4. Police chiefs have written personal letters to Philadelphia Office and Bureau expressing appreciation and value of such schools to their departments.
5. Practical effects of instruction evidenced by the fact that approximately 60 departments initiated campaigns for education of parents and children as to danger of and preventative measures to be taken regarding sex deviates.
6. Police officers attributed success in investigations directly to instruction. For example, in Norristown, Pa., detectives questioning a 22 year old steelworker in connection with a minor complaint regarding his obscene remarks made to a woman on street elicited statements from him regarding other attacks on women which he had made in past. Detectives indicated the knowledge gained at school materially aided them in their questioning of suspect. Officers in West Reading, Pa., attributed their successful solution of two indecent exposure cases to the training.

7. Pittsburgh has held 36 Sex Crime Investigation Schools with attendance of 642 officers since October, 1953. Manuscripts prepared by Philadelphia were made available to police instructors assigned to Pittsburgh Office and used as basis for discussion and study.

8. Philadelphia Office reports on basis of discussion among police instructors participating in schools, and experience gained from extensive presentation, manuscripts should be revised to afford a more facile delivery.

CONCLUSION

The Sex Crime Investigations Schools have been successfully conducted in Philadelphia and Pittsburgh Field Divisions. No embarrassing or problematic incidents have developed. Comments of police chiefs and officers indicate that this type of training meets a real need of law enforcement agencies. The Philadelphia Office should be instructed to prepare and submit to the Bureau revised manuscripts incorporating (1) concrete illustrations of problems of law enforcement officers gleaned from discussions at these schools, (2) the techniques utilized successfully by them in their investigations, (3) procedures which various departments have instituted to control the problem and to educate parents and children regarding the dangers and preventative measures to be taken and (4) any other pertinent information Philadelphia has noted as a result of the presentation of schools. Other field divisions should be informed as to the possibility of this type of training being requested and be furnished with the results of the Philadelphia Office research.

Mr. Tolson

6/9/54

Executives Conference

#323,013
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HEREIN IS UNCLASSIFIED
DATE 8/10/92 BY spsc/bcc

DISPOSITION SHEET R-84 AND
PROBATION FLASH LETTERS FD-11

QUESTION FOR CONSIDERATION:

Whether a copy of R-84, Disposition Sheets, and a copy of FD-11, Probation Flash Letters, should be made for the field office files.

BACKGROUND:

Section 7 I of the Manual of Instructions, which sets out the instructions concerning these forms, states that only the original need be submitted to the Bureau, but it is silent as to whether a copy should be made for the field office file. Section 6 A of the Field Stenographers' Manual contains the provision that a thin yellow copy should be made for the field office file. The Manuals do provide that Disposition Sheets and Probation Flash Letters shall be listed as enclosures to investigative reports. It is believed that the practice of making copies for the field office files is generally followed throughout the field.

OBSERVATIONS:

Mr. Trotter, Identification Division, Mr. Fletcher, WFO, and Inspector Van Pelt, Training and Inspection Division, do not feel that a copy of these forms in the field office files serves any useful purpose. They point out that the fact a Disposition Sheet or Probation Flash Letter is submitted to the Bureau is reflected in the investigative report since, according to the instructions, Disposition Sheets and Probation Flash Letters must be listed as enclosures. Also, the sentencing or disposition of a case is set out in the investigative report, therefore, having a copy of the disposition sheet in the field office files does not serve any useful purpose.

It is felt desirable to amend the Field Stenographers' Manual and the Manual of Instructions to reflect that no copies of R-84 and FD-11 should be prepared for the field office files. Some filing space and paper would be saved and the typing operation in preparing these forms would be simplified.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 184

INDEXED - 184

JUL 21 1954

INTEL 85 OF ORIGINAL

JUN 25 1954

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EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATM

Present at the Executives Conference June 9, 1954, were Messrs. Nichols, Boardman, Belmont, Tamm, Mohr, Parsons, Sizoo, Winterrowd, and Mason.

The Conference was in unanimous agreement that no copy of a Disposition Sheet or Probation Flash Letter need be prepared for field office files.

If you agree, appropriate manual changes will be issued.

The Director

6/16/54

The Executives Conference

#3230/3
ALL INFORMATION CONTAINED
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DATE 8/10/92 BY sps/ka

REVIEW OF OUTGOING CORRESPONDENCE
DOMESTIC INTELLIGENCE DIVISION

On 6/1/54 Conference, composed of Messrs. Tolson, Boardman, Nichols, Parsons, Belmont, Rosen, Sizoo, Mohr, Tamm and Harbo was advised of the results of the survey of Inspector H. C. Van Pelt of procedures in handling correspondence in the Domestic Intelligence Division.

Mr. Van Pelt submitted five recommendations. Three of those are covered in this memorandum and two are being covered in a separate memorandum.

RECOMMENDATIONS:

1. That the practice of utilizing one clerical proofreader in the Internal Security Section and one clerical proofreader in the Liaison Section be discontinued, and that the responsibility of supervisors, stenographers and typists for careful preparation and review of correspondence be re-emphasized by their Section Chiefs.

The Conference unanimously concurred in this recommendation.

2. That Unit Chiefs, persons in charge of a portion of the work within a section, be authorized to approve and forward directly to the Reading Room routine communications to field offices of the following types:

- (1) Follow-up letters to field offices
- (2) Routine letters requesting investigations except when there are policy changes, personnel matters, or matters of public interest involved
- (3) Letters to the field approving changes in office of origin
- (4) Letters to the field transmitting data for the information of the field offices
- (5) Letters to the field transmitting summaries of data in the Bureau's files

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 Glavin _____
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 Tracy _____
 Gearty _____
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 Winterrowd _____
 Tele. Room _____
 Holloman _____
 Miss Gandy _____

cc: Mr. Sizoo
 Mr. Harbo
 Mr. Belmont

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- (6) Letters to the field requesting criminal records
- (7) Automatic promotion raises, including raises in grade for clerical employees of grade 5 or below
- (8) Teletypes and letters ordering investigations to be discontinued
- (9) Routine letters concerning the furnishing or transfer of training films or training supplies

Section Chiefs now have such authority.

Conference unanimously concurred with this recommendation. *I am opposed - Section Chiefs should continue to do this.*
 That authorization be granted to Section Chiefs, or persons approved to act for them, to review, initial and send to the Reading Room the following additional routine types of correspondence not involving policy changes, personnel problems, controversial situations, or matters of public interest:

(a) Acknowledgements of letters received from private individuals concerning matters which they believe affect the internal security of the United States. The response usually constitutes an acknowledgement of the cooperation of the individual, with a thin white copy designated for the appropriate field office and bearing a notation instructing the field office as to any action to be taken.

The Conference was opposed on the ground that this correspondence should continue to clear through the office of Assistant to the Director Boardman.

(b) Routine letters and memoranda to the Department of Justice and other Government agencies, including follow-up memos incidental thereto.

The Conference was opposed on the ground that this places broad discretion on the Section Chiefs or Agents designated to act for them. The Conference felt such communications should continue to clear through the office of Mr. Boardman.

(c) Letters to field offices authorizing the interview of subjects of Internal Security and Security Matter cases and those characterized as "espionage" wherein the investigation has disclosed no basis for the original allegation and the case is of no special significance.

The Conference unanimously concurred.

(d) Routine correspondence to foreign police and foreign intelligence agencies with whom cordial relations exist, consisting of acknowledgments of requests by such agencies for name checks and investigations, letters to such agencies requesting such information, and follow-up letters incidental thereto.

The Conference unanimously concurred.

Respectfully,
For the Conference

K
Clyde Tolson

I share Tolson's views

H.

The Director

6/16/54 #323013

The Executives Conference

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REVIEW OF OUTGOING CORRESPONDENCE
INVESTIGATIVE DIVISION

On 6/2/54 the Conference, composed of Messrs. Boardman, Parsons, Nichols, Mohr, Rosen, Belmont, Sizoo, Tamm, Holloman and Harbo was advised of the results of a survey by Inspector H. C. Van Pelt of procedures in handling correspondence in the Investigative Division. Two of the recommendations made by him are covered in this memorandum and another recommendation is being covered in a separate memorandum.

RECOMMENDATIONS:

1. That Unit Chiefs, persons in charge of a portion of the work within a section, be authorized to approve and forward directly to the Reading Room routine communications to field offices of the following types:

- (1) Follow-up letters to field offices
- (2) Routine letters requesting investigations except when there are policy changes, personnel matters, or matters of public interest involved
- (3) Letters to the field approving changes in office of origin
- (4) Letters to the field transmitting data for the information of the field offices
- (5) Letters to the field transmitting summaries of data in the Bureau's files
- (6) Letters to the field requesting criminal records
- (7) Automatic promotion raises, including raises in grade for clerical employees of grade 5 or below
- (8) Teletypes and letters ordering investigations to be discontinued
- (9) Routine letters concerning the furnishing or transfer of training films or training supplies

Section Chiefs now have such authority.

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Conference unanimously concurred in this recommendation.

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

cc: Mr. Sizoo
Mr. Harbo
Mr. Rosen

JUN 25 1954

I am opposed. We are making too many mistakes now to delog responsibility further down the line. I certainly share Tolson's view.


line 6-17

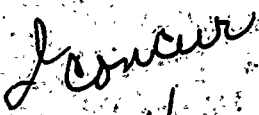
RHM

2. That authorization be granted to Section Chiefs or persons authorized to act for them to approve other types of routine communications such as acknowledgements to private citizens, transmittals of reports, letters and memoranda to the Department of Justice and other Government agencies, and follow-ups of prior inquiries made of the Department of Justice and other Government agencies, whenever none of the aforementioned correspondence pertains to policy changes, personnel matters, controversial situations, or matters of public interest, and forward such outgoing mail directly to the Reading Room.

Conference was unanimously opposed to this recommendation.

Respectfully,
For the Conference


Clyde Tolson


H

Mr. Tolson

6/3/54

Executives Conference

b6
b7c

SUGGESTION NO. 210-54

MADE BY SA [REDACTED]
SAN JUAN OFFICE

THE SUGGESTION:

That ~~flashlight~~ cases, especially those made of chromium or other bright metal, be painted black or covered with black friction tape.

ADVANTAGES OF THE SUGGESTION:

The employee feels adoption would eliminate the possibility of exposure of concealment by light reflections and would have the added advantage of reducing possible noise caused by the bare metal case coming into contact with other hard substances. SAC Francis E. Crosby, San Juan Office concurs.

Mr. D. J. Parsons of the Laboratory concurs and states this procedure has been used to good advantage by Bureau sound-trained Agents in the field during installation procedures. He suggests that in the future the Bureau in the future obtain only dull-finish flashlights and taping be left to the discretion of the agents.

SAC Sloan, Quantico, states since the Kidnaping Schools started last year and night firing was resumed, Inservice and specialized schools have been instructed as to the advisability of covering flashlight cases or any other shiny objects used on raids with paint or dark tape. Thus the suggestion is not a new one, but merely reiterates what the Bureau has been instructing for months. SAC Sloan does not feel an SAC Letter is necessary.

Mr. Glavin, Administrative Division, has no objection.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

cc: Mr. Sizoo
Mr. Harbo

atn

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

JUN 28 1954

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JUN 21 1954

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ORIGINAL COPY FILED IN 66-2765-2117

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, unanimously felt that no SAC Letter is necessary, but that this matter should continue to be mentioned during In-Service training courses. The Conference also agreed that whenever the Bureau may purchase flashlights in the future, they should be of a dull finish.

MR. TOLSON

#323,013 6/17/54

EXECUTIVES CONFERENCE

ALL INFORMATION CONTAINED
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DATE 8/10/92 BY *Sps/ace*

SUGGESTION #225-54
MADE BY SA LEMAN L. STAFFORD, JR.
MIAMI OFFICE
PROPOSED REVISION IN FORM FD-28
(DAILY REPORT)

SUGGESTION

It is suggested that Form FD-28 (Daily Report) be revised in accordance with the attached sample which is 5 1/2" x 8" in size and is printed on both sides. The proposed revision provides for 27 entries whereas the present form (a copy of which is attached) provides space for 44 entries.

ADVANTAGES

The suggester feels that in the majority of cases 27 entries would be more than sufficient to report activities for the day, and if additional space is needed another sheet could be used. He points out his revision provides one inch more writing space per line over the present form. The suggesting employee believes the proposed form would save 50% of paper consumed throughout the field for Daily Reports, it being noted that the suggested form is one-half the length of the form presently used. The employee states the shorter form would ultimately result in savings in space used to store and file these forms after use.

Mr. Mohr of the Administrative Division advised that during the year 1953 600,000 copies of this form were printed. The total paper cost was \$982.50; press costs were \$93.20, and cutting and handling time was estimated at \$15.76, for a total cost of \$1,091.46. The estimated annual cost of printing 600,000 forms on half-size paper would be \$545.73. No printing problems would be involved whether the form is printed on 8" x 11" or 5 1/2" x 8" paper.

DISADVANTAGES

SAC E. J. Powers of Miami observed it is frequently necessary for Agents to use more than one page in connection with the preparation of their Daily Reports. Mr. Powers does not feel that the reverse side of the page should be used for

Attachments

RECORDED - 83

cc - Mr. Sizoo

INDEXED - 83

Mr. Harbo

17 JUN 22 1954

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- Tolson _____
- Ladd _____
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Memorandum to Mr. Tolson

recording investigative work, inasmuch as it is then very cumbersome to try to review daily reports which have been placed in the file folder. He also stated it is very awkward for Agents to work with half pages in connection with matters receiving general and constant usage inasmuch as our entire file setup is based on a full-page size system and our file backs are designed to accommodate material of that size. SAC Powers recommends that this suggestion not be adopted.

SAC D. L. Laughlin of Washington Field Office agrees with the observations of SAC Powers relative to reducing the size of Form FD-28 (Daily Report). He pointed out that the Daily Report is not only a means of submitting information regarding investigative activities, but is used for other purposes as well and SAC Laughlin does not see where any purpose would be served in reducing the size of this form.

Inspectors H. C. Van Pelt and B. C. Brown both recommend against adoption of this suggestion inasmuch as the disadvantages listed appear to exceed by far whatever saving there would be in paper and space.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATN

Present at the Executives Conference June 17, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

The Conference was unanimously opposed, feeling that the half-page daily report form would provide inadequate space.

OK
W. P. S.

MR. TOLSON

6/14/54

EXECUTIVES CONFERENCE

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DATE 8/11/92 BY sps/bee

SUGGESTION #223-54
MADE BY SA JOSEPH T. BOSTON
MOBILE OFFICE
FILE COVERS.

SUGGESTION

It is suggested that in those criminal files wherein the subject is regarded as armed or dangerous, a stamped notation to that effect be placed on the outside file cover as soon as such information is received.

ADVANTAGES

The suggesting employee had in mind that the notation could be placed on the file cover by the field supervisor with negligible expenditure of time and effort. While information is contained in the file itself as to the subject's being armed or dangerous, SAC J. G. Shanklin of Mobile believes it would save supervisory time in reviewing the file and also would be a safeguard against failure to notify other offices of the armed and dangerous character of the subject. Inspector J. E. Nugent believes the suggestion has merit and should be adopted. He does not see where any additional administrative effort is involved and agrees it might save some time once in a while. Mr. L. B. Nichols does not feel it would be advisable to place this notation on file covers at the Seat of Government, but it would appear that the suggestion has merit in view of the importance of notifying other offices that a subject is armed or dangerous.

DISADVANTAGES

Inspector H. G. Van Pelt, SAC Laughlin of Washington Field Office and SAC J. K. Mumford of Dallas are opposed to the adoption of this suggestion, pointing out that the present system of providing notice in the synopsis of reports that the subject is armed and dangerous accomplishes the purpose; extra effort would have to be expended in stamping file covers with an appropriate notation resulting in an additional, unnecessary administrative burden. Except in emergency instances, the file should be reviewed before an apprehension effort is made and if there is not time for this, there should always be the assumption that a fugitive may be armed and dangerous.

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- Miss Gandy

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JUL 6 1954
Mr. Harbo

INITIALS ON ORIGINAL

RW

Memorandum to Mr. Tolson.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATH *W*

Present at the Executives Conference June 14, 1954, were Messrs. Boardman, Parsons, Tamm, Mohr, Belmont, Sizoo, Holloman, Rosen and Mason.

The Conference was unanimously opposed to the suggestion, feeling that the Bureau should continue its opposition to the making of administrative entries on file covers, and feeling further that since reports in the file already indicate the dangerousness of the subject, a further notation would be unnecessary.

Mr. Tolson

June 3, 1954

The Executives Conference

RADIO SURVEILLANCE TRUCK
DENVER FIELD DIVISION

Automobiles Radio Trucks

Jm

On June 2, the Conference consisting of Messrs. Boardman, Holloman, Q. Tamm, Sizoo, Belmont, Mohr, Harbo and Parsons considered the request of the Denver Field Division for a surveillance truck having concealed or disguised radio and photographic equipment such as presently are assigned to all offices having 250-watt radio stations for communication with radio-equipped cars.

The Denver Field Division has made use of an old panel truck which, although radio equipped, is not equipped with other devices desirable for surveillance work. Although Denver is not a large office they do have a great deal of security work. There are two hundred Security Index subjects in that Division. There are established contacts with the Communist Party Underground. It is the headquarters of the International Union of Mine and Smelter Workers and investigations are being made contemplating the prosecution of Smith Act subjects. Furthermore, there is not available a surveillance truck closer than Chicago and such a truck assigned to Denver could occasionally be made available to Albuquerque and Salt Lake City.

In view of the security importance of the Denver Field Division, the Conference unanimously recommends the purchase of a truck and associated equipment for the Denver Field Division at a cost of approximately \$2,600.

- 1 - Mr. Sizoo
- 1 - Mr. Harbo

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- Holloman _____
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[Handwritten initials]

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JUN 22 1954
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EX-130

ALL INFORMATION CONTAINED
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DATE 8/10/92 BY Sp/Cl/bce

JUN 23 1954

ORIGINAL FILED IN 66-1980-12-541

Mr. Tolson

6/18/54

Executives Conference

323,013
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DATE 8/10/92 BY sps/bce

SUGGESTION NO. 218-54
MADE BY ASAC EARL E. BROWN
MIAMI OFFICE

~~ADVISE~~ Immigration and Naturalization
THE SUGGESTION: of aliens convicted with copies of Bureau
Reports

That instead of advising Immigration and Naturalization
Service by letter when an alien is convicted, Immigration and
Naturalization be furnished with copies of Bureau reports.

PRESENT PROCEDURE:

Part I, page 14b, FBI Handbook, provides that when aliens
receive court sentences, such information shall be transmitted to the
local Immigration authorities by letter; and a notation that such
action has been taken shall be made in the investigative report
recording such sentence. In all cases involving aliens for viola-
tions of the White Slave Traffic Act, available information appearing
in the files and bearing upon possible deportation shall be trans-
mitted to the local Immigration authorities by letter. It is noted
that this provision has appeared in the Handbook continuously since
1939.

ADVANTAGES OF THE SUGGESTION:

SAC E. J. Powers, Miami; Mr. A. Rosen, Investigative
Division, and E. D. Mason, Training and Inspection Division, recom-
mend adoption, stating that if reports are properly prepared a
separate letter would not be necessary and there would be a saving
of dictation and stenographic time. It is noted that under the Name
Check Program, copies of investigative reports in criminal matters
are frequently forwarded to Immigration and Naturalization Service,
as well as to other Government agencies. "T" symbols are used to
protect data obtained from confidential sources in investigative
reports.

Mr. A. H. Belmont, Domestic Intelligence Division, advises
this matter was informally discussed with Mr. James Green of Immi-
gration and Naturalization Service by Mr. N. W. Philcox of the
Liaison Section, and there appears to be no objection to adoption
of this procedure.

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

Attachments
cc: Mr. Sizoo
Mr. Harbo

RECORDED - 63

INDEXED - 63

66-2554-11503 RAM

13 JUN 22 1954

atn
JUN 25 1954

Memorandum to Mr. Tolson

DISADVANTAGES OF THE SUGGESTION:

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION: EDU:ATN

Present at the Executives Conference June 17, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

The Conference unanimously favored this suggestion. Attached is an appropriate SAC Letter and a letter to ASAC Earl E. Brown, Miami, who made the suggestion. A letter to the Immigration and Naturalization Service is also attached.

✓
FH

OK
N

The Director

The Executives Conference

#3230 6/17/54

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DATE 8/10/92 BY spc/bu

REVIEW OF OUTGOING CORRESPONDENCE
INVESTIGATIVE DIVISION

On 6/2/54 the Conference composed of Messrs. Boardman, Parsons, Nichols, Mohr, Rosen, Belmont, Sizoo, Tamm, Holloman and Harbo was informed of the results of a survey by Inspector H. C. Van Pelt concerning procedures in handling correspondence in the Investigative Division. Two of the recommendations made by him are covered in a separate memorandum; the other recommendation is covered in this memorandum.

Inspector Van Pelt recommended that the more urgent and important types of outgoing mail, such as matters in which the Director has made inquiry, personnel problems, policy changes, Congressional inquiries, matters relating to prominent persons, developments in highly important cases and matters of public interest, be forwarded as expeditiously as possible from the Supervisor who prepared the communication to the Section Chief, or Agent acting for him, and then to the office of the Assistant Director where it would be reviewed by either Mr. Winterrowd or Mr. Malley and then sent to Mr. Rosen. Purpose of the recommendation was to eliminate the review of the correspondence by the Unit Chiefs and either the Section Chief or his #1 Man but not both. A Unit Chief is a Special Agent Supervisor who supervises his own cases and on a part-time basis coordinates the work of other Agents in his unit, assigns work to them, reads outgoing mail, and operates as a nominal head of a small group of men and is responsible to the Section Chief.

The table set forth below shows the present initialing of such correspondence and the proposed initialing.

Present Initialing

Proposed Initialing

Dictating Agent Supervisor
Unit Chief
No. 1 Man to the Section Chief
and/or the Section Chief
No. 1 Man to the Assistant
Director
The Assistant Director

Dictating Agent Supervisor
Section Chief or No. 1 Man but
not both
No. 1 Man to the Assistant
Director
The Assistant Director

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

cc - Mr. Harbo
Mr. Sizoo
RTH, FHS/mew

RECORDED - 94
INDEXED - 94

94-2554-11504
RTH

13 JUN 22 1954

55 JUN 25 1954
EX-124

Laguel H
→ All members of the Conference except Mr. Harbo were opposed to the suggestion. They believed that the Supervisor in Charge of the Unit should be held responsible for the review of the more important and urgent type of mail. They felt that since he was the senior Supervisor in a group handling a specialized type of investigation he could make a valuable contribution by reviewing the correspondence. Mr. Rosen pointed out that, "The most urgent and important types of outgoing mail are presently handled on the basis of direct contact with the Supervisor and/or the Section Chief by the Assistant Director's Office. These items are often hand carried by the Supervisor on numerous occasions to the office of the Assistant Director and thereafter to the office of the Assistant to the Director. However, more urgent and important matters of a lesser degree than just presently stated will follow the normal channels for initialing, namely, the Agent Supervisor, the Unit Chief, the No. 1 Man and/or the Section Chief, the Divisional No. 1 Man and the Assistant Director." Mr. Rosen further pointed out that in the handling of this more urgent type of mail there are numerous occasions where several of the individuals in the normal chain of review are bypassed in order that the matter may be handled expeditiously.

Mr. Harbo favored the recommendation. He believes that adequate review is provided without the review of the Unit Chief and the No. 1 Man to the Section Chief. He is of the opinion that it might be desirable for them to review it for informational purposes but this is not essential and a tickler copy could be provided them for this purpose. Mr. Harbo pointed out that exclusive of the Name Check Section there are 105 Agents assigned to the General Investigative Division, which is subdivided into 20 units, an average of 5 Agents per unit including the Supervisor in Charge.

Respectfully,
For the Conference

V
Clyde Tolson

Mr. Tolson

6/3/54

6
Executives Conference

FORM FD-149
LEAD SHEET

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY SP6/jbc

THE PROBLEM:

Omaha Office desires that the Bureau approve a lead sheet for use in assigning Atomic Energy Act Applicant (and Employee) leads. The Bureau already has Form FD-149, which was made available to the field 1/13/51, for use in setting forth leads in such cases:

Omaha wishes to set forth its leads as per the attached document which, for record purposes, has in the left-hand margin the name of each agent who has investigative work to cover and immediately opposite that agent's name there is set forth the specific investigation which he should perform. The Bureau lead sheet is set up in a different fashion in that it shows the name of the applicant, descriptive data, facts as to employment, residence, relatives, naturalization, and other pertinent information. An agent using FD-149, the Bureau-approved lead sheet, must peruse the entire document for the purpose of ascertaining exact information which relates to investigation to be conducted by him.

ADVANTAGES OF OMAHA'S PROPOSAL:

Agents will quickly see that work which should be performed by them. The sample which Omaha made available to the Bureau involved a lead sheet with work for five different Special Agents in various parts of the Omaha Division. According to the SAC, time would be saved by the agents in having their specific duties set out in marked paragraphs without having to read the entire document.

DISADVANTAGES OF OMAHA'S PROPOSAL:

(1) While it may save agent time it appears that more clerical time will be involved in preparing the leadsheet because the clerk will have to re-arrange the Personnel Security Questionnaire to set forth opposite the name of each agent the work which should be performed by him.

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

cc: Mr. Egan Sizoo
Mr. Harbo

RECORDED - 84
INDEXED - 84
JUL 12 1954
EX-112

ORIGINAL FILED IN

Memorandum to Mr. Tolson

(2) There is a greater chance of inaccuracy because it is left to the clerk to be certain that all pertinent data is included and listed for the proper agent.

(3) Although Omaha believes that the attached form would facilitate supervision as to the verification and checking off of leads, it appears to Inspector Mason the safest course to follow would be for a supervisor to check off the coverage of leads on the original Personnel Security Questionnaire or other original document received by the Bureau which set out the leads.

OBSERVATIONS:

The big question is whether the agent time saved would be a net gain over additional clerical time expended. No figures are available. A sixty-day trial would permit evaluation.

If the supervisor relies on the lead sheet to determine the completeness of investigation rather than relying on the original PSQ or Bureau document, any error in the lead sheet would be compounded in the completed investigation. Of course, the PSQ would be present in the file, as well as the Lead sheet.

CONCLUSIONS:

In order to evaluate the Omaha proposal, a sixty-day trial period is desirable and this period would permit ample time to handle several cases from beginning to end.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 6/2/54, composed of Messrs. Boardman, Parsons, Nichols, Mohr, Rosen, Belmont, Sizoo, Tamm, Holloman and Harbo, unanimously felt that the advantages were clearly overbalanced by the disadvantages and therefore recommends that the Omaha request to utilize this form be disapproved. If you concur, the attached letter should be sent to Omaha. (The Conference was also opposed to a 60-day trial for Omaha).

gm

MR. NICHOLS

6/1/54

W. G. EAMES

SAC LETTERS AND BUREAU BULLETINS

From time to time it is necessary to ascertain the background and authorization for a change in policy which has been sent out by means of an SAC Letter or Bureau Bulletin. An indices search will result in the location of the specific section of the SAC Letter or bulletin; however, there is nothing on the yellow to indicate why or by what authority the SAC Letter or Bureau Bulletin was prepared.

RECOMMENDATION:

It is therefore recommended that whenever an SAC Letter or Bureau Bulletin is prepared as a result of a memorandum or series of memoranda that a notation be placed at the bottom of the yellow identifying the memorandum or memoranda on which the letter has been based. Proposed changes for the Supervisors' and Stenographers' Manuals are attached.

PFO:nle;jg
Attachments

ADDENDUM: LBN:etm 6-8-54

The Executives Conference consisting of Messrs. Mohr, Tamm, Parsons, Belmont, Boardman, Winterrowd, Harbo, Holloman and Nichols unanimously recommended the adoption of Mr. Eames' suggestion was the added proviso that a one or two sentence synopsis be placed on the yellow of the SAC Letter or Bulletin describing the document which served as the basis for the bulletin.

OK
JEH

INDEXED - 81

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RECORDED - 81

47 JUN 24 1954

Encl. Filed with orig and other copies

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52 JUN 30 1954

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ORIGINAL COPY FILED IN 66-04-2042

The Director

#323,013 6/17/54

The Executives Conference

ALL INFORMATION CONTAINED
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DATE 8/11/92 BY sp5/bee

REVIEW OF OUTGOING CORRESPONDENCE
DOMESTIC INTELLIGENCE DIVISION

On 6/1/54 the Conference composed of Messrs. Tolson, Boardman, Nichols, Parsons, Belmont, Rosen, Sizoo, Mohr, Tamm and Harbo considered two of the recommendations which were made by Inspector H. C. Van Pelt concerning procedures in handling correspondence in the Domestic Intelligence Division. Other recommendations were made subject of a separate memorandum.

RECOMMENDATIONS:

1. That authorization be granted to Section Chiefs or persons approved to act for them to review, initial and send to the Reading Room letters to field offices advising that requests for technical installations had been approved by the Attorney General unless some unusual situation existed.

Messrs. Boardman, Parsons, Nichols, Rosen, Belmont, Sizoo and Tamm recommended favorably. Messrs. Tolson, Mohr and Harbo recommended that such letters continue to clear through Mr. Boardman's Office.

I agree with minority

H

S

2. It was proposed that the most urgent and important types of outgoing mail, such as matters in which the Director has made inquiry, personnel matters, policy changes, Congressional inquiries, matters relating to prominent persons, developments in highly important cases, matters of public interest and so forth, be forwarded as expeditiously as possible from the dictating Agent Supervisor to the Section Chief or person acting for him and then

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

Mr. Harbo
 Mr. Sizoo
 Mr. Belmont
 JUN 28 1954

RECORDED - 94
 INDEXED - 94

66-2554-1150

JUN 23 1954

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to the office of the Assistant Director where it would normally be reviewed by the No. 1 Man, Mr. Cleveland, and/or either Mr. Hennrich or Mr. Keay. Matters of sufficient importance will be routed by them to Mr. Belmont.

Under the present system such mail is sent from the dictating Agent Supervisor to the Unit Chief, then to the Section Chief or person acting for him and then to the office of the Assistant Director. This proposal would eliminate the review by the Unit Chief. The Unit Chief is a Special Agent Supervisor, who supervises his own cases and on a part-time basis coordinates the work of Agents in his Unit, assigns work to them, reads outgoing mail and operates as nominal head of a small group and is responsible to the Section Chief.

As mentioned earlier, the normal handling of mail in Mr. Belmont's Office is for it to be reviewed by the No. 1 Man, Mr. Cleveland, and/or Mr. Hennrich or Mr. Keay and then by Mr. Belmont. There are numerous exceptions, however, for the purpose of short-cuts and expediting the mail. For example, all mail from the Liaison Section goes directly to Mr. Keay, by-passing Mr. Cleveland. Some items go directly to Mr. Belmont.

Messrs. Belmont and Harbo recommended favorably on the grounds that adequate thoroughness would be furnished under the proposed system.

Messrs. Tolson, Boardman, Parsons, Nichols, Mohr, Rosen, Sizoo and Tamm recommended unfavorably. They felt that the Supervisor in Charge of the Unit should read the more important outgoing mail, as well as the routine mail.

Respectfully,
For the Conference

Clyde Tolson.

I agree with
this view

H.

Mr. Tolson

6/14/54

0 Executives Conference

#323013

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DATE 8/10/92 BY spsc/bce

SUGGESTION NO. 219-54
MADE BY ASAC EARL E. BROWN
MIAMI OFFICE

THE SUGGESTION:

~~IMPROVEMENT OF AIR-TELS~~

That in preparing air-tels the leads be blocked out and that numbers be used in the text of these messages rather than spelling out the numbers.

PRESENT PROCEDURE:

Air-tels are typed in the same manner as teletypes, that is, completely capitalized, with no paragraphs, and with numbers written out.

ADVANTAGES OF THE SUGGESTION:

The employee and SAC E. J. Powers, Miami, feel that if leads are blocked out at the end of air-tels, they will be more easily picked out and that the use of numbers instead of spelling out the numbers will save stenographic time in typing air-tels and make it easier for the clerks who search the mail. It is noted that search clerks invariably substitute numbers over the words in order to make a more accurate search, as index cards are filed by numbers, rather than by words for numbers. SAC L. L. Laughlin, Washington Field, concurs with the above views.

Mr. J. J. McGuire, Records and Communications Division, is in favor of the suggestion.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

PREVIOUS CONSIDERATION:

The Executives Conference on 3/12/53, considered the suggestions of Miss [redacted] of the Investigative Divi-

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-48

atn
Attachment

INDEXED-48

JUN 23 1954

68 JUN 29 1954

INITIALS ON ORIGINAL

ORIGINAL FILED IN 114-2031

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RDM

Memorandum to Mr. Tolson

sion that air-tels be written on teletype paper, but that the body of the message be single-spaced, punctuated and paragraphed like other communications. The Conference unanimously recommended that there be no change in the format of air-tels, since this practice would not make it easier to read an air-tel.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference June 14, 1954, were Messrs. Boardman, Parsons, Tamm, Mohr, Belmont, Sizoo, Holloman, Rosen, and Mason.

The Conference felt that it would be undesirable to set forth leads in a separate section at the end of each air-tel, because it might result in less thorough attention to the body of the air-tel by persons who have to read the document, and it would be another rule which would have to be entered in the manuals and taught to all employees, with resulting expense but doubtful benefit in return.

With regard to specifying numbers in numerical form rather than spelled out in words in air-tels, the Conference was in unanimous agreement that this procedure should be used. It was pointed out to the Conference that numbers are spelled out in teletypes for the sake of accuracy; however, in reports, letters, and memoranda, numbers are shown by numerical digits and air-tels are essentially high priority memoranda. If you agree with the thinking of the Conference, an appropriate adjustment will be made in the Bureau's manuals and the attached SAC Letter should go forth. A letter to ASAC Earl E. Brown, Miami, commending him for his suggestion, is attached. Also attached are letters to the following individuals, who have previously submitted similar suggestions: Mr. [redacted] Investigative Division; Mr. [redacted] Los Angeles; [redacted] Mobile; SAC, Los Angeles (employee not identified).

b6
b7c

MR. TOLSON

June 18, 1954

THE EXECUTIVES' CONFERENCE

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

MICROPHONE SURVEILLANCES

On June 17, 1954, the Executives' Conference consisting of Messrs. Tolson, Boardman, Mohr, Tamm, Parsons, Rosen, Sizoo, Mason for Harbo, McGuire for Nichols and Belmont, considered whether current instructions out to the field are sound as they refer to authority required for the use of microphones.

The field is presently required to secure Bureau authority for the installation of all microphone surveillances with the exception of the following:

By SAC Letter dated June 8, 1954, item (C) Cubcorder - Field Use Of, the field was authorized to utilize the recording equipment known as the Cubcorder without Bureau authority (on the authority of the SAC) in situations where the equipment, complete with microphone and accessories, is all within the same room or other enclosure occupied by the surveilling Agent and is capable of being quickly removed from such area by said Agent. The SAC Letter further states:

"Thus, use of the ~~Cubcorder~~ could be authorized by the SAC without prior Bureau authority for interviews in Bureau or Agent-owned cars or for recording interviews with subjects and informants within Bureau-controlled rooms. As a further example, the recorder could be used without prior Bureau authority to record subject's conversations which might be audible through doors, ventilators and similar structures under conditions where both the microphone (either regular or contact type) and the recording equipment are in the immediate personal possession of the surveilling Agent, who may, for example, be in a room adjoining that of the subject. On the other hand, the recorder and associate microphone may not be used without prior Bureau authority, for example, under situations where the microphone is located in a different room from that of the surveilling Agent, or where the microphone is installed in subject's premises."

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

This SAC Letter was based on recommendation of the Executives' Conference made May 12, 1954, and approved by the Director.

RECORDED-16 66-2537-11509

JUN 28 1954

EX-130

INDEXED-16
13 JUN 22 1954

CC - Mr. Harbo
Mr. Sizoo

AFB:tlc

Revised page two memo to Mr. Tolson from
The Executives' Conference dated 6/18/54 re
"Microphone Surveillances."

MEMORANDUM FOR MR. TOLSON

In addition to the cub recording device, the field utilizes on occasion the listening device known as the Aures, which can be utilized as a contact microphone by placing the microphone against the wall of an adjoining room and through amplification increase the volume of the voices to the point where the Agent can understand them. This is a small device carried on the person of the Agent.

The field is specifically prohibited from utilizing either of these devices or any device without Bureau authority when trespass is involved. The question being considered is whether Bureau authority and specifically Mr. Tolson's authority should be required for the field to utilize these two pieces of equipment to monitor conversations in another room even though no trespass is involved.

EXECUTIVES' CONFERENCE
RECOMMENDATION:

The Executives' Conference unanimously recommended that Bureau authority be required for the use of these devices as microphones (either regular or contact type) where they are used to surreptitiously monitor conversations in another room, regardless of the fact that no trespass is involved. The Conference felt that it is necessary for the Bureau to retain a tight control on the use of microphones in all instances and while the use of the techniques described above is legal and the information obtained thereby can be used as evidence, the Conference felt that as a control measure the field should be required to get Bureau authority. This will cut down the effective use of these devices because it is not possible for the field to get Bureau authority in time to utilize these devices in such instances as physical surveillances where the opportunity to use the devices arises quickly and lasts for only a short time, thus making it impossible to secure prior Bureau authority.

Attached for your approval is an SAC Letter instructing the field that Bureau authority is required.

K 7A

O K
H

Mr. Tolson

6/9/54

Executives Conference

FREE MOVEMENT OF PERSONNEL IN AN EMERGENCY

Executives Conference was presented with a proposed SAC Letter calling for the SACs to personally contact State Directors of Civil Defense and receive assurances that credentials issued to Agents, Special Employees and Radio Operators would be recognized in an emergency and that clerical passes would be recognized without question. SAC Letter also calls upon SACs to make certain that State Director of Civil Defense understands FBI jurisdiction, inasmuch as recent instructions issued in Chicago by Civil Defense completely ignored FBI responsibility in connection with the handling of certain aspects of security work (downed airplanes).

SAC Letter involves no policy change, no Manual change but requires SACs to submit available information and assurances of mobility of personnel in memorandum form to reach the Bureau by July 6, 1954.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference June 9, 1954, were Messrs. Nichols, Boardman, Belmont, Tamm, Mohr, Parsons, Sizoo, Winterrowd, and Mason.

The Conference was unanimously in favor of issuing the attached SAC Letter. The Conference felt that after replies from the field have been correlated the Executives Conference should be called upon to consider advisable action, including whether Civil Defense passes should be issued, and if so, to whom.

Attachment

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

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DATE 8/14/92 BY [signature]

RECORDED-16
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JUN 29 1954

EX-130

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ORIGINAL COPY FILED IN 66-2554-11570

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[Handwritten signatures and initials]

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66-2554-11570

The Director

6/17/54

The Executives Conference

#323,013
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DATE 8/11/92 BY spscj/bcc

~~CONFIDENTIAL EXPENDITURES~~
FISCAL YEARS 1953 AND 1954

Present at the Executives Conference June 17, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, and Mason.

The Conference considered the matter of supervision over payments to informants and expenditures of a confidential nature. Consideration was given to the findings and recommendations of Inspector Van Pelt, who has just completed a survey of this matter.

The Conference was advised that the Bureau, in advance, authorizes payments to informants, except that Special Agents in Charge may, without Bureau authority, pay a criminal informant up to \$200.00 aggregate, or a security informant up to \$100.00 aggregate. Thereafter Bureau approval must be obtained before further payment can be made. Communications from the Bureau to the field authorizing payments are approved by the appropriate Informant Supervisor, Section Chief, Offices of Assistant Directors, Assistant to Director, and Associate Director. A sampling of blue slips representing payments to informants indicated that about 70% had prior Bureau approval, and 30% represented payments authorized by the Special Agent in Charge. In consideration of dollar volume, about 88% of the dollars paid out were with prior Bureau approval. Special Agents in Charge are required to make certain that full value is received for all money spent on informants.

When the field has made a payment of a confidential nature, such is reflected on an appropriate voucher and supported by a "blue slip." The blue slip shows whether the payment was previously authorized by the Bureau and is required to clearly and accurately explain the circumstances of the payment. Voucher Unit, Administrative Division, checks each blue slip to see whether Bureau has authorized the payment, but has not had the responsibility for determining whether full value has been received for the payment. Assistant Director, Administrative Division, personally certifies the vouchers and personally approves each blue slip in support thereof. The voucher ultimately goes to

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

Attachment
cc: Mr. Rosen
Mr. Belmont
Mr. Boardman
Mr. Sizoo
Mr. Harbo

RECORDED-35

66-2554-11511

JUN 25 1954 INDEXED-35

JUN 23 1954

EX-103

ELM:ATN

General Accounting Office. Blue slips are retained by Administrative Division subject to an annual audit by General Accounting Office. Heretofore the audit has been a spot check one involving a selected number of blue slips, normally about fifty.

FINDINGS OF INSPECTOR:

(1) Of 606 blue slips examined representing expenditures by five offices, sixty-seven per cent did not, in the Inspector's opinion, contain enough information for the Inspector to determine whether value was received for the payment from examination of the blue slip alone, but of course reference to various files and auxiliary records would provide pertinent facts.

(2) Blue slips covering payments authorized in advance by the Bureau are not required to give the circumstances of payment or a summary of value received.

(3) A special study involving Philadelphia Office showed that in January, 1954, 187 days were spent cultivating, developing and utilizing 671 persons in various stages of the criminal informant program (Agent salary \$5,049.00), during which time six deserters were found by these informants; three new Bureau cases reported; one Unknown Subject identified; helpful data obtained in five other Bureau cases. During same month 363 Agent days spent in Philadelphia on security informant program (salary \$9,801.00) and payments to informants totaled \$3,022.67, but positive information was received on 1,910 individuals and 510 organizations.

(4) Confidential expenditures increased from \$1,104,961.73 in 1953 fiscal year to an estimated \$1,309,646.58 for 1954.

EXECUTIVES CONFERENCE CONSIDERATION:

Recommendations

(1) An SAC Letter be sent to the field re-emphasizing importance of being certain that Bureau receives appropriate

value for every dollar expended in informant program; re-emphasizing existing Manual provisions relating to justifying expenditures; re-emphasizing personal responsibility of SAC to make certain full value is received; re-emphasizing inspectors will carefully examine expenditures during inspections. Conference unanimously favorable. Appropriate SAC Letter attached.

Jagoe - Yes
H
6/22 ✓

A similar instruction should be sent to all officials and Supervisors at Seat of Government - Yes
H

(2) Conference unanimously recommended that field inspectors increase the number of blue slips examined during field inspections. Several months ago, Conference recommended a few blue slips be examined in each inspection (roughly five or six), but present Conference unanimously felt more intensive check should be made, somewhere in the neighborhood of one hundred blue slips, and any questionable blue slip should be checked through the field files and, if necessary, pertinent employees be interviewed concerning the expenditure with the understanding that if the expenditure was not proper, Government would arrange to be reimbursed by employee. Unanimously favorable. This will be done.

Yes
H

(3) The present blue slips reflecting payments to informants based on prior Bureau authority need not show the details and reasons for payment, but need only refer to the date of the Bureau memorandum, air-tel, or teletype authorizing the field to make payment. This makes it possible for the Administrative Division, which has a copy of the Bureau's communication authorizing the field to make payment, to check such

copy against the incoming blue slip by making reference to the Bureau's memorandum, air-tel, or teletype of authorization. On the blue slip a lead is provided to refer to that communication for the details of payment, if needed. The Inspector felt that it would be desirable to have the blue slip itself show the details of payment; however, the Conference unanimously felt that nothing would be accomplished by adding additional data to the blue slip; that additional typing would result; that since the blue slip makes reference to a Bureau communication of authorization on a given date there is an adequate control already in existence. Conference unanimously recommended no change.

OK
H

(4) Since informant activities are supervised by Informant Desks in the Investigative and Domestic Intelligence Divisions, the Supervisors on those desks are in a proper position to evaluate whether we are getting full value of monies expended and, therefore, should review all blue slips and certify to Administrative Division as to the propriety of payment. The Conference was unanimously opposed to requiring Informant Supervisors to review blue slips and certify as to the propriety of payment, citing as objections the fact that there would be an additional delay in processing for payment; blue slips are already subject to General Accounting Office audit; General Accounting Office has raised no questions; blue slips are currently spot checked in inspections and the Conference has already recommended more widespread checking; records already exist supporting blue slip payments.

OK
H

(5) Investigative Division receives monthly reports from the field as to time spent developing new informants, and

Investigative Division keeps detailed figures as to accomplishments of those informants. Domestic Intelligence Division does not have this information. Administrative Division prepares separate tabulation of expenditures to informants monthly. Investigative Division, bimonthly, submits a report of tangible results from informant program. It was Inspector's opinion that what is lacking is a frequent report (quarterly) to the Director showing: (a) Agent time expended on the informant program; (b) Total of payments made to informants and sources; (c) Tangible results obtained through items (a) and (b). Thus, the Bureau would have the whole picture, and could see whether results increase as expenditures increase and otherwise control the program. The majority thought that would involve entirely too much work; too much scorekeeping; and would be of practically no value; would be too expensive; Bureau now receives highlights of informant accomplishments from the field.

The minority, Mason, felt that the consolidated picture should be presented in order to show the costs and results of the program as a means of effecting better controls.

OK
H

(6) Criminal Informant Desk requires field to submit a progress report every time \$100.00 is paid to an informant. Progress report shows results obtained because of the payment. Security Informant Desk does not require such reports, but does insist that two weeks before expiration of a period for which expenditures have been authorized, appropriate justification be submitted.....in other words, if a monthly payment of \$100.00 is authorized to an informant for six months, at the end of five and one-half months, a report should be submitted justifying payments and making recommendation as to payments in the future. Conference unanimously recommended the Criminal Informant Desk

continue as in the past but this not be applied to the Security Informant Desk, because of the tremendous volume of informants there. Conference unanimously recommended Security Informant Desk obtain justification every three months as the outside limit, rather than six months.

OK
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* * * * *

Respectfully,
For the Conference

/

Clyde Tolson

FN

MR. TOLSON

6/17/54

EXECUTIVES CONFERENCE

#323013
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SUGGESTION #232-54
MADE BY [REDACTED]
IDENTIFICATION DIVISION
HANDLING OF CRIMINAL FINGERPRINT
CARDS BEARING CHARGES OF
INVESTIGATION, SUSPICION AND HOLD

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SUGGESTION

It is suggested that in the future criminal fingerprint cards bearing the charges "investigation," "suspicion," and "hold," and not bearing a noted disposition or a specific follow-up charge be handled as a return print and not be made part of FBI identification records until such time that the Bureau is furnished with a disposition or subsequent specific charge.

PRESENT PROCEDURE

At the present time criminal fingerprint cards reflecting arrests for "suspicion," "investigation," or "hold," along with all other types of criminal arrest cards are searched through identification files and acknowledged to the contributor who is furnished with any record found. The information on these current fingerprint cards is furnished to agencies who subsequently submit fingerprints or make inquiries relative to the individual.

ADVANTAGES

The suggesting employee pointed out that there are many fingerprint cards in the Criminal Fingerprint Files of the Identification Division bearing charges of "investigation," "suspicion," or "hold" and yet many of these submissions have never been followed up by a disposition from the contributor. The suggester felt that such notations on an identification record were nonconclusive and perhaps in some cases unfair to the individual involved, and that an incomplete record might oftentimes be more misleading than no record at all.

DISADVANTAGES

Mr. Quinn Tamm advised there is no merit to this suggestion and pointed out that it would remove from Identification Division files information which might be of

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cc - Mr. Sizoo
Mr. Harbo
EX-130
F-107

INDEXED - 8

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66-2154-11512

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Memorandum to Mr. Tolson

value as investigative leads. He further noted that at the time of submission of the fingerprint cards, the disposition is not always available. Consequently, returning the fingerprint card to the contributing agency and again receiving it would constitute unnecessary work.

Mr. Quinn Tamm of the Identification Division recommends unfavorably as to the adoption of this idea.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATW

Present at the Executives Conference June 17, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, and Mason.

The Conference was unanimously opposed to this suggestion because of the objections cited by Mr. Tamm.

MR. TOLSON

6/21/54

The Executives Conference

MASS DESTRUCTION OF FILES

Bureau War Plans - Destruction of Files

The Executives Conference consisting of Messrs. Tolson, Parsons, McGuire, Rosen, Boardman, Belmont, Sizoo, Mason, Callahan, and Q. Tamm considered the over-all problem of the mass destruction of files in connection with the Bureau's War Plans as it pertains to the Identification Division.

Attention of the Conference was called to the fact that plans for evacuation and the destroying of files contemplates the destructions of the fingerprint cards of Bureau personnel as they are maintained in the Single Fingerprint Section. These cards will be destroyed in case of evacuation. There are, however, in the Criminal Files of the Identification Division a duplicate copy of Bureau personnel fingerprint cards. These cards are intersperaced among 10,000,000 criminal fingerprint cards and it would be a major project to locate them and withdraw them from file.

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The Conference is unanimously of the opinion that it would not be necessary to withdraw these fingerprint cards from file and destroy them.

cc - Mr. Harbo
Mr. Sizoo

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EX-103

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The Director

June 17, 1954

The Executives Conference

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EMERGENCY DETENTION PROGRAM

Present at the Executives Conference June 15, 1954,
were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont,
Boardman, Rosen, and Mason.

The Conference considered the Bureau's plan for
evacuation from the Seat of Government in an emergency, and
gave particular consideration as to whether two top officials
having some connection with the program for the detention of
Communists should be evacuated at the earliest possible moment
after an indication of the possibility of an attack, so that
they could be in a position to put the detention of Communists
program into effect, even though the remaining chain of command
at the Seat of Government should be incapacitated by death or
injury.

Under the present planning, it is the intention of the
Bureau to evacuate its key staff to Shepherdstown when ordered
to go by the White House.

Arrangements are in effect for the Bureau to be notified
promptly of a "yellow" alert. A "yellow" alert indicates hostile
aircraft are heading in the general direction and an attack can
be expected shortly. Tests have shown that the maximum time
between a "yellow" alert and actual bombing would be two hours,
but test planes have gotten through to their target with only a
few minutes advance notice. The Air Force promptly notifies the
FBI of a "yellow" alert. So far as can be recalled, there has
been one "yellow" alert in the past three years and this in-
volved a flock of geese flying over Northeastern Canada. It
is the intention of Civil Defense to perfect plans for the public
to know about a "yellow" alert and ultimately to arrange for the
public to walk as far out of the Washington danger zone as possible
between the time of the "yellow" alert and the actual attack,
hoping thereby that casualties can be reduced.

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Inspector H. C. Van Pelt, in his current inspection
of the Domestic Intelligence Division, felt that under the

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present plans, the Bureau's "eggs are all in one basket" in that the Director, Associate Director, Assistants to the Director, and Assistant Directors at the Seat of Government are all in one locality and no plans exist for the evacuation of any one of them until the entire group leaves. Consequently, a nuclear explosion in Washington, which is a critical target area, might wipe out the top staff of the Bureau and then there would be no official here to order the Detcom Program into effect.

Under present regulations, the detention of Communists program can be instituted only on authority of the President or the Attorney General or one of four specified Department officials, or, if none of the foregoing are available, by the Director.

RECOMMENDATION OF INSPECTOR VAN PELT:

Two top officials, having intimate knowledge of the program for the detention of Communists, evacuate immediately upon receipt of a "yellow" alert. One of these should go to the Bureau's radio station at Waldorf, where he would be in contact with the entire field by radio. Waldorf is eighteen air miles from Washington, and consequently might not suffer as severe damage as the area where the Justice Building is located. The other official should proceed to the Bureau's relocation center at Shepherdstown, which is fifty air miles from Washington, where he would be in a position, through any land line communication facilities still in existence or by means of the radio station there which could be on the air within one minute, or by means of the microwave facilities there which hook up with the evacuation points of White House and other critical agencies, keep in touch with the situation and issue any necessary instructions to the field.

MR. BELMONT'S POSITION:

To send Belmont or any other key official handling the Detcom Program to our radio station at Waldorf or to Shepherdstown might effectively remove two individuals from actual operations during a critical period when there will be numerous questions and matters to resolve and for practical purposes would put them out of touch with operations.

Belmont felt further that the Detcom Program should be set up in such a manner that it should be ready to operate promptly without intangibles, such as two officials who might have the responsibility for launching this program floating between Washington and Waldorf or Shepherdstown. He feels that the program should be launched from Bureau headquarters, if possible. If circumstances make this impossible, the chain of command in the field should be in a position to launch the program without any uncertainty as to another link in the chain of command. A separate

memorandum is being prepared, suggesting that the field chain of command be indoctrinated in detail concerning the Detcom Program the next time they are in Washington.

EXECUTIVES CONFERENCE CONSIDERATION:

The majority of the Conference, Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, and Rosen, agreed with the position of Mr. Belmont and felt there was no need to have any official evacuate on the "yellow" alert for the sole purpose of putting Detcom into effect. Further, a chain of command exists on the field level:

(This is being reconsidered)

- (1) Assistant Director E. J. Connelley (separate memorandum to recommend replacement for him, since he is retiring);
- (2) SAC J. F. Malone, Los Angeles;
- (3) SAC R. J. Abbaticchio, Philadelphia;

and this chain of command would proceed to Shepherdstown if necessary in an emergency. They felt that in the event of complete catastrophe where neither Bureau headquarters nor chain of command in the field could operate, the individual SACs would have to initiate the program locally as a common sense procedure in the interests of the country.



||The minority, consisting solely of Mason, felt that:

- (1) Officials versed in the Detcom Program should be dispatched immediately upon receipt of a "yellow" alert as follows:
 - (a) Belmont to the Waldorf radio station to remain there until the Director and staff arrive at Shepherdstown, and then he should go to Shepherdstown;
 - (b) Boardman to Shepherdstown;
- (2) Such an evacuation, based on past experience of one "yellow" alert in three years, would not result in an undue hardship or much waste of time in the event of a "yellow" alert turning out to be a dud;
- (3) Such an evacuation would make available two officials who could be in communication with the field and preserve the chain of command while the rest of the officials were bottled up in Washington, possibly not reachable by communications;
- (4) It would make it unnecessary for a break in the command of the Bureau in a vital period, which break would necessarily exist for a while if Connelley had to come in from New York, or Malone from Los Angeles, to take charge of FBI operations;
- (5) Civil Defense has been unable to provide any highway priority travel. It is going to be exceedingly difficult for anybody to get out of Washington by highway once the public has knowledge of a "yellow" alert, and if these two officials left instantly after the FBI was notified of a "yellow" alert, they would have a head start;

(6) We have informally inquired as to the feasibility of a helicopter and the President has such a matter under consideration, but Civil Defense is just not ready at this time to set up a sure, sensible, expeditious method of evacuating top echelon of Government. Bureau is following developments in this closely.

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

Respectfully,
For the Conference.


Clyde Tolson


*I share
majority view
H.*

MR. TOLSON

6/23/54

The Executives Conference

WAR AGENCIES EMPLOYEES PROTECTIVE ASSOCIATION

The Executives Conference consisting of Messrs. Tolson, Parsons, McGuire, Rosen, Boardman, Belmont, Sizoo, Mason, Callahan, and C. Tamm was advised of the existence of the War Agencies Employees Protective Association, which is a group life insurance organization managed by Mr. [redacted] who is also Manager of the Special Agents' Mutual Benefit Association.

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It was pointed out that this insurance is extremely inexpensive life insurance available to those employees of Government agencies who are assigned outside of the Continental United States. It would be available to Bureau employees who are assigned to Territorial Offices or to the offices of Legal Attaches.

The Conference feels it would not be advisable to advise Bureau employees of the existence of this insurance, because of the fact that it might not be advisable to have the names of Legal Attaches listed in the insurance office; however, there will be no objection to employees of the Bureau joining this insurance group if they so desire.

cc - Mr. Harbo
Mr. Sizoo

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MR. TOLSON

May 26, 1954

THE EXECUTIVES CONFERENCE

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The Executives Conference of May 24, 1954, consisting of Messrs. Tolson, Mason, Sizoo, Mohr, Parsons, Tamm, Nichols and Glavin, was advised that Mr. Bernard Schmid, formerly of the Bureau of the Budget and now Assistant to the Administrative Assistant Attorney General, Department of Justice, called Mr. Glavin on the afternoon of May 21, 1954. He, Schmid, advised that he had received an inquiry while at the Bureau of the Budget from his previous superior concerning the Bureau's discontinuance of handling of fingerprints submitted by railroads.

Mr. Glavin pointed out that he advised Mr. Schmid that the Bureau had found it necessary to discontinue handling fingerprint records submitted by the various railroads and other common carriers since these fingerprints were in the same category as employees in defense plants, and that it would not be fair not to handle the fingerprints of defense industry and yet handle the fingerprints of railroad employees and employees of airlines, trucking companies, etc. Mr. Schmid stated that several representatives of the railroads were at the Bureau of the Budget at the time inquiring as to whether the Bureau would handle such fingerprint records if paid for the service.

Mr. Schmid was advised that for the above reason the Bureau had to discontinue accepting such fingerprint records as we did not have the staff to handle them, and we could not make arrangements for reimbursement on an individual search basis since a considerable period of time must necessarily be spent in training fingerprint employees. Also, we could not increase and decrease our staff to the whims of contributors of fingerprints such as these.

Mr. Glavin advised the Conference that Mr. Schmid had subsequently advised that he is in thorough agreement with the Bureau's position and had so advised his former superior, Mr. Broadbent, of the Bureau of the Budget.

It was further pointed out to the Conference that like inquiry had been received from Mr. [redacted] Clerk of the Appropriations Committee in the United States Senate. Also, Mr. Quinn Tamm received inquiry from another representative of the Senate Appropriations

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- Nichols
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- Harbo
- Rosen
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- Winterrowd
- Tele. Room
- Holloman
- Miss Gandy

cc: Mr. Harbo

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

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Committee. A separate memorandum has been submitted concerning Mr. Tamm's call. Mr. Herrick was advised in the same manner as was Mr. Schmid.

Background of Discontinuance of Handling of Fingerprint Records Submitted by Railroads, Airlines, Trucking Companies, Pullman Company and Railway Express

Under date of December 18, 1953, Executives Conference memorandum was submitted concerning the Conference's consideration of above-mentioned matter. It was pointed out that the Minneapolis Office recently advised that the Northern Pacific Railway Company desired to institute a program of fingerprinting all future employees of the railroad in the crafts and clerical field, that is, all employees except extra labor gangs and track crews. Their original request was acted upon unfavorably and a communication was received from the Chief Special Agent, C. B. Jacobson, of Northern Pacific Railway Company, requesting that further consideration be given the request of the railroad to submit fingerprints of only the new employees to the Bureau for check inasmuch as the same service was then extended the New York Central, Pennsylvania, Illinois Central, Rock Island, Chicago and Northwestern and others.

It was further pointed out that former Attorney General Cummings noted on a memorandum of the Director of May 7, 1937, concerning the submission of fingerprints by railroad police organizations that we were authorized to include accredited and well established railroad police agencies within the authorized groups until further notice. He further pointed out that during World War II the Bureau fingerprinted employees in private industry without restriction as to positions and this service included railroads, airlines, interstate trucking, the Railway Express and Pullman Company. It was also pointed out that toward the end of World War II, after the Department of the Army ceased its program of fingerprinting individuals engaged on war contracts, the acceptance of fingerprints from private industry was discontinued with the exception that fingerprints were continued to be accepted from railroads for the reason they were approved contributors prior to World War II. In December of 1953 when the Executives Conference considered this matter the Identification Division advised the Bureau was handling fingerprints from 40 railroads, 4 airlines, 4 trucking companies, 5 terminal companies, the Railway Express and the Pullman Company. During the fiscal year of 1953, 125,719 such sets of fingerprints were received.

The Executives Conference memorandum dated December 18, 1953, also stated that the Bureau has been restricting the service to new contributors in this matter, advising each one that the Bureau desired to handle fingerprints from their law enforcement branch only and confined to applicants for the position of Special Agent of railroads or similar positions in related industries and that we would handle criminal prints taken by the law enforcement branch in connection with official

investigations.

The conclusion was reached by the Conference at that time that the Bureau should not handle all personnel fingerprints for common carriers, but that the service should be on a restricted basis. The Executives Conference, therefore, unanimously recommended that at that time (December 18, 1953): 1. the appropriate officer in charge of law enforcement of each railroad, airline, interstate trucking company, Pullman Company and Railway Express should be contacted by an agent and the fingerprint service the Bureau can furnish to them be explained. Appropriate letter was attached. 2. It was recommended a form letter be approved to be used in returning fingerprints which did not come within the revised policy.

Present Policy

The Bureau's present policy is to handle the fingerprints of applicants for appointment as Special Agents or other law enforcement personnel of common carriers above mentioned and individuals arrested by law enforcement agents of common carriers.

PRESENT RECOMMENDATION OF EXECUTIVES CONFERENCE:

The Executives Conference at this time recommends no change in the Bureau's present regulations for handling fingerprints received from common carriers such as those above mentioned.

It is pointed out that no further action need be taken by the Bureau in this particular matter at this time since the current inquiries from Mr. Schmid and representatives of the Senate Appropriations Committee have been appropriately handled.

MR. TOLSON

6/16/54

EXECUTIVES CONFERENCE

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SUGGESTION #221-54

MADE BY [REDACTED]

PHILADELPHIA OFFICE

SHELF FILING

SYNOPSIS

It is suggested the Bureau consider converting its present file cabinet filing to shelf filing, (method whereby records are filed on a series of shelves instead of in file cabinets.) Attached is literature from Remington Rand, Inc. regarding the installation and use of shelf filing.

SAC Abbaticchio of Philadelphia recommends the introduction of shelf filing on a limited and experimental basis to fully explore its adaptability to Bureau filing. It is proposed this experiment be made at Philadelphia.

Records Section, Records and Communications Division, and ASAC H. B. Fletcher of Washington Field Office feel that the use of open-type shelves for filing of Bureau records is impractical at the Seat of Government and that the same situation would apply in field offices, based on previous experiments made by Records Section in connection with filing of no-record loyalty forms.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATN

Present at the Executives Conference June 15, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen and Mason.

The Conference was unanimously opposed to this suggestion because of the disadvantages cited.

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Attachments
cc-Mr. Sizoo
Mr. Harbo

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Memorandum to Mr. Tolson

DETAILS

Suggestion

That Bureau consider converting present file cabinet method of filing to shelf filing. Shelf filing is system whereby records are filed on series of shelves rather than in file cabinets.

It is proposed that the Bureau authorize the Philadelphia Office to purchase a few sections of shelf filing for installation in the closed files section for the purpose of experimenting with its use. It is not intended shelf filing be used for pending files inasmuch as there is no space problem in connection with pending files in Philadelphia.

Advantages

1. Saving in space since it is possible to construct the shelves to a height considerably greater than the type of file cabinet used by the Bureau.
2. All closed files in Philadelphia could be located in one place at rear of Chief Clerk's Office, releasing one entire room and space in two corridors now used to store files. Having files in one location would save clerical time now required for clerks to obtain files at locations remote from the Chief Clerk's Office.
3. Pressboard Outguides could be used (as illustrated in attachment) with Bureau's charge-out slip, permitting better control over files charged out. These outguides are made of sturdy stock with an armorclad tab at the right-hand side. The armorclad tab would always be visible with shelf filing, whereas in file cabinets it is necessary to open and close file drawers to check the charge-out in file, indicated at present by use of 10" x 10" red cards. Under the present system charge-out slips are attached to the 10" x 10" red card usually with a paper clip and through use they very rapidly become ragged and torn, whereas each Pressboard Outguide contains a celluloid pocket into which the regular charge-out slip would fit.
4. Eliminate injury to employees who might bump open file drawers, smash fingers when closing file drawers, trip over bottom file drawers inadvertently left open and tilting over of the entire cabinet by thoughtless opening of the three upper file drawers at the same time.
5. There are no working parts of shelf filing, such as rollers and slides in file cabinets which require maintenance.

SAC Abbaticchio agrees with the above advantages and recommends the introduction of shelf filing on a limited and experimental basis to fully explore its adaptability to Bureau filing. To a certain degree the Philadelphia Office is already using shelf filing for filing of bulky exhibit envelopes with regular stock supply shelving, which does not permit proper distribution of the exhibit

Memorandum to Mr. Tolson

envelopes in so far as expansion is concerned.

Disadvantages

SAC Abbaticchio of Philadelphia points out the following disadvantages to the suggested shelf filing system:

- Files more susceptible to fire and dirt.
- Possible problems involved in file expansion.
- Decrease in mobility of files.
- Some loss of neatness in general appearance of files.

Height of the shelving suggested would be 7'6" and this factor would tend to slow up filing of returned files, although there is available a mobile foot stool which fastens itself to the floor immediately upon placing a person's weight upon the bottom step. As soon as the individual's weight is taken off, the stool again automatically becomes mobile. Several of these would be necessary to permit reaching files at the top of the shelving. They cost \$55.00 each, less 15%.

Records Section, Records and Communications Division, has previously considered shelf filing and experimented with this method of filing in connection with filing no-record loyalty forms. It was found this type of filing was entirely unsatisfactory in maintaining no-record loyalty forms since the forms themselves were not of a sufficient texture to stand upright unless they were very tightly pressed together. Records Section lists the following additional disadvantages to shelf filing:

1. Open-type shelves are suitable for books and other items which have uniform thickness throughout. Bureau files are thicker at the top than at the bottom because of Acco fasteners, staples on mail and miscellaneous enclosures. The entire file is not compressed firmly so that dust and other types of residue would accumulate on files.
2. Since files are thicker on the top than at the bottom, as described above, they would have a pie-cut appearance when viewed from the top, thus distracting from the physical appearance of the area. This would result in files bulging and falling to the floor when attempting to insert or remove a file.
3. Employees working with files need a place to rest their work boards, files, and so forth. The present type of cabinet is used to a certain extent as a work bench. In addition, in returning files, the files are spread on the cabinets prior to actual return to the file cabinet. In the open-type shelf filing system this would not be possible, and each file would have to be returned individually.
4. Use of ladders or stools to reach records located on the top shelves would create danger and susceptibility to employee injury.

Memorandum to Mr. Tolson

and would also hinder employees working with records on lower shelves. In addition, the majority of employees are female and ladders or stools would present problems in connection with their skirts.

5. File covers presently in use have the file number in the upper left-hand corner of the file. Unless new covers were prepared, in order to have the file number on the outward side of the shelf, the sequence of files would necessarily run from right to left rather than from left to right as they presently do. The cost of replacing present file covers would be a very expensive process, particularly in the Records Section at the Seat of Government where there are some four million case files.

Records Section does not feel the use of open-type shelves for filing of Bureau records is practical at the Seat of Government and it is believed the same situation would apply in field offices. ASAC H. B. Fletcher of Washington Field Office agrees with all of the comments of the Records Section and states it has been his experience that the disadvantages outweigh any advantages to be gained through the use of the shelf filing system.

Cost

During the recent self-inspection at Philadelphia it was recommended the 61 old, four-drawer, wooden file cabinets now in use be replaced by 50 five-drawer, metal, letter-size cabinets. This number of cabinets would also provide for proper expansion, and would cost approximately \$3,000 at this time. To provide 3,028 lineal shelf filing feet, as required by the Philadelphia Office, a total cost of \$4,972.00 would be involved; however, there would be an estimated 50% saving in floor space.

Previous Suggestion

On 3/24/52, Mr. Gerard J. Engert of the Identification Division recommended that the Records Section consider the use of (1) open-type shelf cabinets and (2) Rock-a-File cabinets for housing the Bureau files. Memorandum W. G. Eames to Mr. Nichols 5/29/52, stated those units for housing files are not adaptable or suitable for use by the Records Section. (Bufile #66-2927-378)

(*This figure was estimated by Mr. A. M. Newman, Procurement & Supply Unit, Administrative Div., who advised the cost of file cabinets is now lower than it was in 1951.)

Mr. Tolson

6/1/54

Executives Conference

REVIEW OF OUTGOING CORRESPONDENCE
ADMINISTRATIVE DIVISION

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 Administrative Division.

It was found that Unit Chiefs give final approval and forward to the Bureau Reading Room routine replies concerning job qualifications, referral of applications to the field, and routine instructions regarding applicant investigations.

The Conference considered in detail the procedures in this division which handles a large volume of material.

The Conference unanimously recommends:

1. That the Unit Chiefs be authorized to continue to approve routine replies concerning job qualifications, referral of applications to the field, and routine instructions regarding applicant investigations, and forward such communications to the Bureau Reading Room.

2. That the Supervisors' Manual be revised to properly reflect that letters are no longer sent to employees advising them of automatic promotions within grade.

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EX-12

cc - Mr. Sizoo
Mr. Harbo

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Mr. Tolson

6/3/54

Executives Conference

APPREHENSION ORDERS

Mr. Russell E. Rankin, Postmaster, Union City, Tennessee, has suggested that when Apprehension Orders are listed they be listed numerically in accordance with the initial Identification Order number.

PRESENT PROCEDURE:

Apprehension Orders are presently listed in accordance with the dates individuals are apprehended.

OBSERVATIONS:

Mr. A. B. Eddy, Investigative Division, states he can see no objection to the proposal unless it would require additional typing by the Mechanical Section of the Administrative Division.

Mr. R. C. Kenneberger, Mechanical Section, Administrative Division, has no objection to adopting this proposal.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:es

The Conference of 6/3/54, composed of Messrs. Tolson, Boardman, Tamm, Parsons, Sizoo, Rosen, Mohr and Harbo, recommends unanimously favorable.

INDEXED - 24

EX-103

66-2554-11519
NOT RECORDED

138 JUN 24 1954

cc: Mr. Sizoo
Mr. Harbo

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

atn

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY [signature]

51 JUL 12 1954

ORIGINAL COPY FILED IN 66-2271-879

RO

MR. TOLSON

June 15, 1954

THE EXECUTIVES CONFERENCE

PROGRAM FOR THE COLLECTION AND DISPOSAL OF USED STAMPS

The Executives Conference of June 14, 1954, consisting of Messrs. Boardman, Parsons, Tamm, Rosen, Mason, Sizoo, Holloman, Belmont, and Mohr, was advised of Personal Property Management Regulation Number 32, dated June 1, 1954, issued by the General Services Administration (GSA) to the Heads of Federal Agencies, concerning the Program for the Collection and Disposal of Used Stamps.

The Conference was advised that GSA issued this regulation pursuant to Section 203 of the Federal Property and Administrative Services Act of 1949, as amended. It was pointed out that the program had been developed on the basis of successful experience gained in recent months through the informal participation of several Executive Agencies in the collection and disposal of cancelled postage stamps received in the mail of the various Government establishments.

The regulation states this program is being made applicable to mail receiving activities of all Executive Agencies, and of all other Federal Agencies desiring to participate, located in the metropolitan area of Washington, D. C.

Therefore, it appears that the regulation is mandatory on all Executive Agencies in the Federal Government.

The regulation points out that the stamps to be collected shall be segregated into the two following categories:

(1) United States Domestic Stamps, consisting of all domestic commemorative stamps and all other domestic stamps of a higher value than three cents.

(2) All foreign stamps.

RECORDED - 83

INDEXED - 83

66-2554-11520

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

The regulation also provides an exemption, stating that Agencies should establish such safeguards as may be necessary for the protection

#303015

EX-130

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/92 BY spc/bce

[Handwritten signature]

JUN 28 1954

Executives Conference Memorandum to Mr. Tolson

June 15, 1954

Re: Program for the Collection and Disposal of Used Stamps

of mail containing bids on Government contracts or other special situations where the retention of envelopes intact is required for verification of mailing dates and time stamps.

In other words, if there is some particular reason for leaving the envelope intact with the stamp on it, the regulation prescribes an exemption for such a case.

It was pointed out to the Conference that there are two Bureau Mail Rooms, one in the Records and Communications Division and one in the Identification Division.

RECOMMENDATION:

The Conference was unanimous in recommending that the Bureau comply with Regulation Number 32 and collect used stamps for transmittal to GSA as the regulation prescribes.

OK
R

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Härbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

To : Mr. Glavin

From : J. S. Johnson

Subject: ~~CONFIDENTIAL FUND~~
~~ESTABLISHMENT OF UNIFORM ACCOUNTING~~
~~PROCEDURES FOR ALL FIELD DIVISIONS~~

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY spc/face

SYNOPSIS:

Average monthly expenditures from Confidential Funds maintained in the various field divisions and Seat of Government for the period from August, 1953, through January, 1954, were \$106,173.00. In view of the amount of money expended from the various funds maintained in the field, it is felt that uniform procedures should be followed in accounting for these funds. SAC Letter 54-8, Paragraph D, requested information from each field Office concerning the present procedures followed in accounting for the Confidential Fund. This letter also requested any suggestions as to possible improvements. These reports have been reviewed by the Voucher Unit, and there is attached proposed uniform procedures which should be adequate for the use of all field divisions.

Recommendations:

1. It is recommended that a uniform system be established in all field divisions to facilitate accounting for the Confidential Funds. There is attached a proposed procedure which, if adopted, should be put into effect as of July 1, 1954.

Executives Conference of 5-12-54, consisting of Messrs. Nichols Harbo, Winterrowd, Boardman, Hennrich, Mohr, Tamm, and Glavin, recommended approval of establishing the above-mentioned uniform system to facilitate accounting for the Confidential Funds. (WRG:mfs) (5-12-54)

2. Recommend a Confidential Fund June 23, established in the Norfolk Office in order for that office to submit a monthly report reflecting payments to informants which is not presently done inasmuch as payments to informants are made by Agents and reclaimed on expense accounts.

Executives Conference of 5-12-54 was advised that such a Confidential Fund has been requested, and approved, for the Norfolk Office. (WRG:mfs) (5-12-54)

JSS:eam
ATTACHMENT
52 JUN 30 1954

RECORDED-80
INDEXED-80

EX - 107

76 JUN 24 1954

(RECOMMENDATIONS CONTINUED)

ORIGINAL COPY FILED IN 66-2142-296

3. Recommend destruction period for the attached exhibits be as follows:

Exhibit Number One to be retained as long as the Office maintains a Confidential Fund.

Exhibit Number two to be retained for a period of five years.

Exhibit Number Three to be retained as long as the informant is active; to be destroyed five years after date informant is discontinued.

Exhibit Number Four to maintained in the informant's file. Copy to be destroyed upon receipt for reimbursement from the Bureau.

Exhibit Number Five - the original to be retained at the Bureau Indefinitely. Copy to be retained in Field Office for period of three years.

Exhibits numbered Six, Seven, and Eight- no copies to be retained in the Field Office. Original to be retained at the Bureau for a period of five years and microfilmed after which originals will be destroyed and the microfilm retained indefinitely.

Executives Conference of 5-12-54, consisting of Messrs. Nichols, Harbo, Winterrowd, Boardman, Henrich, Mohr, Tamm, and Glavin, recommend approval of the above destruction schedule for these exhibits. (WRG:mfs) (5-12-54)

(RECOMMENDATIONS CONTINUED)

4. Recommend Honolulu Office be given permanent Confidential Fund. They presently follow the procedure of obtaining and advance periodically to make payments to their informants and other confidential sources.

Executives Conference of 5-12-54, consisting of Messrs. Nichols, Harbo, Winterrows, Boardman, Hennrich, Mohr, Tamm, and Glavin, recommended the Honolulu Office have a fund operated in the same manner as Confidential Funds in other divisional Offices.
(WRG:mfs) (5-12-54)

5. If approved, it is recommended that the attached procedure be forwarded to the field as a No Number SAC Letter and that it be the only subject matter of the letter.

Executives Conference of 5-12-54, consisting of Messrs. Nichols, Harbo, Winterrowd, Boardman, Hennrich, Mohr, Tamm and Glavin, recommended approval of the communication in question.
(WRG:mfs) (5-12-54)

DETAILS:

A survey reflects that during the period from August, 1953, to January, 1954, a total of \$637,038.05 has been expended for confidential purposes by the various field divisions and Seat of Government. This represents an average expenditures of \$106,173.00 per month. In view of the large amount of money being expended, it is felt that a uniform accounting procedure should be adopted for the use of the various field divisions maintaining a Confidential Fund. SAC Letter Number 54-8, Paragraph D, was forwarded to the field on February 9, 1954. This letter requested that each field division maintaining a Confidential Fund advise the Bureau of the present accounting procedures followed in connection with this fund together with any suggestions they might have for improvements.

A review of these reports reflects that the present procedures followed by the field are not uniform and do not conform to good accounting procedure. After a thorough review of the reports and suggestions received with the reports, a proposed accounting procedure have been prepared, which it is felt will be adequate for all field divisions maintaining a Confidential Fund. There follows a summary of the suggestions received from the various field divisions together with recommendations of the Voucher Unit:

ATLANTA- -

Suggestions: Suggests that copies of blue slips forwarded to the Bureau be retained by the submitting office and maintained in the SAC's safe as a further check and safeguard on the Confidential Fund.

Recommendation: Recommend adoption of Confidential Fund Monthly Report change. (This suggestion was also made by Charlotte and has been incorporated in the attached proposed accounting procedure.) The request for funds form proposed in Suggestion Number One should not be adopted since it does not conform to other suggestions from the field, and it is felt that the proposed form in the attached letter would be more adequate.

Buffalo--

Suggestions: (1) It is suggested that the Bureau adopt a form for requesting funds. (2) Suggest permission be granted to maintain copies of blue slips for one or two months.

Recommendations: A form has been proposed for a requesting funds. Blue slips should not be maintained in the field office.

CHARLOTTE--

Suggestion: (1) That the receipt from the person paid on the FD-221 be included on the same piece of paper as it would simplify handling and eliminate one sheet of paper from each payment. (Submitted) by SA P. Dennis Williams as a suggestion.)
(2) That the form of the monthly statement of conditions as used by this office be adopted as it presents a working picture of activity in the fund and enables one to see the exact status of the fund.

Recommendations: With regard to Suggestion Number One, It is recommended that this suggestion not be adopted since FD-221 is needed only in those instances where the receipt signed by the informants reflect the payee as someone other than the one who is claiming reimbursement for the item. With regard to Suggestion Number Two, a similar suggestion was submitted by the Baltimore Division and two have been incorporated in the proposed procedures to be adopted.

DENVER--

Suggestion: Suggest that FD-221 be changed to provide a receipt from the Agent for monies advanced to him to pay an informant as well as a receipt for monies already expended by him at the time the receipt is executed.

Recommendation: If proposed request for funds form is adopted, there would be no need for this change.

DETROIT--

Suggestion: Suggest that blue slips be vouchered by the date the check or cash payment was issued from the fund rather than the date actual payment was made.

Recommendation: The actual date of payment should be reflected on the blue slip as well as on the voucher.

Kansas City --

Suggestion: Suggest that all checks drawn in payment of Confidential Fund Vouchers bear a notation of "SPECIAL" in order that the SAC may identify same as properly applicable to the Confidential Fund.

Recommendation: Not advisable to have this information on the reimbursement check since it would appear to anyone seeing the check that it was a special fund and since all cancelled checks are matched with the Disbursing Office Voucher in the General Accounting Office, it is felt that they should not have any such indication.

Milwaukee--

Suggestion: Suggest all items be included on one blue slip rather than on separate blue slips.

Recommendation: In the event of suspension and necessity of returning an item, it is preferable to have each item submitted on a separate blue slip. Also in the event it is necessary to pull blue slips for cases similar to the SMITH ACT TRIALS, it is preferable that the blue slip not contain other payments.

NEW YORK CITY --

Suggestion: Suggest form for requesting funds.

Recommendation: It is felt that the proposed form, as attached, will suffice.

Philadelphia--

Suggestion: Request standard form for requesting funds.

Recommendation: Proposed form should be sufficient.

Richmond:

Suggestion: Reconciliation of amount to be accounted for be included on the monthly report.

Recommendation: This has been incorporated in the proposed monthly report.

San Diego--

Suggestion: Suggest possible retention of confidential records beyond the present three-year period that is in effect in each field division.

Recommendation: If proposed ledger is adopted, this would be retained as a permanent record.

San Francisco--

Suggestion: Suggest copies of blue slips be retained in the field.

Recommendation: If proposed request for funds form is approved, blue slips should not be needed.

Savannah--

Suggestion: Suggest payments made by Agents be reimbursed from the Confidential Fund.

Recommendation: If payments made to regular informants; reimbursement should be made from Confidential Fund; for miscellaneous services, should be claimed by Agent on personal expense voucher.

Seattle--

Suggestion: Suggest ledger be adopted.

Recommendation: Proposed ledger attached.

Mr. Tolson

#323013 6/3/54

The Executives Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/11/92 BY 5954/6

MAINTENANCE OF APPLICANT FORMS
SUGGESTION #198-54, MADE BY

SPRINGFIELD DIVISION

b6
b7c

SUGGESTION:

That Form 3-23 (Information Concerning the Clerical and Clerical-Technical Positions in the FBI) and Form 3-176 (A Career in the FBI) and numerous other forms (not specified by suggester) relating to educational facilities in Washington, housing conditions in Washington, qualification sheets for jobs and other data used in recruiting . . . all be added to the FBI Form Book and that each such form be given an FD number.

ADVANTAGES:

1. Each field office has a form book and the only documents kept therein normally are FD (Bureau approved) forms used by the entire field and any such forms approved solely for use in that particular division. Keeping documents in the form book puts an office on notice immediately as to which forms are available for use.
2. Better controls exist over FD forms and the forms the suggester has in mind are those which are given an Administrative Division number and were initially designed for use by the Administrative Division but were subsequently sent to the field for use in applicant recruiting.

DISADVANTAGES:

None apparent . . . it is contemplated that an FD number instead of an Administrative Division number could be given the next time the forms are reprinted.

RECOMMENDATIONS:

The following listed forms be given FD numbers at the next printing:

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

cc: Mr. Harbo Sizoo
Mr. Harbo

EDH:new

INDEXED - 24
RECORDED - 24

JUN 25 1954

INITIALS ON ORIGINAL

60 JUN 12 1954

ORIGINAL COPY FILED IN 11-54

Forms used in recruiting:

- 3-23 - Information Concerning the Clerical and Clerical-Technical Positions in the FBI.
- 3-24 - Positions of Laboratory Aide in the Laboratory of the FBI.
- 3-25 - Technical Positions for Male Applicants in the Laboratory of the FBI.
- 3-37 - Information Concerning the Special Agent Positions in the FBI.
- 3-55 - Job Qualification Statement of Position of Radio Operator in the FBI.
- 3-81 - Information Concerning Housing Conditions in Washington, D. C., and Vicinity.
- 3-176 - A Career in the FBI.
- 3-209 - Information Concerning the Position of Photographer in the FBI.
- 3-240 - Job Qualification Statement of Position of Radio Communications Officer in the FBI.
- 3-188 - Educational Facilities in the Washington Area.

Other Administrative Division Forms Frequently used in the field which should be given FD numbers:

- 3-122 - Special Agents' Insurance Fund Beneficiary Form
- 3-161 - Position Description To Be Executed by Employee.
- 3-162 - Position Description To Be Executed by Immediate Supervisor.

Mr. Glavin agrees with the above recommendation.

EXECUTIVES CONFERENCE CONSIDERATION: RTH:cs

The Conference of 6/2/54, composed of Messrs. Boardman, Parsons, Nichols, Mohr, Rosen, Belmont, Sizoo, Tamm, Holloman and Harbo, unanimously concurred in the recommendation that the forms listed above be given FD (Field) numbers when next printed in order that they may properly be placed in the field form book.

RA

The Director

6/22/54

Executives Conference

#323013

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HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY *[Signature]*

LISTING OF DELINQUENT
INVESTIGATIVE MATTERS

QUESTION FOR CONSIDERATION:

Whether to require the field to submit the listing of delinquent investigative matters bimonthly or annually.

It is noted the present instructions that the listing of delinquent matters be submitted bimonthly will expire June 30, 1954.

BACKGROUND:

For several years prior to October, 1952, the field was required to submit a listing of delinquent matters semi-annually. By memorandum from Mr. Rosen to Mr. Ladd, 9/26/52 (66-2119-551), it was pointed out that a considerable amount of work was involved in the making up of the semi-annual report in the field office and after receipt at the Bureau a further amount of work was involved in checking the report. It was felt that the result obtained did not warrant the effort put forth and it was recommended and approved that these reports be submitted annually instead of semi-annually. Therefore, SAC Letter 100 (C) dated 10-7-52 instructed the field to submit the listing of delinquent matters annually. The Manual of Rules and Regulations was revised to reflect the new regulation.

As a result of the Washington Field Office leaving unassigned and unworked for nearly two months the Fugitive Deserter Case of [redacted], the Director instructed that an inquiry be made as to supervisory procedures. In order to tighten supervision of cases in the field, the Executives Conference, in a memorandum dated 11/4/52 among other things, recommended that a bimonthly listing of delinquent matters be submitted by the field. The Conference felt at that time it would help obtain better supervision through more frequent scrutiny of matters by supervisors and it would have the psychological effect of causing SACs to make every effort to reduce delinquencies. Therefore, by SAC Letter #118 (I) dated 11/7/52

Executive Conference

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

Attachment

FMB:ab/EDM:DMG

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 24

INDEXED - 24

66-2554-11523
13 JUN 28 1954
[Handwritten initials]

EX-103

JUN 29 1954

the field offices were instructed to submit the listing of delinquent matters bimonthly for the next six months. By SAC Letter #53-43 (C) dated 6/16/53, this requirement was continued for another six months. By SAC Letter #53-83 (E) dated 12/29/53, the bimonthly submission was continued for an additional six months.

ADVANTAGES

Forces field to take cognizance of matters at intervals of two months and forces Bureau Supervisor to also take cognizance. Permits Bureau to make inquiry of delinquencies not thoroughly explained; makes possible instructions relating to specific emphasis necessary for any given matter.

DISADVANTAGES

A survey 6/2/53, reflected the cost in employee salary of preparing the bimonthly delinquency report in the field was estimated at \$4,409 per month.

EXECUTIVES CONFERENCE RECOMMENDATION

Present at the Executives Conference on 6/21/54, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

The minority, Mr. Boardman, felt that the bimonthly delinquency report program should be discontinued inasmuch as:

1. Supervisors in the field are required to review their cases with Agents every 30 days (60 days in the case of Resident Agents);
2. The frequency of field inspections (one every 11 months);
3. The cost of the program and the time consumed both in the field and at the Seat of Government.

AVERAGE

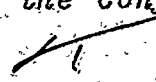
The majority, consisting of Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Rosen, McGuire and Mason, felt that the bimonthly delinquency reports should be submitted by the field for at least an additional six months because of the advantages cited above.

(continued on next page)

Memorandum to the Director

In the event the Director agrees with the majority,
there is attached an appropriate SAC Letter.

Respectfully,
For the Conference


Clyde Tolson

72

OK
N

Executives Conference Memorandum to Mr. Tolson

May 28, 1954

Re: Confidential Expenditures, Fiscal Years 1953 and 1954

are secured and what supervision there is of informant payments and other confidential expenditures in the field and at the Seat of Government to determine whether the expenditures in the amounts presently being made must necessarily be continued.

Tolson _____
Boardman _____
Nichols _____
Belmont _____
Harbo _____
Mohr _____
Parsons _____
Rosen _____
Tamm _____
 Sizoo _____
Winterrowd _____
Tele. Room _____
Holloman _____
Gandy _____

THE DIRECTOR

5/27/54

The Executives Conference

HANDLING OF APPLICANT FINGERPRINT CARDS

The Executives Conference consisting of Messrs. Tolson, Glavin, Parsons, Mohr, Belmont, Rosen, Harbo, Sizoo, Nichols, Boardman, and Tamm on May 26, 1954, considered the Bureau's policy with regard to the handling of applicant fingerprint cards.

On January 4, 1949, the Executives Conference considered a suggestion submitted by Mr. Quinn Tamm of the Identification Division that fingerprints of applicants submitted by police departments, railroads, Federal Reserve and National banks, the Pullman Company, the Railway Express Company, and commercial industry having contracts with the Office of Special Investigations and G-2, when such fingerprints are handled, be returned after the fingerprint search. The procedure approved was that in those cases of nonidentification, the fingerprint card will be stamped "No record FBI Identification Division" and returned to the contributor. In the cases in which identification is effected, the fingerprint will be stapled to the copy of the record and returned to the contributor. In either case, no record of the receipt of the applicant fingerprint is maintained in the Identification Division. This procedure was suggested as a means of saving personnel.

The following table reflects the receipts, cost of handling if index cards are prepared only, and cost if the fingerprint card is retained:

Daily Average Receipt of Return Applicants (March and April, 1954)	4,400
Annual Receipts	1,108,800
Cost to Prepare Index Card and Answer - .06532	
or daily cost of	\$287.40
Annual Cost	\$72,424.80

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

cc - Mr. Harbo
Mr. Mohr

QF:edm

RECORDED - 63

166-2554-11525

JUN 28 1954

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DATE 8/1/82 BY SP-6/bee

7 JUL 2 1954

ORIGINAL FILED IN 35-00-111

Memorandum for the Director

May 27, 1954

Cost to File Index Card and Print - .076 or daily cost of Annual Cost	\$334.40 \$ 84,268.20
Total Annual Cost to Retain All Return Applicants 50 people	\$156,693.60
Annual Cost to Index Only 23 people	\$ 72,424.80

You will note from the above that in order to retain the fingerprint cards, it would cost \$156,693.60, the equivalent of 50 employees, average Grade 4.

The policy of returning applicant fingerprint cards was instituted as a saving for the Bureau. It was felt that their retention was too expensive and that a reduction and saving in personnel could be effected by the return of these fingerprint cards. There are certain benefits that would accrue to the Bureau if the applicant fingerprint cards are retained. They would be of value in missing person cases, cases involving unknown deceased and amnesia victims. They also have possibilities of furnishing potential leads in Bureau investigative cases where no criminal records are located in the Identification Division files.

Messrs. Glavin, Parsons, Belmont, Rosen, Harbo, Nichols, Boardman, and Q. Tamm recommend that because of the cost, the applicant fingerprint cards be returned as at present.

Messrs. Tolson, Mohr, and Sizoo recommend that applicant fingerprint cards in the future be retained in the Identification Division files.

Respectfully,
For the Conference,

Clyde Tolson

Mr. Tolson

6/28/54

Executives Conference

SUGGESTION NO. 242-54
MADE BY SA EARL F. WARFORD
NEWARK OFFICE

THE SUGGESTION:

That a Modus Operandi Control File in Bank Robbery matters be established in each division, which would contain memoranda concerning modus operandi and description of unknown subjects in bank robberies which have occurred within that division. The individual memoranda would be prepared by the Agents to whom cases are assigned at the time they dictate their initial reports and would be designated for the Bank Robbery Modus Operandi Control File.

PRESENT PROCEDURE:

Each time a bank robbery occurs it is necessary to prepare charge-out slips for each individual Bank Robbery file, have each file pulled and routed by clerical personnel, and have each file reviewed to determine if the office in question is origin, and, if so, whether the modus operandi is the same. This entails considerable time on the part of both Agents and clerks each time a bank robbery occurs.

ADVANTAGES OF THE SUGGESTION:

The employee feels that eventually only one file would have to be charged out and pulled which would contain the modus operandi of all bank robberies occurring within that division. This would eliminate the handling and reviewing of many files merely to determine if the bank robbery occurred within the particular division reviewing the files. A thorough review could be performed in a minimum period of time.

DISADVANTAGES OF THE SUGGESTION:

The employee states adoption would necessitate opening and maintaining one additional file in each division and would require a short period of Agent, stenographic, and clerical time in the dictation, transcription, and filing of individual memoranda.

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

2 JUL 1 1954
cc: Mr. Sizoo
Mr. Harbo
atn

RECORDED EX-130 66-2534-1152

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/92 BY SP5/BJE

(Cont'd)

5
RMA

Memorandum to Mr. Tolson

SAC, D. S. Hostetter, Newark; Mr. Rosen, Investigative Division; Mr. E. D. Mason, Training and Inspection Division; Inspectors B. C. Brown, H. C. Van Pelt, and C. W. Stein, are opposed. To include all pertinent detail in a Modus Operandi Control File would make the memorandum too long for practical purposes. As additional details are learned, the original memorandum would have to be revised. What might be the most valuable detail could be overlooked by the Agent preparing the memorandum. A review of the entire bank robbery file may be the most valuable in connection with the new case.

Mr. Rosen points out that current regulations require that reports be furnished to adjacent field offices on bank robberies and to other offices where indicated, so that a review can be made of previous bank robberies for the purpose of attempting to identify the subjects through their modus operandi. The review in the auxiliary offices of their files for the above purpose would not be as effective if it was confined to a review of memoranda prepared concerning the modus operandi of previous bank robberies in the auxiliary offices.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:AM

The Executives Conference on June 28, 1954, consisting of Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, and Mason, was unanimously opposed.

Mr. Tolson

6/16/54

Executives Conference

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY spc/6ue

SUGGESTION NO. 222-54
MADE BY SA JOHN F. PHILLIPS, JR.
CHICAGO OFFICE

THE SUGGESTION:

That a printed form, on tinted paper, bearing the words "Administrative Page" be provided.

PRESENT PROCEDURE:

Administrative pages of reports are typed on plain white onionskin with the words "Administrative Page" typed at the center top of each page.

ADVANTAGES OF THE SUGGESTION:

The employee and SAC W. G. Banister, Chicago, feel that the suggested form will save stenographic time since the words "Administrative Page" will not have to be typed, and the use of colored paper will assist in avoiding the possibility of administrative pages going to outside agencies.

DISADVANTAGES OF THE SUGGESTION:

Mr. A. Rosen, Investigative Division, and E. D. Mason, Training and Inspection Division, are opposed to the suggestion. They feel that although the use of a colored administrative page might alert personnel to the removal of the administrative page prior to dissemination of the report, it is not believed checking for this colored sheet should be the extent of the examination to see that the administrative pages are deleted; it would be just one more form to be maintained in the form book and there would be an additional storage problem; there would be considerable confusion during the transition period when some reports would have colored administrative pages and others would not; there would be an extra cost of ten cents per thousand for colored sheets.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN

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

Present at the Executives Conference 6/15/54 were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, and Mason.

cc: Mr. Sizoo
Mr. Harbo
atn

INDEXED - 86
RECORDED - 86

166-2554-1152
JUN 24 1954
52

ORIGINAL COPY FILED IN 66-3982-1962

Memorandum to Mr. Tolson:

The Conference was unanimously opposed to this suggestion, because of the extra cost, the stocking of the form, and the fact that it was not believed that a printed administrative page in color is necessary.

MR. TOLSON

May 26, 1954

THE EXECUTIVES CONFERENCE

323,013

CONFIDENTIAL EXPENDITURES
FISCAL YEARS 1953 AND 1954

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/11/92 BY spc/bce

The Executives Conference of May 27, 1954, consisting of Messrs. Tolson, Boardman, Rosen, Parsons, Tamm, Harbo, Mohr, Belmont, Nichols and Glavin, was advised concerning the extent of confidential expenditures for fiscal year 1953 and the estimated expenditures for fiscal year 1954.

It was pointed out to the Conference that during fiscal year 1953, \$1,104,981.73 was expended and that under present estimates based on the first nine months in the present fiscal year the total expenditures for confidential items will be \$1,309,588.21. This represents an average monthly increase for the present fiscal year over fiscal year 1953, of \$17,052.20.

There is attached hereto a tabulation reflecting a breakdown of these payments by months.

It was pointed out that expenditures for confidential items have been continuously increasing. Mr. Belmont pointed out that with the increased coverage in the security field and the necessity of increasing informant coverage undoubtedly these expenditures will continue to increase. It was further pointed out that there has been a concerted effort to increase informant coverage in the criminal field also, with attendant increases in confidential expenditures.

The Conference was advised that at the present time payments to informants are approved by the investigative division involved, whether it be criminal or security, and that there is an evaluation of the worth of the informants on a continuous basis to determine whether they should be retained.

RECOMMENDATION:

The Conference unanimously recommended that a complete survey be made of our confidential expenditures program. Mr. Tolson recommended, and the Conference agreed, that the Training and Inspection Division should look into the manner in which informants

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

JUN 30 1954

INDEXED - 25
SENT DIRECTOR
5-28-54

NOT RECORDED
80 JUN 25 1954

Attachment

ORIGINAL FILED IN 66-21021-297

ENCLOSURE
with original

66-2554-11524

Mr. Parsons

6/18/54

#323013

A. K. Bowles

b7D

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/1/92 BY *gjs/ice*

~~NATIONAL FRAUDULENT CHECK FILE
(FURNISHING INFORMATION TO [redacted])~~

[redacted] has been conferring with representatives of the FBI Laboratory about the operation of our National Fraudulent Check File. On June 17, he requested that Bureau send to [redacted] copies of Laboratory Reports and photographs of fraudulent checks in all cases in which fraudulent checks are passed in [redacted] or on a bank in [redacted] or other information is received that subjects have previous records of check passing activities in [redacted]. If the Bureau agrees, [redacted] will send similar information affecting the United States to the Bureau.

Present practice in the Laboratory is to send to police departments in United States copies of Laboratory Reports addressed to Bureau field divisions in interstate transportation of stolen property cases if the police department has recently submitted checks for examination in same case. The Laboratory sees no objection to extending this policy to sending copies of Laboratory Reports and photographs of checks to [redacted] if there is a [redacted] angle. Generally, the wider the dissemination of information in fraudulent check cases, the better the likelihood of identifying the passers.

Supervisor A. A. Staffeld at ITSP desk in Investigative Division, Supervisor J. W. Brown, acting in absence of Chief of Liaison Section, and Supervisor [redacted] on Foreign Liaison Desk have no objection to this proposal. It is estimated not more than one such Laboratory Report a month would go to [redacted]. Copies would also be sent to Bureau representatives in [redacted]. All such reports would be approved by Foreign Liaison Desk and by Investigative Division if a Bureau case.

RECOMMENDATION:

That copies of Laboratory Reports and photographs of checks received from laboratory examination in cases having [redacted] interest be sent to [redacted] and Bureau representatives at [redacted]. If approved, Bureau representative at [redacted] and [redacted] representative at Bureau will be notified.

80-600
CC: Mr. Belmont
Mr. Rosen

ADDENDUM: Approved by Executives Conference
6-22-54 Messrs. Tolson, Q. Tamm,
Sizoo, Boardman, Rosen, Mason,
McGuire and Parsons. DJP:VH

AKB: jsb

Attachment

O.K.

RECORDED-21

INDEXED-21

EX-130

JUN 30 1954

51 FILED ON ORIGINAL

~~53 JUN 27 1954~~
52 JUL 2 1954

80-600-1549
ORIGINAL FILED IN

4
MR. TOLSON

6/21/54

The ⁰Executive Conference

X COLUMBIA LIGHTHOUSE FOR THE BLIND
Request for Exhibit
X Identification Building

2-1

The Executive Conference consisting of Messrs. Tolson, Mason, Rosen, Parsons, Callahan, Belmont, Boardman, McGuire, Sizoo, and C. Tamm on June 24, 1954, were advised that the Identification Division had been contacted by a representative of the Columbia Lighthouse for the Blind. The representative, Mr. [redacted] advised that his organization had just completed a three-day exhibit outside the cafeteria in the Justice Building. He stated that the purpose of the exhibit was to show articles such as neolites, knitted goods, leather goods, etc., manufactured by the blind and take orders for the same for future delivery.

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The Columbia Lighthouse for the Blind is a non-profit organization occupying a building provided by the District Government at 9th and E Streets, S. W. They provide a means for blind persons to do worthwhile work. A check of the Bureau's indices with regard to this organization was negative.

This organization specifically requests permission to have an exhibit in the Identification Division Building by the cafeteria for two days in order to display the wares of the blind persons.

The Conference unanimously recommends approval. If you approve, contact will be had with the Columbia Lighthouse for the Blind.

#323013

ALL INFORMATION CONTAINED
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DATE 8/11/92 BY *SPS/bee*

cc - Mr. Harbo
Mr. Sizoo

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

edmh

RECORDED - 5

INDEXED - 5

60 JUL 7 1954

7281 (S)

Handwritten initials and numbers: 66-2554, 11/530

RECORDED COPY FILED IN

ORIGINAL COPY FILED IN 66-1083-2

1954

Mr. TOLSON

6/21/54

The Executives Conference

ELECTRICALLY OPERATED FILING CABINETS
CARD INDEX SECTION
IDENTIFICATION DIVISION

The Executives Conference consisting of Messrs. Tolson, Parsons, McGuire, Rosen, Boardman, Belmont, Sizoo, Mason, Callahan, and Tamm considered a recommendation of the Identification Division for the purchase of electrically operated Card Index filing cabinets.

The Conference was advised that in July, 1952, the Executives Conference unanimously recommended the purchase of 50 electrically operated Card Index cabinets to be used in the source files of the Card Index Section of the Identification Division. The Director approved this recommendation; however, prior to the receipt of these units, it was necessary to cancel the order because of a shortage of funds.

Since the placing of this order, two additional companies have placed on the market electrically operated file cabinets and these have been carefully examined by the personnel of the Identification Division. One of the units, manufactured by the Diebold Company of Camden, Ohio, has been tried in the criminal files of the Identification Division, and on a test basis, it was found that a Card Index searcher was able to increase her production by approximately 15%. The cabinet manufactured by Diebold has certain advantages over the cabinets previously ordered by the Bureau. It will hold approximately 1/3 more cards per unit, is faster in operation, and gives more easy access to the cards in the case of Special Searchers. In addition, because of the larger capacity, the total expenditure will be \$25,000 less than the previous order.

The Conference unanimously recommends the purchase of 50 electrically operated Card Index file cabinets as manufactured by the Diebold Company at a cost of \$2,665 per unit less 25% discount, or a total cost of \$20,947.50.

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- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc - Mr. Harbo
Mr. Sizoo

RECORDED - 72

66-2554-11529

SK
EX-128
68 JUL 7 1954

13 JUN 29 1954

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/14/92 BY Jps/cbe

Mr. Tolson

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b7c

6/21/54

Executives Conference

SUGGESTION NO. 217-54
MADE BY [REDACTED]
MILWAUKEE OFFICE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5CJ/6c

THE SUGGESTION:

That the Bureau approve a ~~form~~ form for use by Special Agents in itemizing expenses when claiming reimbursement from the ~~Imprest fund~~ Imprest fund. This form would be used when expenses are incurred for which it is not possible or practical to obtain a receipt. (Sample form attached.)

PRESENT PROCEDURE:

SAC Letter 54-20 (K) dated 4/13/54, states: "Local telephone calls, bus and street car fares, toll charges, purchases of stamps, parcel post payments, taxi fares, etc., may be paid from Imprest Funds. It is the Bureau's desire that all such items be paid from these funds, thus eliminating the necessity for many agents submitting ~~expense vouchers~~ expense vouchers."

ADVANTAGES OF THE SUGGESTION:

The suggesting employee and SAC R. L. Murphy, Milwaukee, point out that agents do not generally have receipts for such items as telephone calls, bus and street car fares, toll charges, purchases of stamps, taxi fares, etc., and in lieu thereof it is necessary for them to prepare a receipt to be used as a subvoucher. It is believed this form would serve as a receipt, being prepared in duplicate, the original to serve as a subvoucher and the copy to be maintained in the office for record purposes. They feel the form would be convenient to the Agents in itemizing expenses and preparing a proper type of receipt; it would provide a uniform type of receipt; eliminate necessity of re-preparing receipts or accepting them on all different sizes of paper. SAC Murphy feels this form would standardize the procedure.

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

cc: Mr. Sizoo
Mr. Harbo
Attachment
atn

RECORDED-35

INDEXED-35

76 JUL 29 1954

INITIALS ON ORIGINAL

68 JUL 14 1954

ORIGINAL COPY FILED IN 66-2554-11533

Memorandum to Mr. Tolson

Mr. J. P. Mohr, Administrative Division, advises he can see no objection to utilizing this form; however, use of the form should not relieve the agents of the responsibility of furnishing receipts for expenditures as required by the regulations governing the operation of the Imprest Fund.

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Mr. Harris, Chief, Section B, Civil Audits Branch, General Accounting Office, advised SA J. S. Johnson and [redacted] of the Administrative Division, on June 16, 1954, that there is no objection to use of proposed form, inasmuch as none has previously been prescribed for this purpose.

DISADVANTAGES OF THE SUGGESTION:

EL:ATN

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN

Present at the Executives Conference June 21, 1954, were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, and Mason. The Conference was unanimously in favor of this suggestion. Attached are:

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b7c

- (1) Letter to Miss [redacted], Milwaukee Office.
- (2) SAC Letter.

Mr. Tolson

6/30/54

Executives Conference

4323013

SUGGESTION NO. 243-54
MADE BY SA CHILTON B. CREASON
MOBILE OFFICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5W/6

THE SUGGESTION:

That the initials "MCC" be added to the character of reports and other communications from the time a case is made a Master Check Case until such time as it ceases to be considered as such.

PRESENT PROCEDURE:

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."

The Manual of Instructions, Section 61F, page 15, states the office of origin in Master Check Cases is responsible for advising auxiliary offices that the case has been designated a Master Check Case, and leads should therefore be handled accordingly.

ADVANTAGES OF THE SUGGESTION:

The employee and SAC J. G. Shanklin, Mobile, believe this prominent designation will be a flag to supervisory and investigative employees alike and will insure prompt recognition of the importance of the case and of the fifteen-day deadline.

Mr. D. J. Parsons, FBI Laboratory, has no objection to this suggestion and states it would not be much of an additional burden on the Laboratory to add "MCC" to the character in captions of Laboratory reports since the Laboratory merely

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

cc: Mr. Sizoo
Mr. Harbo

atn

RECORDED - 56
INDEXED - 56

106-2527-11533

13 JUL 1 1954

50 JUL 1 1954

Memorandum to Mr. Tolson

repeats the captions set out in incoming letters from the field. If the suggestion should be adopted, it is presumed the field would use the designation "MCC" in captions of letters requesting Laboratory examination.

DISADVANTAGES OF THE SUGGESTION:

Mr. A. Rosen, Investigative Division, is opposed, since the Master Check Case program is an administrative function for handling cases involving the professional type of check passer. As the reports are disseminated, the Master Check Case designation should not appear in the report, but should appear in the Administrative section of the report. For the sake of uniformity, it is not believed advisable to include "MCC" in the character of communications other than reports.

PREVIOUS CONSIDERATION:

A similar suggestion was submitted by Inspector C. W. Stein, Training and Inspection Division, and on May 10, 1954, the Executives Conference considered the suggestion unfavorably, agreeing with the position of the Investigative Division, which was the same as set out above.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATW

Present at the Executives Conference 6/29/54 were Messrs. Mohr, Tamm, Rosen, Parsons, J. E. Edwards, Belmont, Boardman, Nichols, and Mason.

The Conference was unanimously opposed to this suggestion, feeling that the Bureau has thus far successfully resisted efforts to put administrative notations or entries on investigative reports, and that the Bureau should continue to resist such proposals.

MR. TOLSON

6/30/54

EXECUTIVES CONFERENCE

#323013
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HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5CJ/...

SUGGESTION #230-54
MADE BY SA JOHN JOSEPH MULHERN
BUFFALO OFFICE
MULTIGRAPH DUPLICATING MACHINE

SUGGESTION

It is suggested that a Multigraph Duplicator or machine of similar capabilities be installed in each field office to handle multiple copy reports, letters, and memoranda.

ADVANTAGES:

The following advantages were set out by the suggesting employee:

It is allegedly economically feasible to use a duplicator where as few as five copies are desired. Corrections need be made but once instead of on each copy. These corrections are easily made by use of a pencil eraser, thus eliminating use of correction fluid, such as used in connection with stencils run off on the mimeograph machine. Masters are not altered by running and can be filed and re-run if additional copies or another master is needed (as would be necessary where more than 200 copies are desired), although filing of the masters is not recommended for lengthy periods of time. The work of assembly of finished material would be shifted from a Grade GS-4 stenographer to a Grade GS-2 clerk. Existing paper stocks can be used.

Mr. N. P. Callahan of the Administrative Division advised that there are approximately fifteen field offices now equipped with Multigraph machines. As time passes and as mimeograph machines wear out in the remaining offices, the Bureau will replace them with Multigraph machines. Mr. Callahan feels that the procedure should only come into use when more copies of a report are needed than can be satisfactorily produced by one run on a typewriter. Each copy is an original and presents a neater appearance.

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

RECORDED - 56

INDEXED - 56

66-2554-11534

13 JUL 1 1954

EX-12

10 JUL 1 1954

RAW

Memorandum to Mr. Tolson

The employee suggested a Multigraph Duplicator or machine of similar capabilities be installed in each field office to handle multiple copy reports, letters, and memoranda. Mr. N. P. Callahan expressed the view that such machines should not be purchased for all field offices at this time. However, as mimeograph machines wear out in field offices, upon proper justification the Administrative Division will authorize the purchase of duplicating machines. In such instances, the view of Mr. Callahan is that the machine costing approximately \$1,600 be purchased, except in the larger offices, such as New York and Chicago, which would require a larger duplicator, costing approximately \$2,500.

EXECUTIVES CONFERENCE RECOMMENDATION

EDM:ATW *dm*

Present at the Executives Conference 6/29/54 were Messrs. Mohr, Tamm, Rosen, Parsons, J. E. Edwards, Belmont, Boardman, Nichols, and Mason.

The Conference was unanimously opposed to issuing Multigraph machines to all field offices at the present time, particularly in view of the Administrative Division's plan to make Multigraph machines available only when Mimeograph equipment now on hand in the field is worn out and becomes unserviceable and there is a clear showing of need by the field office for replacement equipment, in which event Multigraph equipment would be considered.

Mr. Tolson

5/13/54

Executives Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *gsc/bcc*

EXECUTIVE ORDER 10501 REGARDING
THE SAFEGUARDING OF NATIONAL
DEFENSE INFORMATION

Mr. Leonard Bienvenu is Security Officer of the Department. Under Executive Order 10501 which sets up standards for the classification, transmission, and safeguarding of national defense information, the Department contemplates issuing regulations pinpointing Departmental procedures. Mr. Bienvenu has advised the regulations will be issued shortly. The proposed regulations which were presented to the Bureau were examined by Mr. Nichols and Mr. John Ammarell of the Domestic Intelligence Division. All points have been resolved. It appears that the only necessary change in our procedure will be to establish a register of the names of persons and the positions they occupy when authority has been granted by the Director for those individuals to classify, declassify, downgrade or upgrade defense information.

Under the Departmental Regulations issued for the old Executive Order 10290 (which Executive Order 10501 replaced) it was not necessary for us to show the names of specific individuals who had authority to classify, declassify, downgrade or upgrade defense information, and it was deemed at that time adequate to grant such authority to the incumbents of certain specified positions; namely, all Inspectors and employees of higher rank, Section Chiefs at the Seat of Government, full-time field supervisors and those acting for them, and above in the field.

The Bureau has agreed that it will go along with the Department in the establishing of a register showing names and positions of persons who have the above-mentioned authority.

POSSIBLE ACTION:

(1) Prepare a memorandum listing the names and titles of field supervisors and higher authorities, Section Chiefs and higher authorities at the Seat of Government, or create a separate subsidiary index for this purpose; or

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

cc: Mr. Mohr
Mr. Harbo

INDEXED-61
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NOT RECORDED
138 JUL 1 1954

INITIALS ON ORIGINAL

58 JUL 26 1954

ORIGINAL COPY FILED IN

(2) Since the Movement Section has a listing of all field supervisors, Assistant Special Agents in Charge and Special Agents in Charge, and since there are frequently issued assignment charts regarding Seat of Government divisions showing Section Chiefs and persons of high position, it should be possible to rely on these documents to serve as a register and thus avoid the necessity of preparing any new register and the attendant problems in keeping such a register up to date. There would be more than 400 people listed on any separate register created.

Mr. Annarell, who has examined the proposed regulations of the Department, stated that in his opinion alternative number 1 was the most desirable and believed it should be handled on a card index basis by the Movement Section of the Bureau. He stated that in his opinion the index should be kept up to date daily inasmuch as the Executive Order provides that the National Security Council may designate representatives to inquire into the operation of the Order. He informed that if alternative number 2 was used we would be in a position where we might have to make available assignment charts to representatives of the National Security Council should they inquire into our operations and give names of the persons listed on the assignment chart who would not have the authority to classify.

Present Bureau rules allow the same persons to classify top secret as those who classify secret and confidential. Mr. Annarell stated that in all the dealings with the Department concerning these proposed regulations he cannot recall any statement which would indicate that a fewer number of persons should have authority to classify top secret. It would be possible to limit the authority to classify top secret but it would appear that it is absolutely essential that someone be present in the field office at all times during regular working hours who possessed the authority to classify top secret.

Mr. Nichols states that it was the intent of the Executive Order to limit the number of officials who had authority to classify and declassify and that it was also the intent of the proposed Departmental regulations. Mr. Nichols further feels that authority to classify and declassify should be limited to the Director, Associate Director, Assistants to the Director and Assistant Directors at the Seat of Government and in the field it should be limited to the SAC, ASAC, and in a few of the larger offices, key supervisors of the security squad. He feels that unless the number of persons who have authority to classify and declassify is decreased, the National Security Council might force us to make a radical reduction. Mr. Nichols was definitely opposed to alternative number 1 listed above, and he is also opposed to alternative number 2.

Mr. Nichols believes that the authority to classify should be strictly limited and a separate index set up showing the identity of those persons having the authority.

EXECUTIVES CONFERENCE CONSIDERATION: BTH:cs

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

1. That the authority to classify and declassify documents containing defense information under Executive Order 10501 should be limited to the Director, Associate Director, Assistants to the Director and Assistant Directors at the Seat of Government, and in the field should be limited to the SAC and ASAC.

2. That we establish and maintain a 3 x 5 card index, to be separately maintained from any existing indices, reflecting the names and titles of the foregoing individuals so authorized to classify documents. This will constitute the register required by the Executive Order which is subject to inspection by the National Security Council. This card index register could be most economically maintained in the Movement Section of the Administrative Division.

Re: EXECUTIVE ORDER 10501
WHO HAS AUTHORITY TO CLASSIFY
MATERIAL PERTAINING TO THAT
ORDER

- a. Section 20 of Executive Order 10501 provides that the authority to classify under the Order shall be "exercised only by responsible officers or employees, who shall be specifically designated for this purpose. Heads of such departments and agencies shall limit the delegation of authority to classify as severely as it is consistent with the orderly and expeditious transaction of government business."
- b. A letter from the Attorney General to the Director dated 11/24/53 interpreting this Order states in part: "Section 20: It is understood that the terminology in the Order 'who shall be specifically designated for this purpose' shall be applied in the FBI, if you so desire, by the designation of the officials or employees by title." The letter also states that the term "head of agency" will be understood to refer to the Director of the FBI for the purpose of carrying out provisions of the Order.
- c. SAC Letter 53-79, dated 12/9/53, contained instructions for the field and the Seat of Government concerning this Order.

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DATE 8/12/92 BY gsc/bee ENCLOSURE

66-2554-11535

The letter designated the following officials as having authority to classify information: All Inspectors and employees of higher rank, Section Chiefs at the Seat of Government, Special Agents in Charge, Assistant Special Agents in Charge, Field Supervisors, and those persons performing the duties of the above mentioned.

- d. Departmental regulations for this Order have not yet been issued but various drafts have been sent to the Bureau for the purpose of study. The drafts of the proposed regulations in possession of the Bureau reflect that Section 401 pertains to the authority to classify material "Top Secret," and it provides, "Defense information or material may be classified 'Top Secret' only by the Attorney General, the Solicitor General, the Deputy Attorney General, an Assistant Attorney General, the Director of the Federal Bureau of Investigation, the Commissioner of Immigration and Naturalization, and the Director of the Bureau of Prisons. The Director of the Federal Bureau of Investigation and the Commissioner of Immigration and Naturalization are authorized to designate a minimum number of officers of their respective agencies to classify material in this category."

Section 402 has to do with the classification of secret and confidential and it states "The head of the divisions, bureaus, services and offices of this Department are authorized to designate by title of position a minimum

number of persons within their division, bureau, service or office to have authority to classify defense information as secret and confidential. The designation of such positions shall be limited to the minimum number necessary for the efficient conduct of the business of the Department, and the Security Officer of each Division, Bureau, Service or Office shall maintain a register of the positions so designated, together with the names of the incumbents therein."

Mr. Ammarell of the Liaison Section advised that the last draft of the proposed regulations received from the Security Officer of the Department have been returned to the Security Officer and it is Ammarell's belief that the information quoted above appears in the last draft which has been received. Mr. Ammarell has handled contacts with the Security Officer of the Department concerning these regulations and he informed that the question of the number of persons in the Bureau who shall have authority to classify "Top Secret" has not been raised.

Mr. Harbo

5/26/54

E. D. Mason

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

EXECUTIVE ORDER 10501

EXECUTIVE CONFERENCE

Attached is a proposed memorandum instructing that the Administrative Division set up an index of persons authorized in the field or at the Seat of Government to classify, declassify, upgrade or downgrade defense information. Also, attached is a proposed SAC Letter advising that the Bureau is revoking authority for field supervisors to serve as classifying authorities and is henceforth restricting such authority to ASACs and SACs in the field and Assistant Directors and higher at the Seat of Government.

You will recall that Mr. Nichols by memorandum of May 7 recommended that an exception might, perhaps, be made in the larger offices so that security squad supervisors could be given classifying authority. The Executives Conference memorandum of May 13 showing Executives Conference consideration of May 12 does not contain any indication that the Conference agreed with Mr. Nichols' earlier view that provision might be made to permit key security supervisors in the field to classify defense information.

In writing the proposed SAC Letter, I included a sentence that the Bureau realized that the limiting of classifying authority to SACs and ASACs might work a hardship in some of the larger offices and in such an event that division should communicate with the Bureau, provide appropriate justification, and consideration would be given to permitting security supervisors to have classifying authority. You pointed out to me that this sentence was not in keeping with the Executives Conference's decision. You also desired that I read the proposed SAC Letter to the SACs at Washington Field, New York and Newark to see if they understood the SAC Letter. They understand the SAC Letter.

These three field offices do not believe that the SAC Letter is workable without the sentence I had added making some provision for an exception.

Washington Field points out that the ASAC handles no security work and the SAC sees only the hottest cases and definitely does not see the great majority of reports and

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

Attachments
EDS: new

RECORDED-61
INDEXED-61

66-2554-11536
NOT RECORDED

138 JUL 1 1954

3 JUL 13 1954

ORIGINAL COPY FILED IN 66-2554-11536

communications involving defense information. Unless there is approval in Washington Field for additional supervisory employees to classify, then either the SAC or the ASAC will have to peruse all documents containing defense information. There are 1500 security cases, 532 Security of Government Employee cases and 6500 applicant-type cases any of which could require classification. No one man could handle classification work for Washington Field.

ASAC Marchessault in New York states that 23 exceptions would have to be given to take care of security supervisors in the New York Office. He points out that 99.9 per cent of the classifying work deals with reports and that an average of 1,000 reports are submitted each month in Security Matter-C cases alone. The SAC and the ASACs virtually never see more than a trifling percentage of the documents to be classified and most of these are read, classified and approved by appropriate security supervisors. Marchessault points out that the SAC Letter would be completely unworkable in New York.

ASAC Commons at Newark (in the absence of SAC Hostetter) points out that it would be impossible for the Newark Office to handle the classification problem with only the SAC and ASAC having authority to classify. Sheer volume prevents this. Bear in mind that a document is classified at the time of dissemination. The Newark Office disseminates locally from 150 to 175 reports monthly, many of which are in closed cases and are provided other agencies upon specific request and the dissemination situation alone in Newark would require the ASAC or SAC to read a minimum of 150 additional reports immediately prior to dissemination solely to verify that the classification applied is correct.

The limiting of classifying authority to Assistant Directors at the Seat of Government overlooks the fact that the great volume of reports disseminated go directly from a Unit Chief in the Investigative or Domestic Intelligence Divisions or in some instances from a Section Chief directly to the agency to which disseminated and it is the responsibility of this person to act as a classifying officer.

It may be argued by some that if a supervisor is working under the general supervision of an SAC, the SAC has the right to delegate authority to the supervisor to classify. In the event anyone should advance such an argument, I would wish to be recorded as saying that it is a play on words, that nothing in the Executive Order Departmental regulations authorizes such

an arrangement and the sole purpose of restricting classifying authority in the FBI is to prevent the possibility of future criticism because someone might say we have too many persons authorized to classify and in my opinion we would be on more sound ground by permitting only specifically authorized persons to classify than to permit SACs to delegate authority to obscure individuals in violation of the spirit of the regulations.

RECOMMENDATION:

The Executives Conference reconsider this problem or that the SAC Letter as written be approved with the sentence I have added in the middle of the first paragraph.

Mr. Parsons

6/18/54

A. K. Bowles

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY spc/bce

~~NATIONAL FRAUDULENT CHECK FILE
MASTER CHECK CASE SECTION~~

The Executives Conference of 12/17/53, unanimously recommended that the Master Check Case Section of the National Fraudulent Check File be retained and re-evaluated after 6 months. This section was started 7/1/53, as the result of a suggestion by SA Sydney T. Holland of the Laboratory. It consists of photographs of checks passed in Bureau master check cases. There are now 216 specimens in the file. All checks not identified through search in Laboratory indices, Signature Section of NCF and "show around" among the technicians are now searched in the Master Check Case Section. The objective is to increase the possibility of identifying current checks as the work of subjects of Bureau master check cases.

The Master Check Case Section has not produced the results expected. Between 7/1/53, and 6/17/54, 1638 specimens were searched, requiring 74 hours and 8 minutes or an average of less than 3 minutes per specimen. Four searches involving a total of 13 checks were identified, 2 checks in each of 3 searches and 7 checks in another. All of these were identified with cases in which many checks had been passed. A review of the 4 files reflects the investigations were not aided by typing in these few additional checks. None of these instances resulted in identification of the unknown check passers. In all 4 cases, the subjects were identified later. A summary of the details of the identifications in all 4 cases is attached.

To discontinue the Master Check Case Section would merely involve destroying the photographs of the 216 checks in that section of the file. Photographs of the same checks are already in file in the Complete Check Section of the NCF. It is believed the results do not warrant retaining the Master Check Case Section of the file. We are trying to eliminate unnecessary steps in the processing of our cases in order to reduce the delinquency. Our work can be streamlined by eliminating the Master Check Case Section.

RECOMMENDATION: That the Master Check Case Section of the National Fraudulent Check File be discontinued.

ADDENDUM: Approved by Executives Conference 6-28-54 Messrs.

Nichols, Mason, Rosen
Boardman, Belmont, Sizoo;
Tamm, Mohr and Parsons.

DJP:VH

Attachment

80-600

CC: Mr. Staffeld
Room 4710

RECORDED-35

INDEXED-35

EX-103

66-2337-11537
JUL 6 1954

95

INITIALS ON ORIGINAL

AKB:jsb

68 JUL 13 1954

80-600-15530
ORIGINAL FILED IN

87-12123 - [redacted]

ITSP
(Philadelphia - Origin)

Two checks identified in Master Check Case Section 1/25/54. They were received from New York office. They would have been identified in the Complete Check Section because checkwriter was used making them eligible for search in the latter section. This identification did not assist in identifying the unknown check passer. More than 200 checks had been received in this case prior to that time. Several other checks were received later. Since that time Polisnik has been apprehended and identified as the passer of checks in this case.

87-21285 - [redacted] was.

ITSP

Two checks from Cincinnati office were identified in Master Check Case Section 12/7/53. Philadelphia was the office of origin. Fifty-three checks had been received previously in this case and had been identified as written by [redacted]. The identification of these two checks to the case did not aid in locating subject's whereabouts. Subject was apprehended at Houston, Texas, 12/1/53.

b6
b7C

87-16330 - [redacted] was.;

[redacted] was;

ITSP, CONSPIRACY
(San Francisco - Origin)

Seven Checks received from the Portland office were identified in the Master Check Case Section 7/8/53. There had been 199 checks received by the Laboratory previously in this case. The subject had not been identified at that time. These 7 checks from the Portland Office did not assist in identifying the subject. The Laboratory received several other checks in this case since July 1953, and several months later the subjects were identified. Subject [redacted] was apprehended by Bureau agents 3/10/54, at Eugene, Oregon. He admitted he and [redacted] had passed checks in this case. [redacted] has also been apprehended and admitted his part.

b6
b7C

87-17176 - [REDACTED], was.

ITSP

(Louisville - Origin)

Two checks received from the Charlotte office were identified 7/7/53, in Master Check Case Section. The Laboratory had previously received over 1300 checks in this case. The identity of the subject was unknown. These 2 checks did not aid in identifying the subject. After receipt of approximately 400 more checks in this case, the subject was apprehended at San Antonio, Texas, 1/28/54, and identified as [REDACTED]

b6
b7c

RA

MR. TOLSON

7/2/54

EXECUTIVES CONFERENCE

SUGGESTION #252-54
MADE BY SAC, HONOLULU
TELEPHONE LISTINGS

#328013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY Jsc/ke

PRESENT PROCEDURE

Under requirements set forth in Manual of Rules and Regulations Section 4, page 26, paragraph "e" field office telephone directory listings are as follows:

Federal Bureau of Investigation
U. S. Department of Justice.

When telephone directories carry a list of U. S. Government agencies, an additional listing, identical with that set out above, is printed.

As a public service, some telephone directories also carry the telephone number of the Federal Bureau of Investigation along with other emergency numbers, such as the police department and fire department telephone numbers.

SUGGESTION

(1) It is requested that the Bureau authorize the Honolulu Office to put an additional listing in the Honolulu telephone directory under "FBI."

(2) It is also proposed that consideration be given to doing this in other telephone directories on the mainland.

ADVANTAGES

A great majority of people in the islands know the FBI by the letters "FBI" and do not remember that they stand for Federal Bureau of Investigation. The Hawaiian Telephone Company advised that in most instances the girls in their Information Section are able to supply callers with the Honolulu field office telephone number; however, in view of the number of calls they are receiving, this company made the suggestion that the Bureau might wish to put an additional listing in the telephone directory under the letters "FBI."

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

cc-Mr. Sizoo

60 JUL 28 1954
dmg

RECORDED-52

66-2554-11538

EX-112 INDEXED-52

13 JUL 7 1954

RA

Memorandum to Mr. Tolson.

DISADVANTAGES

There are no apparent disadvantages.

COSTS

There would be an additional cost to the FBI of approximately 25¢ per month per listing although in some communities the cost may be 30¢ or 40¢ per month per listing. Thus to list in the headquarters city telephone directory the telephone number of each field office there would be a monthly cost not to exceed \$15.00 covering all field office headquarters cities. Resident Agency numbers are listed only when approved space exists and then the alternate number of the field office is shown for use in the event there is no answer when the Resident Agency telephone number is dialed. No change is proposed with regard to the listing of Resident Agency numbers inasmuch as the problem is not known to exist there.

EXECUTIVES CONFERENCE RECOMMENDATION

EDM:ATN

Present at the Executives Conference June 30, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich, Rosen, DeLoach, and Mason.

The Conference felt that inasmuch as the problem has not been raised anywhere except in Honolulu, there is no need to list in the alphabetical (white section) of each telephone book the telephone number of the field office under the initials, FBI. The Conference felt that the current practice of listing field office telephone numbers is adequate except in Honolulu, where a mixed foreign population is in preponderance. The current listing is:

- (1) "Federal Bureau of Investigation" - on the first page of the telephone book, along with emergency numbers of police, fire department, etc.
- (2) "Federal Bureau of Investigation" - in alphabetical section (white pages).
- (3) Under "United States Government" in alphabetical section (white pages) if there is a sufficient volume of Government business in headquarters city to have a Government section, there is normally a listing "Federal Bureau of Investigation."
- (4) If headquarters city is one where there is a large number of Government agencies, the Government listing will be further subdivided by agencies and in addition to the listings above, there will be a listing for "United States Department of Justice" under which heading there will be a listing, "Federal

Memorandum to Mr. Tolson

Bureau of Investigation."

The Conference unanimously recommends:

(1) Honolulu be authorized to have a listing in the white pages of the telephone book under "FBI", in view of the problem experienced there, and it is anticipated that this will cost twenty-five cents per month.

(2) Attached SAC Letter go forth suggesting that field on the first page of each telephone book, where emergency numbers are listed, in addition to having "Federal Bureau of Investigation" spelled out alone, that the listing read: "Federal Bureau of Investigation (FBI)...."

✓
OK
H

RA

Mr. Tolson

7/1/54

The Executive Conference

INSPECTIONS

#3230/3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY JSC/k

SUGGESTION:

Eliminate security informant write-ups in offices where there is little security work except in offices covering ports of entry into Mexico.

PRESENT PROCEDURE:

In inspections every security or potential security informant has to be written up if the informant is rated as less than good or if delinquencies are found. The Bureau has instructed offices to submit semiannual reports on security informants for evaluation purposes.

ADVANTAGES:

Would save approximately 2 days' time of an Aide.

DISADVANTAGES:

Occasionally the Inspector finds that the office is still carrying security and potential security informants who have outlived their usefulness. The Inspector then orders them deleted or made a confidential source of information. By deleting the informant, an Agent's time is conserved since he is no longer required to contact the security informant every 2 weeks and the potential security informant every 30 days.

ad

EXECUTIVE'S CONFERENCE CONSIDERATION:

EDM:ATN

The Conference on June 20, 1954, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich, Rosen, DeLoach, and Mason, unanimously recommended no change in the current procedure.

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

Mr. Harbo
Mr. Sizoo
Mr. Mohr

RECORDED-52

INDEXED-52

66-2034-11539

EX-112

Suggestion JUL 31 1954

Mr. Tolson

6/16/54

Executives Conference

b6
b7c

SUGGESTION NO. 220-54
MADE BY [REDACTED]
ADMINISTRATIVE DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY sp5cu/bce

THE SUGGESTION:

That ~~Form 4-495~~ (Tally Sheet - Age, Sex and Race of Persons Arrested) be reduced in size from 10 1/2" x 16" to 8" x 10 1/2" and be assembled in booklet form. (Samples attached.)

PRESENT PROCEDURE:

Form 4-495 is a form used by law enforcement agencies to tally arrests to assist them in the preparation of a yearly report form "Age, Sex and Race of Persons Arrested". Form 4-495 is not forwarded to the Bureau by these law enforcement agencies.

The present form, which measures 10 1/2" x 16", is too large to be collated on machinery and must be assembled by hand. Based on current requisitions requiring five thousand copies, this requires one hundred man hours.

ADVANTAGES OF THE SUGGESTION:

Mr. J. P. Mohr and Mr. E. C. Renneberger of the Administrative Division, as well as the employee, advise the only change necessary if the suggestion is adopted, would be the change of photographic negatives used in the process of making printing plates. It would make a neater looking job and be easier for the contributor to handle. They advise this job is handled once a year and has just been completed for this year.

Mr. L. B. Nichols, Records and Communications Division, and Mr. E. D. Mason, Training and Inspection Division, believe the suggestion should be adopted.

DISADVANTAGES OF THE SUGGESTION:

None apparent.

ESTIMATED SAVINGS:

The employee estimates that \$145.06 will be saved through adoption of his suggestion over the period of one year. Computation of savings is attached.

Attachments
cc: Messrs. Sizoo & Harbo
atn

1 ENCL.
61

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

INDEXED-61
RECORDED-61
66-2554-11590

JUL 7 1954
139

JUL 13 1954

ORIGINAL FILED IN 1781

Memorandum to Mr. Tolson.

[redacted] is a Mechanical Section employee, whose salary is fixed by the Wage Board (not under Classification Act of 1949). Such employees are not eligible for Efficiency Awards under Title X of the Classification Act of 1949; inasmuch as this legislation pertains only to classified employees. Mr. Renneberger points out that [redacted] is an Assistant Supervisor in the Bindery Unit of the Mechanical Section, in Grade UC-14, \$4,700.80. In Mr. Renneberger's opinion this suggestion is not an outgrowth of Mr. [redacted] assigned duties and he would therefore be eligible for a cash award of \$10.00 under Public Law 600, 79th Congress.

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EXECUTIVES CONFERENCE CONSIDERATION: EDM:ATN

Present at the Executives Conference June 15, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen and Mason.

The Conference was unanimously in favor of this suggestion and recommended adoption. The Conference also recommended a \$10.00 cash award be made available to Mr. [redacted]

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If approved, this memorandum should be forwarded to the Administrative Division in order that they may notify the employee and make appropriate arrangements with the Department of Justice to obtain the award.

#323075

COMPUTATION OF SAVINGS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/13/92 BY SPW/bcu

RE: SUGGESTION NO. 220-54
MADE BY [REDACTED]
ADMINISTRATIVE DIVISION

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b7c

The following figures are based on the cost of collating 5,000 forms.

PRESENT COST:

Hand Assembling --

2 men, Junior Helper Trainee, Grade UC-6 (\$1.43 per hour), 16 hours per man.....	\$45.76
2 men, Senior Helper Trainee, Grade UC-9 (\$1.69 per hour), 16 hours per man.....	54.08
1 man, Supervisor, Grade UC-12 (\$1.97 per hour), 16 hours.....	31.52
	<hr/>
	\$131.36

Hand Stitching --

1 man, Senior Helper Trainee, (Grade UC-9 (\$1.69 per hour), 20 hours.....	33.80
	<hr/>
Total Present Cost.....	\$165.16

ESTIMATED COST UNDER PROPOSED METHOD:

2 men, Junior Helper Trainee, Grade UC-6 (\$1.43 per hour), 3 hours per man.....	\$ 8.58
1 man, Senior Helper Trainee, Grade UC-9 (\$1.69 per hour), 3 hours.....	5.07
1 man, Collator Operator, Grade UC-14 (\$2.15 per hour), 3 hours.....	6.45
	<hr/>
Total Estimated Cost.....	\$20.10

Present Cost.....	\$165.16
Estimated Cost.....	20.10
	<hr/>
Estimated Savings.....	\$145.06

ENCLOSURE

66-2554-11540

Mr. Tolson

7/6/54

b6
b7c

Executives Conference

SUGGESTION NO. 234-54
MADE BY SA [redacted]
NEW YORK OFFICE
~~INTEROFFICE TRANSMISSION~~
~~ON EVIDENCE AND EXHIBITS~~

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/12/92 BY [signature]

THE SUGGESTION:

(1) When an Agent receives evidence or an exhibit, he will immediately place it in an exhibit envelope, which has previously been stamped as follows:

File No. _____

Date Received _____

From _____
(Name of Contributor)

By _____
(Name of Special Agent)

To be Returned Yes ()
No ()

Description:

The evidence will then always be retained in this envelope, no matter where it is forwarded in the future.

RECORDED-91 INDEXED-91 66-2151-1154

(2) When it is necessary to transmit the exhibit inter-office, the original exhibit envelope will be inserted into the transmitting envelope and not be destroyed as at present. The receiving office will have only to insert the file number on the original envelope, and will not have to prepare a new envelope.

PRESENT PROCEDURE:

EX-103

13 JUL 7 1954

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

Exhibits are forwarded as enclosures to reports or letters. The transmitting envelope is marked as an enclosure to the office where directed and, if available, the case file number of both sending and receiving offices, case title and character, and a brief description of the enclosure are set out

JUL 13 1954

7809

[Handwritten signature]

Memorandum to Mr. Tolson

on the transmitting envelope. This necessitates preparation of a new exhibit envelope by the office receiving the enclosure.

ADVANTAGES OF THE SUGGESTION:

Employee, SAC J. J. Kelly, New York, and SAC E. L. Laughlin, Washington Field, favor the suggestion, since it would eliminate preparation by receiving office of exhibit envelopes and would save supervisor's time spent in reviewing correspondence for information to prepare new exhibit envelopes.

DISADVANTAGES OF THE SUGGESTION:

Inspectors B. C. Brown, C. W. Stein, F. H. Strong, and H. C. Van Pelt are opposed, because more confusion is likely to result since both the transmitting and receiving offices would have file numbers on the envelope; the source of the exhibit in the first office would not be the source for the second office; neither would disposition instructions be the same, since if the exhibit is to be returned to the original source, it would be through the first office. They point out it is essential for the Supervisor in the receiving office to know all about the exhibit in order to follow its prompt disposition when further retention is unnecessary. To this end, it is better that he not have a ready-made analysis prepared in another office. He may have different ideas about the value and disposition of a certain exhibit.

PREVIOUS CONSIDERATION:

This suggestion was previously submitted by Miss [redacted] Washington Field, on 7/6/53. Views were subsequently received from Baltimore, Richmond, and Washington Field; Inspector John H. Williams. The Baltimore, Richmond, and Washington Field Offices favored the suggestion, while Inspector Williams commented he did not feel adoption would be of any particular value or advantage over the system presently in use. He stated he felt adoption would add confusion rather than simplification of operations. The Bureau gave this suggestion unfavorable consideration at this time.

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b7c

EXECUTIVES CONFERENCE CONSIDERATION: EDM:dmb 7/6/54

Present at the Executives Conference on July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen, DeLoach and Mason.

The Conference unanimously recommends adoption of the suggestion with the proviso that the white exhibit envelopes, into which the documentary exhibit is initially put, would itself be placed in another envelope when being transmitted from one office to another and the field would be required to check the availability of the exhibit in the exhibit envelope prior to dispatch.

If approved, appropriate instructions will be issued to the field and an appropriate letter will be prepared to SA David Ruan of the New York Office and a letter to Miss [redacted] of WFO, who made a similar suggestion on

1/6/53.

b6
b7c

MR. TOLSON

7/6/54

b6
b7c

EXECUTIVES CONFERENCE

SUGGESTION #245-54
MADE BY [REDACTED]
SPRINGFIELD OFFICE
EXHIBIT ENVELOPES

323,073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [REDACTED]

SUGGESTION

(1) ~~1-A Exhibit Envelopes~~ be printed by the Bureau or Government Printing Office instead of hand-stamped with a rubber stamp by field offices. (See attached Exhibit #1)

(2) In addition to the 3 7/8" x 8 7/8" white envelope, the field be furnished with 4 1/2" x 6 3/4" Kraft envelopes, clasp-type with end opening, and that these envelopes be printed by the Bureau or Government Printing Office. (See attached Exhibit #2)

PRESENT PROCEDURE

The Manual of Rules and Regulations, Section 3, page 12, paragraph 6a, requires that the following data be placed on 1-A Exhibit Envelopes: Classification; File and serial number of exhibit; Date received (by investigating employee); Name and address of contributor; Name of employee receiving the exhibit; Whether it may be returned; Description of exhibit. These are now hand-stamped with a rubber stamp by field offices.

ADVANTAGES

Considerable time would be saved in the field if exhibit envelopes were printed since the printing operation could be handled on a mass-production basis. It is further believed these envelopes are used in sufficient quantity to amount to a considerable saving in manpower.

RECORDED-91

INDEXED-91

66-2554-11542

Use of a printed exhibit envelope would promote more uniformity and would improve the appearance of exhibits maintained in the field.

EX-103

In addition to the 3 7/8" x 8 7/8" white 1-A exhibit envelope, use of a larger Kraft clasp envelope for maintenance of photographs, hotel registration cards and other evidence, which will not fit in the smaller white envelope would improve the appearance of the exhibits maintained and tend to prevent loss or misplacement of such evidence. It is noted that the 1-A exhibit envelope presently in use is frequently too small and the flap of the envelope is not properly closed on the contents.

Attachments
cc-Messrs. Sizoo and Harbo
dmg

68 JUL 12 1954

13 JUL 7 1954

RAM

Memorandum to Mr. Tolson

SAC Hosteny of Springfield and SAC Laughlin of Washington Field Office both recommend favorably as to the adoption of the suggestion and point out the printed envelope would result in uniformity and would encourage neatness in the maintenance of exhibits, in addition to saving time now required to hand stamp the envelopes.

SAC Hosteny does not recommend the specific use of the $4\frac{1}{2}$ " x $6\frac{3}{4}$ " Kraft envelope proposed by Mr. [redacted] but believes any medium-sized envelope would suffice, in addition to the $3\frac{7}{8}$ " x $8\frac{7}{8}$ " white envelope now used.

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DISADVANTAGES

It was pointed out that additional supplies would have to be maintained in the Supply Room; however, SACs Hosteny and Laughlin both agree this could be handled easily inasmuch as envelopes have to be stored anyway.

COSTS

Mr. R. P. Callahan of the Administrative Division furnished the following cost figures:

White envelopes, size $3\frac{7}{8}$ " x $8\frac{7}{8}$ " may be purchased for \$1.83 per thousand.

Special size sulphate envelopes (size $4\frac{1}{2}$ " x $6\frac{3}{4}$ " suggested in addition to the white envelopes) may be purchased for 1¢ each.

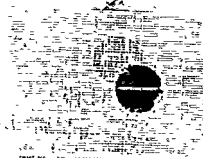
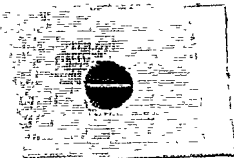
Printing of both types of envelopes would cost approximately 20¢ per thousand.

EXECUTIVES CONFERENCE RECOMMENDATION

EDM:dmb 7/6/54

Present at the Executives Conference on July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen, DeLoach and Mason.

The Conference was unanimously opposed to suggestion and unanimously in favor of continuing present practice.



Mr. Mohr

June 22, 1954

H. L. Edwards

EMPLOYEE COMPENSATION MATTERS

PK

In connection with the supervision of compensation cases pertaining to the injuries of employees while engaged on official business it has been observed periodically that some SACs are not adhering to the rules of the Bureau of Employees' Compensation (BEC) that injured employees be referred with compensation form CA-16 which is an authorization and request for medical treatment to either the U.S. Public Health Service, the U.S. Medical Officer of Government Hospitals or to a physician approved and designated by the BEC in the pamphlet entitled "Medical Facilities Available to Employees of the U.S. Government Injured in the performance of Duty Under the Federal Employees' Compensation Act." The BEC advised that all of our field offices are on the mailing list so each office should possess a copy of this booklet.

It is believed advisable at this time to bring this situation to the attention of the SACs as set forth in the proposed letter to all SACs because whenever an employee goes to his own physician after an official business injury and receives continued treatment from same he jeopardizes his chances for compensation benefits under the Act. Of course, BEC will go along with emergency treatment rendered an injured Government employee by a private physician and private hospital in times of emergency, but when the emergency ceases the employee should then be referred to the afore-mentioned designated sources.

RECOMMENDATION:

That the attached proposed letter to all SACs be approved for transmittal.

ADDENDUM: (NPC:mfs)

June 23, 1954

Executives Conference of 6-23-54, consisting of Messrs. Belmont, Sizoo, Parsons, Tamm, and Callahan, unanimously approved the attached letter to all SACs.

N. P. Callahan

PK

Attachment
WBH:lsm

RECORDED-35
INDEXED-35

66-2554-11543
JUL 6 1954

ORIGINAL COPY FILED IN

60 JUL 13 1954

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/12/92 BY *gpc/bue*

Office Memorandum

UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: 5/2/54

FROM : W. G. BALES

#23073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

Tolson	_____
Boardman	_____
Nichols	_____
Belmont	_____
Glavin	_____
Harbo	_____
Rosen	_____
Tamm	_____
Tracy	_____
Mohr	_____
Winterrowd	_____
Tele Room	_____
Holloman	_____
Miss Gandy	_____

SUBJECT: DESTRUCTION OF APPLICANT
TYPE PERSONNEL FILES

Executive Conference

Mrs. [redacted], Supervisor of the Personnel Records Unit, recently conducted a survey and has determined that approximately 32,000 applicant type personnel files dated prior to 1945 contain only the application for employment and the results of the interview with the applicant. These files represent approximately 25 five-drawer cabinets and an estimated 65,000 index cards.

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In order to provide critically needed expansion space in the Personnel Records Unit, it is believed that consideration should be given to the destruction of the above described applicant type files (samples attached). It is noted that in connection with the destruction of the files the index cards as well as abstract slips relating to the files would also be destroyed.

RECOMMENDATION:

1. That consideration be given to destroying applicant type personnel files dated prior to 1945 and containing only an application blank and an interview sheet, as well as the destruction of the index cards and abstracts relating to these files.

2. In the event the above recommendation is not considered feasible, it is felt that consideration should be given to microfilming the applicant type files at this time.

LES:ww
Attachment

RECORDED - 86

66-2554-111534/64

67 JUL 6 1954

EX-103

ORIGINAL COPY FILED IN

67-90000-1730

pu

27 JUL 13 1954

(See Addendum next page)

ADDENDUM: LBN:ptm 6-8-54

The Executives Conference consisting of Messrs. Mohr, Tamm, Parson, Sizoo, Belmont, Boardman, Winterrowd, Harbo, Holloman and Nichols were unanimously opposed to the destruction of the applicant personnel files inasmuch as information is obtained from time to time from these files in connection with our name checks. Since there appears to be some question whether Archives would grant authorization for microfilming these documents, it was the unanimous view of the conference that these documents be kept unless an informal advisory of Archives would reflect that our request would be granted.

AT WASH DC 6-8-54

DE WASH DC
6-8-54
LBN:ptm

Memorandum to Mr. Nichols
Re: DESTRUCTION OF APPLICANT
TYPE PERSONNEL FILMS

6/24/54

ADDENDUM (Continued) 6/24/54

example of a "ridiculous and expensive" request for microfilming in his conversation with me. Accordingly, unless advised to the contrary, we will take no further action on this request.

The Director

7/1/54

The Executives Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

Present at the Executives Conference June 30, 1954,
were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich,
Rosen, DeLoach and Mason.

The Conference considered a suggestion which had been
received earlier by the Director and related to nonproductive
field office administration. The views of the suggester and the
solution recommended by the suggester are set forth below.

NONPRODUCTIVE FIELD OFFICE ADMINISTRATION

I. We have been in the past and will continue to be judged by the
public on the basis of results produced, not on our intentions;
not on our past reputation; not on our appearance or utterances.
In the immediate past some of our results have not been too good.
For example, failures in kidnaping and other similar cases,
inability to catch all the Communist fugitives, etc., etc.

It seems that in some cases this problem is brought on in
part by:

- A. The ultra-conservative nature of field office administration;
- B. The deep-rooted desire to "keep out of trouble" with the
Bureau;
- C. By the fear of making errors if positive measures are taken
and chances taken, with dire consequences to follow;
- D. By the development of a "play it safe mentality" when
confronted with two courses of action:
 - 1. The dull, unimaginative, timid, cagy, ultra-conservative,
routine course of action which is unlikely to lead to
either trouble or good results but meets the minimum
of Bureau requirements; and

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

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 25

INDEXED - 25

66-2554-11545
RIM

13 JUL 8 1954

Attachments sent

EDM:may

68 JUL 9 1954

2. The penetrating, bold, visionary, original course of action which contains certain calculated risks and dangers but is likely to lead to some brilliant and rich investigative results.

When these two courses of action confront the "play it safe mentality," the timid, ultra-conservative, safe way is chosen with no results forthcoming.

POSSIBLE SOLUTION

- I. Make it evident to all field administrators that the SAC, ASAC and field office supervisors whose dominant thought is to "keep out of trouble" and protect and keep their positions "at all costs" are of little value to the Bureau.
- II. Make it evident that all field office administrators are to be judged not by their ability to be conservative and "keep out of trouble" but by their ability to produce results - good results.
- III. Make it evident that the Bureau should not have to "wet nurse" and "spoon-feed" and do the thinking for field administrators; that they should act in a mature fashion and think for themselves and make their own decisions wherever possible and feasible.
- IV. Make it evident that this Bureau does not want timid, cringing, fearful, ultra-conservative, dull, and unimaginative field administrators; on the contrary what is desired is men of vision, boldness, courage, judgment, who can think and act wisely and run an office in such a manner as to produce results; men who are unafraid to take reasonable and calculated risks in order to produce some brilliant investigative work.
- V. Lastly, make it evident that the Bureau will stand behind able, courageous, progressive field administrators of vision when they make an occasional error, with no punishment to follow, providing their record is not one of a series of errors with no good results; that good results will do much to eliminate the need for punishment.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference agrees unanimously with the views expressed by the suggester in all respects except that it does not believe any assurance whatsoever should be given in writing to any employee that no punishment will follow an error committed.

Specifically, the Conference recommends:

1. An SAC Letter go forth treating with this vitally important topic.
2. SACs be required to discuss this topic at the next conference of Special Agents.
3. Inspectors be required to discuss this topic at the conferences held at the conclusion of each inspection. One conference is held by the Inspector for Agent personnel and another conference for non-Agent personnel.
4. This topic should be discussed by Assistant Director Harbo with each In-Service class on the first day of each session during his lecture entitled General Bureau Problems and this topic should be discussed in each New Agents' class.
5. Mohr should discuss this at next Seat of Govt. Supervisors Conference
If approved there is an appropriate SAC letter attached.

OK
H

Mr. Tolson

7/2/54

The Executives Conference

INSPECTIONS

#323,013

ALL INFORMATION CONTAINED
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DATE 8/12/92 BY sc/pc

SUGGESTION:

Eliminate inspection of firearms, photographic and technical equipment (inspection of automobiles would continue).

PRESENT PROCEDURE:

All firearms are inspected for cleanliness and operating condition during regular inspections. Gas grenades and projectiles are checked to see if sufficient on hand and to determine if they are not outdated. A check is made to see if sufficient number of handcuffs, leg irons, bullet proof vests and blackjacks are available. Cameras are checked for operating condition. Same for flashlights, floodlights, ultraviolet lights, dictaphones, recorders and related equipment.

ADVANTAGES:

Approximately 1 day's time is spent by 1 Aide in inspecting the above equipment and this time could be utilized in other inspection phases (rarely are defects found in this equipment).

Mr. Parsons of the Laboratory believes that a spot check of this equipment would suffice.

BUREAU REGULATIONS:

Responsibility for supervision, inspection and maintenance of all equipment is the SAC's. SAC Letter #85 dated 8/21/51 says that a specified employee of each division must exert personal supervision over all nonexpendable property kept in the vault, including firearms, specialized electrical equipment and related equipment. Manual of Rules and Regulations, Section 3, Page 2, Item 9, says that a designated clerical employee should supervise the least complicated items of technical equipment. A sound trained Agent should supervise remainder. Rules and Regulations

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

cc: Mr. Harbo
Mr. Sizoo
Mr. Mohr

RECORDED - 25
INDEXED - 25

66-2554-1150/4

68 JUL 9 1954

13 JUL 8 1954

Attachments
Sugg. 862-54

REM

3 A 3 a require SAC to personally make quarterly inspections of all office equipment. Rules and Regulations 3 A 3 b require monthly inspection of all office equipment by the clerical employee except in those months when SAC is making the quarterly inspection. SAC in self-inspections, which usually occur about once a year, must inspect all of the above-mentioned equipment.

DISADVANTAGE:

Possibly the SAC may relax his inspections if he knew the Inspector would not check this equipment.

EXECUTIVE & MEMORIAL CONSIDERATION:

Present at the Executive Conference June 30, 1954,
Messrs. Tolson, Mohr, Tamm, Parsons, J. D. Edwards,
Wenrick, Rosen, DeLoach, and Ladd.

The Conference unanimously recommended:

(1) No reduction in the current inspection program relating to these topics.

(2) In addition to the present practice, bearing in mind that all employees are not interviewed and that only those employees who occupy supervisory status or request an interview with the Inspector are interviewed, a spot check should be made as to the condition of FBI sidearms issued to selected agents within the office.

If approved, the attached instructions should go forth to the Inspectors.

Manual change is attached.

OKH

✓

Mr. Tolson

7/6/54

The Executives Conference

323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *Sysc/bee*

Present at the Executives Conference on July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. T. Edwards, DeLoach, Belmont, Boardman, Rosen and Mason.

The Conference considered a suggestion earlier received by the Director relative to time in the office. The suggestor offered a possible solution. Both suggestion and his possible solution are set forth below:

AGENT TIME IN FIELD OFFICE

- I. Very properly agents should spend as little time in the office as possible.
 - A. But here is the problem: It has been stated that when an arbitrary time is set, for example, "no agents to be in the office after 8:45 A.M." it results in this undesirable development:
 - 1. Agents take their paper work to libraries, etc. where it is completed.

POSSIBLE SOLUTION

- I. A. A tightly run office may not need these arbitrary time limitations.
 - B. SACs, ASACs and field supervisors who know what their men are doing also know whether or not they need to spend time in the office.

EXECUTIVES CONFERENCE CONSIDERATION

The Conference was unanimously of the opinion that no SAC should be permitted to establish arbitrary regulations such as the one cited to the effect that employees should be out of the office by 8:45 a.m. Common sense and businesslike practices should prevail at all times. Conference unanimously recommended issuance of the attached SAC Letter.

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

Attachment sent
cc: Mr. Harbo
Mr. Sizoo

JUL 8 1954

RECORDED - 25
INDEXED - 25

66-2554-11509
JUL 8 1954
RDM

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

JULY 1, 1954

AIR-TEL

Executive Conference

SAC, NEW YORK ATTN: LIAISON SECTION

FEMALE CANDIDATES FOR FBI NATIONAL ACADEMY. ON 6/29/54, THE

BUREAU WAS TELEPHONICALLY ADVISED BY SPECIAL AGENT [REDACTED]

OF YOUR OFFICE THAT YOUR OFFICE HAD RECEIVED A QUERY FROM THE OFFICE OF FRANCIS W. ADAMS, POLICE COMMISSIONER OF NEW YORK CITY, AS TO WHETHER WOMEN WERE ACCEPTED FOR THE NATIONAL ACADEMY. IN RESPONSE TO YOUR REQUEST FOR ADVICE, YOU ARE ADVISED THAT WOMEN ARE NOT ACCEPTED FOR THE NATIONAL ACADEMY DUE TO THE ARDUOUS NATURE OF TRAINING AND THE FACT THAT OUR FACILITIES ARE LIMITED.

b6
b7c

HOOVER

LAF:dmb

Crime Records advised it handles outside queries on above by stating that women not accepted because of arduous nature of training. The Executives Conference memo dated 5/4/54, states Executives Conference recommended unfavorably unanimously against women being accepted for the National Academy.

EX - 104

RECORDED - 78

INDEXED - 78

166-2554-11548

RECORDED
178 JUL 7 1954

OR

ORIGINAL COPY FILED IN 1-7-1494

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

7869
JUL 13 1954

Mr. Tolson

6/18/54

Executives Conference

Proposed Form
Suggestion #202-53

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *[Signature]*

THE SUGGESTION:

It has been suggested that a form be devised on which can be listed the location of serials in an informant file where non-variable information on informant can be found such as date and place of birth, description, photograph, the fact he was advised he is not a Bureau employee, that he should not retain copies of his reports and similar information. Such data is needed in the proper supervision of the informant and in contacting him. At present, such data is found all through the file and it is necessary to review the file completely each time it is desired to locate this information. The suggested form is not a substitute for any serial but would serve as an index as to where the information can be found in the file.

FINDINGS:

Upon the recommendation of the Executives Conference, the Chicago Office experimented with the form for 60 days and reported favorably on it. At Bureau instruction the form was further tested for a period of four months in the New York, Los Angeles, Seattle, Philadelphia, Miami, Little Rock and Chicago Offices. In these tests the proposed form was used in only half of the criminal and security informant files in the office to permit a comparison of time spent in review of the files and those files in which it was used were further divided so that half of them retained the form as a regular serial and the other half retained it unserialized as the top document in the file.

All offices reported favorably and recommended: (1) That the form be adopted on a field-wide basis. (2) That it be maintained as the top document in the file.

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

cc: Mr. Sizoo
Mr. Harbo

Attachment
AGJ:db

F 307

53 JUL 27 1954

~~2 JUL 23 1954~~

EX - 104

RECORDED - 25
INDEXED - 25

NOT RECORDED
138 JUL 8 1954

166-2554-11549 M

ORIGINAL COPY FILED IN 1982

[Handwritten initials]

[Handwritten initials]

Attached is a copy of each of the proposed forms; because of the differences in the requirements a separate form is needed for the two types of informants, criminal and security.

ADVANTAGES OF THE USE OF THE FORM:

- (1) The form will provide a ready index as to the location of important and required information relating to the informant.
- (2) The Agent to whom the informant is assigned will be better able to keep the file current from an administrative standpoint and the form will serve as a check list to remind him of the required items not yet completed.
- (3) Use of the form in seven offices disclosed that its use will conserve an estimated 600 hours of supervisory time per month throughout the field, which amounts to 75 work days or a money equivalent of \$2,058. per month.

DISADVANTAGES OF THE USE OF THE FORM:

- (1) Tests in seven offices indicate it takes an average of 23 minutes to prepare the form for a file which is presently pending. As new files are opened and the form is placed in the file as the top document, entries will be made on the form as the information becomes available and the time required to prepare the form will be negligible.
- (2) The requirement that the form be filed as the top document in each informant file will require the exercise of extra care on the part of Field Chief Clerk and Chief Clerk's employees to make certain that the form does not become filed under a group of serials and thus loses its value as an immediately available index. One office suggested printing the form on pink colored paper to call attention to the fact it is to be retained as top document in the file.

COST FACTOR:

Tests in the seven offices indicated that use of the form will conserve an average of four minutes per file review. As of 5/1/54 the Burden had 1,596 criminal informants, 5,437 potential

criminal informants, 1,091 security informants and 791 potential security informants or a total of 8,913 informants of all types. Since a file is opened on each informant and each file normally is checked by the field supervisor once each month, the use of this form would make it unnecessary to spend an estimated 600 hours of supervisory time each month throughout the field. This estimate of 600 supervisory hours per month amounts to 75 work days or a money equivalent of \$2,028.00 per month which computation is based on an average annual salary for field Agents of \$7,030.89. A similar salary figure for field supervisors is not available.

The tests also indicate that an average of 23 minutes is required to prepare the form for files already in existence. Although seven offices now have prepared the form in half their informant files, it would require approximately 3,416 hours of Agent time to prepare the form for the 8,913 informant files mentioned above. This time is equivalent to 427 work days. It is apparent then that after the form has been in use for approximately 5½ months, its use would have justified the expenditure of the time necessary to put the form into use and thereafter would conserve about 75 Agent work days each month.

VIEWS OF DOMESTIC INTELLIGENCE DIVISION:

Mr. Belmont has advised he has no objection to the form being approved for use by the field. At the suggestion of the Security Informant Desk and with Mr. Belmont's approval, the form for Security Informants was revised to eliminate several items regarded by the Domestic Intelligence Division as possibly subject to change. The form as approved contains only non-variable items.

VIEWS OF INVESTIGATIVE DIVISION:

By memorandum of 6/14/54 from Mr. Price to Mr. Rosen, the Investigative Division approved the use of the proposed form but suggested it bear an admonishment to the effect it not be utilized as a substitute for a thorough and complete file review but rather as a ready reference.

NOTE: Since the form will contain no actual information, but merely a listing of serial numbers where the information can be found, it could not be used as a substitute for a file review where the purpose of the review was to obtain information from the file.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN

Present at the Executives Conference June 17, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire, and Mason.

The Executives Conference was unanimously in favor of the proposed forms and their extension to the field. Attached is an appropriate SAC Letter.

SECURITY INFORMANT REVIEW SHEET

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as non-variable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

SYMBOL NUMBER: _____ Office File: _____
Type of Informant: SI - PSI - CS Bureau File: _____

- 1. NAME: _____ Serial No. _____
- 2. ALIASES: _____ Serial No. _____
- 3. CODE NAME: _____ Serial No. _____
- 4. SYMBOL NUMBER: _____ Serial No. _____
- 5. DATE AND PLACE OF BIRTH: _____ Serial No. _____
- 6. DESCRIPTION: _____ Serial No. _____
- 7. PHOTOGRAPH: _____ Serial No. _____
- 8. BACKGROUND INVESTIGATION:
 - (A) CREDIT INQUIRY _____ Serial No. _____
 - (B) LOCAL CRIMINAL CHECK _____ Serial No. _____
 - (C) BUREAU IDENTIFICATION RECORD _____ Serial No. _____
 - (D) SELECTIVE SERVICE CHECK _____ Serial No. _____
 - (E) CHECK OF MILITARY SERVICES RECORD _____ Serial No. _____
 - (F) INFORMANTS CANVASSED _____ Serial No. _____
 - (G) RELIABILITY CHECK _____ Serial No. _____
 - (H) PATRIOTISM _____ Serial No. _____
 - (I) REPUTATION _____ Serial No. _____
- 9. INFORMANT ADVISED OF:
 - (A) NOT BUREAU EMPLOYEE: _____ Serial No. _____
 - (B) ACTIVITIES VOLUNTARY: _____ Serial No. _____
 - (C) RELATIONSHIP CONFIDENTIAL _____ Serial No. _____
 - (D) BUREAU LABOR POLICY: _____ Serial No. _____
 - (E) MEMBERSHIP NOT SPONSORED: _____ Serial No. _____
 - (F) NOT TO RETAIN COPIES NOTES-REPORTS _____ Serial No. _____
 - (G) SUBMITTING REPORTS IN DUPLICATE
AND IN THIRD PERSON: _____ Serial No. _____
 - (H) PAYMENTS ARE INCOME: _____ Serial No. _____
 - (I) USE PUBLIC TELEPHONE: _____ Serial No. _____
 - (J) NO OFFICE CONTACT PERSONALLY: _____ Serial No. _____
- 10. STATEMENT OF COOPERATION: _____ Serial No. _____
- 11. POST OFFICE BOX NUMBER ASSIGNED: _____ Serial No. _____
- 12. INFORMANT INDICES CARD MADE: _____ Serial No. _____

Completed: _____
Approved: _____

THIS ITEM IS NOT TO BEAR A SERIAL NUMBER, BUT IS TO BE KEPT ON TOP OF ALL OTHER SERIALS IN THE FILE.

66-2554-11549

ENCLOSURE

323013

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DATE 8/12/92 BY jsu/pe

CRIMINAL INFORMANT REVIEW SHEET

Mark opposite each item the number of the serial or serials in which the information appears. Although these items are regarded as nonvariable, changes may be noted by adding the new serial number and crossing out the old. When form is complete as to all applicable items, the Agent and Field Supervisor should initial the form at the end.

SYMBOL NUMBER: _____
Type of Informant: CI - PCI

Office File: _____
Bureau File: _____

- | | |
|--|------------------|
| 1. NAME:----- | Serial No. _____ |
| 2. ALIASES:----- | Serial No. _____ |
| 3. INFORMANT INDEX CARD MADE:----- | Serial No. _____ |
| 4. DESCRIPTION:----- | Serial No. _____ |
| 5. BACKGROUND DEVELOPED:----- | Serial No. _____ |
| 6. PHOTOGRAPH:----- | Serial No. _____ |
| 7. CREDIT CHECK:----- | Serial No. _____ |
| 8. LOCAL CRIMINAL CHECK:----- | Serial No. _____ |
| 9. BUREAU IDENTIFICATION RECORD (FD-9)----- | Serial No. _____ |
| 10. PAST CRIMINAL ACTIVITIES:----- | Serial No. _____ |
| 11. CRIMINAL ASSOCIATES:----- | Serial No. _____ |
| 12. AVAILABILITY TO OTHER DIVISIONS:----- | Serial No. _____ |
| 13. ADVISED OF FBI JURISDICTION:----- | Serial No. _____ |
| 14. ADVISED OF CONFIDENTIAL RELATIONSHIP:----- | Serial No. _____ |
| 15. ADVISED NOT EMPLOYEE OF BUREAU:----- | Serial No. _____ |
| 16. ADVISED TO FURNISH INFORMATION ONLY
TO BUREAU:----- | Serial No. _____ |
| 17. ADVISED PAYMENTS ARE INCOME:----- | Serial No. _____ |
| 18. ADVISED NOT TO CONTACT OFFICE PERSONALLY:----- | Serial No. _____ |
| 19. WHEN DESIGNATED CI:----- | Serial No. _____ |
| 20. INDICES SEARCH SLIP (FD-160) SUMMARIZED:----- | Serial No. _____ |
| 21. STATEMENT OF WILLINGNESS TO AID BUREAU:----- | Serial No. _____ |
| 22. ARRANGEMENTS FOR PAYMENT:----- | Serial No. _____ |
| 23. SYMBOL NUMBER ASSIGNED:----- | Serial No. _____ |
| 24. BUREAU ADVISED OF SYMBOL:----- | Serial No. _____ |
| 25. SERVICE RECORD CHECKED, IF ANY:----- | Serial No. _____ |

Completed: _____
Approved: _____

THIS ITEM IS NOT TO BEAR A SERIAL NUMBER, BUT IS TO BE KEPT ON TOP OF ALL OTHER SERIALS IN THE FILE.

The Director

6-30-54

Executives Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

Present at the Executives Conference 6-30-54 were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich, Rosen, DeLoach and Mason. The conference considered carefully a suggestion received by the Director involving covering leads versus conducting investigations.

THE SUGGESTION:

COVERING LEADS VS. CONDUCTING INVESTIGATIONS

- I. There seems to be a tendency on the part of men to begin and end with a lead.
 - A. This makes an agent not an investigator but a lead coverer.
 - B. To be a mere "lead coverer" means a man has stopped thinking.
 - C. When an agent stops thinking, he is no longer any real value to the Bureau--he has become a robot.

POSSIBLE SOLUTION

- I. SAC's and their representatives are to regularly set forth in conferences with their men the tremendous gulf existing between
 - A. Covering a lead per se
 - B. Investigating a case
- II. These instructions should be repeated systematically and always kept before the men.
- III. SAC's should instruct their men:
 - A. To carefully study and think about every "lead" set forth in a case assigned to them in order to determine:
 - 1. Is this an intelligent, sensible, necessary lead that really should be covered?

a. If he thinks not, consult his immediate superior and get the issue settled quickly.

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

cc - Mr. Sizoo
Mr. Harbo

RECORDED-99
INDEXED-99

66-2554-1150

13 JUL 8 1954

Attachments

60 JUL 12 1954

7-281

2. If the lead is a sound one, the agent should study it and think of any possible related lead which he should work on at the same time which could turn up truly productive investigative results. He should go beyond the original lead where it is reasonable to do so. A lead is just what the word implies--a clue which, if correctly pursued, should direct one to greater and higher levels of investigation.

EXECUTIVES CONFERENCE CONSIDERATION:

The conference felt there was much merit in the suggestion and agreed unanimously with the thoughts expressed. This has been a continuing problem over a period of years which the Bureau has sought to control. It was the unanimous recommendation of the conference that the following action should be taken as a means of bringing about necessary adherence to the suggestor's thoughts:

1. This topic be treated by Assistant Director Harbo on the first afternoon of each In-Service training in his lecture entitled "General Bureau Problems."

2. That an appropriate discussion of this topic be treated fully during the course of each New Agents training class.

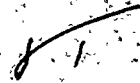
3. That appropriate mention of this topic be made at the next conference of Special Agents in each field office and at the Seat of Government, by Boardman

4. That the Inspectors be appropriately alerted and that they be constantly on the watch to bring to the attention of individuals during inspections opportunities for greater use of ingenuity during the covering of investigative work.

5. That an appropriate SAC letter go forth reminding the field that this is an important topic and incorporating pertinent instruction. Such an SAC letter is attached.

Items 1 through 4 above are ordered in the attached memorandum, which is recommended for dispatch, along with the SAC letter. Also attached is a memorandum alerting all Bureau officials and supervisors.

Respectfully,
For the Conference


Clyde Tolson

100-100000-1000

UNITED STATES GOVERNMENT

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

8/12/92

J. S. [Signature]

SUBJECT: [Illegible]

Tolson	_____
Boardman	_____
Belmont	_____
Mohr	_____
Parsons	_____
Rosen	_____
Tamm	_____
Tracy	_____
Nease	_____
Tele. Room	_____
Holloman	_____
Miss Gandy	_____

LML: [Signature]

Reference is made to memorandum from Mr. Boardman to the Director dated June 25, 1952, captioned Alger Hiss, Espionage - C, Perjury. This memorandum set forth the fact that Alger Hiss was questioned on December 2, 1953, concerning a snifter of an inmate of the Lewisburg Penitentiary. Investigation in this matter appears in the report of SA [redacted] dated 2-9-54 (70-21058-3).

b6
b7c

Hiss' name was not indexed pursuant to instructions set out in Bureau Bulletin 53-15 dated June 15, 1952. This Bulletin instructed the field that indexing in the Bureau would be done only on the basis of names appearing in the title and synopsis of reports in all original cases. Of course, under these instructions pertinent names should be set forth in the synopsis. These instructions save time and avoid preparation of duplicate and unnecessary index cards. The above mentioned report was handled properly under these instructions since Hiss' name appeared in the details and they are not read by the Classifier.

The Director noted on referenced memorandum "It seems to me we ought to have some record of contacts with such controversial subjects like Hiss. H"

The Director's comments are well taken, however, in order to continue the economy of not reading criminal reports beyond the synopsis, it will be necessary to have employees preparing reports call attention to contact with controversial subjects such as Hiss. Certainly the Agent conducting the investigation is in the best position to point out such contact. This Section does not feel that such names should appear in the synopsis of a report unless good reporting in that case would so dictate. It is not believed that such individuals will be contacted with such frequency to warrant use of a form to report such names to the Bureau. A workable solution seems to be to have the Field submit a cover letter setting out the contact with controversial figures when, in normal reporting, those names would not be mentioned in the synopsis of a criminal case. If approved, the attached Bureau Bulletin should be issued.

LML:ww
Attachment [Illegible]
ADDENDUM: LBN:ptm [Illegible]
The foregoing matter was considered by the Executives Conference consisting of Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Mason and Nichols and it was the unanimous conclusion of the Conference that the Bulletin should go to all investigative employees instructing that in criminal cases (continued next page)

ORIGINAL COPY FILED IN 100-100000-7144

EXHIBIT CONTAINED

75

100-3274

NOT RECORDED

138 JUL 20 1954

2 AUG 5 1954 F384

INITIALS ON ORIGINAL

ADDENDUM: (continued)

the names of nationally known, prominent or controversial individuals contacted or interviewed in criminal type cases should be set forth in a memorandum accompanying the report to the Bureau.

*Memo EAMES to Nichols
7-13-54
re Handbook + Manual Changes
LML/NLE...*

*V. G.
7-9*

W

*BR
h*

The Director,

The Executives Conference

6/1/54

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *[signature]*

INSPECTIONS - SUGGESTION

Present at the Executives Conference June 30, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Hennrich, Rosen, DeLoach, and Mason.

The Conference considered a suggestion received earlier by the Director relating to inspections. The suggestion stated, "Inspections are so essential and so valuable to the Bureau operations they create an ever-present problem as to how to make them more effective." The suggester set forth several ideas as to how inspections could be made more effective and each of these is treated below, along with the views of the Executives Conference.

SUGGESTER'S SOLUTION:

(1) "Reiterate clearly in all ways possible so that the men will be finally convinced that inspections do not exist to "get them" but to help them."

EXECUTIVES CONFERENCE CONSIDERATION:

Inspectors' Manuals are on the inventory of each field office and are available for review by any agent, whether he is or is not an Inspector's Aide. Every In-Service class is encouraged in a lecture by Mason on the first day to review Inspectors' Manual when they return to the field as a means of becoming more familiar with the inspection program and as a means of obtaining a greater knowledge of the Bureau's procedures, regulations and wishes. The preface to the Inspectors' Manual, signed by the Director, starts off as follows: "FBI inspections are made for a constructive purpose." The preface outlines the Bureau's wishes with regard to inspections and concludes with: "The presence of an Inspector in an office should contribute to an atmosphere calculated to give supervisory personnel and all employees a greater enthusiasm for their work. Employees should be stimulated to improve themselves individually and to contribute to the advancement of the entire service of the Federal Bureau of Investigation." Section 1, page 1, of the Inspectors' Manual

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Sizoo
Mr. Harbo

RECORDED-99 66-2554-1155
(Suggestion #257-54)

INDEXED-99

13 JUL 8 1954

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60 JUL 12 1954

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RM

Manual lists the ten purposes of inspections, and these are set out as follows:

1. To obtain a complete picture of operations and administration.
2. To learn of beneficial techniques and new ideas applicable to the entire service.
3. To resolve existing questions and anticipate future problems.
4. To consult and guide division heads and supervisors.
5. To discover existing weaknesses, fix responsibility, and set up strengthening programs of corrective nature.
6. To promote teamwork, productivity, and strengthen morale.
7. To identify employees capable of assuming additional responsibility.
8. To contribute to the training and instruction of office personnel as well as Special Agents assisting the inspector.
9. To insure uniformity in administrative, investigative, personnel handling and all other procedures throughout the service.
10. To assure economy and efficiency."

On the first day of each In-Service class, the constructive nature of the inspection program is explained by Mason along with the purposes of inspections, as well as the fact that the Inspectors will not overlook weaknesses, but will detect them, set up corrective programs, fix responsibility, and make any necessary recommendation for action. The inspection program is explained to new agents. It is discussed by the Inspector at the end of each field inspection when he holds a conference for all investigative employees, and again when he holds the conference for all noninvestigative employees. Each few months, the Bureau issues an SAC Letter setting forth recently encountered inspection delinquencies and advises that this information is made available in order to help the field operate properly. The Inspectors' Manual and all presentations are equally explicit to the effect that responsibility will be fixed for any weakness detected.

EXECUTIVES CONFERENCE RECOMMENDATION: No change.

* * * * *

SUGGESTER'S SOLUTION:

(2) Much of the effectiveness of an inspection is lost when a field office knows it is coming, and most of them do know it. Every possible precaution should be taken at the Bureau in order that there are no "leads" via supervisors, stenographers, clerks, etc.

EXECUTIVES CONFERENCE CONSIDERATION:

Two years ago the Director recognized this problem and in order to tighten up as to who would know of an impending inspection instructed that:

(1) The previous practice of inspectors contacting each Assistant Director prior to departing on an inspection trip and ascertaining from the Assistant Director any problems existing in the field offices to be inspected was discontinued. For the past two years, no Assistant Directors have been authorized to know of any proposed inspection itineraries.

(2) Two years ago the Director approved our recommendation that only three people in the Training and Inspection Division should know of proposed inspection itineraries: (a) The Inspection Clerk, who also takes the dictation; (b) Mason, who supervises inspections and draws up the itineraries for approval; (c) The Assistant Director, who passes upon itineraries and sends them to Mr. Tolson.

(3) All inspection itineraries and plans are submitted to the Associate Director in an envelope, are forwarded by him to the Director's Office in an envelope, are returned to the Training and Inspection Division in an envelope.

(4) Per the Associate Director's approval, itineraries for Inspectors which have been approved by the Director are held by Mason in a locked, fireproof cabinet until the itinerary is completed and then the itinerary is forwarded to the Records Section for filing.

EXECUTIVES CONFERENCE RECOMMENDATION: No change, and saw no way that there could be any tightening up as to this item.

OK
H

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SUGGESTER'S SOLUTION:

(3) The Inspector should be given his assignment only on the last day of his present inspection assignment, and then should proceed immediately.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable. Certainly the Inspector can be trusted with information as to where he is going next. It is necessary to provide him with synopses of pertinent files, information as to current and recent problems in the next office to be inspected and other data which he must study in advance of the inspection, and this is made available in double envelopes, both sealed, marked "Personal and Confidential," sent registered mail, and only the Inspection Clerk and Mason see such data.

Inspectors are often able to make travel reservations from FBI headquarters and thus avoid seeking the help of field offices for assistance in making reservations to the next office to be inspected. For example, Inspector Williams left a few days ago with reservations made in Washington for St. Louis and departure over the Fourth of July weekend for Dallas, his next office; thus, St. Louis will have no knowledge as to the next stop of Inspector Williams. Hotel reservations are not made in advance by Inspectors. Prohibiting an Inspector from knowing his next assignment until the day of departure would create real travel problems and increase communications costs, would necessitate long distance telephone calls to the Inspector, because a teletype could not be sent to him as to his next assignment without widespread knowledge in the field office which receives the teletype.

* * * * *

SUGGESTER'S SOLUTION:

(4) The policy to notify agents weeks in advance in nearby field offices to stand by and be ready to assist on a special assignment has also been a giveaway. The news gets out and some accurate guesses are made by men in the office to be inspected. Would it be feasible not to tell men in advance to get ready, but merely send them to the office the day the

Inspector is on his way there (what preparation on advance notice does a man need for a short inspection assignment -- very little, or none, I would think).

EXECUTIVES CONFERENCE CONSIDERATION:

OK
N
The minority, Messrs. Tolson and Tamm, felt that instead of sending confidential routing slips in sealed envelopes to Special Agents in Charge two or three weeks in advance for a particular agent to stand by for an unnamed inspection assignment, and for the SAC to confirm to the Bureau, should be discontinued and SAC's should be notified by teletype one day in advance for certain selected aides to stand by for an inspection assignment.

The majority, Messrs. Mohr, Parsons, J. E. Edwards, Henrich, Rosen, DeLoach, and Mason, recommended continuance of the present procedure, because:

(1) Two years ago the Bureau tried notifying SAC's by teletype at the last minute that certain agents should report for inspection assignment and there was a 75% cancellation by the field, with accompanying telephone calls and teletypes to the Bureau, increasing expense. Consequently, the experiment was discontinued.

(2) At 7 a.m. on June 30, 1954, Inspector Nugent was already at Charlotte to commence an inspection. Teletypes were sent out at that hour to six field offices ordering aides to report to Nugent at 8:30 a.m. July 1, 1954. These aides have not been previously instructed to stand by. Four of the six offices communicated with the Bureau to offer substitutes and the reasons for substitution were legitimate, such as: (a) An aide desired from Norfolk was in Minneapolis on vacation. (We had earlier checked leave records but there is no requirement that the Seat of Government be notified when an agent is on leave.) (b) An agent from Richmond was desired but he was engaged in a deadline accounting case of importance and could not be spared. There was no way for the Bureau to have earlier detected this. (c) These are examples only. Experience has shown the Bureau cannot tell when an agent desired is on sick leave, annual leave, handling an important case from which he cannot be released, testifying in court, or is otherwise unavailable. Lack of prior notice to the field prevents proper planning of work assignments, results in increased communications cost.

(3) Agents have to accumulate funds to be ready to go on an inspection assignment and these assignments last up to six weeks. Lack of advance notice works a hardship on the agents, makes it difficult for them to dictate investigations they have already or partially covered.

(4) An inspector aide is not "just any agent" assigned to the office, but he is a key man, carefully selected by the Bureau, and frequently a field supervisor. Consequently, he cannot drop his present duties instantly and go elsewhere without his work suffering.

(5) The current practice has been to send out confidential stand by notices and on occasions stand by notices are sent for agents even in the offices to be inspected and those agents are used on another inspection elsewhere or their stand by notices are cancelled when the inspector arrives.

(6) The majority felt that while some accurate guesses as to when an inspection will take place are undoubtedly made there are just as many inaccurate guesses. It was pointed out to the Conference that two years ago an inspector inspected Savannah, Miami, and San Juan. A year later the Inspector inspected San Juan and it was subsequently learned that the Miami Office contemplated that they would be next on the Inspector's list, engaged in a clean-up campaign, dictated everything which could be dictated, and endeavored to get ready for the inspection, only to find that the inspector did not come to Miami for a number of months. The net result of this guessing business is that offices get in tip-top shape based solely on guesses. It is a known fact that SAC's, without having any basis other than a desire to cause agents to sharpen up their performance, deliberately announce that the office is due for an inspection and the office may or may not be due for an inspection. This is a deliberately and widely used technique which results in value to the Bureau without any cost.

Based upon the Director's wishes as to this point, appropriate action will be taken.

* * * * *

SUGGESTER'S SOLUTION:

(5) There should be no fraternization or social pleasantness indulged in between office personnel and the inspector and his men at any time while they are there. This, of course, does not mean hostility. Naturally, the relations should be civil, courteous, polite, but not "chummy" to the point where favors are expected and may even be asked for. The essential idea is to get away from any "con man" relationship which would weaken

the purpose of the inspection; there should be no dinner invitations or related social invitations accepted between office personnel and inspectors; no golf, fishing, hunting, or sightseeing trips, etc., provided for the inspectors by the office; no gifts should be given to the inspectors and his men, nor no unusual favors for them in any form; no party should be given by the field office for the inspector and his men.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was advised that each individual field inspector was, on June 25, 1954, closely questioned as to the above points. No inspector has ever been the recipient of a party by the field office, nor does any inspector know of any party for aides. (Other than one in Dallas about four years ago which was brought to the Bureau's attention and resulted in orders of discontinuance being issued.) Inspectors have attended for a short period of time any office party which might be scheduled, such as, a Christmas party or other recreational function to determine the quality of handling thereof and the Conference unanimously felt this should be continued.

Inspectors were adamant that they have received no gifts; on the contrary, inspectors have, out of their personal funds (and frequently do) buy candy for the stenographers of the office, who work a number of night and weekend hours on dictation relating to the inspection. Only one inspector plays golf, and his golf clubs are in storage. Sightseeing trips have not been provided by the office. Inspector Williams pointed out there is very little opportunity for aides to participate in recreational functions, inasmuch as they normally work a number of night hours and over weekends. The other inspectors agreed. Williams pointed out that during an inspection of Phoenix earlier this year, aides assisting him rented an automobile on a Sunday afternoon for the purpose of sightseeing. Conference saw no harm in this, but recommended that inspectors and aides not be the recipients of favors by the office which would result in undue familiarity or obligation, and the inspectors concur 100%. Inspectors and the Conference agree that social invitations should be kept to a minimum; that there should be no obligations incurred; that the inspector should not be a dinner guest of office personnel, however, if the SAC is going to have dinner downtown and the inspector is going to have dinner at the same time, no objection is seen to them having dinner together at a restaurant on a Dutch treat basis provided this is not engaged in too often. In synopsis,

the inspectors are in complete accord with the unanimous Conference view that social relations should be at a minimum and there should be no obligation and that the inspector should avoid being "chummy" with the SAC.

*This should be confirmed
on return to the Superbureau*

* * * * *

yes
HT

SUGGESTER'S SOLUTION:

(6) Inspectors, to get the public's opinion of the field office, should not stop with interviewing just the friends of the office, such as certain attorneys, judges, law enforcement officers; they should go beyond this to interview six or ten other persons forming a cross section of the community who are not known to be close friends of the office. (Perhaps this is already being done, I don't know.)

EXECUTIVES CONFERENCE CONSIDERATION:

Section 7, page 1, of the Inspectors' Manual commences: "Inspector and all aides throughout inspection alert themselves to evidences of SAC's personal contact program and the quality of contact programs by agents, the relationships of employees individually and the office generally with various local, state, and Federal officials, including other contacts of importance and the public generally. Determine prestige of Bureau throughout divisional area. Contacts are designed to assist the office and the Bureau generally, and not specific individuals." There are a number of instructions relating to contacts, etc. Section 7(J) (page 5), Inspectors' Manual, instructs that Inspector must visit Federal Judges, United States Attorneys, United States Marshal, principal police heads and where advisable a sampling of other area leaders to determine quality of relationships. Prestige of Bureau, ideas for improvement of FBI, effectiveness of SAC. This is done. About a year ago question was raised as to whether inspectors may contact Managing Editors of newspapers, Executive Directors of Chambers of Commerce, and a few other contacts of that type, to determine effectiveness of FBI operation, and it was determined this should not be done because publicity would result as to the inspection, in all probability, and in the event the SAC was removed, or transferred, following

^{might}
the inspection, unfavorable publicity would result. Consequently, the contacting of outsiders is rigidly controlled by the Bureau. Conference unanimously recommended no change.

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SUGGESTER'S SOLUTION:

(7) Inspectors in offices of fifty, more or less, should request each agent to submit to him typewritten, with no name attached, his suggestions for the improvement of his office from the following viewpoints: Investigative, administrative, personnel. Men with no suggestions, ideas, comments, etc., are to submit a paper with their name on it, whereas those with suggestions are not to put their name on the paper. It should be explained that there is no "catch" but the Bureau sincerely wants to benefit by the thoughts of the agents and to encourage their thinking. Where the office has more than fifty men, a representative cross section should be selected for this purpose and be so advised. Inspector could study these suggestions, ideas, and comments and then and there use some as tools with which to work and improve the office before he left it. It might help morale for the men would rightly think that their views mattered to the Bureau and that they were actually participating in the constructive aspects of the inspection and were making a contribution.

EXECUTIVES CONFERENCE CONSIDERATION:

Unanimously unfavorable, because:

(1) Bureau should not encourage anonymous communications and inasmuch as inspections are constructive, any employee with a legitimate observation should make same in the open.

(2) Annually, the Director solicits suggestions from employees; each In-Service and New Agents class is requested by Mason to submit suggestions; inspectors solicit suggestions during inspections, in contacts with employees, at conference with all employees during inspections; "Investigator" encourages suggestions and everyone is well aware that the Bureau wants ideas.

(3) At commencement of inspection, every employee is put on notice in writing that he should feel free to contact the inspector concerning any topic he wishes. Employees wishing to be interviewed are interviewed by an aide or the inspector. The inspector must personally interview any employee occupying any supervisory status (clerical or agent) and any employee having a real problem.

Conference unanimously recommends continuance of above, and also recommends:

(1) In the future, inspector personally handle any interview of any employee who requests to be interviewed.

(2) Inspector or top aide interview all persons who are the subject of case write-ups, substantive delinquencies, or serious errors.

all such interviews should be reduced to writing

7-4/1

OK H

SUGGESTER'S SOLUTION:

(8) Every possible step should be taken to demonstrate that the purpose of the inspection is to help the men, not to punish them; and unless inspectors can really find out what goes on in an office, what its men are thinking and doing, he won't be able to help much; a mere surface examination and an analysis of the paper record of an office cannot be expected to produce much of value; an office is no better or worse than the persons of whom it consists; if inspectors cannot reach the minds and hearts as well as the work manifestations of these persons, can we hope to get all that is potential in an office inspection?

EXECUTIVES CONFERENCE CONSIDERATION:

Conference unanimously agrees with the thoughts expressed and points out that these thoughts are about the same as those mentioned earlier in the suggestion. Inspectors' Manual, which is extremely detailed and was completely rewritten August 7, 1952, was subsequently revised many times and this Manual is at least 100% more complete than the former Manual.

and requires many checks which go beyond the paper record. The Inspectors admit freely that inspections are not perfect, but they are conscientiously looking for ways and means to make them better and that is why the Manual has been amended so often.

OK
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* * * * *
Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

7/2/54

The Executives Conference

G. I. R. -9

INSPECTIONS

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/12/92 BY sc/jac

SUGGESTION:

~~Eliminate write-ups on all criminal informants except when they are ordered deleted or reduced from criminal informant to a potential criminal informant or when a major delinquency is discovered. Summarize minor delinquencies found such as failure to make 1 contact within prescribed time or failure to tell informant he must report payments as income. This would also apply to potential criminal informants.~~

PRESENT PROCEDURE:

Present inspection rule requires that when any criminal or potential criminal informant is rated less than good or any delinquency is observed there must be a write-up. The summary suggested would identify each case in which minor delinquencies were found by office file number in potential criminal informant cases and by symbol number in criminal informant cases. Sufficient space would be left after each file mentioned in the summary so that a clerk could cut out the remarks pertinent to each file and insert it in the proper file by stapling it to a blank sheet of paper. Present regulations require that field offices must submit ~~semiannual reports on criminal informants to Bureau for evaluation.~~ The Bureau knows nothing about the background of the potential criminal informants in divisions unless he has done some outstanding work. Relief Supervisor [redacted] said the Bureau is chiefly interested in the number of potential criminal informants in a division and their coverage in violations within the Bureau's jurisdiction.

INDEXED-99

RECORDED-99

66-2554-111552

ADVANTAGES:

1. When an inspection report is received the criminal informant desk reviews it and it can readily be determined the field has an active vigorous program. When the Inspector deletes a large number of potential criminal informants, it would appear that Agents have been wasting their time on unproductive sources, however, this same information could be summarized without individual case write-ups.

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

JUL 12 1954

CWS: new

Rth

2. This would save much time during an inspection amounting to as much as 6 days' time of 1 Aide in a medium-sized office.

DISADVANTAGES:

These case write-ups on informants assist the Bureau in evaluating them.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference on 7/2/54, were Messrs Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen, DeLoach and Mason.

The Conference unanimously recommended continuation of the present procedure without change.

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

Mr. Tolson

7/2/54

The Executives Conference

G.I.R. 7

INSPECTIONS

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *Sp5c/bee*

SUGGESTION:

Discontinue ~~teletype~~ tests.

PRESENT PROCEDURE:

Teletype tests must be given to all employees handling the dispatch or receipt of teletypes on any working shift. The test consists of 225 words and simulates an outgoing teletype, to be typed at the rate of 35 words per minute and 75 per cent accuracy is passing grade. Employees in practically all instances in all offices cut tape for outgoing messages to facilitate the sending of the message and to insure accuracy, since they then have the message before them before it is actually sent and to insure that the type cutting is accurate.

ADVANTAGE:

This would save approximately 6 1/2 minutes of the employee's time and would save approximately 2 hours' time of an Aide in smaller office and the grading of the examination which will be included in that period.

DISADVANTAGE:

Occasionally tape cutter may become inoperative and the message would have to be sent manually. If operator is well trained in sending messages manually, there would be no delays in the transmission of the message. Trouble with tape cutters occur very infrequently.

104

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

cc: Mr. Harbo
Mr. Sizoo
Mr. Mohr

RECORDED-99
INDEXED-99

66-7557-11553

13 JUL 8 1954

52 JUL 12 1954

7-2-54

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference on 7/2/54, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen, DeLoach and Mason.

The Conference unanimously recommended continuation of the present procedure without change.

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Nichols _____
Belmont _____
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Glavin _____
Harbo _____
Rosen _____
Tamm _____
Trotter _____
Mohr _____
Parsons _____
Edwards _____
DeLoach _____
Mason _____

MR. TOLSON

6/2/54

The Executives Conference

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/12/92 BY [signature]

ENTRY AND EXIT PROBLEMS

The Executives Conference consisting of Messrs. Tolson, Harbo, Rosen, Boardman, Belmont, Sizoo, Parsons, Mohr, Nichols, and Q. Tamm on June 1, 1954, considered the question of searching Alien fingerprint cards in the Identification Division.

It is noted that the Bureau by letter dated May 10, 1954, advised Mr. T. J. Donegan, Special Assistant to the Attorney General, that derogatory information developed as a result of fingerprint checks of visa applicants would be furnished to the Visa Office of the State Department as well as the Immigration and Naturalization Service.

In the Identification Division at the present time, 2,700 Alien fingerprint cards per day are received. By agreement with the Immigration and Naturalization Service, fingerprints of aliens other than those from the Western Hemisphere are not searched or acknowledged. This arrangement was made because of the fact that aliens coming especially from the European countries, do not have a previous record in the Identification Division files, and, consequently, no identifications were being effected. Fingerprints of Western Hemisphere aliens are searched by name only in the Card Index Section and acknowledged.

It is noted that a name search is conducted against the Bureau's general indices at the request of the State Department in the case of visa applicants and any derogatory information obtained as a result of such name searches is submitted to Immigration and the State Department.

The Conference unanimously recommends that no change be made in the searching procedure in the Identification Division.

RECORDED - 18

NOT RECORDED

138 JUL 6 1954

INDEXED - 18

EX-123

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

cc - Mr. Harbo
Mr. Sizoo

OT:edm

JUL 13 1954

ORIGINAL COPY FILED IN 62-90938-477

Mr. Tolson

7/1/54

Executives Conference

SUGGESTION NO. 248-54
MADE BY SA HORACE S. HALLETT
ALBANY OFFICE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5 EJB/ce

THE SUGGESTION:

IN A
That when a check case is made a Master Check Case, the FBI Laboratory list all questionable specimens on a master duplicator and all known specimens on another master duplicator, so that as additional questionable and known specimens are received, they may be added to the master duplicator, run off, and copies sent to the appropriate offices and police agencies.

PRESENT PROCEDURE:

Laboratory reports summarize information about previous checks in a large check case.

ADVANTAGES OF THE SUGGESTION:

The employee and ASAC Arthur V. Hart, Albany, point out that field offices and police agencies who send in additional questionable and known specimens in a Master Check Case will receive a full report from the Laboratory and it will not be necessary for the Laboratory to type out all of the previous information pertaining to prior examinations each time a new examination is made.

DISADVANTAGES OF THE SUGGESTION:

Mr. D. J. Parsons, FBI Laboratory, points out that cases involve as many as 2,000 checks and in such cases it would be a waste of paper and filing space, both at the Bureau and in the field, to repeatedly send copies of listings of previous checks to the same offices over and over again. He states also that many times checks received are placed in a particular file because the general make-up and form indicates the checks may have been passed by the passer of previous checks in the case. Many such checks cannot be definitely identified and subsequent developments may indicate the checks belong in another case.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 69

INDEXED - 69

EX - 104

JUL 8 1954

JUL 14 1954

90

ORIGINAL COPY FILED IN

8/5

166-2554-11535
RM

Memorandum to Mr. Tolson

It would cause confusion to have to delete from the master duplicator sheets listings of checks thus removed. Likewise, two or more files are often consolidated and in such cases there would be extra work to make the necessary adjustments to the master duplicator sheets.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN *JW*

The Conference on June 30, 1954, consisting of Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Henrich, Rosen, DeLoach, and Mason, was unanimously opposed to the suggestion.

Mr. Tolson

6/24/54

Executives Conference

DESTRUCTION OF NOTES OF SPECIAL EMPLOYEES
AND SPECIAL AGENTS HANDLING LIAISON AND
RECORD CHECKS AFTER CONTENTS BEING
INCORPORATED IN REPORTS

323013
Sp5c/lee 8/12/92

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8-4-82 BY sp4
cbb/nts

Problem:

During the course of full-field loyalty investigation of [redacted] Mathematician, Department of the Air Force, Washington, D. C., Security of Government Employees, in 1951, New York Office erroneously reported that Board of Election Records in Brooklyn, New York, reflected [redacted] registered in 1945 as affiliated with the American Labor Party. This record check was made by SA (then a Special Employee) Edward J. Kirk and was reported by SA [redacted] in report dated 11/30/51.

b6
b7c

At hearing before Air Force Security Board 3/31/54, [redacted] denied affiliation with American Labor Party in 1945. Supplemental investigation initiated 5/7/54 at request of Air Force. New York's supplemental report 5/20/54 reflected recheck. Board of Election Records shows [redacted] in 1945 did not designate in any party affiliation. In view of this discrepancy in New York's report, New York was requested to submit full explanation and recommendation for any administrative action.

b6
b7c

New York letter of 5/27/54 explained these Board of Election records were checked in 1951 by SA (then a Special Employee) Kirk, who furnished results to Agent [redacted] by routing slip. Agent [redacted] in turn dictated that portion of his report from notes furnished him by Kirk and these notes were subsequently destroyed. New York advises that due to lapse of time (2 1/2 years) and since Kirk's notes have been destroyed, responsibility cannot now be definitely fixed.

b6
b7c

Present Procedure:

Concerning the retention of notes, work sheets and flimsies of Special Employees conducting routine investigations such as credit, criminal and Government agency checks, Bureau Bulletin #57 dated 11/15/49, instructed the field that they may be destroyed. These instructions have not changed.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED - 86

100-2554-11156

JUL 8 1954

INDEXED - 86

EX-123

68 JUL 19 1954

3296-584
ORIGINAL FILED IN 106

Proposed Procedure:

New York has suggested in order to fix responsibility for this type of error in the future, it institute a procedure whereby notes of Special Employees and Agents handling liaison and record checks will be preserved as part of case file whenever derogatory or unfavorable information is being reported.

Advantages of Proposal:

Responsibility could be fixed if there was a discrepancy between the Agents or Special Employees notes and the communication reporting that information.

Disadvantages of Proposal:

1. It would require the preparation of a great number of exhibit envelopes which would involve much clerical time.
2. These exhibit envelopes would occupy much filing space which is now at a premium in most offices.

Observations:

It is noted that New York's suggestion does not appear to limit the above procedure to Security of Government Employee cases.

The Investigative Division of the Bureau recommended that New York's suggestion be considered by the Bureau for adoption or non-adoption on a Bureau-wide basis.

Executives Conference Consideration: EDM:ATM 6/24/54

Present at the Executives Conference 6/24/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, McGuire, and Mason.

The Conference unanimously recommended no change in the present procedure.

The Conference considered whether it would be desirable to retain notes of Special Employees and Agents making record checks, but felt that the desirability would be offset by the amount of clerical work involved in preparing exhibit envelopes, labelling such envelopes, inserting such envelopes as the bottom serial in the field case file. The Conference recognized the disadvantages attendant to the additional space which would be required through the retention of such exhibit envelopes.

The Conference was aware that the retention of such notes would not prevent an error such as occurred in this case, but would assist in fixing responsibility as to whether the error was the fault of the Special Employee in that his notes were at variance with the actual record checks; or whether the notes of the Special Employee were correct but the dictating Agent who used the notes made an error; or whether such dictation was correct but the stenographer made an error.

There are already procedures in existence for recording the identity of an employee who makes record checks, even though his notes are not retained, and in this instance there was no question as to the identity of the employee, the only question being what did the employee find out and what did he tell the dictating Agent.

After weighing these factors, the Conference felt no change should be made in the current rule.

Attached hereto is a letter to the New York Office, advising that it should not require retention of notes of Special Employees and Agents handling liaison and record checks. New York said in its letter of May 27, 1954, that it would retain such notes unless advised to the contrary.

Mr. Tolson

6/28/54

Executives Conference

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b7c

SUGGESTION NO. 237-54

MADE BY [REDACTED]

NEWARK OFFICE

FORM FD-77 (DICTATION SLIP)

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/12/92 BY spw/bce

THE SUGGESTION:

That Form FD-77 (Dictation Slip) be changed in size from 3"x5 1/2" to 4"x5 1/2", in order that they may be hole-punched and inserted into the file.

PRESENT PROCEDURE:

The Manual of Rules and Regulations, Section 8, page 1, provides that Form FD-77 shall be placed in the file, unbound, between the file top and top serial or FD-5 (Charge-out) as the case may be. At present, when a stenographer takes dictation from an Agent, she fills out the Dictation Slip (Sample attached) and places it in the file. The slip is removed and destroyed by the Chief Clerk's Office upon filing the mail described in the Dictation Slip.

ADVANTAGES OF THE SUGGESTION:

The employee feels it will prevent loss of the form in the general handling of the files.

DISADVANTAGES OF THE SUGGESTION:

The employee states adoption would result in the stenographers having to remove the file cover to insert the Dictation Slip.

SAC D. S. Hostetter, Newark; SAC L. L. Laughlin, Washington; and E. D. Mason, Training and Inspection Division, are opposed. It is pointed out the occasional loss of the form would not warrant adoption, since it would require additional work and would cost more for the larger paper, hole punching, and inserting in the file. When stenographic work is maintained within the Bureau's limitations, loss of this form is negligible. It was also pointed out that this form has served satisfactorily in its present form for many years.

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

Attachment

5 JUL 1 9 1954

Mr. Harbo

atn

RECORDED - 20 / 66-2554-11567
INDEXED - 28
NOT RECORDED
138 JUL 8 1954
EX-129

ORIGINAL COPY FILED IN 66-2554-11567

Handwritten signatures and initials: "Jed" and "RAM"

Memorandum to Mr. Tolson

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATN

The Executives Conference on June 28, 1954, consisting of Messrs. Mohr, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, Nichols, and Mason, recommended unanimously unfavorable.

Mr. Tolson

June 29, 1954

The Executives Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY *gsc/lor*

On June 29, 1954, the Conference consisting of Messrs. Nichols, Mason, Rosen, Boardman, Belmont, J. E. Edwards, Q. Tamm, Mohr and Parsons considered the bids solicited for alterations in the pistol range located in the basement of the Justice Building.

In March, 1954, the Conference recommended obtaining bids on three possible alterations in the basement pistol range to overcome a hazard due to the worn and pitted armor plate backstop causing fragments of bullets to ricochet back to the firing line. Proposal number one was to extend the range and install a new backstop approximately seventeen feet from the present backstop, move the firing line forward and thereby permit a larger area to accommodate tours. Only one bid was submitted for this work to be done at a cost of \$8,400. The second bid was obtained simply for the cost of replacing the old backstop which bid was \$4,900 and the third bid was to place new armor plate over the present backstop material and the bid here was \$5,400.

If the backstop is extended additional wiring and duct work will be necessary which can be done for less than \$2,000 by the building maintenance people. Funds are available from our 1954 appropriation.

The Conference unanimously recommends accepting the bid for extending the range at a cost of \$8,400 and of expending approximately \$2,000 to complete the alteration of the basement pistol range.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

1 - Mr. Harbo
1 - Mr. Sizoo

DJP:VH

RECORDED - 75

INDEXED - 78

166-2554-11558
NOT RECORDED
138 JUL 8 1954

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53 JUL 19 1954

ORIGINAL COPY FILED IN 66-3760-3945

MR. TOLSON

~~CONFIDENTIAL~~

July 6, 1954

THE EXECUTIVES CONFERENCE

INFORMANT PROGRAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
EXCEPT WHERE SHOWN
OTHERWISE

Classified by
Declassify on:

8/12/82
DATE 1/24/92 BY [signature]
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

On July 6, 1954, the Executives Conference, consisting of Messrs. Tolson, Boardman, Nichols, Mohr, Rosen, Parsons, J. E. Edwards for Sizoo, Mason for Harbo, Trotter for Tamm, and Henrich for Belmont, considered observations set forth in the Director's memorandum of June 28, 1954, concerning the need for better informants in both the criminal and intelligence fields. Referenced memorandum suggested as possible solution:

(1) Continuance and expansion of the "Interview Program" of the Domestic Intelligence Division, making it a permanent portion of our policy, extended in modified form to the criminal field.

The Conference was unanimous in the feeling that the "Interview Program" of the Domestic Intelligence Division should be continued. It is aimed at developing informants in the Communist field and is producing results. The Conference was of the opinion that the "Interview Program," as such, is not applicable in the criminal field since the program contemplates the interview of subjects of investigations with the object of developing them as informants. The prime objective of investigations in criminal cases is to establish whether there has been a violation of law. The field has been instructed to consider the possibility of developing criminal informants from subjects of Bureau cases and individuals interviewed in connection therewith.

(2) The referenced memorandum suggests the careful selection of a few excellent men in the larger and more important field offices where there is real activity in the Communist and criminal underworlds. Give them a free hand and let them mix and mingle with Communists, criminals and their sympathizers, associates, go-betweens, etc. It was suggested that to develop informants, it is necessary to make contacts with people who have the information desired or with those who have access to it. It was suggested that the suitability of Agents selected would determine the success of such a program and that the continuation of such an assignment should be contingent upon the results produced.

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

JUL 12 1954

RECORDED - 65

INDEXED - 65

66-2554-11559

13 JUL 9 1954

CONFIDENTIAL

MR. HARBO

MR. SIZOO

EX-103

7-8

[Handwritten initials]

MEMO EXECUTIVES CONFERENCE TO TOLSON
RE: INFORMANT PROGRAM

~~CONFIDENTIAL~~

The Conference noted that both in the intelligence and Communist fields, as well as in the criminal field, such programs are being carried out. The Domestic Intelligence Division has held special training schools of especially selected Agents who were brought to the Seat of Government preparatory to contact with Communist leaders. These Agents were selected on the basis of their ability to develop informants. Refresher courses have been given to these Agents, and another refresher course is planned for September, 1954. The results of these programs have been particularly good and several high-level informants have been developed. (C)

The Investigative Division has held specialized schools on criminal informant development and utilization in June, 1952, and May, 1953. On May 13, 1954, the Investigative Division prepared a memorandum pointing out that from September 1, 1952, until April 1, 1954, approved informants had increased from 564 to 1590, and potential informants had increased from 2376 to 5729. It was pointed out that criminal informant development has been stressed in all In-Service classes and the five specialized kidnap schools, and in SAC Letters. It was recommended and approved that the holding of specialized school on informants be considered for October, 1954.

The Conference was of the opinion that the special group of Agents being used in the larger offices for the development of informants is producing desirable results. The Conference felt that the existing close controls over the activities of Agents being utilized in the informant development field should be continued and that there was no need for a more "free hand" on the part of Agents in mixing and mingling with Communists, criminals and their sympathizers, associates, go-betweens, etc. (C)

(3) The referenced memorandum suggested that the Bureau's informant program is not sufficiently penetrating, comprehensive and productive; that many informants are too far removed from real information; that a special and accurate account of time each Agent spends developing informants should be maintained for a period of six months; that this time should be placed against the number and quality of informants developed and, if the number and quality do not justify the time spent, the matter should be discussed with the Agent to see what is wrong.

~~CONFIDENTIAL~~

MEMO EXECUTIVES CONFERENCE TO TOLSON
RE: INFORMANT PROGRAM

CONFIDENTIAL

The Conference noted that each field office is presently required to submit a monthly report of progress which sets forth the average time spent developing criminal informants for a given month. It was noted that the time spent developing informants is also looked into during field office inspections. Careful statistics are compiled both by the Criminal Informant Desk and by the Domestic Intelligence Informant Desk in order that close supervision can be given to these important phases of the Bureau's work and these statistics are utilized in our training programs and in discussions with SACs when they visit the Seat of Government.

The Conference unanimously agreed that continued emphasis should be given to our informant program and that the refresher courses presently planned by the Domestic Intelligence Division for September, 1954, and by the Investigative Division for October, 1954, should be held.

RECOMMENDATION:

1. It is recommended that as planned the Domestic Intelligence Division hold a refresher course for Agents assigned to the development of security informants in September, 1954. If approved, a memorandum setting forth the agenda of the proposed conference will be prepared.

AKH ✓

2. It is recommended that the Investigative Division hold a refresher course for Agents assigned to development of criminal informants as already contemplated for October, 1954. If approved, a memorandum will be prepared setting forth the agenda for such a school.

AK ✓
P

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

MR. TOLSON

6/29/54

EXECUTIVES CONFERENCE

b6
b7c

323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

SUGGESTION #227-54

MADE BY SA [redacted]

BALTIMORE OFFICE

PHOTOGRAPHIC DEVICE DUBL-CHEK

SUGGESTION

It is suggested that, where the photographic device known as Dubl-Chek is in operation, the Bureau might wish to make appropriate contact to see what such a method might be worth to the Bureau and to the field in identifying unknown subjects in Interstate Transportation of Stolen Property cases and Impersonation and related statutes cases.

Where the modus operandi is cashing checks at super markets, offices having such unknown subjects could set out leads for cities where the Dubl-Chek machine is in operation.

BACKGROUND

A newspaper clipping appearing in the Wall Street Journal on 5/17/54, entitled "Photos Help Stores Cut Losses From Bad Check Passers" describes the Dubl-Chek machine as a photographic device which records on a single 35 m.m. frame of film a photographic likeness of each check presented for encashment, of the person presenting the check, and of his papers of identification. The film magazine holds enough film for 8,000 photographs. No film is actually developed unless it turns out a forgery was committed. Then the particular frame is selected by the number on the check and this frame alone is developed and reproduced on a 4" x 7" print, giving the store using the device a picture of the forger caught in the act. A sample picture taken by the Dubl-Chek machine is attached hereto.

Dubl-Chek machine somewhat resembles a desk, supported by two slim metal arms. Affixed to its back is a flat horizontal panel containing the camera. Through two apertures peer two lenses. One lens points forward to get the picture of the person presenting the check for encashment and the other lens peers down to snap the photograph of the check and document of identification.

Attachment
cc-Mr. Sizoo
Mr. Harbo

INDEXED-67

166-254-11560

JUL 9 1954

EX-129

[Handwritten initials/signature]

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

JUL 14 1954

ORIGINAL COPY FILED IN 86-1-112

Memorandum to Mr. Tolson

The Dubl-Chek machine is used in 19 markets and one check-cashing agency in and around Los Angeles, and one food store in Las Vegas on a lease basis and national distribution is planned during 1954, according to the newspaper article.

OBSERVATIONS

Mr. Rosen of the Investigative Division does not believe the availability of this device will alter the investigation of the general run of fraudulent interstate check cases since our investigative leads are obtained from the business establishment or person who cashed the checks which the Bureau has under investigation. If fraudulent interstate checks are not passed in a Dubl-Chek equipped establishment there would be no need for contacting establishments in the area except in the hope that the management's list of bad checks may have a check written by the same subject who passed the check under investigation at the time. Mr. Rosen recommends the field be advised of the existence of such a device only for informational purposes.

The Los Angeles Office advised this photographic device came to the attention of that office during a recent meeting of the Southern California Check Investigators and was part of a panel discussion led by Sergeant [redacted] of the Glendale, California, Police Department, at the check conference held in Sacramento, California, in April 1954. Detective Sergeant [redacted] advised in the past few months their department has been able to solve approximately 3 or 4 check cases, one involving a ring of check passers, on the basis of photographs developed by use of the Dubl-Chek machine. b6 b7c

Los Angeles Office pointed out that use of this device in connection with Bureau cases would appear to be limited due to the fact relatively few of these machines are now in operation and also due to the fact these units are presently in operation chiefly in super markets. If coverage of these units were extended to include various other types of business, greater value would be realized from them in connection with the Bureau's work.

Los Angeles advised that, during discussions on the use of this machine at various check meetings, two questions have arisen which to the knowledge of the Los Angeles Office have never been resolved by any legal authority:

1. Whether or not photographing an individual without his knowledge constituted an invasion of his privacy;
2. In the event identification papers were photographed,

Memorandum to Mr. Tolson

consisting of Government documents such as a Selective Service card, would it be illegal to photograph such material?

Mr. D. J. Parsons of the FBI Laboratory discussed the photographic device DUBL-CHEK with document examiners and examined the attached photograph made with DUBL-CHEK to determine whether such photographs of individuals are clear enough for identification purposes in Bureau investigations and whether such photographs of identification papers are clear enough for document examinations in the FBI Laboratory. It is felt that if the attached photograph is representative of enlargements of such photographs to natural size (enlarged from 35 m.m. photographic frame to 4" x 7" print), it would not be sufficiently clear for positive handwriting conclusions to be reached in comparison with other handwriting specimens. The document examiners believe such enlargements would be too grainy and the line quality is not sufficiently clear; however, they do feel that such photographs of checks may be good enough for search in the National Fraudulent Check File so that if other checks are found in file which look similar, such can be reported for investigative leads. Laboratory reports can point out handwriting characteristics in common were noted and even though positive handwriting identifications are not made in fraudulent check cases, the effectiveness of pointing out similarities in handwriting and make-up and form of checks serves almost the same purpose because of the value as investigative leads to identify and locate the passers. Photographs of fraudulent checks this small in size are not suitable for addition to the National Fraudulent Check File for future reference. Specimens in the National Fraudulent Check File are natural-size photographs.

EXECUTIVES CONFERENCE RECOMMENDATION

EDM:ATW

The Executives Conference 6/29/54 consisted of Messrs. Mohr, Tamm, Rosen, Parsons, J. E. Edwards, Belmont, Boardman, Nichols, and Mason.

The Conference unanimously opposed the Bureau endeavoring to exploit the DUBL-CHEK device and recommended against issuing instructions to discuss it in various schools and conferences.

Mr. Tolson

7/2/54

#323073

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY spc/bee

SEAT OF GOVERNMENT STENOGRAPHER'S
MANUAL

Section 3 of the Stenographer's Manual of Rules and Regulations for the Seat of Government provides:

"No stenographer will be granted annual leave unless and until dictation taken by the stenographer has been transcribed. If a stenographer has been absent on sick leave for one day and does not return to work the morning of the second day, the work previously dictated to the stenographer should be secured by the supervisor and redictated to another stenographer on the morning of the second day. Sick leave must be reported by ten minutes after the working day begins to the supervisor or official in charge of the division."

In view of the fact that there may be instances when it is not necessary to secure the work previously dictated to a stenographer and redictate same it is suggested that this requirement be changed so that the work previously dictated will be redictated only when it is necessary. Therefore, it is suggested that the above paragraph be amended to read as follows:

"No stenographer will be granted annual leave unless and until all dictation taken by the stenographer has been transcribed. If a stenographer has been absent on sick leave for one day and does not return the morning of the second day, if necessary the work previously dictated to the stenographer should be secured by the supervisor and redictated to another stenographer on the morning of the second day. Sick leave must be reported by ten minutes after the working day begins to the supervisor or official in charge of the division."

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATM 7/8/54

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

Present at the Executives Conference 7/8/54 were Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Henrich, Rosen, Nichols, Harbo and Mason. The Conference was unanimously in favor of the above change.

60 JUL 13 1954
308

RECORDED-27

66-2534-1156

INDEXED-27

13 JUL 1954

EX-128

mbt:wc fmk

RKM

The Director

7/8/54

The Executives Conference

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

Present at the Executives Conference July 7, 1954,
were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards,
Henrich, Boardman, Rosen and Mason.

The Conference considered a suggestion regarding relations
with the police and the observations of the suggester and his
possible solution are set forth below for record purposes.

POLICE RELATIONS

I. It has long been my impression from personal observation
that our relationship with the police (local, county and
state) is spotty. It varies from office to office, SAC
to SAC and Agent to Agent.

A. On the average it seems that we get cooperation

1. When it is in the interest of the police group
to cooperate, when they stand to gain in one way
or the other;

2. When, although there may be nothing to gain
immediately, there is nothing to lose by
cooperating with the FBI.

POSSIBLE SOLUTION

I. It is more difficult by lack of ethics, constant politics,
etc. on the part of too many police departments and their men.

II. In addition to the excellent work already being done by
the Bureau (e.g. National Academy, Police Schools, etc.)
would it be possible for field offices to devise ways
and means for its personnel to become better acquainted
with police personnel, etc. and with each other's offices?

A. What prompts this suggestion is this:

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

cc: Mr. Harbo
Mr. Sizoo

RECORDED-27
EX-128

66-2554-1115 [signature]

JUL 13 1954

13 JUL 9 1954

EDI: new

INDEXED-27

1. I asked a police officer on the street in which direction was the FBI office located. His reply, made in all seriousness, amazed me. He said he did not know where the FBI office was located.
2. That just simply should not be. Every policeman should know where our office is just as our men should know where the police department is, etc.
 - a. Quite clearly, they needed to get acquainted with each other. Cooperation cannot exist among strangers.
3. It may be in some instances law enforcement groups are living in separate compartments, sealed off from one another in the same city.

III. The old saying "nothing succeeds like success" seems to apply to our relations with police groups (local, county, state).

A. The more successful our men are

1. In investigating
2. In "breaking cases," then, the more anxious will be the local police to cooperate with us.

B. When we fumble and bungle cases or go on month after month without breaking cases, I do believe it lessens the desire of the police to cooperate with us.

1. It seems that as a general rule we need not expect police organizations and their men to cooperate with us out of "kindness," "ideals," "a sense of civic obligation," etc.
2. As a general rule these hard-boiled police groups and their men seem to cooperate when it is in their interest to do so, and;
 3. It is in their interest to do so when FBI offices in their communities are
 - a. highly successful in their work
 - b. produce good results regularly

- c. maintain, therefore, leadership as a result of positive achievement in the field of law enforcement.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference was unanimously opposed to any change in the current program of the Bureau.

The Conference felt that we should not encourage Agents to socialize with policemen inasmuch as policemen have different standards of personal deportment than those of the FBI and undoubtedly embarrassment will result.

The Conference recognized that there are varying degrees of cooperation from department to department, from state to state and from policeman to policeman as pointed out by the suggesting employee, but the Conference has no recommendations to offer as to how this variance in the degree of cooperation can be corrected with regard to police cooperating on occasions when it is in their best interest to do so or when they have nothing to lose by cooperating with the FBI. It was the unanimous opinion of the Conference that this was undoubtedly true. On the other hand, some Departments cooperate regardless.

It was pointed out to the Conference that it is currently required that there be a specific Agent to serve as liaison man with the law enforcement agencies in headquarters city in each field division and that a similar liaison exist in each Resident Agency. The Conference felt it completely undesirable to try to establish any large scale contact program of getting Agents acquainted with the policemen and in all probability this would not serve any useful purpose. Liaison already exists with detective bureaus, auto theft squads, check squads and those law enforcement units, or divisions, which are in a position to be of particular service to the FBI. Relationships with those units and squads are generally on a relatively close degree above and beyond the true liaison aspect.

The Conference was not too concerned because the suggester met a policeman on the street and he did not know the whereabouts of the FBI office. As Mr. Boardman pointed out, with 20,000 policemen in New York City, there are a good many officers who do not know the whereabouts of police headquarters.

The Conference felt it desirable to have a little aloofness between the FBI and the police, although such aloofness should not be carried to the extreme. The Conference agrees completely that the more successful we are in the handling of our investigative responsibilities the more we can expect in the form of cooperation from police. The Conference took issue with the suggester's view that we need not expect police organizations to cooperate because of ideas or sense of civic obligation, it being the duty of police to cooperate with the FBI.

The Bureau's program in the field of conferences with law enforcement agencies, training schools, National Academy, cooperative services such as identification matters, laboratory, etc., all constitute a worth while and helpful program of cooperation and should be continued without change.

OK
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Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

July 6, 1954

The Executives Conference

Present at the Executives Conference July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, DeLoach, Belmont, Boardman, Rosen and Mason.

The Conference was advised that under Executive Order 10501 no document may be classified as Confidential, Secret, or Top Secret unless the contents relate to the defense of the United States.

The Conference was further advised that Section 2h of the field stenographer's manual currently contains a provision that any confidential matter transmitted between offices or between the field and the Bureau should be contained in a plain white envelope marked "Confidential" in the event matters of confidence are treated therein.

The Conference unanimously felt that the provision to mark "Confidential" on the outside of an envelope containing data therein which does not relate to the defense of the United States but may relate to other matters which should be treated confidentially does not in any way abridge or curtail the provisions of Executive Order 10501 or Departmental security regulations.

Consequently, the Conference unanimously recommended that no change is necessary in Section 2h of the field stenographer's manual.

cc: Mr. Harbo
Mr. Sizoo

RECORDED - 68

66-2554-11563
NOT RECORDED
138 JUL 18 1954

EDM:js 7

INDEXED

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

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

EX - 107

RKM

6 JUL 20 1954

ORIGINAL COPY FILED IN 66-2554-11563

Mr. Tolson

7/13/54

Executives Conference

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY sp5c/bee

~~FIELD STENOGRAPHERS' MANUAL~~

BACKGROUND:

In connection with determining whether there were any Field Stenographers' Manuals in the field which could be released, SAC Letter 54-27 also advised the field that the Bureau would be glad to receive any suggestions for improvement of the Field Stenographers' Manual.

SUGGESTION:

It is suggested that

The Atlanta Office advised that the Field Stenographers' Manual is particularly helpful and beneficial to the newer stenographers and typists and is also helpful to the older employees. The older stenographers have stated that it would be helpful to them if more details were incorporated in the manual, such as contained in the Agents' Handbook. The older stenographers advised that this is particularly true when it is necessary for them to verify on occasions information contained in an Agent's rough draft or dictation.

OBSERVATIONS:

This suggestion is very broad. It is felt that the present Field Stenographers' Manual contains the necessary details for stenographers. It is pointed out that, if there is a need at some time for checking the Agents' Handbook, there would certainly be one available in the office for the stenographer to check. The addition of this material in the Stenographers' Manual which is rarely used makes the manual cumbersome and more expensive to keep up-to-date. It is felt that this suggestion should not be adopted.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Conference of 7/13/54, composed of Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason, recommended no change in present practices.

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

cc: Mr. Sizoo
Mr. Harbo

RECORDED-52

INDEXED-52 13 JUL 14 1954

68 JUL 15 1954

EX-129

66-2554-11564
RDM

Mr. Tolson

7/13/54

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Executives Conference

SUGGESTION NO. 213-54
MADE BY SA [REDACTED]
PHOENIX OFFICE
FORM FD-149 (LEAD SHEET)

#323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SS/PC

THE SUGGESTION:

The Executives Conference on 6/7/54 considered 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 attached.) It was also suggested that the Lead Sheets be maintained as permanent serials in the files.

The Conference concluded that since Lead Sheets are widely used throughout the field, the Bureau should not be precipitant in revising the Lead Sheet and recommended that contact be made with several field divisions for their views prior to further consideration. A letter dated June 9, 1954, was addressed to Albuquerque with copies to Atlanta, Baltimore, Birmingham, Boston, Chicago, Cleveland, Detroit, Los Angeles, San Francisco, Kansas City, and New York, requesting their views with regard to revision of this form.

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."

- 3 ENCL
- 20
- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

RECORDED-52
INDEXED-52
EX-129

66-2557-1115
2 DM

ADVANTAGES OF THE SUGGESTION:

The employee feels the revisions he suggests would make the form easier to prepare. He points out the following advantages:

8 JUL 15 1954
Attachments
cc: Messrs. Sizoo & Harbo
atn

13 JUL 14 1954

Memorandum to Mr. Tolson

tages: (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 information under the heading "Leads" has been deleted and a space allotted for setting out leads to the various agents. With regard to maintaining the form as a permanent serial, the employee points out 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.

The following are in favor of adoption: 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. H. Kelley, Houston. They point out the following advantages: (1) Would save typing time; (2) Simplify the assignment of leads; (3) 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; (4) The revised Lead Sheet is compact but still gives the Agent all the information needed.

The Atlanta, Boston, and Kansas City Offices are in favor of revising the Lead Sheet, and list as an advantage: (1) The proposed form affords the Agent covering a lead a visual picture of the applicant's background, what investigation is being conducted, and eliminates time and expense in forwarding communications to other Agents or offices to handle leads which might be uncovered by an Agent covering a lead in one locality.

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 maintained as a permanent serial.

The following offices are opposed to the proposed revision of the Lead Sheet: Albuquerque, Baltimore, Birmingham, Chicago, Cleveland, Detroit, Los Angeles, San Francisco, and New York. They list the following additional disadvantages:

Memorandum to Mr. Tolson

(1) Too much clerical time is consumed in adjusting typewriter spacing to fit the form; (2) There would be a possible delay in opening of cases and the routing of leads to Agents; this is particularly true in offices where the volume of applicant cases is heavy and deadlines are short; (3) Filing of Lead Sheets would needlessly encumber the files and in addition it would be necessary to account for the various Lead Sheets to insure that they are properly filed; (4) The important categories on the proposed form are listed under the caption "Other" creating a possibility of these items being overlooked; (5) Many Bureau letters directing that an applicant-type investigation be conducted have information reflecting on the loyalty or character of the applicant appearing in Bureau files. This information could not be copied on a Lead Sheet and would necessitate a separate sheet of paper if the revised form were used; (6) There is not sufficient room under the various headings to handle necessary data regarding employments and residences in those cases where the applicant has resided in an area for a considerable period of time; (7) The present form contains in the upper left-hand corner the caption "Agent" so that the form may be readily routed to the Agent who will cover the lead; the proposed form does not contain such a caption and this omission is considered to be a disadvantage; (8) While leads are placed on the proposed form in the order in which they appear on the Personnel Security Questionnaire in Atomic Energy Act cases, this is not true in Departmental Applicant and Bureau Applicant cases; (9) Deletion of the heading "Leads" appears to be a definite disadvantage in that it is a saving of time to be able to check off on the present form that lead to be covered rather than to write out the lead in detail. (10) New York Office points out that the filing of Lead Sheets would place a tremendous burden on the clerical staff of that office, since many hundreds of leads are set out weekly. (11) There is a waste of space in placing "Case Assigned To" and "Return Inserts To" in the position indicated on the form. It would seem these two items, in most offices, would refer to the same individual. (12) It would not seem necessary to include the date at the top of the form, since the governing factor is the Bureau deadline and not the date the Lead Sheet was prepared.

ADDITIONAL RECOMMENDATIONS:

(1) Allow additional space under caption "Immediate Relatives"; (2) Caption "Case Assigned To" be placed on the left side of the form immediately preceding caption "Leads"; (3) Eliminate caption "Return Inserts To"; (4) The caption "Re" should also provide for "Aliases"; (5) "Education" and "References" should appear as specific headings rather than being included under "Other"; (6) More space should be allowed for such captions as "Employments," "Addresses," etc. (7) Under the caption "Immediate

Memorandum to Mr. Tolson

Relatives" the age, as well as relationship and address, should be added; (8) In addition to "Case Assigned To" there should be several lines headed "Leads Assigned At _____ to SA _____." (Sample of Lead Sheet containing these recommendations attached.)

PROPOSED ALTERNATE FORM:

The San Francisco Office submitted an alternate Lead Sheet (sample attached). It is not contemplated that this Lead Sheet would be retained as a permanent serial in the file, as the identity of Agents to whom leads were assigned would still appear on the letter of transmittal from the Bureau and on the Personnel Security Questionnaire. It was suggested that an extra copy of the Lead Sheet be retained, unserialized, as the top serial in the file until the case is closed, when it would be destroyed. The following advantages were pointed out: (1) Identity of relatives is placed with other descriptive data; (2) By omitting headings "Employment" and "Other" the form becomes more flexible and allows for an unlimited number of residence addresses to be entered without crowding; (3) This same advantage of flexibility would also follow for the other headings, such as "Employment," "Education," and "References." The only disadvantage noted was the fact that the clerk who prepares the Lead Sheet would have to type in these headings.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Conference of 7/13/54, composed of Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason, unanimously recommended unfavorable, no change recommended.

LEAD SHEET

FD-149

RE:

DATE:
FILE NO.
DEADLINE:

POSITION INVOLVED:

BACKGROUND:

Date & Place of Birth:

Social Security No.

Citizenship:

Naturalized:

OTHER DESCRIPTIVE DATA:

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:

Case assigned to _____

Return inserts to _____

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DATE 8/12/92 BY spc/bee

LEAD SHEET

RE:

FILE NO.
DEADLINE:

ALIASES:

POSITION INVOLVED:

OTHER DESCRIPTIVE DATA:

BACKGROUND:

Date and Place of Birth:

Social Security No.

Citizenship:

Naturalized:

SEX:

PRESENT AND PREVIOUS ADDRESSES (Including Dates):

EMPLOYMENTS (Including Employer, Address, Position, and Dates):

IMMEDIATE RELATIVES (Including Age, Relationship, and Addresses):

EDUCATION:

REFERENCES:

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DATE 8/12/92 BY *Jgs/bee*

OTHER (Organizations, Military Service when pertinent):

CASE ASSIGNED TO: _____

66-2254-112-120

LEAD ASSIGNED AT _____	TO SA _____
LEAD ASSIGNED AT _____	TO SA _____
LEAD ASSIGNED AT _____	TO SA _____
LEAD ASSIGNED AT _____	TO SA _____

ENCLOSURE

(SAMPLE OF PROPOSED REVISED LEAD SHEET CONTAINING RECOMMENDED CHANGES)

RE:

FILE NO:
DEADLINE:
RETURN TO:

POSITION INVOLVED:

BACKGROUND:

Date & Place of Birth:

Other Descriptive Data:

Social Security No.

Citizenship:

Naturalized:

Sex:

IMMEDIATE RELATIVES:

PRESENT AND PREVIOUS ADDRESSES:

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DATE 8/12/92 BY *[signature]*

65-2504-106

LEADS:

ENCLOSURE

Mr. Tolson

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7/13/54

Executives Conference

#323073
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DATE 8/12/92 BY spsc/bcc

SUGGESTION NO. 295-54

MADE BY

RECORDS AND COMMUNICATIONS DIVISION

THE SUGGESTION:

That the Bureau consider the use of a contour projector in the FBI Laboratory. The device could be used in the examination of firearms, tool marks, casts from tire and heel prints, typewriters, and other types of similar physical evidence where comparisons are desired. Attached is a booklet describing the uses to which this machine can be put.

ADVANTAGES OF THE SUGGESTION:

As noted above, the machine can be used in examination of firearms, tool marks, casts from tire and heel prints, typewriters, and other types of similar physical evidence where comparisons are desired. The employee feels that other uses would arise with familiarization of the potentialities and capabilities of the instrument. The contour projector was originally developed to be employed in the fields of precision micrometry and optical gaging and has valuable usage in the determination of surface configuration and contour, profile image, eccentricity and mechanical alignment.

DISADVANTAGES OF THE SUGGESTION:

Mr. D. J. Parsons, FBI Laboratory, advised that the Laboratory has been aware of the existence of this type of instrument for several years, and of its various uses. He states Bausch and Lomb Instrument Company first introduced a contour projector in 1915. Despite the versatility of contour measuring projectors, they are not designed to compete with the compound microscope in magnification or resolving power, nor do they overlap the work of the toolmaker's microscope used so often in the Laboratory in the measurement of projectiles in the study of rifling characteristics and similar precise measurements.

- Tolson _____
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- Nichols _____
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- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Attachment

RECORDED-52

66-2554-115
RDN

cc: Mr. Sizoo
Mr. Harbo

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13 JUL 14 1954

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Memorandum to Mr. Tolson

He points out that with respect to direct comparisons the Laboratory possesses six comparison microscopes, permitting direct comparisons from magnification of 3.15 diameters to over 300 diameters. In addition, they have a high power comparison microscope consisting of two compound microscopes mounted on a single base. The objects are viewed in a single eyepiece, the images being brought together by prisms mounted in a yolk attached to the tubes of the microscopes. Magnifications are attainable up to 400 diameters. Another method of direct comparison is accomplished by the densitometer in the Spectrographic Unit, which permits the direct comparison of spectral lines on two spectrographic plates.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:CS

Conference of 7/13/54, composed of Messrs. Tolson, Callahan, Trotter, Parsons, J. B. Edwards, Henrich, Boardman, Rosen, Kempfer, DeLoach and Mason, recommended unanimously unfavorable.



Mr. Tolson ✓

7/13/54

Executives Conference

~~FIELD STENOGRAPHERS' MANUAL~~

#323013
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DATE 8/12/92 BY sp/se/lcc

BACKGROUND:

In connection with determining whether there were any Field Stenographers' Manuals in the field which could be released, SAC Letter 54-27 also advised the field that the Bureau would be glad to receive any suggestions for improvement of the Field Stenographers' Manual.

SUGGESTION:

The San Francisco Office suggested that it would be more helpful if the Field Stenographers' Manual could be kept more current and up-to-date; and if they could receive the changes more quickly.

OBSERVATIONS:

Revisions for the Field Stenographers' Manual are issued monthly. It is not felt desirable or feasible to change the current practice. Also, it is felt that it is too expensive to send these revisions by air-mail to San Francisco, therefore, no change is recommended.

EXECUTIVES CONFERENCE CONSIDERATION: EDM:cs

Conference of 7/13/54, composed of Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason, recommended no change in present practices.

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

cc: Mr. Sizoo
Mr. Harbo

FMB:dmb

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The Director

6/24/54

Executives Conference

#323013

EVACUATION OF BUREAU RECORDS

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PROBLEM:

The Training & Inspection Division is desirous of keeping those records which must be evacuated to the emergency relocation center to a bare minimum and at the same time have data available for reconstruction of FBI policies and procedures for use after an extreme emergency.

There are maintained in the Training & Inspection Division master copies of all Bureau Manuals, Bureau Bulletins since 1/1/43, copies of SAC Letters since 1/1/44, lecture outlines used in the training of FBI personnel, before the National Academy and in field police schools, and copies of Executives Conference memoranda since 1/1/45.

Manuals

Generally speaking, all Bureau personnel are responsible for the manuals in their possession at the time of an emergency. Instructions have been issued that manuals should be evacuated or destroyed so as not to fall into enemy hands. Copies of all manuals except the following are maintained in all Bureau field offices: (a) Seat of Government Stenographers' Manual, (b) Seat of Government Supervisors' Manual, (c) Seat of Government Employees' Handbook, (d) Seat of Government form books (9 volumes approximating 2,000 pages).

All manuals, both in the field and at the Seat of Government, are kept current by manual revisions which are issued periodically. Therefore there appears to be no reason to evacuate the master copy of a manual in preference to any other manual. It is believed, however, that one copy of each of the three manuals listed above and the form books which are available only at the Seat of Government should be dispatched to the Bureau's record repository at Little Rock for use in an emergency or subsequent thereto.

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

cc - Mr. Sizoo
Mr. Harbo

RECORDED-27

INDEXED-27

JUL 14 1954

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JEM:cs

FOR INSTRUCTIONS AS
TO DISSEMINATION

EX-123

SEE FILE FOR INSTRUCTIONS AS TO DISSEMINATION

51 JUL 21 1954

SEE FILE 66-17381- (7-18-52)

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Bureau Bulletins and SAC Letters

Copies of SAC Letters since 1/1/44, consisting of approximately 9,760 pages, and an estimated 3,200 pages of Bureau Bulletins dated from 1/1/43 are maintained in the Training & Inspection Division. Current instructions to field offices are that SAC Letters and Bureau Bulletins may be destroyed if of no value after they have become three years old. Therefore, these records could be reconstructed from field office files only with difficulty.

Mr. P. F. O'Connell of the Records Section advised that the file of Bureau Bulletins maintained in the Records Section date from 12/1/19 and that the Records Section SAC Letters date from 9/30/20. It is believed that these records should be microfilmed at this time and the microfilm dispatched to the Little Rock Office for safekeeping. It is further believed that for the duration of the emergency that additions of these records should be microfilmed each six months and the microfilm dispatched to the Little Rock Office so that in the event of an expeditious evacuation it would be unnecessary to evacuate these files.

Mr. O'Connell has advised that to microfilm the Bureau Bulletins now on record in Records Section would cost approximately \$118.13; to microfilm the SAC Letters in Records Section would cost \$318.97. He has further estimated that if only the SAC Letters and Bureau Bulletins on file in the Training & Inspection Division were microfilmed, it could be done for approximately \$72.60. Mr. O'Connell has advised that these estimates include labor, film and rental of equipment; that the equipment is now available as is the personnel to perform the work.

Memoranda to all Bureau Officials

The Records Section maintains a file of all memoranda to all officials at the Seat of Government dating from 5/18/25. Mr. O'Connell estimates that these memoranda can be microfilmed for \$34.13. It must be pointed out that the Bureau Bulletins and SAC Letters maintained in the Training & Inspection Division since 1/1/43 and 1/1/44 respectively also include the memoranda to all Bureau Officials.

It is believed that these memoranda should be microfilmed to preserve them for use after an extreme emergency at Seat of Government.

Executives Conference Memoranda

There are maintained in the Training & Inspection Division approximately 10,800 pages of copies of Executives Conference memoranda dated from 1/1/45, most of which do not contain the notations of Bureau officials. The Records Section has maintained a file of the yellow copies of Executives Conference memoranda since 1/12/29. This file now contains 11,430 serials, most of which contain the comments of the Director.

Mr. O'Connell of the Records Section estimates that these Executives Conference memoranda can be microfilmed for approximately \$7.60 per thousand and that the entire file maintained in the Records Section could be microfilmed for approximately \$87.00. It is believed that the yellow copies of the Executives Conference memoranda now maintained by Records Section should be microfilmed for use in the event of an extreme emergency and the period following thereafter.

Thus it is seen that Bureau Bulletins since 12/1/19, SAC Letters since 9/30/20, Memoranda to all Bureau Officials since 5/18/25 and Executives Conference memoranda since 1/12/29 could be microfilmed and preserved in the Bureau's records repository at Little Rock for an estimated \$559.23. However, the Bureau Bulletins since 1/1/43, SAC Letters since 1/1/44 which include memoranda to all officials at the Seat of Government, could be microfilmed for approximately \$72.60. The Executives Conference memoranda since 1/1/45 could be microfilmed for an estimated \$60.48.

Lecture Outlines

There is maintained in the Training & Inspection Division a master copy of each outline used in the training of FBI personnel, before the FBI National Academy, and in conducting field police training schools. It is estimated that these outlines total 33,650 pages of typed material.

Mr. O'Connell of the Records Section, after viewing the lecture outlines in question, has estimated that they could be microfilmed for \$.0112 per page, or an estimated cost of \$377.00 to microfilm the master copy of these essential training outlines. It must be pointed out that these lecture outlines are not present any place else in the Bureau; they have been built up over a period of years and are considered essential to conduct FBI training. It has been ascertained that a vast majority of these lecture outlines do not change very often and that by microfilming the outlines at this time they would be available for use elsewhere in the event the Justice Building and the records maintained therein are destroyed.

Executives Conference Consideration:

EDM:ATN

Present at the Executives Conference 6/24/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, McGuire, and Mason.

The minority of the Conference, Mason, felt that the Bureau's training outlines involving lectures to Agent and clerical schools, field police lectures, and related documents which have taken years to amass, and which are not duplicated elsewhere, should be microfilmed at a cost of \$377.00.

The minority also felt that not only from the historical standpoint, but as an aid in reconstructing the Bureau after an emergency, assuming that most of our records and employees have been destroyed, that we should now microfilm Bureau Bulletins issued since 1919 (cost - \$118.13); SAC Letters since 9/30/20 (cost - \$318.97); memoranda in bulletin form issued to All Bureau Officials and Supervisors which date back to 5/18/25 (cost - \$34.13); Executives Conference memoranda which date back to 1/12/29 (cost - \$87.00). Minority recommends that such microfilm be sealed and stored at the Little Rock Office, where other vital records are currently stored.

The majority of the Conference, Messrs. Tolson, Callahan, Tamm, Parsons, Mohr, Boardman, Belmont, Rosen, and McGuire, felt there was no need to engage in this micro-filming program; that the documents are not essential to the reconstruction of the Bureau; that SAC Letters and Bureau Bulletins are on file in field offices for at least three years and the more important ones are probably on file for a longer period. The majority was opposed to all proposals.

MR. TOLSON

7/13/54 I. R. -9

EXECUTIVES CONFERENCE

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DATE 8/12/92 BY sp/sc/pc

SUGGESTION #246-54
MADE BY [REDACTED]
SPRINGFIELD OFFICE
PROPOSED USE OF PREPRINTED MASTERS
STANDARD FORM 64
(OFFICE MEMORANDUM - UNITED STATES GOVERNMENT)

SUGGESTION

It is suggested that the Bureau make available to field offices having Multigraph offset duplicating machines preprinted duplomat masters bearing the impression of the Office Memorandum Form (Standard Form 64). A sample copy of Standard Form 64 and of a duplomat are attached.

ADVANTAGES

The suggester listed the following advantages to his suggestion:

Inasmuch as SAC Letter #54-5, Section "A," dated 1/26/54, authorized field divisions to reproduce Bureau-approved forms as needed and inasmuch as many of the forms used by the Bureau are printed on Standard Form 64, if preprinted masters of Standard Form 64 were furnished to the field it would only be necessary to type in the information on the preprinted master. This would save considerable time in preparation inasmuch as it is sometimes difficult to prepare them so that the image will register properly on the printed copy.

This would also eliminate the necessity of stocking large quantities of Office Memorandum Forms since by using the preprinted master the printing would be done on plain white paper.

The preprinted master bearing the impression of the Office Memorandum Form could also be used for preparation of general office memoranda where dissemination is made to a number of offices and the Multilith operation is necessary. The preprinted master could be used for reproduction of all office memoranda regardless of size, that is, the same type master could be used on the long Office Memorandum Form, size 8" x 10 1/2", the medium size 7" x 8", or the short size 5" x 8".

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

Attachments
cc-Messrs. Sizoo and Harbo

RECORDED-39

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68 JUL 16 1954

13 JUL 14 1954

Memorandum to Mr. Tolson

SAC Hosteny of the Springfield Office recommends adoption of this suggestion and feels it will result in a definite saving of stenographic time.

Mr. Mohr of the Administrative Division has no objection to the adoption of this suggestion, but pointed out that this process should only be used when more copies must be prepared than can be made with one run of the typewriter. Mr. Cooper of the Department of Justice advised that the Government Printing Office has no objection to making preprinted masters of the above form.

DISADVANTAGES

SAC Hosteny of Springfield Office felt that the cost of providing preprinted duplimat masters would be the only disadvantage, although it would be greatly offset by the ease with which stenographers and typists prepare duplimat masters for use on Office Memorandum Forms.

Mr. Mohr of the Administrative Division advised that actually duplimat masters cost approximately 4¢ apiece.

EXECUTIVES CONFERENCE RECOMMENDATION: EDM:cs

Conference of 7/13/54, consisting of Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, DeLoach and Mason, unanimously recommended no change in the current practices and saw no advantage to making available preprinted duplimat masters.

The Director

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Executives Conference

#323013

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SUGGESTION NO. 244-54
MADE BY [REDACTED]
MEMPHIS OFFICE

THE SUGGESTION: MAINTENANCE OF CURRENT SECTIONS OF ZERO FILES

That field offices be authorized to maintain "zero" files in numerical sequence in a convenient location, according to the needs of the individual offices, rather than at the beginning of the classification to which they pertain.

PRESENT PROCEDURE:

"Zero" files are those files which contain nonspecific information pertaining to a given classification. The Inspector's Manual, Section 5M (9), page 5a, states, "Zero files at beginning of classification to which pertain....." The Manual of Rules and Regulations sets out no specific instructions as to where zero files are to be filed.

ADVANTAGES OF THE SUGGESTION:

The employee, SAC C. E. Weeks, Memphis, and SAC L. L. Laughlin, Washington Field, feel that in offices where the handling and indexing of zero material is confined to one individual, adoption of the suggestion will keep the working area of employees engaged in pulling and filing of pending files free from interference and make zero files always readily available for use. SAC Laughlin states such a procedure is in operation in Washington Field Office and works satisfactorily. Inspector Nugent, Training and Inspection Division, agrees with these views.

DISADVANTAGES OF THE SUGGESTION:

Mr. L. B. Nichols, Records and Communications Division; Inspectors G. W. Stein, J. H. Williams, and F. H. Strong, Training and Inspection Division, are opposed because such a procedure would require a separate breakdown which would result in some complication in arranging files to be returned to the cabinets and also in arranging mail for filing, in that a separate breakdown would necessarily have to be provided for. This would

- Tolson
- Ladd
- Nichols
- Belmont
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- Tracy
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- Holloman
- Miss Gandy

cc: Mr. Sizoo
Mr. Harbo

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138 JUL 8 1954

R. Harbo

Memorandum to Mr. Tolson

result in some confusion in the training of new employees. This would be of absolutely no advantage to the majority of offices, since it would be impractical to assign this particular duty to any one clerk. It would be a disadvantage to have zero files separated from the other material to which they pertain. It is felt adoption of the suggestion would be just one more departure from our normal procedure, which might result in confusion with little, if any, benefit.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:ATI

The Conference on 6/29/54 consisted of Messrs. Mohr, Tamm, Rosen, Parsons, J. E. Edwards, Belmont, Boardman, Nichols, and Mason.

The minority, consisting of Messrs. Tamm, Boardman, and Mason, felt that inasmuch as the handling of "zero" mail is important, and in large offices, there is a heavy volume of it, particularly regarding alleged Communist activities of a non-specific nature, and since in these larger offices it is frequently desirable to have one employee handle all "zero" mail, time would be saved by having the "zero" files grouped together convenient to the one employee who handles this work. The minority felt that since an office such as Honolulu, where there is only one clerical employee on duty in the daytime, and that employee handles everything, has no need for grouping the "zero" files together, therefore the suggestion, if adopted, should be made on a permissive basis in the field.

The majority, consisting of Messrs. Mohr, Belmont, Nichols, J. E. Edwards, Parsons, and Rosen, felt that because of the disadvantages cited and the fact that there was no clear-cut showing that any savings or better controls would result through adoption of the suggestion, that the idea should be opposed.

Respectfully,
For the Conference

Olyde Tolson

Mr. Tolson

7/6/54

0 Executives Conference

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DATE 8/12/92 BY sp5c/bce

SUGGESTION NO. 231-54
MADE BY SA(A) BERNARD D. HARREN
NEW YORK OFFICE

✓ SECURITY INDEX - FORM FD-186
(MEMORANDUM FOR POSTING INFORMATION
ON SECURITY INDEX CARD)

THE SUGGESTION:

That Form FD-186 (Memorandum for posting information on Security Index Card) be revised to show the Security Index subject has been personally observed. (Samples attached.)

PRESENT PROCEDURE:

By SAC Letter 54-24 (L) dated 5/11/54, the field was instructed to personally observe their Security Index subjects, if this had not already been done, to aid in the reporting of accurate descriptions and to prevent mistaken identities. In addition, it was further provided that "a notation or memorandum to the effect that the Security Index subject has been personally observed shall appear in the case file of every Security Index subject whose name is presently maintained in the Security Index. In most instances such a notation will already appear in those case files, having been recorded there at the time the Security Index subject was personally observed by the Special Agent to whom the subject was assigned for apprehension purposes."

ADVANTAGES OF THE SUGGESTION:

RECORDED-61
INDEXED-61

166-2554-115
JUL 14 1954

Mr. A. H. Belmont, Domestic Intelligence Division, states that the recommended changes in Form FD-186 embody references to the personal observation and provides for necessary modifications to the data previously posted on the Security Index cards. With the proposed amendments, FD-186 may be used to (1) summarize descriptive data derived from all sources, including physical observations, for posting on the reverse side of the Security Index cards at the time they are originally approved and received in the field and (2) to provide for the subsequent amendments in the data carried on the reverse side of the Security Index cards which may be derived from both physical observations and other sources. He believes Form FD-186 can well be utilized for the dual purposes as suggested and notes that two amendments to Form FD-186 have been approved previously but no additional copies of the form have been run since their approval and there are presently 72,350 copies of Form FD-186 in hand.

- ENCL
E. J. Connelley
W. J. ...

- Tolson
- Boardman
- Nichols
- Belmont
- Harbo
- Mohr
- Parsons
- Rosen
- Tamm
- Sizoo
- Winterrowd
- Tele. Room
- Holloman
- Gandy

Attachments cc: Messrs. Sizoo & Harbo
atn 324

RDM

ORIGINAL FILED IN 100-308-1163

Attached for approval are appropriate Manual changes and a letter to the SAC, New York, advising of the adoption of the suggestion. Also attached is an SAC Letter advising of the amendments to be made in Form FD-186 and pointing out the purposes for which it may thus be utilized.

DISADVANTAGES OF THE SUGGESTION: EDM:dmb 7/6/54

None apparent.

EXECUTIVES CONFERENCE CONSIDERATION:

Present at the Executives Conference on July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, Belmont, Boardman, Rosen, DeLoach and Mason.

The Conference unanimously favored suggestion. There are attached an appropriate letter to New York, an SAC Letter and changes for the Manual of Rules and Regulations. There is also attached a letter to SA(A) Bernard D. Warren.

The Director

7/8/54

The Executives Conference

#323012
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP/ke

Present at the Executives Conference July 6, 1954, were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Nichols and Mason.

The Conference considered a suggestion relating to discipline which had been earlier received by the Director. The suggestion and the solution proposed along with the suggestion by the employee were read to the Conference and are set out below for record purposes.

DISCIPLINE

I. Years ago I used to think our discipline was too severe. On this point too I have been proven wrong by time and experience.

A. Obviously, in a large organization of this kind it has to be severe if the organization is to be held together tightly.

B. At the present time it seems we need to tighten up our discipline rather than to relax it.

1. It seems that periodically we need to cleanse our organization of deadwood, malcontents, misbehaving persons, incompetents, etc. by disciplinary procedures.

C. The problem seems to be - how can we do this and maintain severe discipline without damaging morale.

POSSIBLE SOLUTION

I. The best form of discipline is self-discipline.

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

II. Would it be possible and desirable through conferences at the Bureau and in field offices to discuss quarterly or semi-annually the entire subject of Bureau discipline?

cc: Mr. Harbo
Mr. Sizoo

INDEXED-16
RECORDED-16

66-2554-11572

JUL 16 1954

EX - 107

JUL 15 1954

R
R18

A. The need for it.

B. The principles upon which it rests, etc.

III. Next, extract from the men themselves in these conferences their suggestions and recommendations for disciplining themselves.

A. Incorporate the suitable ones in the Bureau's disciplinary policy.

B. Then, when applied, it can be done so in the name of the agents who helped make it. In essence it is their self-disciplinary policy.

C. If properly handled I think we could secure from the men just and severe disciplinary procedures for offenses which warranted them.

D. This "self-disciplinary" policy might:

1. Prevent resentment and reactions which can lower morale;
2. Encourage the men to help maintain discipline among themselves.

The conference was unanimously opposed to communicating with the field to obtain their suggestions as to how the disciplinary practices of the Bureau could be improved or how the employees could arrange for any greater degree of self-discipline. The Conference was unanimously opposed to any change in the Bureau's disciplinary program with regard to matters of misconduct.

There was a very detailed exploration by the Conference of the Bureau's disciplinary program in general and there was a unanimous conclusion that the following action should be taken:

1. Re-emphasize in an SAC letter the need for employees imposing rigid restrictions on themselves and in effect providing self-discipline.

2. Re-emphasize the need for SACs, supervisors and other employees to watch for weaknesses and, when they are discovered, to use those weaknesses as a means of correcting future operations voluntarily. This is not intended to substitute for the present policy of fixing responsibility and taking administrative action where desirable.

3. Re-emphasize the need for SACs and supervisors taking the initiative in recommending disciplinary action for inadequate performance, inept performance, errors made, etc.

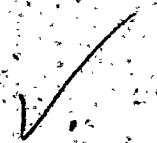
The Conference Considered Whether:

At the semiannual conferences held by each SAC for clerks and at the semiannual conferences held by each SAC for Agents there should be a discussion of administrative action taken within the field division (without mentioning the names of employees), showing the nature of the weaknesses and the penalties imposed as to those matters which came to light during the past 6 months. There was a divided view as to this. Both sides, however, felt that good judgment should be used in enumerating weaknesses discovered and that there may be certain misconduct situations which should not be presented. Messrs. Tolson, J. E. Edwards, Henrich, Boardman and Rosen felt that there should be such a discussion by the SAC as a guide to the other employees. On the other hand, Messrs. Mohr, Trotter, Parsons, Nichols and Mason felt that the present practice should continue of SACs discussing current problems, recent Bureau instructions and appropriately cautioning employees without making a detailed presentation of each dereliction and misconduct matter which has occurred within the past 6 months. This group felt that some employees might take a particular delight in hearing of the troubles of others and might treat these presentations very lightly and possibly as a topic of gossip. Problems which can be corrected through an appropriate presentation should be presented; however, it was doubtful that a presentation as to some matters of misconduct would serve any useful purpose and might in effect acquaint all employees of the field office with matters which do not put the Bureau in the best light, even though these employees have heretofore had no knowledge of the matters at all.

Mr. Nichols, while voting against presentations as outlined above, felt that in the event the Bureau should overcome the objections expressed desire such a presentation be made then the Bureau should go a step further and prepare at the Seat of Government a written document of all derelictions, misconducts, delinquencies and other disciplinary situations which have occurred throughout the FBI within the past 6 months and make this document available to every SAC for his use in presenting the situation to the field employees. The rest of the Conference felt that the Bureau should not commit itself to writing as to any such matters.

Careful consideration was given generally of the Bureau's disciplinary program and it was generally agreed that greater emphasis should be put upon those situations where an employee does not display enough initiative and ingenuity in the handling of matters, principally investigative, and this should also be brought to the attention of the field.

Based upon the Director's wishes, an appropriate SAC Letter will be prepared.



MR. TOLSON

6/22/54

EXECUTIVES CONFERENCE

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b7c

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/12/92 BY sp5ci/bce

SUGGESTION #228-54

MADE BY [REDACTED]
CHARLOTTE OFFICE
PHOTOCOPY WORK

SUGGESTION

It is suggested that each field office be furnished with one of the following machines to be used in photocopy work:

1. Apeco Systematic Auto-Stat, which is a complete photocopying machine and reproduces on 8 1/2" x 11" paper at a cost of approximately 6¢ per copy. This is General Services Item #18-M-410-5 and costs \$314.50. The machine is made by American Photocopy Equipment Company, 1920 West Peterson Street, Chicago 26, Illinois.
2. Verifax Copying Machine, which is a complete photocopying machine. This machine costs \$240.00 and is made by the Eastman Kodak Company, Industrial Photographic Division, Rochester 4, New York.

CURRENT PRACTICE

Mr. Mohr of the Administrative Division advised that each field office now has one or more portable photostat machines. These machines are not production machines and were furnished to the field offices a number of years ago for the purpose of making a limited number of copies and where the time element did not allow the material to be sent to the Bureau or to a field division having large machines (New York, Chicago, San Antonio and San Francisco). The Bureau's Photostat Section receives many of the field offices' Selective Service files which have been obtained by Agents for copying purposes and makes necessary photostats, returning the original material to the field. The Bureau also receives many requests from field offices for volume photostating in Antitrust and other types of investigations, where volume copying is necessary. Mr. Mohr advised that contracts, which the Bureau authorizes for field offices, should only be used where time will not allow the work to be done on the portable machines in the offices and will not permit the material to be forwarded to the Bureau or one of the four offices mentioned above.

ORIGINAL FILED IN 157-277

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

Attachments
cc - Mr. Sizoo
Mr. Harbo

RECORDED-96

EX - 104

INDEXED-96

106-2554-11573
JUL 15 1954
RHM

68 JUL 23 1954

INITIALS ON ORIGINAL

Memorandum to Mr. Tolson

Where sufficient justification is furnished by a field office in instances where the older portable machine has become worn out or defective, the Bureau has approved requests for newer types of machines.

ADVANTAGES

The suggesting employee pointed out contracts are let throughout the field each year for Photostat copy work. The contract price in the Charlotte field office during 1953 was 30¢ for 1 to 3 copies, 27¢ for 4 to 9 copies and 25¢ for from 10 to 25 copies at one time. The Charlotte Office spent approximately \$625.00 during the past year for photostating only at the above rates. He believes with one of the above-mentioned machines the work could have been done for approximately \$145.00 or less, saving approximately \$480.00. The suggester believes that making copies of reports, Personnel Security Questionnaires instead of lead sheets would save considerable stenographic time, and states newspaper items and artist's conception of photographs could also be reproduced on these machines. He advised the machines require no dark rooms, mixing of chemicals or drying of copies inasmuch as they are completely automatic.

SAC W. A. Murphy of the Charlotte Office is informed that the Eastman Kodak Company machine is used by the Federal Reserve Bank at Charlotte and that this machine is most effective and economical, providing copies within a matter of minutes with minimum difficulty. SAC Murphy considers this suggestion to have definite merit and to be worthy of Bureau consideration.

SAC, Washington Field Office stated that the Bureau does all of the photocopy work for the Washington Field Office; however, from assertions in the suggestion he believes it would appear that the idea merits favorable consideration.

Mr. Mohr of the Administrative Division does not believe it should be recommended to the field that each office obtain a new portable photostat machine, but each request should be handled individually upon receipt. If the Charlotte Office justifies the need for and makes a recommendation for a new portable machine, the Bureau will approve same. Mr. Mohr also advised that during 1953, the Bureau's Supply Room furnished 1,287 rolls of 9" x 60" of photostat paper to the field for use in their present portable equipment.

EXECUTIVES CONFERENCE CONSIDERATION

EDM:ATN *dm*

Present at the Executives Conference 6/21/54 were Messrs. Tolson, Callahan, Tamm, Parsons, Sizoo, Belmont, Boardman, Rosen, McGuire and Mason.

Memorandum to Mr. Tolson

The Conference considered the fact that all offices are currently equipped with portable Photostat equipment and that half a dozen offices have large permanent installations of Photostat equipment and reproduce Photostatically items sent to them by other nearby field offices. The Conference unanimously felt that it would be desirable to tell the field of the availability of the Apeco Systematic Auto-Stat and if any office feels the need for such equipment, appropriate justification should be submitted. There are attached:

b6
b7c

(1) Letter to suggesting employee,

(2) Appropriate SAC Letter.

Mr. Tolson

7-15-54

Executives Conference

FIELD STENOGRAPHERS' MANUAL

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP-7/6

BACKGROUND:

In connection with determining whether there were any Field Stenographers' Manuals in the field which could be released, SAC Letter 54-27 also advised the field that the Bureau would be glad to receive any suggestions for improvement of the Field Stenographers' Manual.

SUGGESTION:

The Minneapolis Office has suggested that a section on punctuation be added to the Field Stenographers' Manual. The Minneapolis Office felt such a section would be helpful, particularly for the new stenographer or typist and in making the work more uniform. It was pointed out that while it is realized the conventions of punctuation are quite flexible and it would not be possible to include in the Manual a complete set of punctuation rules, it would be helpful if the instructions would cover the most important points.

OBSERVATIONS:

It is felt that this suggestion should not be adopted. It is known that some of the field offices have a copy of the Secretary's Handbook which is also used at the Seat of Government. If all offices do not have copies of the handbook, they may have other English references and the dictionary. It is pointed out that most dictionaries have a section devoted to punctuation. Therefore, it is believed due to the expense involved and the availability of English books and dictionaries that a section on punctuation is not needed. It is desirable to keep the Field Stenographers' Manual restricted to the Bureau's rules and regulations.

EXECUTIVES CONFERENCE CONSIDERATION: EDM: jaw

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

Present at the Executives Conference 7-15-54 were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.
cc: Mr. Sizoo
Mr. Harbo

MB: dmb

68 JUL 20 1954

EX-100

RECORDED - 23
INDEXED - 23

12 JUL 16 1954

66-2554-111574
RAM

Mr. Tolson

7-15-54

Executives Conference

FIELD STENOGRAPHERS' MANUAL

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

BACKGROUND:

In connection with determining whether there were any Field Stenographers' Manuals in the field which could be released, SAC Letter 54-27 also advised the field that the Bureau would be glad to receive any suggestions for improvement of the Field Stenographers' Manual.

SUGGESTION:

The New Haven Office suggested that a brief statement concerning each type of applicant case might be set forth under the present section 6 - Forms, stating the number of copies and any unusual instructions regarding them. It was pointed out that although this might be construed as a duplication, such data being set out in other manuals, it is felt that this information at present is so scattered as to be of little value to the stenographer, and ready reference on applicant matters would be decided time-saver to the stenographic force.

OBSERVATIONS:

Section 5 of the Field Stenographers' Manual presently contains instructions regarding the classification, number of copies to the Bureau, number of copies to the office of origin and number of copies to submitting office. It is believed that this is sufficient for the use of the stenographer. To set out any unusual instructions regarding applicant cases would be lengthy, repetitious of the other manuals, and would not belong in the Stenographers' Manual.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:jaw

Present at the Executives Conference 7-15-54 were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.

cc: Mr. Sizoo
Mr. Harbo

INDEXED-66

RECORDED-66 12 JUL 16 1954

EX-123

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

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68 JUL 19 1954

66-2554-11575
RIM

Mr. Tolson

7-15-54

Executives Conference

43230/2
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SSA/60

SUGGESTION NO. 262-54
MADE BY SA (A) CARL A. HEERING
CLEVELAND OFFICE

FORM 15

THE SUGGESTION:

That a form be adopted to be utilized as a flag in those cases wherein action must be taken when an investigation is closed. This form would contain information as to whether any local law enforcement agency should be advised of final disposition; whether other interested law enforcement agencies should be advised of final disposition; whether State Unemployment Agency should be advised of results of prosecution; whether a cancellation notice should be submitted; whether there are stops to be removed; whether there are exhibits to be returned or disposed of; and other items. (Sample attached.)

ADVANTAGES OF THE SUGGESTION:

The employee and SAC N. H. McCabe, Cleveland, feel the use of the form will result in a saving of time on the part of the Agent to whom the case is assigned, especially in cases which have frequently been reassigned and where the file is voluminous as it will eliminate the necessity of completely reviewing the file to determine what action, if any, must be taken when the case is closed. It would also save the time of the supervisor, as he can determine at a glance, when reviewing the closing report, whether the necessary action has been taken. It is noted that the form would not be placed in a file unless one or more of the indicated items occur which will require action at the time the case is closed.

EX-123 DISADVANTAGES OF THE SUGGESTION:

RECORDED-66 66-2554-11576

INDEXED-66 12 JUL 16 1954

Mr. L. B. Nichols, Records and Communications Division; Mr. A. Rosen, Investigative Division; Mr. A. H. Belmont, Domestic Intelligence Division; and Mr. E. D. Mason, Training and Inspection Division, are opposed. The following disadvantages are noted: (1) Adoption would increase the errors of omission, in that the Agent might fail to make notations on the form at the proper time; (2) It would possibly lead to a cursory review of an investigation prior to closing it. It is felt all investigations should be thoroughly reviewed at the time of closing to insure that the necessary investigative and administrative steps have been taken; (3) With reference to

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- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

Attachment
cc: Messrs. Sizoo, Harbo
atn

RBM

notification of law enforcement agencies regarding final disposition of the case, it is noted this is usually necessary when the law enforcement agency is the original informant, and this information can be obtained from the first serial in the file or the first report; (4) Concerning cancellation of stop notices, these are followed on a tickler card so that the stops would be removed when a case is closed by being followed on a tickler, even though they were not removed at the time the case was actually closed; (5) Exhibit sheets are maintained in each file, usually as a IA serial, and reference to this sheet would indicate whether the exhibits were to be returned or otherwise disposed of.

EXECUTIVES CONFERENCE CONSIDERATION: EDM: jaw

Present at the Executives Conference 7-15-54, were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.

Mr. Tolson

7-15-54

Executives Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY sc/bcc

~~FIELD STENOGRAPHERS' MANUAL~~

BACKGROUND:

In connection with determining whether there were any Field Stenographers' Manuals in the field which could be released, SAC Letter 54-27 also advised the field that the Bureau would be glad to receive any suggestions for improvement of the Field Stenographers' Manual.

SUGGESTION:

The Charlotte Office suggested that the Field Stenographers' Manual contain a territorial allocation list so that stenographers in doubtful cases can check the proper direction of leads in those states where more than one office exists.

OBSERVATIONS:

At the present time, the territorial allocation list is sent to the field by Bureau Bulletin on Handbook paper so that it can be included in the Agents' FBI Handbook. A few extra copies of the Bulletin are sent to the field offices. It is felt that a copy of this list is readily available to the stenographers in the office. It is not believed desirable to add this list to the Field Stenographers' Manual in view of the expense involved. This list presently consists of 27 pages on handbook paper.

EXECUTIVES CONFERENCE CONSIDERATION:

EDM:jaw

Present at the Executives Conference 7-15-54 were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.

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

RECORDED-66

INDEXED-66

66-2554-11577

12 JUL 16 1954

RDM

cc: Mr. Harbo

FMB:dmb

EX-123

JUL 19 1954 224

MR. TOLSON

7-15-54

EXECUTIVES CONFERENCE

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b7c

SUGGESTION #263-54

MADE BY SA [REDACTED]

NEW YORK OFFICE

(Resignation Effective 7/9/54)

ASSIGNMENT OF SPECIAL AGENTS

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

SUGGESTION:

It is suggested that every Special Agent be given a five to six-year tour of duty in the New York Office early in his Bureau career.

ADVANTAGES:

The suggester feels a Special Agent encounters much more difficult investigative problems in New York, and after several years would be a much better investigator than if the same amount of time had been spent in a smaller office.

DISADVANTAGES:

Mr. J. P. Mohr of the Administrative Division is in favor of varied assignments for Special Agents, but is opposed to the adoption of this suggestion.

EXECUTIVES CONFERENCE RECOMMENDATION: EDM: [signature]

Present at the Executives Conference 7-15-54 were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Henrich, Boardman, Rosen, Kemper, Nichols and Mason.

Conference unanimously opposed.

EX-123

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- Belmont _____
- Clegg _____
- Glavin _____
- Harbo _____
- Rosen _____
- Trotter _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc-Messrs: Sizoo
Harbo

RECORDED-66

INDEXED-66

66-2534-11578

13 JUL 16 1954

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[Handwritten signature/initials]

Mr. Tolson

The Executives Conference

8/13/92 7/6/54 # 323015
Classified by SP-5/BJE
Declassify on: OADR

~~CONFIDENTIAL~~

Present at the Executives Conference on July 2, 1954, were Messrs. Tolson, Mohr, Tamm, Parsons, J. E. Edwards, DeLoach, Belmont, Boardman, Rosen and Mason.

The Conference considered a suggestion earlier received by the Director relating to time consuming measures in the field offices. The suggestor offered a possible solution. Both suggestion and his possible solution are set forth below:

TIME CONSUMING MEASURES

I. One agent offered this as an example:

A. The Bureau, he says, now forbids an agent from placing a mail cover without prior Bureau approval.

B. This means, he continues, remaining in the office and dictating a letter to the Bureau.

1. He argues that this is only one of countless similar items which takes an agent's time away from investigating and causes him to spend more hours on paper work than he should.
2. He continues on to say that a few of these items by themselves are not too serious but the accumulative effect of many is quite serious and takes away valuable time from investigating.

C. Another example is this: Agents complain about the rule requiring them to submit a memo each time they talk over five minutes on a long distance call. They point out that the agent's time preparing the memo probably costs more than the telephone call, not to mention time wasted from other duties. Again, it is the accumulative effect which is important.

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

Attachments

Mr. Harbo
Mr. Sizoo

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JUL 27 1954

EX-108

66-2554-11599

JUL 16 1954
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INDEXED - 25
RECORDED - 25

JUL 16 1954

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EXCEPT WHERE SHOWN
OTHERWISE

UNRECORDED COPY FILED IN 62-2554-11599-246

POSSIBLE SOLUTION

~~CONFIDENTIAL~~

- I. Continuing with the views of agent, he thinks far more responsibility should be fixed on both the SAC and agent and the decision to place a mail cover and other similar decisions should rest with them, thereby eliminating time consuming correspondence and weighing of the matter at both ends--the field and the Bureau.

EXECUTIVES CONFERENCE CONSIDERATION:

The Conference unanimously felt that the current practice in effect for the past few months of having the field obtain Bureau clearance for each mail cover placed should be discontinued. The Conference unanimously felt that SACs should be authorized to request Postal authorities to place mail covers; however, they should be vigorously impressed that this responsibility of evaluation of proposed mail covers must be handled by them personally. Conference unanimously felt that the Inspectors should check every mail cover pending at the time of each inspection and evaluate same. During the recently completed inspection of the Richmond Office, this was done and Inspector Stein recommended the discontinuance of one mail cover. The Conference unanimously recommended that the field submit a quarterly report to the Bureau as to the number of mail covers in existence in order that the Bureau can see whether this practice is getting out of hand. It is noted that the practice was out of hand several months ago until the Director established curbs but during recent months the importance of preventing indiscriminate mail covers has been made apparent to the field and the number of mail covers in existence is quite low by comparison with the period before the controls. The Conference unanimously recommended abolishment of the form now used by the field to request Bureau authority to establish mail covers. (S)

The Conference was unanimously opposed to any undesirable restriction such as the one cited by the suggestor to the effect that an agent should submit a memorandum of explanation each time he talks over the long distance phone for more than five minutes. Conference felt this resulted in unnecessary paper work.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

The Conference unanimously recommended that an SAC Letter go forth advising of the change in the handling of mail covers, emphasizing that the SAC must personally supervise the placing of mail covers, that he must discontinue any rule established in his office such as preparation of a memorandum for each long distance telephone call of more than five minutes, and that he should discontinue any other procedure not stipulated by the Bureau which results in needless paper work or wasting of time. An appropriate SAC Letter is attached. Also attached are appropriate instructions to Inspectors.

✓

~~CONFIDENTIAL~~

The Director

7/13/54

The Executives Conference

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W. L. ...
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY [signature]

Present at the Executives Conference of 7/13/54 were Messrs. Tolson, Callahan, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, DeLoach and Mason. Earlier the Conference had appointed a subcommittee of Messrs. Boardman, Edwards and Parsons to study the method of recording and computing overtime. It will be recalled the Director had received a suggestion concerning overtime and particularly to the effect that men complain about "the division of overtime into (1) travel, (2) regular, and (3) time spent in office. Some think it all should be one."

The third item, "time spent in office" has no connection with overtime and is not regarded as overtime. Overtime regulations are set out in SAC Letter 85 dated 11/22/50. That document prescribes that regular overtime should be shown in any tabulation prepared and that travel overtime should be shown separately and then the two should be added together to show a total overtime. Under the present regulations travel overtime will not be granted for the following: (1) travel to and from In-Service training or special assignment in Washington; (2) travel on transfer or special assignment; (3) travel performed in connection with any court assignment, and (4) travel performed within the field division for the purpose of attending conferences, firearms training, technical training or other special assignment at headquarters city and return travel to resident agency cities, or return travel to continue a road trip from headquarters city after such conferences.

The regulations specify "the only overtime to be reflected in the travel overtime figure is that overtime which arises while the Agent is traveling from one point to another in his field office district. This travel time covers all overtime performed while a Special Agent is en route from one city to another either by automobile, plane or regular common carrier."

RECORDED - 84

62-2234-11580

The subcommittee pointed out that it has encountered no indication of dissatisfaction on the part of Agents with the present breakdown of overtime and feels that the present arrangement is as equitable and as mutually satisfactory as any

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

cc - Mr. Sizoo
Mr. Harbo

JUL 19 1954

14/224

gpc [signature] R/W

as any arrangement could be. The amount of overtime which consists of travel overtime is of benefit to the SAC in a tabulation. The subcommittee recommended continuing present practices.

The Executives Conference explored the overtime problem and there was a divided view:

J. Conner
The minority, Messrs. Tolson, Callahan, J. E. Edwards and DeLoach, recommended that we discard the breakdown of overtime into travel and regular and henceforth record only one figure, that being overtime which includes all kinds of overtime.

The majority felt that no change should be made in the present regulations, saw no need to raise the overtime question again, saw no useful purpose in discarding the present breakdown. The majority consisted of Messrs. Trotter, Parsons, Henrich, Boardman, Rosen, Kemper and Mason.

Based upon the Director's wishes, appropriate action will be taken and in the event the Director should agree with the minority, then an appropriate SAC Letter will be prepared.

DETAILS:

For record purposes there is set forth the exact suggestion which was received by the Director:

OVERTIME

- I. This continues to be a problem. It is hard to determine on occasions who is submitting honest overtime and who is not.

- A. It seems to me that the only way to equalize overtime and keep it honest at the same time is to keep every agent so busy that a reasonable amount of overtime will have to be put in daily to get the work done, and buttress this procedure by some form of enforcement.
- B. Years ago I was strongly opposed to enforced overtime believing that it bred dishonesty; that unenforced overtime is desirable.
1. As in other matters time and experience proves I was wrong.
 2. It seems that unless there is some enforcement behind the overtime program only a few will put in overtime. The program requires some teeth in it to be effective.
 3. Closer scrutiny of the overtime program in field offices appears to be needed because there the opportunities for putting in bogus or phony overtime are far more numerous and varied than they are at the Seat of Government.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

7/8/54

EXECUTIVES CONFERENCE b6
b7c

#323013

SUGGESTION #256-54
MADE BY [REDACTED]
INVESTIGATIVE DIVISION
LISTING OF FIREARMS IN
NATIONAL STOLEN PROPERTY FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/12/92 BY SP5CJ/bca

Indexing

PRESENT PROCEDURE

Currently, all firearms listed in local or state police bulletins are indexed in the National Stolen Property File. These police bulletins are sometimes lengthy, containing long lists of guns reported to the police by the Armed Forces as lost, stolen or recovered. Each of the Armed Forces now submits to the Bureau monthly for search and indexing in the National Stolen Property File a consolidated list of lost, stolen or recovered weapons.

PROPOSED PROCEDURE

It is suggested that the policy of indexing weapons in the National Stolen Property File be amended so that it will be unnecessary to index weapons reported in local bulletins as lost, stolen or recovered, where the context of the bulletin clearly indicates the guns were reported to the police agency as lost, stolen or recovered by the Armed Forces, i.e., Army, Navy Air Force, Marine Corps or Coast Guard. However, if there is any doubt as to the fact that the listing in the bulletin is based on an Armed Forces report the guns should be indexed in the National Stolen Property File.

ADVANTAGES

EX. 104 RECORDED - 84
INDEXED - 84 166-2554-11587
JUL 10 1954

Adoption of the suggestion would result in elimination of duplication in indexing and searching in the National Stolen Property File and would obviate the necessity for many lengthy file reviews.

EXECUTIVES CONFERENCE RECOMMENDATION

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

The Executives Conference on July 8, 1954, consisting of Messrs. Tolson, Trotter, Parsons, J. E. Edwards, Henrich, Rosen, Nichols, and Mason, was unanimously in favor of the suggestion. A letter to the employee is attached for approval.

Attachment
Sizoo
Harbo

71 JUL 23 1954

ORIGINAL COPY FILED IN

RKM

Mr. Tolson ✓

7/13/54

60631

Executives Conference

BOARD WAR PLANS Auxiliary Space For S.O.G.

Present at the Executives Conference July 12, 1954, were Messrs. Tolson, Mohr, Trotter, Parsons, J. E. Edwards, Hennrich, Boardman, Rosen, Kemper, Nichols, and Mason.

It was pointed out to the Conference that the Training and Inspection Division has the responsibility for supervising field war plans and for generally coordinating FBI war plans as a whole. However, at the Seat of Government, until Mr. Glavin's retirement, he had the responsibility for all matters relating to evacuation to Shepherdstown, movement of Seat of Government personnel to Shepherdstown, movement of equipment, files, etc., to Shepherdstown. Subsequent to Glavin's retirement, Parsons of the Laboratory was designated coordinator of evacuation with the same responsibilities formerly held by Glavin.

In order to effect a more unified control, the Conference unanimously felt that there should be centralized direction of war planning. It was felt that this would fix responsibility, prevent duplication, and possibly result in a measure of streamlining.

The Conference unanimously recommends that the Training and Inspection Division serve as general coordinator of all war planning, field and Seat of Government, and that the Training and Inspection Division fix responsibility on other Seat of Government divisions for individual aspects of war planning and evacuation and follow through to see that those divisions handle their individual war planning and evacuation responsibilities.

For example, under centralized supervision in the Training and Inspection Division, it will still be the responsibility of the Administrative Division to provide trucks to transport files and equipment to Shepherdstown; it will still be the responsibility of the Records and Communications Division to accumulate its files and get them to the loading platform for evacuation; it will still be the responsibility of Domestic

- Tolson _____
- Boardman _____
- Nichols _____
- Belmont _____
- Harbo _____
- Mohr _____
- Parsons _____
- Rosen _____
- Tamm _____
- Sizoo _____
- Winterrowd _____
- Tele. Room _____
- Holloman _____
- Gandy _____

cc: Mr. Sizoo RECORDED - 93
Mr. Harbo

INDEXED - 83

66-2554-11582 #323013 RAM

12 JUL 16 1954

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

51 JUL 21 1954

EX-123

Memorandum to Mr. Tolson

Intelligence Division to have the Security Index available for evacuation as needed, etc.

If this is approved, Training and Inspection Division will immediately commence a review of the evacuation aspects relating to the Seat of Government and will place on record any indication of loopholes in prior planning, as well as recommended action to plug those loopholes, and will endeavor to serve as general war plans coordinator. Under this thinking, the title "Coordinator of Evacuation" will be abolished.

OK
✓ 7-15